

TEACHER PREPARATION STUDENT HANDBOOK



COLLEGE OF EDUCATION, HEALTH, AND
HUMAN STUDIES

DR. ROGERS-ADKINSON, DEAN

Introduction

Welcome to Teacher Preparation at Southeast Missouri State University!

The College of Education, Health, and Human Studies leads the state in preparing educators, leaders and counselors to be first-year ready for the challenges of those respective professions. We offer highly integrated field experiences across our programs to provide real-world application of effective practice. We also provide students a technology-rich learning environment with our EDvolution iPad integration for all of our undergraduate students.

All students in a teach preparation program regardless of the home college are required to meet the rules and requirements established by the Teacher Preparation Program and the Missouri Department of Elementary and Secondary Education. Students may have additional requirements in the home college for degree completion.

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EDvolution®

A major goal of The College of Education, Health, and Human Studies is to develop teacher candidates who will be leaders in the use of current and emergent technology. We believe that technology is a tool to be integrated into the classroom, and our faculty serve as instructional models for how this might be done. In order to facilitate this process all teacher candidates learn to teach in an environment in which every student has an iPad. Students have the option of renting an iPad through Southeast Missouri State University or providing their own device as long as it meets the minimum specifications required for the program (see Device Specifications in FAQ document <http://www.semo.edu/pdf/Education-EdvolutionFAQ.pdf>. Students must complete an agreement each term indicating they will rent an iPad: <https://app.semo.edu/it/STLeaseAgreements/auth.asp> .

Stages of iPad Integration

We have defined a three-step student development model for integrating iPad usage.

Tech for you: Technology as a tool to enhance your own learning and personal productivity

- Student ‘out of the box’ basic use seminars
- Direct support in the Instructional Resources & Technology Center

Tech for us: Technology as a tool for collaboration and instruction in education coursework

- Integrated use in education coursework
- In class collaborative work
- Higher integration of “Tech for You” skills
- Appy Wednesday’s – once a month collaborative sharing between faculty and students regarding a specific app

Tech for them: Technology as a tool for instruction to enhance the learning opportunities for all learners

- Using technology in field experiences and student teaching

The EDvolution Center

All Teacher Preparation candidates have access to the EDvolution Center to learn how to best use technology to enhance learning of students during field experiences. The Center provides lecture capture, collaboration spaces, Apple TV, video editing rooms and Smart Boards.

Departments and Majors

The Department of Leadership, Middle, and Secondary Education

The Department of Leadership, Middle, and Secondary Education—often in collaboration relevant academic departments--offers 5-9, 9-12, and K-12 programs that lead to certification in the areas listed below.

Middle School Certification (5-9) Programs

- Language Arts
- Mathematics
- Social Studies
- Science

Secondary and K-12 Programs

- Agriculture
- Art (K-12)
- Biology
- Chemistry
- English
- Family & Consumer Science (B -12)
- French
- German
- Mathematics
- Music: Vocal (K-12)
- Music: Instrumental (K-12)
- Physical Education (K-12)
- Physics
- Social Studies
- Spanish
- Unified Science: Biology
- Unified Science: Physics

The Department of Elementary, Early, and Special Education

The Department of Elementary, Early, and Special Education offers three majors.

Early Childhood Education

(Birth – 3rd grade with add-on certification in Elementary Education grades 1 – 6)

This major is appropriate for students interested in teaching preschool, kindergarten or elementary aged children. Coursework focuses on child development, curriculum and assessment strategies to use with young children, and family engagement. Students in this program complete field experiences with infants/toddlers, preschoolers, kindergarten and elementary aged students.

Elementary Education

(Grades 1- 6 with optional add-on certification in Middle School (grades 5-9) Language Arts, Math, Science or Social Studies)

This major is appropriate for students interested in teaching all of the subject areas in a general elementary classroom. Coursework focuses on the academic subjects of language arts, math, science, and social studies. Students in this program will complete field experiences in the primary and intermediate elementary grades (and middle school grades, if this option is chosen).

Special Education: Mild/Moderate Cross-Categorical

(K – 12, add-on certification in Elementary Education, grades 1- 6)

This program is appropriate for student interested in working with individuals with exceptional learning needs. Coursework focuses on instructional and behavioral strategies for the inclusive classroom. Students in this program will complete field experiences in both the general education and special education classrooms.

