Welcome to Southeast Missouri State University! We are so pleased you’re joining us, and we know you’ve made an excellent choice. This is a university where the people have the commitment and heart to do what it takes to help you find success. Our goal is to provide all students with personal support – from the first time on campus to the day they receive their diploma. We hope you will not hesitate to call on us with any questions or concerns as we want you to have the foundation for all your amazing achievements to come.

Going to college away from your home country can be challenging at times. Regardless of where you come from, or how familiar you are with the United States, you are likely to come across new and exciting experiences that will help you learn and grow. At Southeast, we have a variety of offices, services and people ready to help you make the most of your time here. Don’t be afraid to ask questions – we are here to help you succeed.

Southeast Missouri State University fosters a spirit of collaboration with students, faculty and staff, and other offices to help our students build connections and share their values and stories. At Southeast, you are welcomed, appreciated and respected. We want to ensure that you will always feel comfortable here and call Southeast your home away from home.

This is a place where we ensure that our students are ready to launch extraordinary careers. So travel, learn, work, win, serve, lead, live. Use this time to build your confidence. You are headed for amazing achievements. And we can’t wait to see what you do.

Carlos Vargas
President
Enter these dates in your 2020-2021 calendar.

### Fall 1 Session: August-October
- **Required Orientation (New Students)**: Monday-Friday, August 17-21
- **Classes Begin, Fall 1 Session**: Monday, August 24
- **Payment Due Date (Fall 2020)**: Tuesday, September 1
- **Midterm Grade Check, Fall 1 Session**: Friday, September 18
- **Payment Due Date (IPP Payment Plan)**: Thursday, October 1
- **Final Exams, Fall 1 Session**: Thursday-Friday, October 8-9

### Fall 2 Session: October-December
- **Required Orientation (New Students)**: Tuesday-Wednesday, October 13-14
- **Classes Begin, Fall 2 Session**: Monday, November 2
- **Payment Due Date (New Students and IPP Payment Plan)**: Monday, November 2
- **Midterm Grade Check, Fall 2 Session**: Friday, November 18
- **Thanksgiving Break, no classes**: Wednesday-Friday, November 25-27
- **Payment Due Date (IPP Payment Plan)**: Tuesday, December 1
- **Final Exams, Fall 2 Session**: Monday-Tuesday, December 7-8
- **First Day to Travel**: Thursday, December 10

### Spring 1 Session: January-March
- **Required Orientation (New Students)**: Monday-Friday, January 11-15
- **MLK Day, no classes**: Monday, January 18
- **Classes Begin, Spring 1 Session**: Monday, January 19
- **Payment Due Date (Spring 2021)**: Monday, February 1
- **Midterm Grade Check, Spring 1 Session**: Friday, February 12
- **Payment Due Date (IPP Payment Plan)**: Monday, March 1
- **Final Exams, Spring 1 Session**: Monday-Tuesday, March 8-9

### Spring 2 Session: March-May
- **Required Orientation (New Students)**: Tuesday-Friday, March 16-19
- **Classes Begin, Spring 2 Session**: Monday, March 22
- **Payment Due Date (New Students and IPP Payment Plan)**: Thursday, April 1
- **Midterm Grade Check, Spring 2 Session**: Friday, April 16
- **Designated Holiday, no classes**: Friday, April 2
- **Payment Due Date (IPP Payment Plan)**: Monday, May 3
- **Final Exams, Spring 2 Session**: Monday-Tuesday, May 10-11
- **First Day to Travel**: Thursday, May 13

### Summer Session: June-July
- **Required Orientation (New Students)**: Tuesday-Friday, June 8-11
- **Classes Begin, Summer Session**: Monday, June 14
- **Payment Due Date (Summer 2021)**: Thursday, July 1
- **Midterm Grade Check, Summer Session**: Friday, July 9
- **Designated Holiday, no classes**: Friday, July 9
- **Final Exams, Summer Session**: Monday-Tuesday, August 2-3
- **First Day to Travel**: Thursday, August 5

### HOW TO PAY

Paying your bill on time is important. Southeast offers a variety of payment options, so find the option that best suits you! Can’t pay your account in full by the due date? Don’t worry, we have an Installment Payment Plan (IPP). Nearly all forms of payment are accepted, and you can even pay online through the SEMO-Pay portal. Just make sure to pay your bill on time, or you may be charged late fees or cancelled from your classes.

