Welcome to Southeast Missouri State University! You've made an excellent choice. You've chosen a university that allows and encourages you to grow. Here, you’ll receive personal support to propel you forward on your individual path. Consider this handbook a roadmap and resource for your journey at Southeast.

The first year in college is a time of real transformation and growth, so don't be afraid to get out of your comfort zone and explore all we have to offer. Immerse yourself in one of our 145+ majors or 100+ minors. Feel free to speak up in your classes and join one (or a few) of our 200+ student organizations. Do not be afraid to ask questions and know that you are not doing this alone. Your time at Southeast will undoubtedly prepare you to be competitive and successful in life.

Use this time to build your confidence. You are headed for amazing achievements.

We can't wait to see what you do,

Katie Krodinger
Director of New Student Programs
kkrodinger@semo.edu

**Mission**
Southeast Missouri State University provides student-centered education and experiential learning with a foundation of liberal arts and sciences, embracing a tradition of access, exceptional teaching, and commitment to student success that significantly contributes to the development of the region and beyond.

**Vision**
Southeast Missouri State University strives to be one of the nation’s most academically competitive regional comprehensive universities, recognized for excellence in education, research, engagement, and creativity.

---

Have you accessed the Admitted Student Checklist?
/ You can see real-time information on your status for housing, scholarships, financial aid, and other important items to make sure you're prepared to arrive this fall!
/ Log into your My Southeast portal at portal.semo.edu and go to the Admitted Students tab.
/ Click on “Admitted Student Checklist” under Bookmarks Plus.
/ After you start classes, you will gain access to the Current Student Checklist. This will be a valuable resource throughout your time at Southeast. View the Current Student Checklist from the Student SS tab.

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DIAL 573
Ready to make a phone call? Dial 573 for the area code for all numbers on campus or in Cape Girardeau County.
PAYMENT DUE

Students who registered for classes through July 13, 2020 for the fall semester must have all fees and charges paid by August 3, 2020, using any of the payment methods listed below. Failure to pay account balances by August 3, 2020 may result in CANCELLATION of class schedule and/or room assignments.

Students who register for or add classes on or after July 14, 2020 must have all related fees and charges resulting from this activity (including room and meals) paid by September 3, 2020, using any of the payment methods listed below. Failure to pay account balances by September 3, 2020 may result in CANCELLATION of classes and housing assignment, if applicable.

*Note: You may not receive a billing statement for this registration activity.

PAYMENT METHODS:
1. Fees and charges paid in full
2. Fees and charges deferred by confirmed financial aid
3. Fees and charges paid by enrollment in the Installment Payment Plan.

Enter these dates in your 2020 calendar.

View the Academic Calendar online at semo.edu/registrar/academic_calendar.

Registration Begins: Mon. Apr. 13
Last Day to Apply for Fall Graduation: Fri. Aug. 07
Textbook Services Begins Distributing Books: Mon. Aug. 17
CLASSES BEGIN: MON. AUG. 24
Last Day to Add First Eight-Week Class: Wed. Aug. 26
Last Day to Add a Full Semester Class: Fri. Aug. 28
Last Day to Audit or Take as Pass/Fail a First Eight-Week Class: Fri. Sep. 04
LABOR DAY—NO CLASSES (University Offices will be closed): Mon. Sep. 07
Last Day to Drop a First Eight-Week Class: Fri. Sep. 25
Last Day to Audit or Take as Pass/Fail a Full Semester Class: Fri. Sep. 25
Fall Break: Thu.-Fri. Oct. 08-09
Mid-Term Grade Reporting: Fri.-Mon. Oct. 09-19
Textbook Services Sale: Mon.-Fri. Oct. 12-16
Second Half of Semester Begins: Mon. Oct. 19
Mid-Term Grades Posted to Web: Tue. Oct. 20
Last Day to Add Second Eight-Week Class: Wed. Oct. 21
Students with Approved Graduation Applications must have Candidate Information Submitted: Fri. Oct. 23
Last Day to Audit or Take as Pass/Fail a Second Eight-Week Class: Fri. Oct. 30
Homecoming: Sat. Oct. 31
Last Day to Drop a Second Eight-Week Class: Fri. Nov. 20
LAST DAY TO DROP A FULL SEMESTER CLASS/WITHDRAW FROM THE UNIVERSITY: FRI. NOV. 20
Thanksgiving Break: Wed.-Fri. Nov. 25-27
Final Examinations: Mon.-Fri. Dec. 14-18
Commencement Activities: Sat. Dec. 19
Last Day to Return Textbooks (By 4:00 p.m.): Mon. Dec. 21
Final Grades Posted to Web: Tue. Dec. 22

STUDENTS WITH FINANCIAL AID SHOULD BE AWARE THAT IT MAY BE AFFECTED IF THEY DROP BELOW THE REQUIRED NUMBER OF HOURS

Academic Advising

Every student at Southeast has an academic advisor who can serve as a guide and resource to aid you in your pursuit of academic success. Plan to collaborate with them each semester. They can assist you with deciding on or declaring a major or minor, adding and dropping classes, and ensuring you stay on your path to degree completion.

Your advisor’s name and contact information can always be found in your Student Checklist and Degree Works within your Portal. You can also contact the appropriate Advising Center for assistance. More details at semo.edu/advising.

Academic Advising / Polytach Building
/ Donald L. Harrison College of Business and Computing
/ College of Science, Technology, Engineering and Mathematics
Polytechnic Building 301
651-5090
advising@semo.edu

Academic Advising / Academic Hall
/ Earl and Margie Holland College of Arts and Media
/ College of Humanities and Social Sciences
/ College of Education, Health and Human Studies
/ Undecided/Exploratory
Academic Hall OS7
651-2007
advising@semo.edu

Holcomb Success Center
Student-athletes
Upper Level, Holcomb Success Center
986-6007
athleticacademic@semo.edu

Southeast Online
online.semo.edu
651-2766
southeastonline@semo.edu
**A College Degree**

/ Minimum of 120 hours of credit

- Most courses are worth 3 semester hours of credit.
- A course typically meets Monday, Wednesday, and Friday (M-W-F) for 50 minutes each day or Tuesday and Thursday (T-R) for 75 minutes each day every week of the 16-week semester.

/ General Education

- The General Education program provides knowledge, skills, and experiences that enable students to lead full and productive lives.
- The program consists of a total of 42 hours.
- For more details, see p. 3.

/ Major

- A specialized area of study in which a degree is earned.
- Hours required in a major can range from 30 to 60.
- Majors with 30-40 hours generally require a minor.

/ Minor

- An area of study that complements your major and/or gives you a broader base of knowledge.
- Minors can be completed whether required or not.
- Minors generally require between 15 and 21 hours.

/ Minimum 2.0 GPA overall

- A minimum 2.0 GPA in your major (transfer students must also have a 2.0 GPA in major courses at Southeast) and a minimum 2.0 GPA in course work taken at Southeast.
- Some degrees and majors may exceed higher GPA requirements. Always check your Degree Works audit for specific GPA requirements.

/ Other requirements for graduation

/ WP003 – Writing proficiency assessment taken after 75 hours completed

/ Elective Credits

- Used as additional classes to complete the 120 hours required for graduation.
- Any course in which a student has an interest.
- Students must meet all prerequisites required.
- Taking a course in which you have an interest may help you decide on a major.

**Course Placement**

/ English Placement Options

Placement is determined by the Writing Placement Exam, English ACT score, SAT ERW score or previous college credit.

- EN099 - Writing Skills Workshop (non-degree credit) taken concurrently with EN100, if required.
- EN100 - English Composition (General Education requirement)
- EN140 - Rhetoric & Critical Thinking (General Education requirement)
- See p. 13 for more details.

/ Mathematics Placement Options

Placement is determined by Math ACT/SAT score, previous college credit, or placement testing (upon request).

- Math ACT 0-14 (Math SAT 0-359) will place into MA050.
- Math ACT 15-21 (Math SAT 360-519) will place into General Education-Level Math (based on major) and an associated required lab component OR MA115.
- Math ACT 22+ (Math SAT 520+) General Education-Level Math (based on major)
- Math ACT 26+ (Math SAT 600+) MA139 (if required by major)
- Math ACT 26+ (Math SAT 600+) MA140 (if required by major)

Department of Mathematics

651-2164 | semo.edu/math

**Jane Stephens Honors Program**

Honors House, 603 North Henderson Avenue 651-2513 | semo.edu/honors
honors@semo.edu

The Jane Stephens Honors Program offers educational opportunities tailored to the needs, aspirations, and motivations of students with superior intellectual and creative abilities. Students can earn honors credit in specially-designated honors sections of courses or by contracting for credit in non-honors sections taught by honors faculty. Honors courses emphasize creative and active learning with attention to student initiative. In addition, the Jane Stephens Honors Program offers co-curricular and social activities through which honors students can meet other members of the honors community and enjoy a more rewarding and enriching University experience.

To be admitted, students with less than 15 semester hours of college credit must have a cumulative high school GPA of at least 3.5 on a 4.0 scale (or its equivalent) and an ACT composite score of at least 27 (or SAT composite of 1280).

Students who do not meet this criteria (including transfer students) may be admitted to the Jane Stephens Honors Program once they have completed 15 semester hours of college credit (including dual credit classes) with a cumulative college GPA of at least 3.5.

Completion of the Jane Stephens Honors Program requires 24 hours of honors credit including 6 hours at the upper-division level, a senior honors project, and maintaining at least 3.5 cumulative GPA.

**Dean's List**

Students who meet the following criteria will be eligible for the Dean’s Honor List.

- Full time student and complete 12 hours of standard graded (A-F) credit hours
- Achieve a semester GPA of 3.75 or higher
- Achieve no grade less than a ‘B’
- Receive no failing grades in credit/no credit or pass/fail courses

Only courses in which grade points are applied to the cumulative GPA are used to determine eligibility. At the end of each fall or spring semester, a student who meets the requirements for the Dean’s List will be able to download the dean’s list certificate from the student portal. Select the current term and locate the certificate. The certificate can either be printed or saved to the desktop.

The student will be notified via the Southeast email account that the certificate is available to download.

**Enrollment at your First STEP Orientation**

/ How many classes should I take?

Five classes (15 credit hours) are considered a normal course load. You must enroll in 12 credit hours to be a full-time student. It is important not to overload yourself since the first semester will be a time of transition for you.

/ How should I choose a schedule?

Your academic advisor assists you with course planning. A typical first-year student schedule looks like this.

/ UI100

First-Year Seminar Course is required of all beginning first-year students.

/ English and Math Course

Based on your placement, your advisor will assist in selecting the appropriate courses.

/ General Education / Major Course

Subsequent pages outline course options for 100-200 level General Education courses. Some majors have required General Education courses. Your advisor helps you select the appropriate General Education courses.

Need a transcript? Transferring credit to Southeast? Already planning for graduation? The Registrar’s Office supports all students at Southeast related to their academic record. Visit semo.edu/registrar to view the bulletin, policies and procedures, and find useful forms and information about course registration.

