

# 2019 GUIDE TO ASSIST STUDENTS

TOPIC	QUESTION?	ANSWER!	
ACADEMIC	<b>Catalog</b>	Where can I view the Undergraduate Bulletin (course catalog)? View it online at <a href="http://semo.edu/bulletin">semo.edu/bulletin</a>	
	<b>Classes</b>	Where can I get answers to questions about my class schedule? Your academic advisor (see below) or Office of the Registrar, Academic Hall 057, 651-2250, <a href="http://semo.edu/registrar">semo.edu/registrar</a> or <a href="mailto:registrar@semo.edu">registrar@semo.edu</a>	
	<b>Academic Advising</b>	How do I contact my advisor?	View assigned advisor in Degree Works ( <a href="http://portal.semo.edu">portal.semo.edu</a> > Student SS > Degree Works Student) <a href="http://semo.edu/advising">semo.edu/advising</a> Center for Academic Advising - Polytech 301, 651-5090, <a href="mailto:advisingnorth@semo.edu">advisingnorth@semo.edu</a> College of Science, Technology, Engineering and Mathematics Harrison College of Business and Computing
			Center for Academic Advising - Academic Hall 057, 651-2007, <a href="mailto:advisingsouth@semo.edu">advisingsouth@semo.edu</a> College of Education, Health and Human Studies College of Humanities and Social Sciences Holland College of Arts and Media University Studies (Exploratory/Undecided)
			Southeast Online, Kent Library 317, 651-2766, <a href="http://online.semo.edu">online.semo.edu</a> or <a href="mailto:southeastonline@semo.edu">southeastonline@semo.edu</a>
			Athletic Advising, Holcomb Success Center, 986-6007, <a href="http://gosoutheast.cstv.com/ot/successcenter.html">gosoutheast.cstv.com/ot/successcenter.html</a> or <a href="mailto:athleticacademic@semo.edu">athleticacademic@semo.edu</a>
	<b>Enroll in or Drop Classes</b>	How do I enroll in or drop classes? With your academic advisor, by using My Southeast Portal, <a href="http://portal.semo.edu">portal.semo.edu</a> , or Office of the Registrar, Academic Hall 057, 651-2250, <a href="http://semo.edu/registrar">semo.edu/registrar</a>	
	<b>Major</b>	How do I change my major? Contact the department in which your new major is housed. Make an appointment with an academic advisor or faculty member in that major to discuss your options and complete the appropriate paperwork.	
	<b>Minor</b>	How do I add or change a minor? Contact and/or visit the department in which your minor is housed and complete appropriate paperwork.	
	<b>Testing Services</b>	How do I test out of a course? Testing Services, Kent Library 108, 651-2836, <a href="http://semo.edu/testing">semo.edu/testing</a> or <a href="mailto:testingservices@semo.edu">testingservices@semo.edu</a>	
		How can I find out my English/math course placement? Your academic advisor or Office of the Registrar, Academic Hall 057, 651-2250, <a href="http://semo.edu/registrar">semo.edu/registrar</a>	
	<b>Textbooks</b>	Where do I pick up/drop off my textbooks? Textbook Rental, Kent Library 123, 651-2236, <a href="http://semo.edu/textbookrental">semo.edu/textbookrental</a> <i>University-operated rental program for textbooks.</i> Southeast Bookstore, University Center 1st floor, 388 N Henderson, 651-2220, <a href="http://semoshop.com">semoshop.com</a> <i>For books not available in the University-operated rental program, additional course materials and books required, and supplies. Rental, electronic, and new/used options available. The Bookstore is also the home for your Southeast apparel needs, and where you purchase your UI 100 textbook, "First-Year Seminar: Connecting to Southeast."</i>	
	<b>Transcripts</b>	Where can I get an official transcript? How do I submit a request for an official transcript? Office of the Registrar, Academic Hall 057, 651-2250, <a href="http://semo.edu/registrar">semo.edu/registrar</a> My Southeast Portal, <a href="http://portal.semo.edu">portal.semo.edu</a>	
	<b>Tutoring</b>	How do I get a tutor? Learning Assistance Programs, Kent Library 412, 651-2861, <a href="http://semo.edu/lap">semo.edu/lap</a> or contact your instructor.	
FINANCIAL	<b>Banking</b>	Where can I bank on campus? U.S. Bank is located in the Southeast Bookstore, 332-1082, <a href="http://usbank.com">usbank.com</a>	
		Where can I find banking options in Cape Girardeau? Chamber of Commerce, 1267 N. Mt. Auburn, 335-3312, <a href="http://capechamber.com">capechamber.com</a> Convention & Visitors Bureau, 400 Broadway, 335-1631, <a href="http://visitcape.com">visitcape.com</a>	
	<b>Bills from the University</b>	Where do I get information about my bill? Student Financial Services, Academic Hall 019, 651-2253, <a href="http://semo.edu/sfs">semo.edu/sfs</a> or <a href="mailto:sfs@semo.edu">sfs@semo.edu</a>	
		Where can I view my account balance? My Southeast Portal, <a href="http://portal.semo.edu">portal.semo.edu</a> (Portal > Student SS tab > Personal Information > Account Summary)	
	<b>Employment</b>	How do I find a job on or off campus? Career Services, Academic Hall 057, 651-2583, <a href="http://semo.edu/careers">semo.edu/careers</a> , <a href="mailto:careerservices@semo.edu">careerservices@semo.edu</a> , or <a href="http://redhawkjobs.com">redhawkjobs.com</a>	
	<b>Financial Aid</b>	How do I apply for a loan, grant or scholarship? Who can answer my questions about financial aid? Student Financial Services, Academic Hall 019, 651-2253, <a href="http://semo.edu/sfs">semo.edu/sfs</a> or <a href="mailto:sfs@semo.edu">sfs@semo.edu</a>	