**International Wire Transfers:** If you need to wire money to Southeast to pay your account balance, this can be done through our partnered company, Flywire! This is a very cost-effective payment method and is the only method of wire transfers accepted by Southeast. **We do not** give out bank or swift numbers for a traditional bank transfer. Instead we encourage you to use Flywire as it is the best method! For more information on this process, please review the International Wire Payment section of our payment options. Remember, wire transfers can take extra time, so plan ahead and pay early!

**Note:** Paper bills will always show the full amount owed for the semester. If you are on a payment plan, you can see your payment amount by reviewing your account online!

semo.edu/sfs/international

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### Academic Advising

Every IEP student has an academic advisor who can answer questions and give advice. Find your academic advisor in SupportNET.
INTENSIVE ENGLISH PROGRAM

Intensive English Programs
International Village Admin Building 101
(573) 986-6863
semo.edu/international/iep
international@semo.edu

IEP Mission
The Intensive English Programs support the internationalization goals of Southeast Missouri State University by preparing English language learners for success in undergraduate or graduate study through high quality instruction in the English language and cultural activities. The Intensive English Programs emphasize the linguistic skills, cultural awareness, and critical thinking skills necessary to succeed at an American university.

IEP Terms

<table>
<thead>
<tr>
<th>Semester</th>
<th>Term</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>1st</td>
<td>8 week</td>
</tr>
<tr>
<td></td>
<td>2nd</td>
<td>August — October</td>
</tr>
<tr>
<td></td>
<td>2nd</td>
<td>October — December</td>
</tr>
<tr>
<td>Spring</td>
<td>1st</td>
<td>8 week</td>
</tr>
<tr>
<td></td>
<td>2nd</td>
<td>January — March</td>
</tr>
<tr>
<td></td>
<td>2nd</td>
<td>March — May</td>
</tr>
<tr>
<td>Summer</td>
<td>8 week</td>
<td>June — August</td>
</tr>
</tbody>
</table>

IEP Courses

<table>
<thead>
<tr>
<th>IEP Course</th>
<th>CEFR Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Foundations</td>
<td>Pre-A1 — A1+</td>
<td>Pre-academic integrated skills for new English learners.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IEP Level</th>
<th>CEFR Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A2</td>
<td>Can understand and use some familiar expressions. Can interact in a very simple way provided the other person talks very slowly and clearly and is prepared to help. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.</td>
</tr>
<tr>
<td>2</td>
<td>A2+</td>
<td>Can initiate, maintain, and close simple interactions, and can produce some simple text, when the topic is related to familiar or personal matters.</td>
</tr>
<tr>
<td>3</td>
<td>B1</td>
<td>Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can produce simple connected text on topics which are familiar or of personal interest.</td>
</tr>
<tr>
<td>4</td>
<td>B1+</td>
<td>Can understand most main ideas on more complex academic text. Can interact with some hesitation, produce connected text related to events, and give some simple reasons and explanations.</td>
</tr>
<tr>
<td>5</td>
<td>B2</td>
<td>Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.</td>
</tr>
</tbody>
</table>

Completion of level 5 classes with a grade of C or better will satisfy the English language requirement for conditional admission to an undergraduate (bachelor’s) degree program at Southeast Missouri State University.
Graduate Conditional Admission Program (Grad CAP)

<table>
<thead>
<tr>
<th>IEP Course</th>
<th>CEFR Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad CAP</td>
<td>B2+ - C1</td>
<td>Can understand a wide range of demanding, longer texts, and recognize implicit meaning. Can use language flexibly and effectively for social, academic and professional purposes.</td>
</tr>
</tbody>
</table>

Completion of Grad CAP courses with a 3.0 average and no grade below C will satisfy the English language requirement for conditional admission to most graduate (master’s) degree programs at Southeast Missouri State University. See a full list of participating graduate programs at semo.edu/international/iep.

Example IEP Student Schedule

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 – 10:30 am Writing &amp; Grammar</td>
<td>8:30-11:30 am Reading &amp; Vocabulary</td>
<td>8:30 – 10:30 am Writing &amp; Grammar</td>
<td>8:30-11:30 am Reading &amp; Vocabulary</td>
<td>8:30 – 10:30 am Writing &amp; Grammar</td>
</tr>
<tr>
<td>1:00-3:15 pm Special topics</td>
<td>1:00-4:00 pm Listening &amp; Speaking</td>
<td>1:00-3:15 pm Special topics</td>
<td>1:00-4:00 pm Listening &amp; Speaking</td>
<td></td>
</tr>
</tbody>
</table>
**IEP Grades**

Homework is required. Homework helps you learn, and it is an important part of your IEP grade. You should complete all homework on time.