Early Childhood Special Education

(Birth – 3rd grade Special Education with add-on certification in Elementary Education grades 1 – 6)

This major is appropriate for students interested in working with infants/toddlers, preschool, kindergarten or elementary aged children with special needs in inclusive settings. Coursework focuses on child development, curriculum and assessment strategies to use with young children in both general and special education, and family engagement. Students in this program complete field experiences with children with both typical development and special needs in these ages: infants/toddlers, preschool, kindergarten and elementary age.

Advising

Education advisors strive to serve students in three ways:

- Provide a general orientation of the Teacher Preparation Program to pre-education majors
- Describe specific program requirements and expectations; and
- Recommend when to apply to the Teacher Preparation Program

Expectations

Services offered by the Education Advisors

- Disperse general information about Teacher Preparation programs, degree requirements and admission/retention into the Teacher Preparation Program
- Advise pre-admission (not yet admitted to the TEP) Elementary, Early Childhood, Exceptional Child and Middle School Education majors
- Assist pre-admission for all Education majors
- Provide assistance in registering for required courses. (If for some reason a student has difficulty registering for a course, they should contact their advisor to find what action they must take to register for the course)

Academic Advising Learning Objectives

- Students will know how to locate and contact their Academic Advisor
- Students will know where to locate important semester dates
- Students will be able to accurately read and effectively utilize the DegreeWorks audit for their educational plan
- Students will demonstrate knowledge of resources to achieve their academic goals

Responsibilities of Education Students

- Have ALL educational records and transcripts sent to the University
<http://www.semo.edu/registrar/transferinfo.html>
- Make an appointment each semester with advisor (preferably before your priority registration date). Check your registration date online at www.semo.edu/registrar/degreeworks.html
- Prepare for your appointment by
 - Reviewing your DegreeWorks audit to identify your program requirements
<http://www.semo.edu/registrar/degreeworks.html>
 - Viewing course selections in the “Look Up Classes” feature in your student portal and preparing a list of possible courses
 - Developing a list of questions for your advisor
- Complete the enrollment process by enrolling through the portal: <http://portal.semo.edu>
- Students that have concerns or questions about the Teacher Preparation Program, their progress in the program, or specific courses, should always consult their Education Advisor rather than solicit advice from other students

Early Childhood, Elementary, Exceptional Child, and Middle School Pre-Education Majors Pre-Education

- Students intending to major in Early Childhood, Elementary, Exceptional Child, or Middle School Education will be advised in the Center for Academic Advising (Academic Hall 057) (<http://www.semo.edu/advising/index.html>). Students will be asked to declare a major (the Autism Certificate may also be declared in the Academic Advising Office).
- Students should contact the Center for Academic Advising by calling (573)-651-2007 to arrange an initial advising appointment with an Education Advisor. Students will receive a Degree Map showing courses needed for a specific major.
- Student's advising appointments should be prior to their priority registration date (students are responsible for knowing their priority enrollment date). Appointments are 30 minutes in length.
- At the appropriate time, students will confer with an Education Advisor about advising/registration, keeping in mind that students are required to receive advising before obtaining a PIN number for registration.
- Advisor and student will discuss their semester plan using the Degree Map and DegreeWorks. They will also discuss their progress for gaining admission to the Teacher Preparation Program.
- Once students have met with their advisor, discussed their progress in the program, and received their PIN number, they will enroll in their courses on or after their priority registration date (determined by earned credit hours, not including the credit hours currently enrolled in). Students will enroll in courses via the Student Portal (<http://www.semo.edu/registrar/priority.html>) between the hours of 7am and 9pm.
- Pre-Education majors will schedule a time to take the Missouri General Education Assessment (MoGEA). It is recommended that students begin taking the assessment during their second or third semester. Students must pass the MoGEA (see Education Advisor for passing scores).
- Applications for admission to the Teacher Preparation Program can be found online at http://www.semo.edu/cea/program_requirements.html. All requirements should be met prior to submitting the application (see "Admission to Teacher Preparation Program" section for requirements). Applications should be submitted by March 15th for fall admission or October 15th for spring admission. The application will be processed within 5 business days and an email notification will be sent to both the student and their advisor. Discrepancies regarding admission to the Teacher Preparation Program should be submitted to The College of Education, Health, and Human Studies Dean (see "Appeals" section).