Academic Hall 057
651-2250
registrar@semo.edu

Academic Hall 057
651-2250
registrar@semo.edu

Registrar’s Office supports all students at Southeast related to their academic record. Visit semo.edu/registrar to view the bulletin, policies and procedures, and find useful forms and information about course registration.
**General Education**
Office of General Education
Academic Hall 132A
986-67771 | generaleducation@semo.edu

At Southeast, we are very proud of our General Education program as it provides learning experiences for all undergraduate students and offers a range of courses across these areas:
- Social/Behavioral Sciences (students take 3-4 courses)
- Communication (students take 3-4 courses)
- Natural and Mathematical Sciences (students take 3-4 courses)
- Humanities and Fine Arts (students take 3-4 courses)
- Freshman Seminar “Connecting with Southeast” course—UI100 (required for most students)

**Meeting the General Education Requirements**
To complete the requirements for our General Education program, students must earn at least 42 credits in the appropriate categories. At Southeast, we provide extensive advising support and other resources to help students take the right number of courses in the right categories. It is our goal to ensure students explore topics that interest them without taking more credits than are required.

**Compliance with CORE 42 Requirements for Transfer Students**
The General Education program at Southeast provides abundant courses for transfer students that align with the CORE 42 curriculum for the state of Missouri. These courses are guaranteed to transfer to any two-year or four-year public institution for higher education in Missouri.

**Why UI100?**
At Southeast, your education begins with UI100: First-Year Seminar

For students who start at Southeast with fewer than 24 credit hours, UI100 is required and will count as 3 of the 5 Additional Requirement credit hours in the General Education Program.

We know your first semester in college can be challenging, so we have designed a course to assist you in your transition to Southeast. This course focuses on building your skills and knowledge as it relates to critical thinking, writing, speaking, career planning, and developing cultural competence. You will also be introduced to services and resources available to you during your time at Southeast.

One resource we believe you will find useful is the textbook for the course called First-Year Seminar: Connecting to Southeast. This custom textbook, now in its 3rd edition, is written by faculty, staff, and students at Southeast and will help you during your first year and beyond. Pick yours up from the Southeast Bookstore before classes begin this fall!

**General Education Program Key**
- Indicates a CORE 42 course, guaranteed to transfer to any public institution of higher education in Missouri
- Includes lab
- Students can only use one of these courses toward their general education requirements.
- UI100 Freshman Seminar is required for all students unless they transfer with more than 24 credit hours from another institution. This does not include credit hours from dual enrollment, dual credit, military credit, or early college credit.

### General Education Courses

#### SOCIAL & BEHAVIORAL SCIENCES / 9 Credit Hours Total

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AG201</td>
<td>World Food &amp; Society</td>
<td>3</td>
</tr>
<tr>
<td>AN100</td>
<td>Foundations of Human Behavior</td>
<td>3</td>
</tr>
<tr>
<td>AN101</td>
<td>Observing Other Cultures</td>
<td>✓</td>
</tr>
<tr>
<td>AN181</td>
<td>Cultural Anthropology</td>
<td>✓</td>
</tr>
<tr>
<td>AN182</td>
<td>Introduction to Archaeology</td>
<td>✓</td>
</tr>
<tr>
<td>CD110</td>
<td>Language &amp; the Culture of the Deaf</td>
<td>3</td>
</tr>
<tr>
<td>CF102</td>
<td>Relationships in the 21st Century</td>
<td>✓</td>
</tr>
<tr>
<td>EC101</td>
<td>Economic Problems &amp; Policies</td>
<td>✓</td>
</tr>
<tr>
<td>EC215</td>
<td>Principles of Microeconomics</td>
<td>✓</td>
</tr>
<tr>
<td>FA104</td>
<td>Beyond Project Runway</td>
<td>✓</td>
</tr>
<tr>
<td>FE200</td>
<td>Family Resource Management</td>
<td>✓</td>
</tr>
<tr>
<td>GG140</td>
<td>Physical Geography</td>
<td>✓</td>
</tr>
<tr>
<td>GG150</td>
<td>People &amp; Places of the World</td>
<td>✓</td>
</tr>
<tr>
<td>GG180</td>
<td>Cultural Geography</td>
<td>✓</td>
</tr>
<tr>
<td>HL120</td>
<td>Health Perspectives</td>
<td>✓</td>
</tr>
<tr>
<td>MC101</td>
<td>Mass Communication &amp; Society</td>
<td>✓</td>
</tr>
<tr>
<td>MN220</td>
<td>Engineering Economic Analysis</td>
<td>✓</td>
</tr>
<tr>
<td>OS200</td>
<td>Survey of Social Science</td>
<td>✓</td>
</tr>
<tr>
<td>PE201</td>
<td>Sport &amp; Society</td>
<td>✓</td>
</tr>
<tr>
<td>PL245</td>
<td>Social Philosophy</td>
<td>✓</td>
</tr>
<tr>
<td>PS104</td>
<td>Comparative Political Systems</td>
<td>✓</td>
</tr>
<tr>
<td>PY101</td>
<td>Psychological Perspectives on Human Behavior</td>
<td>✓</td>
</tr>
<tr>
<td>PY120/CF120</td>
<td>The Child: Development, Conception to Adolescence</td>
<td>✓</td>
</tr>
<tr>
<td>PY220</td>
<td>Psychological Development Across the Lifespan</td>
<td>✓</td>
</tr>
<tr>
<td>PY222</td>
<td>Development of the Adolescent</td>
<td>✓</td>
</tr>
<tr>
<td>RC100</td>
<td>Leisure in a Diverse Culture</td>
<td>✓</td>
</tr>
<tr>
<td>SO102</td>
<td>Society, Culture, &amp; Social Behavior</td>
<td>✓</td>
</tr>
<tr>
<td>SO120</td>
<td>Cities &amp; Society</td>
<td>✓</td>
</tr>
<tr>
<td>SW207</td>
<td>Understanding Cultural &amp; Social Diversity</td>
<td>✓</td>
</tr>
</tbody>
</table>

#### Constitution Requirement—3 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS103</td>
<td>United States Political Systems</td>
<td>✓</td>
</tr>
<tr>
<td>US105</td>
<td>American History I</td>
<td>✓</td>
</tr>
<tr>
<td>US107</td>
<td>American History II</td>
<td>✓</td>
</tr>
<tr>
<td>Civics Exam</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

#### COMMUNICATIONS / 9 Credit Hours Total

**Written Communication—6 credit hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN100</td>
<td>English Composition</td>
<td>✓</td>
</tr>
<tr>
<td>EN140</td>
<td>Rhetoric &amp; Critical Thinking</td>
<td>✓</td>
</tr>
<tr>
<td>EN190</td>
<td>Writing &amp; the Environment</td>
<td>✓</td>
</tr>
<tr>
<td>PL115</td>
<td>Philosophical Writing</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Oral Communication—3 credit hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC105</td>
<td>Fundamentals of Oral Communication</td>
<td>✓</td>
</tr>
<tr>
<td>SC107</td>
<td>Online Oral Presentations</td>
<td>✓</td>
</tr>
<tr>
<td>SC155</td>
<td>Interpersonal Communication</td>
<td>✓</td>
</tr>
<tr>
<td>SW121</td>
<td>Helping Skills for the Human Services</td>
<td>✓</td>
</tr>
</tbody>
</table>
GENERAL EDUCATION PROGRAM

NATURAL AND MATHEMATICAL SCIENCES / 10 Credit Hours Total
Natural Sciences—7 credit hours from two disciplines\(^1\)
One course must have a lab
AO120/AO125 Plant Science \(\checkmark\) ................................................. 4
AY101 Animal Science .............................................................. 3
BI163 Evolution & Ecology \(\checkmark\) ................................................. 4
BS103 Human Biology \(\checkmark\) .......................................................... 3
BS105 Environmental Biology \(\checkmark\) ................................................. 3
BS107 Investigations in Biology \(\checkmark\) ............................................. 3
BS108 Biology for Living \(\checkmark\) ...................................................... 3
BS151 Biological Reasoning ......................................................... 3
BS218/BS118 Biological Science: A Process Approach \(\checkmark\) ..................... 4
CH108 Chemistry in Our World ..................................................... 3
CH181/CH081/CH001 Basic Principles of Chemistry \(\checkmark\) ..................... 5
CH185/CH085/CH005 General Chemistry \(\checkmark\) ..................................... 5
FN235 Nutrition for Health ............................................................ 3
GG190 Physical Geography ............................................................ 3
GO150/GO050 Earth Science: Environmental Hazards \(\checkmark\) ............... 4
PH106/PH006 Physical Concepts \(\checkmark\) ........................................... 3
PH109/PH009 Exploring the Universe \(\checkmark\) ....................................... 3
PH210/PH202 Introductory Physics I \(\checkmark\) ....................................... 5
PH218 Physical Science: A Process Approach \(\checkmark\) ......................... 3
PH230 General Physics I \(\checkmark\) .................................................... 5
Mathematics—3 credit hours
MA115/116 Precalculus A \(\checkmark\) ...................................................... 5/3
MA117 Precalculus B \(\checkmark\) ........................................................... 3
MA123 Mathematical Reasoning & Modeling \(\checkmark\) ............................. 3
MA128 Numbers & Operations for Educators ..................................... 4
MA137 Precalculus \(\checkmark\) .............................................................. 5
MA155 Statistical Reasoning \(\checkmark\) .................................................... 3

HUMANITIES & FINE ARTS / 9 Credit Hours Total
Choose 9 credit hours from at least 2 disciplines\(^2\)
AH110 Art History Survey I \(\checkmark\) ......................................................... 3
AH210 Art History Survey II \(\checkmark\) ....................................................... 3
AR100 Drawing I \(\checkmark\) ................................................................. 3
AR104 2D Design .............................................................................. 3
AR108 Drawing in Society .............................................................. 3
AR111 Ceramics: A Metaphor for Understanding \(\checkmark\) ......................... 3
AR112 Perspectives in Art \(\checkmark\) ......................................................... 3
CF233 Creative Thought & Expression in Children ............................... 3
CN100 Chinese Language & Culture I \(\checkmark\) ....................................... 3
DA100 Dance Appreciation ............................................................ 3
DA282 Movement Improvisation \(\checkmark\) ............................................. 3
DS104 Exploring Interior Design ........................................................ 3
EH101 Early European Civilization ................................................. 3
EH110 Modern European Civilization .............................................. 3
EH115 Ancient Greece & Rome ....................................................... 3
EL274/SE275 Diversity in America’s Schools ..................................... 3
FR100 French Language & Culture I \(\checkmark\) ......................................... 3
FR120 French Language & Culture II \(\checkmark\) ........................................ 3
FR200 French Language & Culture III .............................................. 3
FR220 French Literature .................................................................. 3
GN100 German Language & Culture I \(\checkmark\) ..................................... 3
GN120 German Language & Culture II \(\checkmark\) ................................... 3
GN200 German Language & Culture III .......................................... 3
GN220 German Literature ................................................................ 3
LI205 The Art of Film \(\checkmark\) ............................................................. 3
LI220 Fiction & the Human Experience \(\checkmark\) .................................... 3
LI221 Poetry & the Human Experience \(\checkmark\) ..................................... 3
LI222 Mythic Dimensions of Literature ............................................ 3
LI243 Children’s Literature ............................................................ 3
LI256 The Variety of Literature \(\checkmark\) ............................................... 3
LI260 English Language I \(\checkmark\) ....................................................... 3
LI261 English Language II \(\checkmark\) ...................................................... 3
LI270 American Literature I \(\checkmark\) .................................................... 3
LI271 American Literature II \(\checkmark\) .................................................... 3
MH252 Evolution of Music Style ....................................................... 3
MM101 Theories of Music in Culture ................................................ 3
MU182 Music: An Artistic Expression \(\checkmark\) ........................................ 3
MU190 Jazz Appreciation \(\checkmark\) ....................................................... 3
PG284 Photography Fundamentals ................................................... 3
PL110 Readings in Philosophy ........................................................ 3
PL120 Symbolic Logic I \(\checkmark\) ........................................................ 3
PL203 Aesthetics & the Arts ............................................................. 3
PL204 Ethical Theory \(\checkmark\) ............................................................. 3
RS101 World Religions \(\checkmark\) .......................................................... 3
RS201 New Testament Literature ...................................................... 3
RS202 Old Testament Literature ...................................................... 3
SN100 Spanish Language & Culture I \(\checkmark\) ..................................... 3
SN120 Spanish Language & Culture II \(\checkmark\) ..................................... 3
SN200 Spanish Language & Culture III ............................................. 3
SN215 Spanish for Healthcare Professions III ..................................... 3
SN220 Hispanic Literature \(\checkmark\) ....................................................... 3
TH100 Theatre Appreciation .......................................................... 3
TH101 Acting for Non-Majors \(\checkmark\) .................................................. 3
TH223 Movement for Actor I \(\checkmark\) .................................................. 3
TH275 Stage Management \(\checkmark\) ........................................................ 3
WH100 African Civilization ............................................................ 3
WH110 Chinese Civilization ............................................................ 3
WH125 Islamic Civilization .............................................................. 3
WH130 Latin American Civilization \(\checkmark\) .......................................... 3