Class grades use the university system. The grades are real and will show on your transcript, but they are not included in your overall university GPA. You can look at the last letter to see your grade. 

ND = Non-Degree

<table>
<thead>
<tr>
<th>Percent</th>
<th>Transcript Grade</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>NDA</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>NDB</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>NDC</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>NDD</td>
<td>D</td>
</tr>
<tr>
<td>0-59%</td>
<td>NDF</td>
<td>F</td>
</tr>
</tbody>
</table>

**Completing IEP**

Are you conditionally admitted to a SEMO undergraduate (bachelor) program? You may begin the program after you pass level 5. In some cases, you can begin taking university classes while you finish level 5 (bridge). Your academic advisor can explain if bridging is possible for you.

Are you conditionally admitted to a SEMO graduate (master) degree? You may begin the program after you pass the Grad CAP courses. Bridging is not possible for graduate students.

**IEP Attendance**

You must attend class every day. Attending class is the best way to learn English. Missing class is disrespectful to your teachers and classmates.

Arrive before the class time and stay until the end of class. If you expect to miss more than 10 minutes of class, you should tell your teacher before the class time, or you will be counted absent. Ask if it is possible to complete work from class — each teacher has a policy for late work. Be sure you understand the rules on the syllabus.

Students who have attendance below 90% will receive a notice from the IEP office. Students who have attendance below 80% may be placed on probation.

If you have a long illness or required religious activity, talk to your teacher as soon as possible.

**IEP Level Placement**

We want you to take classes at the right level—not too easy, and not too difficult. When you begin the IEP, you will take 3 placement tests:

- **CaMLA** — a computer test that measures listening, reading, grammar, and vocabulary
- **OPI** — an interview with IEP teachers to measure speaking
- **IEP Writing Exam** — a test to measure writing

After you take these tests, the IEP teachers will look at all the scores and make your class schedule. Your levels might be different in different classes.

During the first days of class, your teachers will give diagnostic tests. If you think your level is too low, you should attend on the first day and do your best on the diagnostic exam. These tests help us learn about your abilities to see if you should move to a higher level. Do not be absent! You cannot make up the diagnostic after test day. The Director will look at your scores to decide if your schedule should change.

**IEP Level Promotion**

IEP teachers grade coursework to show how much progress you are making toward course learning outcomes. SLO Assessment grades show you how many of the learning outcomes you achieved in the class. Coursework and SLO assessment grades are combined to find the overall grade for each class. Students who earn 70% or better on their overall course grade (including Coursework items and SLO Assessment items) will move to the next IEP level.

At the end of each term, you can try the placement exams again. If you earn A, B, or C in your classes and score high on the placement exams, you may move up more than one level.

<table>
<thead>
<tr>
<th>Coursework</th>
<th>SLO Assessments</th>
<th>Class Grade</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>+ 50%</td>
<td>A</td>
<td>Move to next level</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>D</td>
<td>Repeat level for more</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F</td>
<td>practice</td>
</tr>
</tbody>
</table>
Student Complaints
We want all students to have a good experience in the IEP. If you have any problems or concerns, we want to help.

1. If you have a question or problem with your class, grade, or teacher, try to talk to your IEP teacher first.

2. Then, if the problem is not fixed, talk to the IEP Director. The Director might meet with you, your teacher, or both of you together.

3. If you do not feel comfortable talking to the Director, or if the problem is not fixed after talking to the Director, complete the IEP Complaint Form online. You will get an answer by email in 1-5 days.

Academic Honesty
The Southeast Missouri University policy is applied in the IEP with the dual goals of fairness and education about university norms. Plagiarism and other forms of cheating will result in a grade of 0% for the assignment. Cheating again in any way may result in an F for the class. Very serious or repeated violations may result in removal from the program.

You can find the Southeast Academic Honesty policy at https://semo.edu/responsibleredhawks/policies.html#honesty.

Forms of cheating
• Giving, taking, or copying work for an assignment from another person
• Talking during a test or looking at another student’s paper during a test
• Asking any person other than a teacher, Writing Center tutor, or IEP tutor for help on an assignment, essay, paper, or homework
• Purchasing or accepting work to turn in for a grade
• Using applications, software, plug-ins, or programs that significantly change and/or improve the quality/sophistication or content of your writing
• Plagiarizing – copying and/or using information, judgments, ideas, or facts from a source (the internet, a book, a magazine, a journal, etc.) without giving credit to that source
• Plagiarizing – presenting the exact words of a source without quotation marks

IEP Probation and Suspension
If the average of your grades is below C (2.0 term GPA), you will be placed on probation. This means you have to meet some requirements in the next term. Your advisor will help you understand the requirements and make a plan to improve.