After Admission to the Teacher Preparation Program

When students are fully admitted into the Teacher Preparation Program, they begin working with their assigned faculty advisor on expectations for the completion of the Teacher Preparation Program. Faculty advisors will assist students with:

- Registration for professional sequence and responsibilities for applying to student teaching
- Required Professional Education exams including MoCA
- Career advice

Secondary (9-12) and K-12 Majors

- Students intending to major in any 9-12 or K-12 program (Agriculture, Art, Biology, Chemistry, English, Family & Consumer Science, French, German, Mathematics, Music: Vocal, Music: Instrumental, Physical Education, Physics, Social Studies, or Spanish) will be advised within the department of their specialization. To find which department to contact for advising, students can contact the Department of Leadership, Middle & Secondary Education in Scully 245 by calling (573) 651-2137.
- Majors in 9-12 and K-12 programs may also contact the Center for Academic Advising for general information about the Teacher Preparation Program including requirements for admission. Students will then be directed to the appropriate department for further consultation and advisor assignment.
- Students should contact their advisors to arrange an initial advising appointment. At that time, students will receive a Degree Map showing courses needed for a specific major.
- Student advising appointments should take place prior to their priority registration date which is determined by earned credit hours, not including the credit hours in which a student is currently enrolled. Priority registration dates are available from the Registrar's website (<http://www.semo.edu/registrar/priority.html>).
- Advisor and student will discuss semester plans using the Degree Map and DegreeWorks. They will also discuss progress toward gaining admission to the Teacher Preparation Program.
- Once students have met with an advisor, discussed their progress in the program, and received a Personal Identity Number (PIN), they will enroll in courses on or after their priority registration date. Students will enroll in courses via the Student Portal (http://www.semo.edu/cea/access_portal.html) between the hours of 7am and 9pm.
- Pre-Education majors will schedule a time to take the Missouri General Education Assessment (MoGEA). It is recommended that students begin taking the assessment during their second or third semester. Students must pass the MoGEA. (See advisor for passing scores.)
- Applications for admission to the Teacher Preparation Program can be found online at http://cstl-TPP.semo.edu/fieldexperiences/tep_login.php. All requirements should be met prior to submitting the application (see "Admission to Teacher Preparation Program" section for requirements). Applications should be submitted by March 15th for fall admission or October 15th for spring admission. The application will be processed within 5 business days and an email notification will be sent to both the student and their advisor. Discrepancies regarding admission to the Teacher Preparation Program should be submitted to The College of Education, Health, and Human Studies Dean (see "Appeals" section).

Transfer Education Students

- Transfer students should work with an education advisor before transferring to determine their graduation date. Those who transfer to Southeast should make sure that their MoGEA scores have been sent to Southeast.
- Transfer students should also work with an Education Advisor concerning any transfer agreements.

Background Checks

Validity

Students are required to have an up-to-date FBI background check to be eligible for all field experiences. No student will be allowed in P-12 schools without a valid background check. Failure to attend to the following information may delay the start of a field placement or, in extreme cases, lead to expulsion from the Teacher Preparation Program.

In order to participate in ANY field experience, students must provide evidence of having had a valid fingerprint background check administered by the Missouri State Highway Patrol (MSHP). Validity of the background check can be established in two ways:

1. Background checks completed **prior to September 5, 2018** remain valid for one year after the background check was completed. A background check completed on September 4, 2018 would be usable for teacher preparation purposes through September 4, 2019. Since field experiences are usually only scheduled during the Fall and Spring Semesters, that background check would only cover the Fall 2018 and Spring 2019 Semesters.
2. Background checks completed **after September 5, 2018** are subject to the MSHP's Rap Back system. In this system, a student completes a background check once for Southeast, and then any subsequent violations are reported to the institution. This system eliminates the need for annual background checks. (If a student a student withdrawals from the Teacher Preparation Program or the university they will no longer be in the Rap Back system and will need to obtain a new background check).

To complete a background check for a field experience please refer to this page.

<https://semo.edu/education-health/edu-prep/backgroundcheck.html>.

Institutional Responses

When a clear background check is received, no action is taken on the part of the TPP. Candidates and relevant personnel will be advised that “no news is good news” in terms of CHRI notifications.

When an incident needs to be addressed, the Associate Dean for Educator Preparation reviews the results of the FBI background check. If incidents on the report warrant, a meeting is scheduled between the Associate Dean and the student. The following are some of the issues that may affect the decision to meet or subsequent choices:

1. Individual school districts have the right to reject candidates with a criminal history. Students are expected to create a corrective plan that allows districts to see the potential strengths of the teacher candidate in spite of the offense (s).
2. The timing, pattern, and type of offense(s) may prevent placement into a field experience. The Missouri Department of Elementary and Secondary Education utilize a standard of **moral turpitude** in determining whether a teacher preparation candidate is suitable for work in schools. Moral turpitude is a legal concept in the United States that refers to “conduct that is

considered contrary to community standards of justice, honesty or good morals.” (West’s Encyclopedia of American Law). *Students with repeated offenses may be denied entrance to field experience unless evidence is supplied that the issue is no longer a reoccurring pattern of behavior for the teacher preparation candidate.* (e.g. successful participation in a program for addiction for a student with multiple driving under the influence convictions.) Students may be requested to produce official court documents related to the offenses and the resolution of the issue that resulted in the criminal history. Students will not be required to meet with the Associate Dean each field experience for a previously reviewed offense. Students with *new* offenses must meet with the Associate Dean for Educator Preparation.