Ensemble Courses
Students who accumulate three credit hours of ensemble courses will be able to apply these credits toward the Humanities and Fine Arts requirement. Students who wish to do this will need to seek guidance from the Music Department.
MU275 Percussion Ensemble .......................................................... 3
MU384 Guitar Ensemble ................................................................. 3
MU386 Marching Band ................................................................. 3
MU387 Jazz Band ......................................................................... 3
MU389 Choral Union ................................................................. 3
MU390 Wind Symphony ................................................................. 3

ADDITIONAL REQUIREMENTS / 5-6 Credit Hours Total
For Transfer Students: Any Core 42 course \(\checkmark\) ......................... 2/3
For Non-Transfer Students: Any course credit \(\checkmark\) .......................... 2/3
For Non-Transfer Students: U1100 Freshman Seminar \(\checkmark\) ................. 3

\(^1\) A discipline is denoted by a course code prefix. Exceptions: AO and AI are the same discipline; BS and BI are the same discipline.

\(^2\) A discipline is denoted by a course code prefix. Exceptions: CN, FR, GN, SN are the same discipline; EH and WH are the same discipline; MH, MM, and MU are the same discipline.
Office of Residence Life
Towers Complex 102
651-2274 | semo.edu/residencelife

Residence Life at Southeast is a vibrant, growing program that provides excellent living and learning accommodations for all types of students in a variety of residence halls. Students living in the residence halls have an incredible opportunity to make friends, interact with faculty members, participate in a variety of programs, learn about others, and succeed academically.

Each residence hall is staffed by a hall director who works with the student staff members to assist residents in addressing problems, present programs, and assist in a student’s success at Southeast. The Office of Residence Life provides full services for students who have questions about their meal plans, rooms, or any other concern about their living arrangements.

In an effort to maximize students’ college experiences, Southeast requires all full-time students to live on-campus during their freshman year. Exceptions to this policy exist for:

- Students commuting from a parent/guardian(s) home (within 50 miles of campus)
- Veterans
- Married students
- Students with dependents
- Students over the age of 21
- Students with at least 57 degree credit hours (minimum 42 hours post-high school)

How do I register for on-campus housing?

Once a student has been admitted to Southeast, they will receive information on completing a contract for University Housing via an online process. Once a student has completed their online contract they must submit a $150 housing deposit before they are considered for assignment to one of our residence halls. Hall, room, and roommate assignments are generally distributed during the first part of July for students beginning classes in the fall and during the first week of January for students beginning classes in the spring.

Required Vaccination

All students living in on-campus housing are required to be vaccinated against bacterial meningitis or have an exemption for medical or religious reasons on file. Vaccination records and exemption forms must be on file with the Office of Residence Life by the first Friday of classes, as required by Missouri state law. Failure to provide them by that date may result in the cancellation of the student’s housing contract, with all charges, thereby impacting the student’s ability to live on campus and remain in classes.

Residence Life Services

Customer Service Desk

Each residence hall has access to a service desk which provides students with services such as mail delivery, change, stamps, phone numbers, help with lockouts, and general information about the campus.

ResNet/Computer Access

All residence halls are equipped with WiFi or have easy access to a University computer lab. For access to the Internet and University network in student rooms, plug into ResNet. ResNet provides reliable 24-hour access to the Internet via WiFi or LAN connection.

Custodial Service

Our custodial staff take great pride in keeping the public areas clean. The public areas for which our custodial staff are responsible include: hallways, lounges, lobbies, and community bathrooms.

Maintenance and Repair Service

Occasionally, repairs may be necessary in student rooms or on a student's floor. When these situations arise, students should complete a maintenance request online at facilities.semo.edu.

Cable Television

Expanded basic cable television is available in all student rooms. All residence halls have cable television in the hall and floor lounges. Students need to bring their own TVs (equipped with a QAM digital tuner) and coax cable cord.

Laundry Facilities

Washers and dryers are located in each residence hall. All costs for laundry are included in the room rate, so there is nothing for students to pay each time they do laundry. Laundry facilities are located on the ground floor in LaFerla, Menick, Myers, Towers East, and Towers South. In Dobbins Center, Group/Greek Housing, Towers North, and Towers West, the laundry facilities are located on each floor.

Parking

All residence hall students must register their vehicles with the Department of Public Safety, Parking Services division. Students may obtain parking decals for designated lots from Parking Services. A shuttle bus runs regularly from residence halls, academic buildings, and parking areas. For more details, see p. 17 or visit semo.edu/parking.

Air Conditioning

Air conditioning is available in all residence hall rooms.

Residence Hall Association

Towers Complex 112
semo.edu/residencelife/RHA

RHA is the governing body for all on-campus residents. RHA membership is open to all residents and includes formal representation from each hall. RHA meets every week and residents are encouraged to attend.

Recent achievements of RHA include working with the Office of Residence Life to increase security measures on campus, helping to address student concerns in the residence halls and food service areas, and assisting students in attending regional and national leadership conferences.

Residence Hall Rates

( per semester)

Based on 2019-2020 rates

<table>
<thead>
<tr>
<th>Hall</th>
<th>Standard Room*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dobbins RCC</td>
<td>$3,416</td>
</tr>
<tr>
<td>LaFerla</td>
<td>$3,416</td>
</tr>
<tr>
<td>Menick</td>
<td>$3,416</td>
</tr>
<tr>
<td>Vandiver</td>
<td>$3,332</td>
</tr>
<tr>
<td>Myers</td>
<td>$3,332</td>
</tr>
<tr>
<td>Towers North &amp; West</td>
<td>$3,332</td>
</tr>
<tr>
<td>Towers East &amp; South (Single)</td>
<td>$3,305</td>
</tr>
<tr>
<td>Group Housing</td>
<td>$2,797</td>
</tr>
<tr>
<td>Towers East &amp; South (Double)</td>
<td>$2,542</td>
</tr>
</tbody>
</table>

Residence Hall Fees Per Semester

(Included in the rates above)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Hall Association</td>
<td>$15</td>
</tr>
<tr>
<td>Technology</td>
<td>$30</td>
</tr>
<tr>
<td>Cable TV</td>
<td>$30</td>
</tr>
</tbody>
</table>

*Private rooms are an additional cost. See semo.edu/pdf/reslife_academic-rates.pdf for details.

Meals Plans

Southeast offers a variety of meal plan options to fit every student’s taste! Whether a student is on campus all day or off campus at an internship, Southeast’s dining service provider, Chartwells Educational Dining Services, offers delicious and nutritious food, attractively presented, and available up to 17 hours per day!

All residential students are required to select one of our meal plans. The amount of Flex Dollars listed with each meal plan is for a semester.

The 2019–2020 meal plan options are available in Classic or Premium.

<table>
<thead>
<tr>
<th>Number of meals per week</th>
<th>Semester Flex Dollars</th>
<th>Semester Cost (Classic)</th>
<th>Semester Cost (Premium)</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>$58</td>
<td>$1,599</td>
<td>$1,686</td>
</tr>
<tr>
<td>15</td>
<td>$70</td>
<td>$1,476</td>
<td>$1,558</td>
</tr>
<tr>
<td>10</td>
<td>$80</td>
<td>$1,306</td>
<td>$1,389</td>
</tr>
<tr>
<td>5</td>
<td>$135</td>
<td>$1,127</td>
<td>$1,179</td>
</tr>
<tr>
<td>90 Block</td>
<td>Towers Café Only</td>
<td>$925</td>
<td></td>
</tr>
</tbody>
</table>

Class or Premium, what’s the difference?

Classic meal plans allow students to use only one meal during a specific meal time (breakfast, lunch, and dinner) up to their total number of meals per week. Once a meal plan is used during a specific meal time, the student will only be able to use Flex Dollars, cash, credit/debit, or Redbucks for additional meal or snack purchases during that meal time.

2020 Orientation Handbook / 5
Premium meal plans give students the flexibility to utilize more than one meal from their weekly allotment during each of the meal times (breakfast, lunch, and dinner). The advantage of this is a student can use more than one meal at one meal time if they want to eat an additional meal, or to buy a snack or a meal to take back to their room for later. Premium meal plans also come with guest meals. The same number of guest meals per semester as the number of meals per week are included.

Any meal not used during the week for either Classic or Premium plan is lost and does not carry over to the next week. Students are encouraged to consider their eating habits and select the meal plan they believe will match the number of meals each week they will eat. Meal plan changes will be accepted through the eighth week of each semester.

**Flex Dollars**

Flex Dollars are held in a “declining balance account” that work on the same principle as a debit card. You can use your Flex Dollars to purchase beverages, snacks or even a full meal at all campus dining locations. Each time you make a purchase, the purchase amount is subtracted from your Flex Dollars balance. Flex Dollars carry over from fall to spring semester only, so budget them wisely.

**Value Exchange**

Value Exchange allows students to utilize their meal plan to eat in any retail location, up to an established dollar amount. This gives students flexibility to use their meal plans anywhere on campus between 7 a.m. and 8 p.m.

<table>
<thead>
<tr>
<th>Location</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Late Night</th>
<th>Weekend Hours</th>
<th>Retail</th>
<th>All-You-Care-To-Eat</th>
<th>Meal Plan</th>
<th>Redbucks, Cash, Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redhawks Market</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panda Express</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Starbucks</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaldi’s Coffee Shop</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Houck’s Place</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Vincent’s Commons</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lunch</td>
<td>Breakfast &amp; Dinner</td>
</tr>
<tr>
<td>Subway</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tower’s Café</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rowdy’s</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2019* Value Exchange Rates

<p>| | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$4.98</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brunch</td>
<td></td>
<td>$760</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td>$760</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Value exchange amounts may be adjusted.

90 Meals/Semester

The 90 block plan offers students the opportunity to eat a maximum of 90 meals over the semester at Tower’s Café only. Students may use only one meal swipe at a time, like our classic meal plans. This plan does not have flex dollars associated with it, and any unused meals will not roll over from semester-to-semester.

Commuter Students

Services are available to assist students who do not live on campus in maintaining a sense of inclusion in the life of the campus; addressing concerns relevant to parking, dining, studying, facilities, and advocating for students’ concerns. Students who commute to campus are encouraged to use recreation and campus life facilities, computer labs and University shuttle services, to participate in intramural sports and student organizations, and to dine on campus.

Information about campus resources can be found at semo.edu/cs/.