If you do not meet the probation requirements, you will be suspended. Students who are suspended are not allowed to study in the IEP at Southeast Missouri State University for one year.

A committee of IEP teachers makes decisions about probation and suspension. The committee reviews grades, attendance, exam scores, and use of tutoring. Students who are suspended may appeal the decision using instructions in the suspension notice.

Midterm Grade Reports
You can see your grade at any time in the online gradebook. In addition, after 4 weeks (after 8 weeks in Grad CAP), your teacher will give you a midterm grade report. This will give you information about your progress so far. If you are happy with your grade, you should continue your hard work! If you are not doing well, you should change how you study. Talk to your teacher or IEP advisor to make a good study plan and learn how you can improve your grades.

Final Grade Reports
You can see your final grades in the online gradebook, the SEMO portal, or SupportNET. If you have any questions about your grades, please contact your teacher. If you have questions about your schedule for the next term, please contact the IEP Director.

IEP Academic Support
Students can improve their English, make friends, and learn about U.S. culture through the IEP’s free activities.

IEP Tutoring Lab
Students can practice English skills through games and activities or get help with their IEP homework. When available, schedules are posted in classrooms.

IEP Library
The Intensive English Programs’ library has novels, magazines, comic books, and more. Students can easily find materials for their reading level.

Coffee Hour
Each week, students meet to practice English in an informal setting.

Conversation Partners
IEP students meet with a volunteer from the U.S. once each week to practice English and to learn about different cultures.
Maintaining an Active SEVIS Record

Maintain Required Enrollment
/ F-1 or J-1
- You must have a full-time IEP class schedule every session (6.0-7.5 credit hours)
/ F-2 or J-2
- You must not have a full-time IEP class schedule in any session (1.5-5.5 credit hours)

Report Your Current Information
/ Update any changes to your information within 10 days
  - Contact information in the U.S. and in your country: name, address, phone, email, etc.
  - Updates are made through the Southeast Student Portal
/ Major or Minor

Work Only In Approved Employment
/ Students in Foundations and levels 1-5 cannot work any job
/ Students in Grad CAP can work on campus
/ On-Campus jobs - 20 hours per week maximum
/ NO OFF-CAMPUS JOBS!

Important Legal Documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport</td>
<td>Proof of citizenship / Keep it in a safe place / Must be valid for 6 months in the future / Renew through your country’s embassy in the U.S. / Better to use a Missouri State ID for identification instead</td>
<td>Cannot expire</td>
</tr>
<tr>
<td>Student Visa</td>
<td>Permission to enter the U.S. / Used only to enter the country / Cannot be renewed from within the U.S. / Must be renewed if you travel outside the U.S. and want to return</td>
<td>Can expire</td>
</tr>
<tr>
<td>Form I-20 (F-1 and F-2) or DS-2019 (J-1 and J-2)</td>
<td>Certificate of Eligibility for F or J visa / Keep it in a safe place / Records all mandatory information about your status / Program end date is estimated and can be changed / Must be signed if you travel outside the U.S.</td>
<td>Cannot expire</td>
</tr>
<tr>
<td>Form I-94</td>
<td>Arrival and departure record / Keep it in a safe place / Contains your 11-digit immigration ID number / Print your form at cbp.gov</td>
<td>Does not expire</td>
</tr>
</tbody>
</table>
What is Southeast SupportNET?

At Southeast, you have a support network to help guide you on your path to success! By using Southeast SupportNET, you can connect with the correct resources and people when you need them.

- Receive notifications from your instructors, 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 or others. Stay focused and remember, assistance is just a phone call or email away!

How will SupportNET Impact me?

- Faculty may use SupportNET to give you feedback on your academic performance throughout the term.
- Faculty can raise flags when they are concerned about your academic performance and give kudos to acknowledge when you’ve done great work or shown improvement. You will be notified via email if one of your instructors gives you any of these feedback items.
- Your academic advisor and other support staff working with you will know about your faculty’s’ feedback and are here to support you.
- Faculty/advisors/staff can issue referrals if they think you’d benefit from a Southeast resource.
- Your flags, kudos, and referrals cannot be viewed by other students and can only be seen by individuals with the appropriate permission.

How will I use SupportNet?