3. According to DESE, if “(a)n individual has pled guilty or been found guilty of a felony or crime involving moral turpitude whether or not sentence is imposed,” they will not be eligible for a teaching certificate. (<http://www.sos.mo.gov/adrules/csr/current/5csr/5c20-400.pdf>) Students with a felony conviction are not eligible for further progression through the Teacher Preparation Program at Southeast Missouri State. A complete list of convictions not eligible for teacher licensure is provide below.

Offenses for Automatic Prevention or Revocation of a Teaching Certificate

Murder 1 st Degree	Abandonment of Child 1 st Degree
Murder 2 nd Degree	Abandonment of Child 2 nd Degree
Arson 1 st Degree	Abuse of Child
Assault 1 st Degree	Child used in a sexual performance
Forcible Rape	Promoting Sexual Performance of a Child
Forcible Sodomy	Trafficking in Children
Kidnapping	Offenses Involving Child Pornography and Related Offenses
Robbery 1 st Degree	Promoting Obscenity in 1 st Degree
Rape	Promoting Obscenity in 2 nd Degree, if penalty is enhanced to Class D Felony
Statutory Rape 1 st Degree	Promoting Child Pornography in 1 st Degree
Statutory Rape 2 nd Degree	Promoting Child Pornography in 2 nd Degree
Child Molestation 1 st Degree	Possession of Child Pornography
Child Molestation 2 nd Degree	Furnishing Pornographic Materials to Minors
Deviate Sexual Assault	TPPring Acceptance of Obscene Material
Sexual Misconduct involving a child	Sale or Rental to Person Under 17
Sexual Misconduct 1 st Degree	
Sexual Abuse	
Incest	

Chalk and Wire

The Teacher Preparation Program (TPP) uses the Chalk & Wire data management. This software application enables the TPP to collect and analyze assessment data related to candidate progress through the program. All candidates in the TPP are required to purchase a Chalk & Wire license and the University Book Store during their first semester of coursework in the TPP (typically Ped 1 or the Literacy Block).

Admission to the Teacher Preparation Program

Requirements for Admission to the Teacher Preparation Program

- 42 hours of credit completed
- 2.75 cumulative GPA
- Passage of all sections of the Missouri General Education Assessment (MoGEA)
 - MoGEA is an assessment that covers four subtests: English, Writing, Mathematics, Science/Social Studies
 - http://www.mo.nesinc.com/TestView.aspx?f=HTML_FRAG/MO066_TestPage.html
- Record of having earned a 'B' or above in ED280 – Introduction to Teaching as a Profession or ME222 (Music Ed)
- Record of having earned a 'C' or above in CF/PY120 (Early Childhood, Elementary, or Exceptional Child) OR PY222 (Middle 5-9 and Secondary 9-12 and P12)
- No record of felony convictions

Second Degree Admission

Students who hold a previous 4-year degree and wish to be certified as a teacher must complete undergraduate program requirements. One's cumulative GPA from their first degree is used in determining eligibility for the Teacher Preparation Program. Second degree students who finished their first degree with less than a 2.75 cumulative GPA should determine an appropriate course of action after conferring with an advisor. The MoGEA and lower-level University Studies requirements are waived for students seeking a second degree. Second degree students should consult with an advisor before attempting to enroll in courses at Southeast Missouri State University and be officially readmitted through the Admissions Office. Classification should be requested as a second-degree student.

International Students Admission Policy

Pre-Education majors:

- B1-B2 (CEFR) level
- IELTS minimum score of 5.5 or TOEFL minimum score of 61

Admission to Teacher Preparation Program:

- C1(CEFR) level
- IELTS minimum score of 7.0 or TOEFL minimum score of 95

- 42 credit hours
- 2.75 overall GPA
- Passing scores on MoGEA (Southeast required scores)
- Completion of ED280 or ME222 (B or higher)
- Completion of PY/CF120 or PY222 (C or higher)

(*Note: This policy is for non-United States citizens who are not native English speakers. Student from the United Kingdom, Canada, Australia and New Zealand are exempt from English proficiency verification.)