Parking

All students wishing to park on campus need to obtain a parking permit. There are specific lots designated for commuters. The permit lottery process starts in July. For details, see p. 17. View a map of parking available and more information at semo.edu/parking.

Off-Campus Housing

While the University provides housing for as many students as possible, a majority of upper division, graduate, and non-traditional students make arrangements for their own housing in the surrounding Cape Girardeau community. Southeast encourages all new students to verify with the Office of Residence Life that they are eligible for a Housing Release prior to signing a lease. To see if you qualify, visit semo.edu/residencelife or review requirements on p. 5.

If you are not required to live on campus and need assistance in finding off-campus housing, visit capechamber.com/rental-guide.
Tips:
/ Review the SAR at fafsa.gov
/ Check for errors, correct them if found, sign and resubmit FAFSA

The SAR will contain the Expected Family Contribution (EFC) that is used to determine a student’s eligibility for financial aid programs. This number is not the amount that you will be required to contribute towards the education, but is used to calculate need/eligibility.

COST OF ATTENDANCE
Financial need for financial aid purposes is determined as follows:

Cost of Attendance (COA)
= EFC (Expected Family Contribution on SAR) + Financial Need

The “Cost of Attendance” is an average total cost the typical student may experience during the year, including both direct and indirect costs. This is not the amount you will be billed by the university, as only direct costs are billed by Southeast.

Special Circumstances
Special Circumstance is when a family experiences a significant change that would impact the information reported on the FAFSA. To be considered you must meet the following:
/ Divorce/separation
/ Loss of income of a parent
/ Death of a parent/spouse
/ Paid medical expenses not covered by insurance
/ K-12 private tuition expense

Forms are available in early spring. The form, along with a letter of explanation and appropriate documentation will be required before a review will be completed.

SAR (Student Aid Report)
The Department of Education will send an email once the FAFSA has been processed. The SAR is a summary of information provided on the FAFSA.
**Offer Notification**

**Begin Notifications: December**

Students are offered financial aid and are sent an offer notification that allows them to view and accept the aid 'package' online.

**Remember:**
- Processed FAFSA must be on file
- Student must have cleared verification, if selected
- Notification of offer sent to student’s SE email
- Paper notification mailed (Freshmen only)
- Loans must be accepted/declined through the Southeast portal (instructions included in email and found at semo.edu/afs/forms)
- Aid is accepted for the year (fall/spring), but charges are billed each semester

**Financial Aid and Costs:**

Don’t assume that financial aid alone will cover your bill. Financial aid is financial assistance and often will not cover all expenses. Be prepared to make payments on your account for any uncovered expenses.

**Types of Aid**

**GRANTS (FREE MONEY)**

If awarded any federal or state grants (i.e. Pell, Access Missouri, etc.), they will be automatically accepted, but verify they are credited to your bill before payment is made.

**FAFSA Verification**

We are required by the Department of Education to verify selected student FAFSA records. During the review, we will request parent and student documentation to support the information reported on the FAFSA. Notifications are sent to student’s Southeast email.

**Tips:**
- Complete early to ensure full aid eligibility
- Monitor status online to determine if additional documents become ‘requested’ or if you have cleared the review process
- Watch email for communication about process
- Do not assume you are finished once you submit documents – make sure they clear the review
- You will receive an email when verification is complete.

**SCHOLARSHIPS (FREE MONEY)**

Notification of endowed and sponsored awards are sent to student’s SE email. Scholarships will also be reflected in your Financial Aid Offer.

**STUDENT LOANS (BORROWED MONEY)**

Before accepting, consider the costs of your semester/year. Loans must be repaid and might not be needed if other aid is available or you can make payments on any remaining balances. Loans can be accepted early or after you receive the bill and know exact cost information.

**Federal Direct Subsidized Loans:**
- Need-based as determined by FAFSA
- Interest does not generally accrue while student is in full-time or half-time status

**Federal Direct Unsubsidized Loans:**
- Not need-based
- Interest begins accrual when loan disburses

**Loan Limits:**
- Dependent freshmen: $5,500 /academic year (max $3,500 subsidized)
- Independent freshmen: $9,500 /academic year (max $3,500 subsidized)

**Accepting Student Loans:**
- Accept through Online Award Letter in Portal
- Complete Entrance Counseling and Loan Agreement at studentaid.gov

Do not consider private loans over Federal loans until you have compared the cost, terms, and benefits of each.

**PARENT LOANS (BORROWED MONEY)**

The parent of a dependent student may be eligible to borrow a Federal Parent PLUS loan. The parent applying must be a biological, adoptive, or step-parent.

**How to Apply:**
1. Login to studentaid.gov under the Parent tab, and choose "Apply for a PLUS Loan"
2. Allow the Department of Education to run a credit check for credit worthiness
   - If approved, complete a Loan Agreement (Master Promissory Note) at studentaid.gov
   - If denied, the parent can choose ONE of three options:
     a. Appeal the credit decision with the Dept. of Ed.
     b. Have third-party endorse the PLUS loan with the applicant
     c. Allow the student to borrow an additional $4,000 in Direct Unsubsidized Loan funds

**Endowed & Sponsored Scholarships**

Southeast does not require an additional application to be reviewed for our Endowed and Sponsored Scholarships. All admitted students are in the pool for review of scholarships. There are some scholarships which require additional information. If you meet the minimum requirements for those scholarships, you will receive an email to your Southeast email address which will explain how you can complete what is needed to be reviewed for those awards.

**NOTE:**

Endowed scholarships do not need to be accepted; however, if applicable, a thank you note must be submitted to the Southeast Missouri University Foundation.

**Special Rules regarding the Federal Pell Grant:**
- Calculated based on ‘frozen hours’ – enrollment at the end of the first Friday of the semester
- Due to federal regulation, additional funds will not be received for added course work after hours are ‘frozen’ (end of first week)
- Only available for the equivalent of 12 full-time semesters – includes fall, spring and summer
- Eligibility ends if degree is not earned within equivalent of 12 full-time semesters
- Grant is pro-rated for part-time semesters

**STUDENT FINANCIAL SERVICES**

**Steps to View Requests & Monitor Status:**

1. Login to the Southeast Portal (portal.semo.edu)
2. Select the Student SS tab
3. Locate the “Financial Aid Requirements” section
4. Click the word “Message” in the lower-left corner of requirements box
5. Select the appropriate year
6. Complete all items that show “requested” in the status column

If chosen for verification, students and parents who filed a 2018 federal income tax return are required to submit federal income tax documents. The Data Retrieval Tool (DRT) is the easiest method for transferring your income information directly from the IRS. Follow the instructions on FAFSA for more information. If you did not file a tax return for 2018, you will be required to submit a statement from the IRS that you did not file. Information on this process will be included in your verification request packet.

**Steps to View Your Financial Aid:**

1. Login to the Southeast Portal (portal.semo.edu)
2. Select the Student SS tab
3. Click “Financial Aid Offer” in the Student Financial Services section
4. Select appropriate aid year

**Reviewing and Accepting Your Financial Aid:**

Read and review each of the following tabs (in order):

1. “General Information”
2. “Award Overview”
3. Read the “Terms and Conditions”
4. “Accept Loan Offers” (if Applicable)
   - Accept full or partial amounts
   - You may select a lesser loan amount which can be increased later (up to maximum), if needed.

**NOTE:**

Endowed scholarships do not need to be accepted; however, if applicable, a thank you note must be submitted to the Southeast Missouri University Foundation.
### Cost Calculator

Estimate based on 2019-2020 fees

For an estimate of cost, use the calculator below or visit the Undergraduate Cost and Scholarship Estimator at [semo.edu/admissions/affordability](http://semo.edu/admissions/affordability).

#### Tuition and General Fees (per credit hour) Based on 2019-2020 fees

**Missouri Resident**
- Tuition: $220.20
- General Fees: $39.80
- Total*: $260.00

**Non-Missouri Resident**
- Tuition: $421.20
- General Fees: $39.80
- Total*: $461.00

**Online Only (SEOnline)**
- Total: $300.00 per credit hour

#### Regional Campuses

- 000-200 Level Courses: $178.00

#### Course Specific Fees

- ITV Fee: $5.50 per credit hour
- Online & Webinar Fee: $25.00 per credit hour
- Off-Campus: $4.00 per credit hour
- Special Course Fees & Electronic Course Access: Varies*
- Textbook Rental: $36.31 per course

**Textbook Rental**

$36.31 X (number of courses enrolled) + $_______

**Room & Board (if required)**

- Room Rate (see p. 5): + $_______
- Meal Plan (see p. 5): + $_______
- Parking Decal (see p. 17): + $_______

**TOTAL ESTIMATED DIRECT SEMESTER CHARGES**: $_______

#### Calculate the IPP (details on p. 9)

- Total (from above)
- Subtract Accepted Financial Aid: - $_______
- Divide by number of payments on plan (4 or 5): + $_______
- Add IPP Enrollment Fee ($30): + $_______
- Add any other charges not paid (e.g. prior term balance): + $_______

**TOTAL DUE FOR FIRST PAYMENT** (Aug./Jan.): $_______

*Payments can vary depending upon additional charges added during the semester.

---

**Billing and Payment Dates**

**Bills Sent**: Mid-July (fall), mid-December (spring)

**Bills Due**: First business day of August (fall) and January (spring)

**Financial Aid on Your Bill**

Aid that has been 'accepted' will show as Current Semester Payments on the Student Schedule/Bill. This is financial aid* that is approved and pending payment to the student account.

*Financial aid is subject to change based on Federal regulations and/or student status at time of payment to account.

**Delivery of Bills**

- Bills are issued to the student and emailed to their Southeast email.
- The first bill of a student's enrollment is sent to the permanent address; subsequent bills are emailed.
- Online 'real-time' bill and full 'Activity Details' available through the Southeast Portal's SEMO-Pay link
- Authorized payer accounts can be created by the student to allow online billing/payment access to others

**Payment of Bills**

Students are required to pay their account balances by published deadlines using one of the following payment options:
- Payment in Full
- Installment Payment Plan (IPP)
- Accepted Aid Greater than Account Balance

Southeast accepts payment by the following methods:
- Cash – in person
- Check – in person, mail, online
- Credit/Debit Card – online

A 2.75% service fee will apply to all credit/debit card payments.

**Installment Payment Plans**

If financial aid does not cover the account balance and you are unable to pay the amount in full, you may elect to enroll in an Installment Payment Plan (IPP) for the semester.

**Steps to View Online Billing Information:**

1. Login to the Southeast Portal ([portal.semo.edu](http://portal.semo.edu))
2. Select the Student SS tab
3. Locate the “Student Financial Services” section
4. Choose SEMO-Pay (Pay/view my bill) or Online Schedule Bill

If financial aid does not cover the account balance and you are unable to pay the amount in full, you may elect to enroll in an Installment Payment Plan (IPP) for the semester.

**How Plans Work:**

- Allow monthly installments during semester
- Enrollment in and setup fee is by semester
- Calculates on all semester charges; re-calculates payment amount if charges/aid are added/removed
- Outstanding prior term charges and non-refundable enrollment fee ($30) must be paid in full with first installment
- Monthly billing statements are issued
- Enrollment occurs when/how first payment is made

**2020-2021 Due Dates**

<table>
<thead>
<tr>
<th>FALL 2020</th>
<th>SPRING 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/3/20 (Enrollment before 7/13/20)</td>
<td>1/4/21 (Enrollment before 12/14/20)</td>
</tr>
<tr>
<td>9/1/20 (Enrollment 7/14/20 or after)</td>
<td>2/1/21 (Enrollment 12/15/20 or after)</td>
</tr>
<tr>
<td>10/1/20</td>
<td>3/1/21</td>
</tr>
<tr>
<td>11/2/20</td>
<td>4/1/21</td>
</tr>
<tr>
<td>12/1/20</td>
<td>5/3/21</td>
</tr>
</tbody>
</table>

[semo.edu/sfs/options](http://semo.edu/sfs/options)
Fee Adjustments & Consequences of Dropped Classes
Students can withdraw from the University or drop specific classes until the published “Last Day to Drop a Class.” Fee adjustments for withdrawal/dropped class(es) are based on the date in which online or written withdrawal is processed.