- Take action if you get a flag or referral.
- Celebrate if you get a kudos — stay focused and keep up the good work!
- Schedule appointments with advisors/faculty/staff who have set up this feature.
- Request help on a variety of topics. This feature is available on your dashboard (left-hand side) once you have logged into SupportNET.
- Subscribe to receive text messages in addition to emails

Instructions can be found by clicking on the "phone" icon on your Profile page within SupportNET.
Check Email Preferences Box to receive text messages
https://semo.edu/supportnet/supportnet-help/students.html

CONNECT TO PEOPLE OR SERVICES

Students can use MY SUCCESS NETWORK to view individuals and services assigned to them.

STEP 1
Use the search menu in the My Success Network page to search for a person or service connected to you.

TIP: For best results, type only the individual’s first or last name or keyword about a service.
**Southeast App**
Download the Official Southeast app:

- Campus Directory
- Grades
- Schedules
- Campus Shuttle Tracker
- Campus Maps
- Events Calendar, including Engage in 8 for Fall semester events

**Parking Services**
1401 N. Sprigg Street
(573) 651-2310 | semo.edu/parking

Parking Information:
- All vehicles that park on campus must display a University Parking permit.
- 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. This permit is free.
- 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.

For information on parking locations, visit semo.edu/parking/maps

**Transportation**

**Shuttle Service**
The University provides a shuttle system with services to both the main and River campuses. The shuttles run Monday-Friday from 7:30 a.m.-2 a.m. and Saturday-Sunday from 11 a.m.-2 a.m. All University shuttles are accessible for people with disabilities. View the Shuttle Tracker in the Southeast app or at wds.semo.edu/nexus.

**W.I.N.G.S. Shuttle**
"W.I.N.G.S." provides transportation to popular places in Cape Girardeau, like movie theatres, the shopping mall and Walmart. This service begins the first Thursday of the fall semester and continues weekly when classes are in session. For W.I.N.G.S. Shuttle schedule and destinations, visit semo.edu/transit.

**Public Transportation**

Cape Girardeau Transit Authority
(573) 335-5533

- Buses run from 6 a.m. - 6 p.m.
- Taxis run 24-hours a day, 6.5 days a week
- Call for a taxi
For routes, visit: cgcta.com

Or download the CarGo app, available for both Android and iPhones. For more information, visit gocargo.io.

**Driving**
Counselors help with
- If you are going to drive a car, you must have a valid U.S. driver's license
- If you are going to have a car, you must purchase insurance. Insurance is required by law. You must register your vehicle with the Missouri Department of Revenue
- You can find information about vehicle registration at: dor.mo.gov/mvdl/motorv
- If you will drive your car on campus, you must register your vehicle with DPS and purchase a parking permit. You will be ticketed if you do not have a proper permit. Your parking tickets will be billed to your student account.

**Driver's License or Missouri State ID**

1. Come to the Office of International Education and Services to get a verification letter.
2. Pick up a Driver Guide booklet at the Missouri Department of Revenue Motor Vehicle Division (DMV) to study for the tests.
3. Gather the following documents to apply or renew an expired Missouri Driver’s license:
   - Passport
   - Form I-20 or Form DS 2019
   - I-94
   - Verification Letter
   - Proof of Current Address
4. Take the documents listed on Step 2 to take the WRITTEN and DRIVING tests at the Missouri State Highway Patrol (MSHP) Examination Station.
5. After passing the written and driving tests, take the required documents listed above, along with proof of passing the tests back to the Missouri Department of Revenue Motor Vehicle Division.
Office of Student Conduct
University Center 422
(573) 651-2264 | semo.edu/stuconduct

The Office of Student Conduct helps students understand the rules of Southeast Missouri State University. They make sure students are treated fairly.

Know your rights and responsibilities as a student!
Read the Responsible Redhawk Guide, Student Code of Conduct, Resident Handbook, University Smoking Policy and other important information for students at semo.edu/dean. Find more campus information at semo.edu/consumer.htm.

Some Rules
/ NO alcohol on campus - You must be 21 years old to drink alcohol in Missouri (off campus)
/ NO weapons on campus or in cars
/ NO guns or knives are allowed on campus
/ Do NOT cover or damage any smoke detectors
/ NO cheating. Taking answers from your friend or from the internet is cheating. Do not copy and paste from the internet without telling where you found the information
/ NO fighting
/ NO hitting or pushing a romantic partner
/ NO following a person who asks you to leave them alone
/ If a University employee asks to see your Student ID, you must show them. You must obey campus police
/ Do NOT smoke on campus. E-cigarettes and hookah are smoking.

Southeast is a tobacco free campus. No smoking on campus.