Process for applying for the Teacher Preparation Program

- Meet with an Academic or Faculty Advisor to insure that all requirements are met for admission to the Teacher Preparation Program
- Follow all instruction to fill out the Teacher Preparation Program application located at <https://semo.edu/education-health/edu-prep/admission.html>.
- Submit any required documentation that may not be on file to The College of Education, Health, and Human Studies Certification Office via email to aelincoln@semo.edu
- Allow 5 business days for processing of the Teacher Preparation Program application
- An email notification will be sent to both the student and their advisor concerning the acceptance or denial to the Teacher Preparation Program
- A teacher candidate who does not enroll in the University for two consecutive semesters will be removed for the Teacher Preparation Program and will need to re-apply upon re-enrolling at Southeast. The candidate will have to meet the admission standards in place at the time of re-application.

Annual Calendar

All applications for admission to the Teacher Preparation Program should be submitted by October 15th (for spring admission) and March 15th (for fall admission) for processing. Emails concerning admission or denial to the Teacher Preparation Program will come from the Certification Office.

Student Appeals for the Teacher Preparation Program

Students denied admission to the Teacher Preparation Program may appeal to the Associate Dean of The College of Education, Health, and Human Studies indicating the required exception and a plan for meeting the expectation during the forthcoming semester. The Teacher Preparation Program Appeal form can be found at <https://semo.edu/education-health/edu-prep/admission.html>. Appeals should be submitted within 10 days of receipt of the denial letter. Provisional admission to the Teacher Preparation Program will be decided by the Associate Dean of The College of Education, Health, and Human Studies once the appeal is received.

Provisional Admission to the Teacher Preparation Program

Provisional Admission permits enrollment in professional education for one semester only. It is expected that upon the completion of the first semester of professional coursework all deficiencies will have been corrected. If not, the student will be denied enrollment in further professional education courses.

Retention in the Teacher Preparation Program

To maintain active status in the Teacher Preparation Program, students must remain in good standing in the Teacher Preparation Program.

- A minimum grade of 'C' is required in each professional education course with the exception of ED280 and ME222 which require a minimum grade of 'B'. Students also must have a GPA of 3.0 in all professional education coursework, a GPA of 3.0 in the academic discipline in which certification is sought (when applicable), and must be in good standing before being permitted to student teach. In the event a student receives a grade of less than 'C' in a professional education course, that course must be repeated with a grade of 'C' or better being earned. Professional education courses may only be repeated one time. Students are placed on probation after earning a 'D' or below in a professional education course. Students that again receive a 'D' or below when retaking that course will be removed from the Teacher Preparation Program.
- A student will be permitted to repeat courses in professional education **one time only**. A second failure to attain a grade of 'C' or better in a professional education course will result in **permanent** suspension from the Teacher Preparation Program.
- Students may appeal for readmission to the Teacher Preparation Program following suspension from the program due to extenuating circumstances. The appeal is due to the Associate Dean of The College of Education, Health, and Human Studies within 10 days of dismissal from the Teacher Preparation Program.

Removal from the Teacher Preparation Program

Reasons for Removal

Teacher candidates may be removed from the Teacher Preparation Program for the following reasons:

- Failure to earn a grade of C or above in a professional education course within two attempts
- Failure to enroll in the University for two consecutive semesters
- Removal from a student teaching placement

Appeal Process:

Teacher candidates removed from the Teacher Preparation Program due to offenses that are the judgement of the Associate Dean for Educator Preparation have the right to appeal. Appeals may be

made to Dean of the College of Education, Health, and Human Studies. The student will have the right to provide documentation related to the offenses as well as other evidence to suggest the teacher candidate should be considered eligible to participate in clinical experiences with children or adolescents. Appeals should be made within 5 days of the decision to remove the student from the Teacher Preparation Program. The decision of the Associate Dean may be altered if:

1. The sanction is not consistent with past practice
2. New information is suggestive of suitability in clinical experiences
3. Procedural errors regarding the student's rights involved in the administration of the background check process

Field and Clinical Experiences and Student Teaching

All Teacher Preparation candidates will participate in multiple field experiences in local classrooms. Candidates are responsible for their own transportation to and from the clinical site each semester.