Effects of Dropping Classes:
- Partial fee adjustments are issued if dropped during established fee adjustment periods.
- Students who completely withdraw from all classes must request refund if credit balance exists after drop.
- If Federal Title IV financial aid was received, per federal regulation, all or a portion of the funds received may have to be returned and can create a balance due.
- Refunds will be delayed if financial aid was used while amount to be returned is calculated (up to 60 days).
- Withdrawn class(es) can impact Satisfactory Academic Progress and future aid eligibility.

Satisfactory Academic Progress
Students are required to make satisfactory academic progress (SAP) towards a degree to continue receiving financial aid. SAP is evaluated at the end of each semester, including summer. Three criteria are used:
- GPA
- 1.75 cumulative GPA for each of the first three semesters.
- 2.0 cumulative GPA for all semesters thereafter.

Completion Rate-Pace
- 67% of cumulative hours attempted must be earned/completed.
- Hours withdrawn after the published date of the 100% fee adjustment period count as attempted hours.

Maximum Timeframe
- You must complete your degree within 150% of credit hours required for the degree. (120 credit hour degree programs must be completed within 180 attempted hours). The full policy can be found at semo.edu/SAP.

1098T
Southeast is required to send a 1098T for to any eligible student that was enrolled and had qualified charges during the previous calendar year. Southeast outsources the 1098T preparation to Heartland ECSI. Forms and information are made available at ecsi.net/1098t or are mailed to the permanent address no later than January 31.

Email Correspondence
Student Financial Services will send important information and/or warning notices to your Southeast email account. Failure to check your University assigned email account can cause vital information to be missed.

FERPA
In accordance with the Family Education Rights and Privacy Act (FERPA), financial aid information is only disclosed to the student or a parent, guardian, or other custodian of an eligible student who is claimed as a dependent for income tax purposes. For more information, please refer to the FERPA information on p. 12.

Student Financial Services Checklist
Have you...
- Received a merit Copper Dome Scholarship?
- Reviewed terms and conditions.
- Received an Endowed or Sponsored Scholarship?
- Submitted a ‘Thank You’ letter (if required)?
- Completed your FAFSA?
- Been chosen for verification?

- Submitted your requested documents?
- Verification worksheet
- 2018 Income Tax Return Transcript/IRS Data Retrieval
- Other requested documentation (if applicable)

- Received your financial aid offer email notification?
- Read the terms and conditions?
- Accepted/declined loans (if applicable)?
- Completed Entrance Counseling for any accepted loans?
- Completed the Loan Agreement for any accepted loans?

- Is your parent applying for the Federal PLUS Loan?
- Applied at studentaid.gov?
- Completed the Loan Agreement (Master Promissory Note)?
- Found/Received financial assistance from any organization outside of the University (e.g. outside scholarships, Vocational Rehabilitation, College Savings Plans)?
- Contacted the agency/plan administrator?
- Contacted Student Financial Services?

- Determined eligibility for Veteran/Military benefits?
- Contacted the Office of Military and Veterans Services?
- Completed your online certification for benefits?

- Reviewed your bill to ensure all anticipated financial aid has been applied?
- If NO, contact SFS immediately
- Set up an installment payment plan/paid your bill?
<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>TYPE OF AID</th>
<th>PROGRAM DETAILS</th>
<th>ANNUAL AMOUNT</th>
<th>HOW TO APPLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant</td>
<td>Grant; does not have to be repaid</td>
<td>Available to undergraduates; is need-based and is determined by your Expected Family Contribution (EFC) as calculated based on the FAFSA</td>
<td>Up to $6,195 (limited to 12 full-time semesters)</td>
<td>File the FAFSA</td>
</tr>
<tr>
<td>Federal Supplemental Education Opportunity Grant (FSEOG)</td>
<td>Grant; does not have to be repaid</td>
<td>Limited to recipients of the Federal Pell Grant with zero EFCs. Funding may not be sufficient to cover all eligible applicants.</td>
<td>Varies</td>
<td>File the FAFSA (Priority Deadline Feb. 1)</td>
</tr>
<tr>
<td>Federal Direct Subsidized Loans*</td>
<td>Loan; must be repaid with interest</td>
<td>Need-based loan for undergraduate students; U.S. Department of Education pays interest while borrower is in school and during grace/deferment periods; student must be enrolled in a minimum of 6 credit hours</td>
<td>$5,500-$12,500 Based on undergraduate grade level and dependency status</td>
<td>File the FAFSA</td>
</tr>
<tr>
<td>Federal Direct Unsubsidized Loans*</td>
<td>Loan; must be repaid with interest</td>
<td>Non-need based loan for undergraduate &amp; graduate students; borrower is responsible for all interest; student must be enrolled in a minimum of 6 credit hours</td>
<td>Limited to Cost of Attendance minus other aid offered</td>
<td>File the FAFSA</td>
</tr>
<tr>
<td>Direct PLUS Loan* (PARENTS)</td>
<td>Loan; must be repaid with interest</td>
<td>Non-need based loans for parents of dependent undergraduate students and for graduate and professional students; student must be enrolled in a minimum of 6 credit hours; borrower is responsible for all interest</td>
<td>Minimum and maximum amounts determined annually</td>
<td>File the FAFSA</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>Must work to receive funds; does not have to be repaid</td>
<td>For undergraduate students; jobs can be on or off campus; students are paid at least federal minimum wage; enrollment requirements vary</td>
<td>Minimum and maximum amounts determined annually</td>
<td>File the FAFSA (Priority Deadline Feb. 1)</td>
</tr>
<tr>
<td>State Access Missouri Grant</td>
<td>Grant; does not have to be repaid</td>
<td>For undergraduate students; must be a Missouri resident and U.S. citizen; EFC equal to or below 12,000; enrolled in at least 12 credit hours; 2.5 GPA (waived for first year)</td>
<td>Awards range from $1000-$2,100 (dependent upon state funding)</td>
<td>File the FAFSA (Priority Deadline Feb. 1)</td>
</tr>
<tr>
<td>Institutional Endowed Scholarships</td>
<td>Scholarship; majority do not have to be repaid</td>
<td>Available to undergraduate and graduate students; may be required to demonstrate need</td>
<td>Varies</td>
<td>Be admitted to Southeast</td>
</tr>
<tr>
<td>Outside Sources</td>
<td>Typically Scholarships</td>
<td>High school, local businesses or organizations</td>
<td>Varies</td>
<td>Contact the Organization</td>
</tr>
</tbody>
</table>

*Interest rates are based on the 10 yr. U.S. Treasury Rate and could vary year to year. For current interest rates studentaid.ed.gov.

### Missouri Department of Higher Education Estimated Student Loan Repayment Chart

**Standard 10-Year Repayment Period**

<table>
<thead>
<tr>
<th>TOTAL AMOUNT BORROWED</th>
<th>MINIMUM PAYMENT</th>
<th>TOTAL INTEREST PAID</th>
<th>MINIMUM ANNUAL SALARY NEEDED</th>
<th>MINIMUM HOURLY SALARY NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000</td>
<td>$115</td>
<td>$3,810</td>
<td>$17,262</td>
<td>$8.30</td>
</tr>
<tr>
<td>$12,500</td>
<td>$144</td>
<td>$4,762</td>
<td>$21,578</td>
<td>$10.37</td>
</tr>
<tr>
<td>$15,000</td>
<td>$173</td>
<td>$5,714</td>
<td>$25,893</td>
<td>$12.45</td>
</tr>
<tr>
<td>$17,500</td>
<td>$201</td>
<td>$6,667</td>
<td>$30,209</td>
<td>$14.52</td>
</tr>
<tr>
<td>$20,000</td>
<td>$230</td>
<td>$7,620</td>
<td>$34,524</td>
<td>$16.60</td>
</tr>
<tr>
<td>$25,000</td>
<td>$288</td>
<td>$9,524</td>
<td>$43,155</td>
<td>$20.75</td>
</tr>
<tr>
<td>$30,000</td>
<td>$345</td>
<td>$11,429</td>
<td>$51,786</td>
<td>$24.90</td>
</tr>
<tr>
<td>$35,000</td>
<td>$403</td>
<td>$13,334</td>
<td>$60,417</td>
<td>$29.05</td>
</tr>
<tr>
<td>$42,500</td>
<td>$489</td>
<td>$16,191</td>
<td>$73,364</td>
<td>$33.27</td>
</tr>
</tbody>
</table>

*Based on a 6.8% annual interest rate and equal monthly payments. Minimum salaries are based on the 8% recommendation. Student loan payments should not exceed 8 percent of your gross income. Figures are rounded to the nearest dollar.

*All figures assume student is paying interest charges on any unsubsidized loans and not capitalizing the interest while in school.

Source: dhe.mo.gov/files/RepaymentChart.pdf
STUDENT RESOURCES

Information and ID Services
University Center 2nd Floor | Inside the CSI
651-2896 | semo.edu/idservices
idservices@semo.edu

Information and ID Services is located inside the Center for Student Involvement (CSI) and is your one stop-shop for many things. During business hours, students and staff can stop by the desk to purchase stamps, ask questions about almost anything Southeast related, utilize open use computers, or access to campus printing or hang out with friends while enjoying amenities such as televisions, arcade games, and a small conference room. It is also where students and staff members go to get Redhawk IDs printed. Your Redhawk ID is an identification for you on campus, your meal plan card for Chartwells, access card for the library, textbook rental, and recreation center, and your free ticket into Southeast Athletic events! Lost or stolen ID? Report it to ID services immediately. Replacement IDs are $15.

Information Technology
semo.edu/it

IT Help Desk
651-HHELP (6357) | helpdesk@semo.edu

/ Memorial Hall Rm 107
/ Towers Complex Rm 108
For Help Desk hours of operation visit semo.edu/it/helpdesk/hours

Open Computer Labs
/ Dempster Hall Rm 113 986-6066
/ Kent Library 3rd Floor 651-2812
/ Magill Hall Rm 118 651-2864
/ Merrick Hall Rm 129 651-5159
/ Towers Complex Rm 110 651-5917
/ River Campus RCS 203 651-2286
For Open Computer Lab hours of operation visit semo.edu/it/computerlabs/lab-availability

Device Requirements
If you are considering purchasing a new device to bring to campus, please view the recommendations and requirements available at semo.edu/it/helpdesk/comprecommendations

There are certain academic programs that may have additional computing needs or device requirements. If you have concerns about these requirements, please contact the department. Currently, Southeast’s Education and Mass Media departments have the following device requirements:

Education - All Majors, All Levels
/ iPad 6th generation or newer / WiFi / 32GB
For more information, visit semo.edu/pdf/Education-EvolutionFAQ

Mass Media - All Majors, 300-level courses and above
/ MacBook Pro
/ MacBook Air
For specs and details, as well as equipment purchase options, visit semo.edu/massmedia/academic/pro-on-the-go

In order to connect to the University network, the minimum personal computer and laptop specifications are:
/ Processor: Intel Core 3 or faster
/ Memory: 8GB RAM
/ Hard Drive: 250 GB
/ Operating System: Windows 10 with all critical updates or better; Mac OS 10.12 Sierra or better

NOTE: While a system with these specifications will connect to the University network, your courses or academic program may require more extensive hardware. Visit our website for recommendations if purchasing a new device.