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<b>LIVING ON &amp; OFF CAMPUS</b>	<b>Commuter Students</b> Can commuter students eat in any dining hall on campus?	Commuter students can eat in any dining hall on campus by purchasing Redbucks, a meal plan, or paying cash on site through Chartwells, 986-6025, <a href="http://dineoncampus.com/semo">dineoncampus.com/semo</a>	
	Is there a lounge space commuters can use?	The Center for Student Involvement (CSI) features a small computer lab, study space, and a TV lounge for all students on the 2nd floor of the University Center.	
	<b>ID Card</b> Where do I get a student ID card?	ID Services Desk, University Center, 2nd floor, CSI, 339-4636, <a href="http://semo.edu/idservices">semo.edu/idservices</a> or <a href="mailto:idservices@semo.edu">idservices@semo.edu</a>	
	<b>Mailing Address</b> How do I change my mailing address?	Office of the Registrar, Academic Hall 057, 651-2250, <a href="http://semo.edu/registrar">semo.edu/registrar</a> or <a href="mailto:registrar@semo.edu">registrar@semo.edu</a> My Southeast Portal, <a href="http://portal.semo.edu">portal.semo.edu</a> (Portal > Student SS tab > Personal Information)	
	<b>Parking</b> Where do I get parking information? Where do I get a parking decal?	Department of Public Safety Parking Services, 1401 N. Sprigg St., 651-2310, <a href="http://semo.edu/parking">semo.edu/parking</a> or <a href="mailto:parking@semo.edu">parking@semo.edu</a>	
	<b>Recreation Services</b>	Where can I work out on campus? Whom do I contact for Recreation Center hours?	Student Rec Center, Student Aquatic Center Recreation Services, 651-2105, <a href="http://semo.edu/recservices">semo.edu/recservices</a>
		Where can I find information on group fitness classes, personal training, intramurals and club sports?	Fitness & Wellness, Student Rec Center, 651-2367 Intramural Sports, Student Rec Center, 651-2571 Sport Clubs, Student Rec Center, 986-7379, <a href="http://semo.edu/recservices">semo.edu/recservices</a>
	<b>Residence Halls</b>	When can I check in to my residence hall?	New students check into their rooms on Thursday, Aug. 15. Returning students can move in Aug. 16-18.
		How do I change rooms? How do I get or change a meal plan? Where can I rent a refrigerator?	Office of Residence Life, Towers Complex, 1st floor, 651-2274, <a href="http://semo.edu/residencelife">semo.edu/residencelife</a> or <a href="mailto:residencelife@semo.edu">residencelife@semo.edu</a>
		<b>Shopping</b> Where can I find out where to shop in Cape Girardeau?	Convention & Visitors Bureau, 400 Broadway, 335-1631, <a href="http://visitcape.com">visitcape.com</a> Chamber of Commerce, 1267 N. Mt. Auburn, 335-3312, <a href="http://capechamber.com">capechamber.com</a>
<b>Transportation/ Shuttles</b> Is there time to get from one class to another if I have classes in buildings that are far away from each other?	Transit, 651-2310, <a href="http://semo.edu/transit">semo.edu/transit</a> You can walk from one class to the next class on the main campus, but shuttle buses are available for main campus and between the main and River Campus. Visit the website for routes, operating times, and the shuttle tracker (also available in the Southeast app!).		