Southeast Email
You can access your email by going to office.semo.edu. Enter your email address, which is your SE Key followed by @semo.edu and your same password that you use for your SE Key.

Example: SE Key = jsmith7s
Email Address = jsmith7s@semo.edu

You must check Southeast email every day. It will have important information from teachers and Southeast offices. If you forgot your password or want to change it, you may contact the IT Help Desk at 651-4357.

Information Technology
semoe.edu/it
/ IT Help Desk: (573) 651-HELP (4357) • helpdesk@semo.edu

•Memorial Hall Rm 107
•Towers Complex Rm 108

/ See usage policies: semo.edu/it
/ Information Technology reserves the right to disconnect your network access until any inappropriate or illegal actions or issues have been resolved.

Activating Your Southeast (SE) Key

1. Go to the Southeast Portal (portal.semo.edu)
2. Click "SE Key Activation/Change My Password"
3. Enter your Southeast ID number (S0xxxxxxx) — refer to your Admission Letter — and enter your PIN (personal identification number). Your PIN is the two-digit day and year of your birthday. Example: If your birthday is August 01, 1998, you PIN is 0198.
4. Click "Sign In." Create your password based on the password rules.
5. Re-enter your new password in the "Confirm Password" box.
6. Check the box regarding reading and accepting the usage policies.
7. Click "Activate SE Key."

Write down your SE Key and Password. You’ll need it to check emails, your account, etc.

University Police
1401 N. Sprigg Street
(573) 651-2215 | semo.edu/dps
Open 24 hours a day

The Department of Public Safety (DPS) serves as the police agency on campus at Southeast. DPS provides 24-hour assistance, including emergency help and crime prevention programs. Southeast Missouri State University has one of the safest college campuses in the United States. Like any place, it is important to make good choices to stay safe at Southeast.

Safety Tips
/ Lock all doors to rooms and apartments
/ Don’t leave notes on the door to show 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 dark areas
/ Walk in groups whenever possible
/ If being followed or you feel unsafe while walking, go to one of the emergency call boxes on campus and push the button to contact DPS. You can stop to talk to the police or keep walking
/ Look inside a vehicle before entering
/ Put the number for campus police in your mobile phone contact list
/ Never leave property (phone, iPad, laptop) in a public place
/ Do not carry a lot of cash or valuable items
/ Do not walk alone at night. Walk with a friend or take the shuttle. Between 8 p.m. and midnight, you may call for a Security Escort (651-2215) and someone will walk with you
/ If you are in danger, call the Department of Public Safety (campus police) or the Cape Girardeau Police (911 or 335-6621)
/ If you’re not sure how to get the help you need, ask the staff of the Office of International Education and Services. We’re here to help you!
**Campus Health Clinic: A Service of Southeast Health**  
Crisp Hall 101  
(573) 651-2270 | semo.edu/healthclinic

Through a partnership with SoutheastHEALTH, Registered Nurses, Licensed Practical Nurses and Nurse Practitioners provide health treatment including physical exams, laboratory services, immunizations and allergy shots, medical procedures, prescription services, special equipment needs (ice packs/crutches); well women exams and assessment and treatment of illness/injuries for Southeast Missouri State University students, faculty, and staff.

Appointment Phone Number:  
573-651-2270

Bring your student ID and insurance card with you to every appointment.

**REGULAR HOURS**
8:00 a.m. - 4:30 p.m.  
Monday - Friday  
Closed 12:30-12:30 p.m. daily for lunch  
CLOSED Saturday and Sunday and when the University is closed.

*For medical emergencies, please dial 911 or go to the nearest emergency room.*

**Meningitis & Mumps, Measles, Rubella (MMR)**  
Meningitis vaccination is required for students living on campus. The Mumps, Measles, Rubella (MMR) vaccine is highly recommended for all students. Students may e-mail their Meningitis documentation to the Office of Residence Life or bring it with them to present during the check-in event. Students may also choose to receive the MMR vaccination at the Campus Clinic on during International student orientation.

**Student Health Insurance**  
International students are required to have active health insurance through the University. Your insurance will be LewerMark Student Insurance and your plan includes coverage for medical services and prescriptions. Your student account will be billed each semester for the cost of health insurance. You will pay a $15 co-pay before you see a doctor for every visit.

The LewerMark website has a lot of great information. You can view the website in your language by choosing the language from the drop-down box in the upper-right corner of the main page.

The insurance does not pay for everything. You WILL have to pay for services not covered by the insurance.