Other Software
/ Microsoft Office 2019 or newer (Office 365 is provided for free for students. Visit semo.edu/it/guides/Office365)
/ Current web browsers Microsoft Edge, Google Chrome, Firefox and/or Safari
/ Adobe Acrobat Reader (latest)
/ Antivirus (Anti-spyware/malware) Software with a current subscription

Use updated antivirus software or download free Microsoft Security Essentials. An antivirus program that provides real-time protection against viruses, spyware, and other malicious software. To download, go to microsoft.com and perform a search for security essentials.

Other Hardware
/ 10/100BASE-T Ethernet adaptor (usually built-in or 802.11x wireless capability)
/ Many new laptops and tablets no longer have an Ethernet port, so a USB-to-Ethernet Adapter (aka ‘dongle’) will be needed to access wired networks, including our residential network, ResNet
/ 15-25 CAT-S Ethernet cable (for wired connections)
/ Many consumer devices, such as smart TVs and media devices cannot connect to campus wireless and require a cable/wired connection. Visit semo.edu/it/helpdesk/connect for more details.

Campus Residents
/ Network connection
/ Wired connection using Category 5 Ethernet cable
/ Wireless connections in all residential halls
/ Game consoles are able to connect wirelessly to the SoutheastGameNet. Visit semo.edu/it/helpdesk/personaldevice and click on Media Devices.

Prohibited & Incompatible Technology
/ Personal hubs, switches, and routers.
/ Personal printers are allowed but must be directly connected to the computer (i.e. USB cable)
/ Some items will not work on campus. Some will work if properly configured. Visit semo.edu/it/helpdesk/incompatible-tech for more information.
/ Information Technology reserves the right to temporarily or permanently disconnect your network access until any inappropriate or illegal actions or issues have been resolved.
/ See usage policies: semo.edu/it/policies

Moodle
learning.semo.edu

Moodle is Southeast’s learning management system. It is used to deliver online courses, blended course environments, and electronic materials or submission methods for face-to-face classes. All students will need to become familiar with this system. You can start now by completing the demo course at semo.edu/online. As you start to use Moodle, resources are available to assist you with specific features of the system at semo.edu/online/student-resources/moodle.

Family Educational Rights and Privacy Act (FERPA)
semo.edu/FERPA

What is FERPA?
FERPA protects the privacy of student records. It was designed to allow parents of students or students who are either 18 or attend a post-secondary institution access to their education records and limit the transferability of a student’s records without the individual’s consent.

What is a student’s education record?
A student’s education record includes any information or data recorded in any medium including but not limited to handwriting, electronic, print, tapes, file, microfilm, and microfiche for an individual who has attended or is attending Southeast. Students may have one or more of the following records: admissions, academic records, health, accounting/financial, financial aid, credentials/placement, and student disciplinary. These may be maintained by a number of different offices on campus. Education records do not include files which are retained by individuals which are not accessible to any other person (for example, personal notes), law enforcement records maintained by campus police, and specific types of mental and physical health treatment information.

What does this mean for parents?
When a student turns 18 or enrolls at Southeast, control of the rights granted under FERPA is transferred to the student. Southeast will only release a student’s education records with the consent of the student. Records include, but are not limited to, grade reports, transcripts, and judicial reports. This form can be found at semo.edu/pdf/FERPA.

What about judicial records?
Judicial records are considered educational records and are protected by FERPA. You may become aware that your student has been found in violation of the University’s Code of Student Conduct if a judicial fine shows up on his/her student account. FERPA allows the University to notify a parent or guardian under certain conditions when a student under the age of 21 has been found in violation of University alcohol or drug policies. If your student is in this situation, you may receive a letter from the Dean of Students indicating that your student has committed a violation and has been issued a disciplinary sanction, but no details will be given. For more information, see the Parental Notification section of the Code of Student Conduct at semo.edu/stuconduct. If you contact the Office of Student Conduct to inquire about the nature of the judicial fine, you will be informed that your student must sign a Release of Information Authorization in order for a staff member to discuss the violation with you.

Know your rights and responsibilities!

Become familiar with the Responsible Redhawk Guide: Student Code of Conduct, Resident Handbook, University Drug and Alcohol Policy, and other important information for students at semo.edu/dean. Additional campus data can be found at semo.edu/consumer.

Dean of Students Office | AC 010-011
651-2524 | semo.edu/dean
deanofstudents@semo.edu
ACADEMIC RESOURCES

University Bulletin
/ Whether you’ve known your career path since before you could read or you still aren’t sure what you want to dedicate your life doing, Southeast has the programs, facilities, and faculty to help you find the right fit. View more than 145+ majors or 100+ minors and browse degree maps for our programs on p. 23 or at semo.edu/study.
/ You can view the Undergraduate Bulletin online at semo.edu/bulletin.

SupportNET

At Southeast, you have a support network to help guide you on your path to success! We understand that managing your way through college takes time, and we are here to help you stay focused on graduating from Southeast.

Use Southeast SupportNET to connect with the correct resources and people when you need them:
• Receive notifications from your instructor, advisor, and other Southeast personnel (sent to your Southeast email account).
• View your connections through “My Success Network” and see other services available to Southeast students across campus.
• Request Help (General, financial, or by course).
• View your Dashboard and Messages to keep yourself on track.
• Schedule an appointment with your advisor, faculty, or others.

Stay focused and remember, assistance is just a phone call or email away!

Academic Support Centers

The Academic Support Centers (ASCs)/TRIO Programs at Southeast are staffed by professionals certified in learning assistance, higher education theory, financial literacy and leadership development. We support and prepare students for their launch into life and career as degree professionals. The mission of the Centers is to enhance the academic achievement and educational attainment of all students. The programs/spans the educational scope from pre-college to undergraduate and graduate programs. We assist students in navigating their collegiate journey, support their learning, and celebrate their successes.

Support colleagues that promote their intellectual, personal, and social development. The primary goal of Academic Support Centers is to help students acquire the skills necessary to act responsibly and persist in their academic pursuits on campus. The Centers strive to create an environment that offers assistance, guidance, and challenging educational experiences to students throughout their collegiate career and beyond graduation.

Learning Assistance Programs

Kent Library 412
651-2861 | semo.edu/lap

Learning Assistance Programs provide services to enhance both academic and personal enrichment skills through a holistic approach. The office provides direct services and resources to students through in-person and online programming to assist in the development of critical thinking skills and to support students’ educational goals and attainment.

Programs include:
/ University Tutorial Services (UTS)
Appointment-based tutoring with CRLA certified Learning Assistants
/ Supplemental Instruction (SI)
Targeted study sessions for high-risk/high-failure courses, led by an SI leader who previously excelled in the course
/ College Success and Financial Responsibility Seminars (CS & FR)
Academic, life skills, and financial literacy related workshops provided throughout the semester

Degree Works - Finish in 4

Students review their Degree Works audit reports through the portal. Students are encouraged to review their Degree Works reports with their advisors prior to choosing classes for the next semester. The Degree Works audit indicates required courses for the major, minor, and General Education. It also indicates the specific GPA requirements for a particular major/degree.
1. Log into your MySoutheast account at portal.semo.edu
2. Click on the Student SS tab.
3. On the left side of the screen, scroll down to find the Degree Works channel. Click on the Degree Works Student link.
4. Your degree/major information will be automatically loaded into the Degree Works system.

Career Services

Academic Hall 057
651-2583 | semo.edu/careers

The Office of Career Services provides career assistance and support to students across all majors at Southeast. Services include major and career exploration, resume and cover letter review, job search and networking support, mock/practice interviews, online career resources, and trained personnel to respond to career-related inquiries. Career Services manages REDHAWKjobs.com, an online job search tool exclusive to Southeast students and alumni. Career Services also provides information about internships, full-time and part-time employment, and offers a variety of programs, workshops, and events related to career development.

Center for Writing Excellence

Memorial Hall 103
651-2460 | semo.edu/writing

/ Writing Placement Exam
Prior to First STEP orientation, this 50-minute online exam is REQUIRED for students who do not have an English ACT sub score of 18+ or an SAT ERW score of 430+. Students with an EACT of 18+ or SAT ERW 430+ are enrolled in EN100. Students taking the placement exam who receive a 3.0 or below (on a 6-point scale) are enrolled in EN099 and EN100 concurrently; students receiving a 3.5 or above are enrolled in EN100. International students whose placement exam score is 3.0 or below (on a 6-point scale) are enrolled in TL110 and EN100 concurrently.

/ WPO02: The 75-Hour Writing Proficiency Exam
Students take this exam, required for graduation, after they have completed 75 hours of college credit. It consists of two parts: the first requires students to write a personal experience essay, the second asks students to compose an argumentative essay based on their experience. A set of supplemental readings is supplied at the time of the exam.

/ The Writing Lab
Students may have their papers reviewed at the Writing Lab and are welcome to visit the Writing Lab at any stage in completing a writing assignment (beginning, middle, final paper, or all). The Writing Lab is a free service to help students improve writing skills.

For hours, visit semo.edu/writing/writing_lab. Appointments are not necessary. The Writing Lab is not only for weak writers. Good writers know the value of receiving feedback during the writing process.

The Online Writing Lab is also available at semo.edu/writing/online_submit.
Testing Services
Kent Library 108
651-2836 | semo.edu/testing
testingservices@semo.edu

Testing Services administers a wide range of exams and services. National standardized tests such as the GRE, GMAT, ACT, and LSAT are given regularly, as well as Missouri Content Assessment exams for teacher licensure, MoGEA exams for entrance into the College of Education, Health and Human Studies, HESI exams for entrance into the Department of Nursing, and many more. Students who are registered through Disability Services and receive testing accommodations may choose to take classroom assessments in the Testing Services Department.

Testing Services also provides proctoring service for:
/ Online courses requiring a proctored event
/ Courses taken from other institutions requiring a proctored event

Credit by Exam
College credit earned by examination may be counted toward General Education, major, minor, or elective requirements. Southeast offers credit by exam through Advanced Placement (AP), DSST, CLEP, and International Baccalaureate Organizations (IB). A maximum of 30 credit hours may be earned through credit by examination. For more information, contact Testing Services or visit semo.edu/testing.

Microsoft Office Certification
Southeast students may take advantage of Microsoft Office Certification exams at dramatically reduced rates. Free practice material is available on all Southeast lab computers and for download on student devices through GMeter. Students may test in as many Microsoft Office areas as they desire while at Southeast. Contact Testing Services for more information.

Retroactive Credit for Foreign Language
Did you complete two or more years of a foreign language in high school? Complete a foreign language course beyond the 100-level at Southeast, achieve a grade of "C" or better, and you can receive retroactive credit for the courses that you bypassed in the language sequence for FREE! You can receive up to 9 credit hours using a combination of retroactive credit, AP credit, or transfer credit. See your academic advisor for more details.

Kent Library
651-2232 | library.semo.edu

What if I need help?
You can get help from a librarian by email, phone, chat, or coming to the reference desk at the Cape Girardeau campus. You can also set up an individual appointment by calling 651-2230 or visiting library.semo.edu/research-help/ask-us.