<b>STUDENT LIFE &amp; SERVICES</b>	<b>Campus Safety</b> Where do I report emergencies and get information about emergency preparedness on campus? Where do I get information on campus crime statistics?	Department of Public Safety, 1401 N. Sprigg St., 651-2215, <a href="http://semo.edu/dps">semo.edu/dps</a> or <a href="mailto:dps@semo.edu">dps@semo.edu</a>	
	<b>Campus Computing</b>	Where do I go for computer support? Where can I find a list of computer labs on campus?	Information Technology, Memorial Hall 107, 651-4357 <a href="http://semo.edu/it">semo.edu/it</a> (Also available in the Southeast app!)
		Where do I activate my Southeast Key email address? Where do I check my Southeast email?	My Southeast Portal, <a href="http://portal.semo.edu">portal.semo.edu</a> , <a href="mailto:mail.semo.edu">mail.semo.edu</a> Set it up on your phone, <a href="http://semo.edu/it/guides/personaldevice">semo.edu/it/guides/personaldevice</a>
	<b>Disability Services</b> Where do I seek assistance if I have a disability?	Disability Services, Crisp Hall, 651-5927, <a href="http://semo.edu/ds">semo.edu/ds</a> <i>A disability is defined as a physical or mental impairment that substantially limits a major life activity [ADA, 1990].</i>	
	<b>Student Organizations</b> How do I join a student organization?	Campus Life & Event Services, University Center 414, 651-2280, <a href="http://semo.edu/campuslife">semo.edu/campuslife</a> Connect with an involvement ambassador. <a href="http://semo.edu/campuslife/involvement-ambassadors">semo.edu/campuslife/involvement-ambassadors</a>	
	<b>Greek Life</b> How do I learn more about fraternities and sororities?	Office of Greek Life, University Center 413, 986-7301, <a href="http://semo.edu/greeklife">semo.edu/greeklife</a>	
	<b>Medical Assistance</b> Where can I seek medical attention or assistance in dealing with personal problems?	Campus Health Clinic, Crisp Hall, 651-2270, <a href="http://semo.edu/healthclinic">semo.edu/healthclinic</a> or <a href="mailto:CHC@sehealth.org">CHC@sehealth.org</a> Counseling Services, Crisp Hall, 986-6191, <a href="http://semo.edu/ucs">semo.edu/ucs</a>	
	<b>Religious Services</b>	Where are the religious services held on campus?	Services vary by organization. See list for contact information, <a href="http://semo.edu/ministries">semo.edu/ministries</a>
		Where are the churches in Cape Girardeau?	Convention & Visitors Bureau, 400 Broadway, 335-1631, <a href="http://visitcape.com">visitcape.com</a> , <a href="http://semo.edu/ministries">semo.edu/ministries</a>
	<b>Military and Veterans' Services</b> Where can I get information about services or support for veterans, military personnel, and veterans' dependents?	Office of Military and Veterans Services, University Center 302, 651-2263, <a href="http://semo.edu/veterans">semo.edu/veterans</a> or <a href="mailto:veterans@semo.edu">veterans@semo.edu</a>	

## New Student Programs

Academic Hall 123  
651-5166  
[nsp@semo.edu](mailto:nsp@semo.edu)  
[semo.edu/nsp](http://semo.edu/nsp)



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