Pre-Student Teaching Information

1. Cooperating teachers must be certified for the grade in which they are teaching and should have a minimum of three years teaching experience. An exception to this is teachers with two years' experience and highly recommended by the building principal.
2. Any teacher candidate removed from field experience placement will not be provided with a new placement and must repeat the course.

Student Teaching Requirements

- A cumulative GPA of 2.75
- No grade lower than a 'C' in professional education coursework, except ED280 and ME222 which requires a 'B' or better
- A GPA of 3.0 in coursework in the content major
- Pass the appropriate certification exam(s) (Missouri Content Assessments) required for licensure
- All coursework must be complete
- A Missouri substitute teaching certificate must be up to date
- Proof of Professional Liability Insurance must be on file
- Have the results of a current TB test on file
- A fingerprint background check must be up-to-date (background checks are valid with Southeast Missouri State University for up to one year of the initial fingerprinting) or have a Missouri substitute teaching certificate that was issued within the past year
 - Some school districts may require a Missouri Department of Social Services Child Abuse or Neglect/Criminal Record Check

Application Process

All instructions to apply for student teaching can be found at: <https://semo.edu/education-health/edu-prep/studentteach/apply.html>.

Certification Requirements.

Candidates for all professional education degrees or certification programs must meet the following exit requirements:

- A cumulative GPA of 2.75
- Successful completion of student teaching with a grade of 'C' or higher
- Passage of the appropriate certification exam(s) required for licensure
 - Missouri Content Assessments (MoCA) are the required for certification by the State of Missouri for candidates seeking teaching certification and are specific to each major or content area
 - http://www.mo.nesinc.com/PageView.aspx?f=GEN_Tests.html

*Completion of a licensure program only guarantees that a candidate is eligible for licensure at the time of program completion. Failure to apply for licensure at the time of program completion may result in a loss of eligibility due to changes in state requirements.

Student Organizations

SMSTA: Student Missouri State Teachers Association

Advisor: Dr. Larry Bohannon (rlbohannon@semo.edu)

Kappa Delta Pi

Advisors: Dr. Larry Bohannon (rlbohannon@semo.edu)
Dr. Shannon Clapsaddle (sclapsaddle@semo.edu)
Dr. Debra Porter (dporter@semo.edu)

ASCD: Teacher of Tomorrow

Advisor: Dr. Sharon Gunn (sgunn@semo.edu)

Social Studies Educators Association

Advisor: Dr. Courtney Kisat (ckisat@semo.edu)

Autism Aware

Advisor: Dr. Nancy Aquinaga (naguinaga@semo.edu)

NEA

Advisor: Dr. William Bratberg (wbratberg@semo.edu)

Teacher Preparation Directory

Name	Phone	Office	E-Mail
College of Education, Health, and Human Studies Dr. Diana Rogers-Adkinson, Dean	(573) 651-2408	Scully 411	drogersadkinson@semo.edu
Office of the Associate Dean, Educator Preparation Dr. Daryl Fridley, Associate Dean Ms. Alicia Lincoln, Candidate Status & Certification Officer	(573) 651-2556	Scully 301	dfridley@semo.edu aelincoln@semo.edu
Department of Elementary, Early, & Special Education Dr. Julie Ray, Chair	(573) 651-2122	Scully 313	jaray@semo.edu
Department of Leadership, Middle & Secondary Education Dr. CP Gause, Chair	(573) 651-2137	Scully 245	cpgause@semo.edu
Office of Field Experiences Mr. Kenneth Griffin, Student Teaching & Field Placement Director	(573) 651-2125	Scully 301	kmgriffin@semo.edu
EDvolution Center Mr. Heath Hase, Coordinator of EDvolution	(573) 651-2593	Scully 210	hhase@semo.edu

Important University Offices/Contact Information

Name	Phone	Office	E-Mail
Admissions	(573) 651-2590	Academic Hall 100D	admissions@semo.edu
Career Counselors	(537) 651-2583	Academic Hall 057	careerservices@semo.edu
Testing Services	(573) 651-2836	Kent Library 108	testingservices@semo.edu
Registrar	(573) 651-2250	Academic Hall 057	registrar@semo.edu
Student Financial Services	(573) 651-2253	Academic Hall 019	sfs@semo.edu
Dean of Students	(573) 986-6888	Academic Hall 138	deanofstudents@semo.edu
University Tutorial Services	(573) 651-2273	University Center 206	lap@semo.edu
Advising Center North	(573) 651-5090	Seabaugh Polytechnic 301	advisingnorth@semo.edu
Advising Center South	(573) 651-2007	Academic Hall 057	advisingsouth@semo.edu