Research guides are provided for many majors on campus. These guides will lead you to the best databases and websites for your subject and will point out the best way to look for journals and books on that subject. Access the guides at semo.libguides.com. A special section is devoted to distance learners who take classes at Kennett, Sikeston, other Missouri locations, or online. You will find tips and tricks for distance learners, as well as visuals to help you along at semo.libguides.com/onlinelearners.

Can I do my research from home?
YES! You can do your research from anywhere with an internet connection. Using the library’s online databases and chat service, you can do in-depth research from home. You can also access the Kent Library catalog to find items in Kent Library; request them, and have them held for you at the circulation desk. If you have books or materials checked out, you can renew online by using the My Library Account feature of the Kent Library catalog. Choose “MOBIUS” from the Book & Media tab on the library website or go to searchmobius.org. Use the MOBIUS catalog online to search millions of items from other Missouri libraries. You can also request materials from across the United States and around the world through Interlibrary Loan.

How can I get books and videos/DVDs if I don’t come to the Cape Girardeau campus?
Items from Kent Library’s general collection, the Instructional Materials Center, and the Government Documents Collection can be requested through the Kent Library catalog. Once requested, items may be shipped to Kennett, Poplar Bluff or Sikeston. DVDs from the Kent Library catalog can also be requested and delivered. If you are an online only student, and live out of the area, we can mail materials to you. Streaming videos can be viewed online at any time and eBooks read online or downloaded.

Online and Print Sources
Kent Library provides access to a variety of online and print sources. The library currently has 350,000 print volumes; has online access to over 81,000 unique journals, magazines, and newspapers; 152 databases; and has over 200 current subscriptions to paper magazines and journals.

Online resources include encyclopedias through Credo Reference and Cambridge Histories Online, article databases like Academic Search Complete and JSTOR, and in-depth subject-specific databases like the Teacher Reference Center. Kent Library also subscribes to Kanopy and Films on Demand, which stream videos to your computer or device both on- and off-campus. All databases are accessible by going to the Articles and Databases section of the library home page or by going to library.semo.edu/find-materials/databases.

For those interested in other print materials, Kent Library’s book collection can be found on the fourth floor. The Instructional Materials Center (IMC), on the third floor, houses a selective collection of children’s and young adult literature, non-fiction, and P-12 curriculum materials, including textbooks. Teaching aids, educational assessment tools, and educational games are also available in the periodicals desk on the main floor. Kent Library is a selective depository for United States Federal Government publications and houses a small State of Missouri documents collection on the fourth floor. Comfortable study spaces are available on all floors, and there are six study rooms with flat screens to support groups working together on the fourth floor. Students can reserve half of the Library’s study rooms online at semo.libcal.com/reserve/groupstudyrooms; the other study rooms are available to walk-ins.

Special Collections & Archives
Special Collections & Archives acquires, preserves, and makes accessible research materials that document Southeast Missouri and the University. This is the place to visit to learn more about the history of the region and the University. Visit them on the third floor of Kent Library and at library.semo.edu/service-areas/special-collections- and-archives.

Heather MacDonald Greene Multimedia Center
The Heather MacDonald Green Multimedia Center (HMGMC) is a specialized computer lab offering students tools and resources for audio, video, design, 3D rendering, graphics, and animation projects. It has six computer stations, both PC and Mac platforms, featuring Adobe Creative Cloud and other professional level software. The One Button studio is a video recording studio with green screen capabilities, perfect for creating engaging presentations. The HMGMC is fully equipped with digital resources and tools for any and all digital projects from short films to podcasts. One-on-one assistance, demonstrations, and workshops are offered from novice to expert levels. For more information, visit library.semo.edu/service-areas/heather-macdonald-greene-multimedia-center.
**Arts Resource Center**
651-2755
The Arts Resource Center, or the ARC, is located at the River Campus. Music scores, plays, books on art, and CDs are some of the items found at the ARC. Need a place to hang out between classes? The ARC has comfortable seating, a welcoming atmosphere, and friendly staff. The ARC is equipped with MAC computers, a printer and copier, as well as scanner. You can request items from Kent Library be sent to the ARC for you to pick up, and you can return Kent Library items to the ARC. For more information, visit library.semo.edu/service-areas/arts-resource-center or call 651-2755.

**Wrap it up!**
Kent Library has a large book collection, one-on-one research assistance, tutorials and research guides, eBooks, streaming videos, online renewals, archival materials, digital production help, and access to collections within the state and around the world.

**Textbook Rental**
Kent Library – Basement
651-2236 | semo.edu/textbookrental
rentabook@semo.edu

**It's like a scholarship for every student!**
The textbook rental program furnishes undergraduate and graduate students (in cross-listed 400-600 level courses) with textbooks on a rental or purchase option. The rental fee is $36.31 per course. Textbooks must be returned no later than 4 p.m. on the Monday after final exams, or students will be billed for the purchase price of the textbook.

**Southeast Bookstore**
University Center – First Floor
651-2220 | semoshop.com

**Southeast Bookstore offers:**
/ Imprinted gift items
/ Graduation announcements and frames
/ Apple products and accessories
/ Southeast apparel
/ Graduate textbooks
/ E-textbooks and rentals
/ Study guides, course packets, and supplementary materials for classes
/ Banking services provided by US Bank

/ Student Charge - This is NOT financial aid or free money! Students’ University accounts will reflect charges at the bookstore should they decide to use Student Charge as a form of payment. Students will then be billed for these bookstore purchases along with other charges they incur at the University. Students may view their University account online at portal.semo.edu or may contact Student Financial Services at 651-2253 with questions regarding their bill or payment. Students are allowed to charge $500 per semester, with a $10 minimum per use. Students must be active in the semester for which the charge is being used and have no University delinquencies on the account. Students must present their Redhawk ID to charge.

**ENGAGEMENT RESOURCES**

**Athletics**
651-2113 | GoSoutheast.com
Southeast is a member of the Ohio Valley Conference and participates in 16 intercollegiate sports.

**Cheer the Redhawks On!**
Our athletes love to see their classmates in the stands.

**Athletic events at Southeast are FREE with a valid Redhawk ID.**

**Women’s Sports**
- Basketball
- Cross Country
- Gymnastics
- Soccer
- Softball
- Tennis
- Track
- Volleyball

**Men’s Sports**
- Baseball
- Basketball
- Cross Country
- Football
- Track
- Cheerleaders & Sundancers

For contact information for staff or coaches, visit GoSoutheast.com/staff-directory.

**Campus Life & Event Services**

**Camp Redhawk**
651-2280 | semo.edu/campredhawk
campredhawk@semo.edu

CampRedhawk is a summer leadership camp designed for new students preparing to enter their first semester at Southeast. It will offer an introduction to campus life and traditions, immerse you in school spirit, and introduce you to other new Redhawks. You will become more familiar with campus and the community where you will spend the next four years. There are three sessions offered in summer 2020:

/ June 14-17 (Sun.-Wed.)
/ June 22-25 (Mon.-Thurs.)
/ July 12-15 (Sun.-Wed.)

Details and registration are available online. Space is limited, so register soon!

**Center for Student Involvement**

University Center – Second Floor
651-2896

The Center for Student Involvement (CSI) provides office space and resources to the University’s student organizations. The CSI is home to Student Government, Student Activities Council, three Greek Councils, select Greek chapters, Emerging Leaders, and Alpha Phi Omega. The CSI resource area contains marketing tools such as a laminator, die cut machine, poster machine, and more. The CSI houses computers, a pool table, arcade games, and email stations for use by Southeast students.
Clubs & Organizations

Co-curricular opportunities abound at the University and reflect the campus community’s diverse interests. Opportunities for involvement exist in over 200 registered student organizations, as well as in a wide variety of University committees and special projects. Students who become involved with an organization gain valuable experience in leading groups, understanding business practices, refining personal skills, socialization, budget, and event planning.

Involvement Ambassadors

University Center 204
Center for Student Involvement
651-2896 | getinvolved@semo.edu

The Involvement Ambassadors program is a group of trained peer facilitators who are available to meet one-on-one with students to encourage and assist them in selecting programs, events, and organizations that would further their involvement at Southeast. An Involvement Ambassador will create suggestions for you that meet your personalized needs based on interests and past involvement.

Student Government

semo.edu/studentgov

Student Government is the representative body for the benefit of the entire Southeast student body. Student Government works to enhance student life by providing the student body with a communication link to the administration.

Student Activities Council

semo.edu/sac

Student Activities Council (SAC) is the largest student programming organization at the University. SAC plans and facilitates a wide variety of educational, social, cultural, and recreational programs for the campus community.

Campus Ministries

semo.edu/cs/studentlife/ministries

At Southeast, you can participate in campus ministries where you interact with a group of students who share your faith. There are approximately 20 denominational and interdenominational groups, and the Association of Campus Ministries works with other faith perspectives in creating opportunities for spiritual development. Contact information for individual groups can be found on the website.

Greek Life

University Center 413
986-7301 | semo.edu/greeklife

Southeast offers 24 national fraternities and sororities and are governed by three separate councils. The National Pan-Hellenic Council (historically African-American fraternities and sororities), Panhellenic (sororities), and the Interfraternity Council (fraternities) are the governing bodies of their respective systems. Southeast also has one national non-affiliated sorority present on the campus. Fraternities and sororities provide a unique experience with a great balance of academics, service, athletics, and social activities.

LGBTQ+ Resource Center

University Center 204
651-2677 | semo.edu/lgbt

The LGBTQ+ Resource Center strives to provide a comfortable and confidential environment for LGBTQ+ students, faculty, staff, and allies. Staff and volunteers work with the campus community and departments to increase awareness and reduce incidents of bias, discrimination, or harassment based on orientation or identity. The Center also develops programs and services to assist and celebrate the LGBTQ+ community on campus by organizing and sponsoring events and educational programs.

Military and Veterans Services

University Center 302
651-2263 | semo.edu/veterans

veterans@semo.edu

The Office of Military and Veterans Services (OMVS) supports military and veteran students, as well as their dependents, in their endeavors to seek academic and personal success. OMVS offers a myriad of services and referrals, including assistance with military-to-student transition, VA Educational Benefits and certification, tuition assistance, and transferability of military course work. Referrals to on- and off-campus services include Student Services, Disability Services, tutoring, counseling, and services offered by the Department of Veteran Affairs, as well as other state and federal resources and services.

HEALTH, WELLNESS, AND SAFETY RESOURCES

Campus Health Clinic

Crisp Hall 101
651-2270 | semo.edu/healthclinic

chc@sehealth.org

Through a partnership with a community healthcare provider, primary care health services are provided to students, faculty, and staff of Southeast by a team of Board-certified nurse practitioners and licensed nurses. Services are accessed by walking-in or an appointment may be scheduled. Walk-ins will be seen first-come, first-served and around scheduled appointments.

HEALTH RESOURCES

Health Services

651-2270

healthservices@semo.edu

For more information, visit semo.edu/healthclinic/services/mandatory_tb

Tuberculosis (TB) Screening

Missouri Senate Bill 197 requires all students attending Southeast to complete Tuberculosis (TB) Screening. You can access the Mandatory Online Tuberculosis Screening from the “Admitted Students” tab in the portal. Missouri Senate Bill 197 requires all students attending Southeast to complete Tuberculosis (TB) Screening. You can access the Mandatory Online Tuberculosis Screening from the “Admitted Students” tab in the portal. Missouri Senate Bill 197 requires all students attending Southeast to complete Tuberculosis (TB) Screening. You can access the Mandatory Online Tuberculosis Screening from the “Admitted Students” tab in the portal.