**Steps to Create LewerMark Login:**
1. Go to lewermark.com/semo  
2. Click on “Student Login”  
3. Fill in with Student ID and Password. Use your date of birth as your password for the first time you log in, then you will be directed to “My Account Information”  
4. Change your password and click “Confirm.” Pick a password question and answer. This is used as a security question if you forget your password. Fill in your email address (Southeast email) and click “Update”

**Access Your ID Card**
When you visit the Campus Clinic or hospital, you will need to show your LewerMark insurance card. You are responsible for printing your own card. If you do not show the card, you will have to pay. Please carry your insurance card with you at ALL TIMES. To access your health insurance card, you must first log in, then follow these steps:
1. Go to “Start Here” (top left drop-down menu)  
2. Select “Online ID Card”  
3. Print your ID card

**Tuberculosis (TB) Test**  
Crisp Hall 101  
(573) 651-2270 | semo.edu/healthclinic/services/mandatory_tb

Missouri law requires all students attending Southeast Missouri State University to complete Tuberculosis (TB) Screening / Test. During International Student Orientation, you will visit the Campus Clinic to receive the required TB Test. For more information, visit semo.edu/international/health-req.html.

**Center for Behavioral Health and Accessibility**  
Crisp Hall 201-202  
(573) 986-6191 | semo.edu/ucs/

The Center for Behavioral Health and Accessibility ensures student success by providing Behavioral Health Services, Disability Services, Alcohol & Drug Ed, & Violence Prevention Services.

**Counseling**  
Counselors help with:
- Relationships
- Sexuality
- Stress, Depression, Anxiety
- Decision Making
- Loss
- Life Changes/Transitions

Individual counseling is provided at no cost to students enrolled in the current semester.

Appointment Phone Number:  
573-986-6191

**REGULAR HOURS**
8:00 a.m. – 5:00 p.m.  
Monday - Friday  
CLOSED Saturday and Sunday and when the University is closed.

**Campus Violence Prevention Program**  
Crisp Hall 201-202  
(573) 986-6899 | semo.edu/cvpp

The Campus Violence Prevention Program helps create a safe campus environment. The Campus Violence Prevention Program plans activities (i.e. trainings, workshops) to educate students, faculty and staff on the realities of violence, sexual assault and stalking. The coordinator supports students who experience sexual assault and interpersonal violence. The program helps students and employees understand their rights and find counseling, victim advocacy, legal help and other services.

In an emergency, contact Center for Behavioral Health and Accessibility at (573) 986-6191 or ucs@semo.edu. After 5:00 p.m., contact the Department of Public Safety at (573) 651-2911.
THINGS TO KNOW

**Culture Shock**

Culture shock is a feeling of confusion, doubt, or nervousness caused by being in a place (such as a foreign country) that is very different from what you are used to. Many students experience sadness, loneliness, anxiety, difficulty concentrating, homesickness, negative views of Americans, and a desire to ONLY be around people from their own country.

**First Few Weeks**

Everything is great! I love America. Southeast Missouri State University is the best.

**Later...**

/ Why did I come here? This is so difficult. / I can't communicate. I don't know enough words to express myself. / How does the shuttle system work? I can't go where I want to go. / I can't find the food I like. When I do find something familiar, it's not good! / What is a pound? Is 30°F hot or cold? / What do I do with these coins? Why are there no numbers on coins so I know what they are worth? / A dime is worth more than a nickel? Why is it smaller? / Americans are awful! They ask me how I am and then walk away! They are so fake and insincere. and they dress funny!

**Eventually...**

/ This isn't so bad! / I think I actually like it here. / I've made some friends. / I know enough English to communicate a little bit. / I have mastered the shuttle system. / I know where the good parties are! / I think talking to mom on Skype will be just fine. / Things are good again.

If someone says, “what's up?” to you, you can respond with, “nothing much” or “not much.” It's a way of saying “hello.”

**Tips**

/ Be patient / See this experience as an adventure / Use your sense of humor. Laugh a little! / Deal with stress as it arises. Don't let it build up / Ask for help! It is good to ask for help

**Cultural differences are ok!**

**Southeast Slang**

Cardiac, Cardiac Hill — the steep hill above Towers. The football team used to run up the hill and they complained that they might have a heart attack.

DPS — Department of Public Safety, campus police

Flex — money on your ID card as part of your meal plan. This money does not continue at the end of the semester.