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651-2270

healthservices@semo.edu

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Student Health Insurance

Southeast students, with the exception of international students, are not required to have active health insurance as a condition of enrollment; however, it is strongly encouraged that they have coverage under their parent/guardians’ health insurance plan or have coverage of their own. For more information, visit semo.edu/healthclinic/hsf.

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651-2270

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The 2018 Annual Security and Fire Safety Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Higher Education Opportunity Act of 2008, and the 2013 Reauthorization of the Violence Against Women Act. This report includes statistics on reported crimes that occurred on campus, in certain off-campus buildings, or property owned or controlled by Southeast, and on public property within, or immediately adjacent to and accessible from the campus for calendar years 2016-2018. The report also includes fire safety policies and statistics, emergency notification procedures, and protocols for missing persons.

The Annual Security and Fire Safety Report can be accessed online at semo.edu/police/statistics/Police-SEMO-ASR.pdf. A printed copy of the report is available upon request by emailing the Department of Public Safety (DPS) at dps@semo.edu or by calling 651-2215. This information is offered to prospective students and employees, as well as current students, faculty, and staff.

Campus Violence Prevention Program
Crisp Hall 201
986-6899 | semo.edu/cvpp

The Campus Violence Prevention Program raises awareness and promotes the primary prevention of interpersonal violence to create a safe campus environment. The coordinator plans and facilitates education and outreach programs to inform students, staff, and faculty on the realities of interpersonal and sexual violence. The Campus Violence Prevention Program provides confidential crisis and long-term services to students who experience sexual assault, dating violence, domestic violence, and stalking, including:

- 24-hour support for students in crisis
- Advocacy services at the University
- Advocacy services in the community hospital, police, and court systems
- Therapeutic counseling and resources for healing
- Referrals to community resources

The Campus Violence Prevention Program serves a vital role in promoting bystander intervention and educates the campus community on violence prevention.

Counseling and Disability Services
Counseling Services, Crisp Hall 201
986-6191 | semo.edu/counseling

Disability Services, Crisp Hall 201
651-5927 | semo.edu/ds

Counseling Services Available:
- Licensed therapists provide individual counseling, group therapy, educational outreach, and consultation services by appointment and no cost for enrolled students.
- Substance Awareness Prevention and Education (SAPE) provides individual assessment, treatment referral services, educational outreach, and consultation services at no cost for enrolled students.

Disability Services is the institutionally recognized program designated to provide both federally mandated services, as well as proactive services for students with disabilities, through ensuring equal access. By providing leadership, advocacy, mediation, and guidance to students with disabilities, Disability Services assists registered students with identifying barriers to their success and thus identifying ways to address those barriers. Through the provision of services and programs both in person and online, Disability Services strives to develop and retain Southeast students by:

- Encouraging students to achieve their highest personal potential
- Fostering a sense of responsibility and commitment to personal health
- Developing transferrable skills useful in and out of the academic setting
- Advocating for at-risk students
- Distributing information about access and reducing barriers

Department of Public Safety
1401 N. Sprigg Street
semo.edu/dps

Emergency Notification
semo.edu/sealerts

The safety and security of the campus community is our highest priority. When an emergency or criminal event occurs that poses a threat to the campus community, Southeast is prepared to inform and alert students for their personal safety.

The SE Alerts emergency notification system includes multiple communication tools that can be deployed by the University during emergencies to alert the entire campus community, or certain portions of the community and regional campuses, to events, dangers, situations, or threats that impact the safety of students. SE Alerts will text mobile phones and send an email to your University email account. Alerts also may be received on and will first appear in a mobile app. Crimes and threats also can be reported using the app.

Students have the option to update their preferred mobile phone contact information and submit up to four additional personal, spouse, family, or parent emails to receive notifications. You are encouraged to verify your contact information to receive notifications via text message, email, and/or phone. By providing this information, you are ensuring the most current and correct information is on file for use when Southeast deploys its SE Alerts emergency notification system. Instructions to update information and download the mobile app can be found at semo.edu/sealerts, the official Southeast Emergency website for informing and alerting the campus community. All available confirmed information will be posted on this website as soon as it is available.

During an emergency, official Southeast communication will provide guidance and safety tips. Students can help by following instructions from the Department of Public Safety or emergency personnel. The campus community can also monitor and follow the SE Alerts website and Facebook (facebook.com/SoutheastAlert) and Twitter accounts (@SoutheastAlerts).

Parking Services
1401 N. Sprigg Street
651-2310 | semo.edu/parking
parking@semo.edu

Parking Information:
- All vehicles that park on campus must display a University Parking permit.
- Permits are issued through a lottery in July, prior to the academic year. Watch for information about the parking lottery on the web and in your July billing statement.
- Parking permits are valid from August until the following August. The permit you purchase for the spring semester will be valid for summer sessions. A new permit is required in August for the new academic year.
- Students with disabilities may park in disabled parking spaces with the display of a perimeter parking permit in addition to a state issued disabled license plate or disabled hang tag.
- If a student has purchased a decal but drives a car without the decal, a temporary permit is available from Parking Services.
- Students who purchase a new vehicle or trade a current vehicle should remove the old parking permit and bring it to Parking Services to receive a replacement permit. There is no charge for a replacement when the original permit is returned.
- Visitors, guests, and parents of the University are encouraged to obtain a free temporary parking permit from Parking Services when they visit campus.

Parking Decal (per year)

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred (Resident or Commuter)</td>
<td>$190.00</td>
</tr>
<tr>
<td>Perimeter (Resident or Commuter)</td>
<td>$140.00</td>
</tr>
<tr>
<td>Carpool</td>
<td>$255.00</td>
</tr>
<tr>
<td>Evening</td>
<td>$75.00</td>
</tr>
<tr>
<td>Motorcycle/Scooter</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

University Police
651-2215 | semo.edu/police
dps@semo.edu

Open 24 hours a day

The University Police serve as the police agency on campus at Southeast. University Police provide 24-hour assistance, including emergency help and crime prevention programs.

Campus Safety Tips:
- Lock all doors to rooms and apartments whether someone is there or not.
- Don’t leave notes on the door indicating no one is home.
- Ask for identification when letting in repair or service professionals.
- Keep blinds and curtains closed at night.
- Always have keys ready when approaching a vehicle, residence hall, room, or apartment.
- Avoid poorly lit areas.
- Walk in groups whenever possible.
- If being followed, go to one of the emergency call boxes on campus and contact DPS.
- Notify friends whenever traveling on-campus during low traffic hours.
- Look inside a vehicle before entering.
Emergency Locator Service
If an emergency arises, family members may call the Department of Public Safety to assist with locating students on campus.

Campus Watch Line
Anyone who wishes to report crime or suspicious activity anonymously or provide confidential information about a crime may call 651-2595.

Transit
transit@semo.edu
986-6187 | semo.edu/transit
The Southeast Transit Service operates fixed route transportation for Southeast students, faculty, staff, and the general public to the Cape Girardeau and River Campuses. The routes stop at designated stops only. Routes were designed to provide frequent, convenient access to the most used areas of campus. They run during the fall and spring semesters, Monday-Friday 7 a.m. - 2 a.m. and Saturday and Sunday noon - 2 a.m.

Passengers with disabilities may request deviated service to accommodate their needs. To schedule that request, contact Transit Services.

View the Shuttle Tracker in the Southeast app or semo.edu/nexus or semo.edu/pdf/dps-shuttle-brochure.pdf.

Transportation
For off-campus transportation, here are some options offered in the community:

/ WINGS - WINGS is offered in cooperation with Student Government and Transit Services. It runs during the school year on Friday 5-9 p.m., Saturday noon-9 p.m., and Sunday noon-6 p.m. For more information on WINGS, please visit semo.edu/pdf/DPS_WingsBrochure.pdf.

/ CGCTA - Cape County Transit offers taxi and fixed route service in the Cape Girardeau community. For more information, please visit cgcta.com.

/ BART Shuttle - BART offers service to and from the St. Louis Airport. For more information, please visit bartshuttle.com.

/ Cape Airport - The city of Cape Girardeau has an airport. For more information on flights to and from the area please visit cityofcapegirardeau.org/departments/airport.

My Student Body
The MyStudentBody.com (MSB) Essentials Course provides online education about alcohol, drugs, and sexual violence with interactive tools and personalized health information. You will receive an email to your Southeast account regarding steps to complete the MSB Essentials Course. Summer and fall admits will receive the email after July 1 and spring admits will receive the email after January 5. Failing to complete the course will result in a hold preventing your next semester of enrollment.

Proud to be Tobacco Free
Southeast policy prohibits smoking and the use of all tobacco products and electronic nicotine devices on campus. Learn more at semo.edu/tobaccofree.

Safe Ride
651-2294 | semo.edu/peered/safe-ride
deanofstudents@semo.edu
At Southeast we expect our students to use alcohol responsibly and to avoid driving if they are impaired. Southeast students who find themselves in a situation where they do not have a sober driver can call the Cape County Transit Authority (CTA) at 335-5533 for a complimentary SAFE RIDE from a drinking establishment within the city limits of Cape Girardeau to their place of residence in the city limits of Cape Girardeau. Students must show a valid student ID to use SAFE RIDE. The hours of this service are from 9 p.m. to 2 a.m. from Wednesday through Saturday.

Recreation Services
Student Recreation Center (SRC)
Student Aquatic Center
651-2105 | semo.edu/recservices
Facility Information
/ The SRC is located just west of the Show Me Center and features a large free weight area, weight machine area, two separate dumbbell rooms, jungle gym/plyometric studio, boxing studio, group fitness studio, multi-purpose rooms, cardiovascular equipment, indoor track, five multi-purpose courts (basketball, volleyball, badminton), and a rock climbing wall.

/ The Student Aquatic Center is part of the SRC and features a 6-lane lap pool, a whirlpool spa, leisure pool including a climbing wall, zipline, and rope swing.

/ The Outdoor Recreation Complex is located on the corner of Sprigg and Bertling streets and features lighted softball/soccer/flag football fields, tennis courts, ropes course, restrooms, and picnic shelters. Outdoor sand volleyball courts are located at the Towers Complex and Parker field. All facilities are available for rent or use by student groups.

/ Utilization requirements: All students enrolled in at least one credit hour and paying general student fees are eligible to use facilities. Students and members must present a valid Redhawk ID to enter all indoor recreation facilities or to use outdoor recreation fields and facilities.

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Redhawk Food Pantry
Kent Library 123
651-2236 | semo.edu/pantry
redhawkpantry@semo.edu
The Redhawk Food Pantry provides food, hygiene products, and school supplies to Southeast students and employees in need. It is the mission of the Redhawk Food Pantry to provide supplemental support to members of the campus community who struggle with food insecurity. Additionally, the Redhawk Food Pantry encourages an educational understanding of food insecurity and provides a space for students to volunteer with their peers. As a supplemental service, the Redhawk Food Pantry does not supply all the food someone or a family will need for two weeks, instead it is meant to supplement your existing access to food, hygiene products, and school supplies.

Redhawk Food Pantry is supported by donations from the campus community, registered student organizations, Southeast academic departments and offices, and local community members. Accessing the pantry is completely confidential.
MEET ROWDY THE REDHAWK!

HATCH DAY
January 22, 2005

NEST TOWN
Cape Girardeau, Missouri

WORK
SEMO Department of Athletics
January 2005 - present

HOBBIES
Cheering for Redhawk victories, community service activities, taking bird-baths in Stroup Fountain, meeting new friends

FAVORITE SAYING
S-E! M-O!

FAVORITE SONG
SEMO Fight Song

CAN'T WAIT TO MEET YOU!
Rowdy