Freshman — first-year student

Gum Tree — a tree at the top of Cardiac Hill where many students place used chewing gum

HD — Hall Director, someone who works in a residence hall (dorm) and supervises the entire building

Homecoming — a weekend of parties and events to support an important American football game

IC — International Center

Intramurals — sports leagues for students

Junior — third-year student

Mascot — a person, animal, or item that represents a college, especially during athletic events

Meal Plan — allows you to buy food with your Southeast ID; it might be for 5, 10, 15 or 19 meals each week.

Portal — A website where you can find your Southeast email, class schedule, grades, bill, campus news, and more.

RA — Resident Advisor, a student who works in a residence hall (dorm) to organize activities, answer questions, and help solve problems.

Rec — Student-Recreation Center

Res Life — Residence Life, the office in Towers that provides housing for students

Rowdy — Rowdy the Redhawk is Southeast’s mascot

Senior — fourth-year student

Sophomore — second-year student

Southeast, SEMO — Southeast Missouri State University

SupportNET — a website where you can connect with people and services that can help you succeed

Terraces — grassy area east of Academic Hall near Pacific and Normal Streets

UC — University Center

W.I.N.G.S. — safe and convenient off-campus shuttle service

**DID YOU KNOW?**

Assistant Director Dr. Brooke DeArman was the first Rowdy the Redhawk!
**Listening & Speaking**

**News and Radio**
- NPR – https://www.npr.org/

**Listening Skills and Practice**
- Randall’s ESL Cyber Listening Lab – Listening practice for all levels
  - www.esi-lab.com
- TED Talks – Listening practice for higher levels
  - www.ted.com
- TEDEd – Videos for higher levels
  - www.ed.ted.com
- Breaking English News – Listen to news at different speeds
  - www.breakingnewsenglish.com
- ManyThings – Listen and repeat podcasts
  - http://www.manythings.org/
- Elllo – Listening activities for all levels
  - https://elllo.org/

**Speaking Skills and Practice**
- Speaking English Activities – A variety of activities for all levels
- Three Tips to Improve Your Public Speaking Skills from voice of America News

**Pronunciation**
- Rachel’s English – Videos for all levels
  - https://rachelsenglish.com/
- American Accent – Pronunciation explanations for higher levels
  - http://americanaccent.com/pronunciation.html
- English Club Pronunciation – Articles and audio for all levels
  - https://www.englishclub.com/pronunciation/
- ManyThings American English Pronunciation – Games with audio
  - http://www.manythings.org/pp/
- Sounds of English – pictures and audio for all levels
  - https://www.soundsofenglish.org/

**Overall Skills**
- English Zone – grammar, vocabulary, spelling, writing, and more!
  - http://www.english-zone.com/

**Find more information on the IEP website:**
- Forms
- Resources
- Contact Information
  - semo.edu/international/iep

**Reading & Vocabulary**

**Reading Skills and Practice**
- Extensive Reading Central – Reading practice for all levels
  - https://www.er-central.com/
- Free Graded Readers – Practice reading and understanding quickly, for all levels
  - https://freegradedreaders.com/wordpress/

**Dictionaries**
- Cambridge Learner’s Dictionary – definitions and examples for intermediate learners
- Merriam-Websters Learner’s Dictionary – grammar, definitions, word of the day, vocabulary lists, and more
  - https://learnersdictionary.com/
- Oxford Learner’s Dictionary – grammar, definitions, vocabulary lists, and more
  - https://www.oxfordlearnersdictionaries.com/us/
- Vocabulary.com – definitions, example sentences, games, and lists for intermediate-advanced learners
  - https://www.vocabulary.com/

**Vocabulary Lists**
- Dolch Sight Words – for beginners
  - https://sightwords.com/sight-words/dolch/
- Academic Word Lists – for intermediate-advanced learners
  - https://www.eapfoundation.com/vocab/academic/awllists/
- Language Guide – general vocabulary for beginning learners, with audio
  - https://www.languageguide.org/english/vocabulary/
- New General Service List – most common daily vocabulary words for all levels
  - http://www.newgeneralservicelist.org/

**Writing & Grammar**

**Grammar Practice**
- Dave’s ESL Café – explanations and examples
  - https://www.eslcafe.com/resources/grammar-lessons
- English Club – explanations, examples, and activities
  - https://www.englishclub.com/grammar/
- Grammar Bytes – explanations, activities, and videos
  - http://www.chompchomp.com/

**Writing Skills and Practice**
- Purdue University Online Writing Lab – grammar explanations, and writing practice
  - https://owl.purdue.edu/owl/English_as_a_second_language/ESL/instructors_tutors/esl_instructors_and_students.html

**Sign up for a Conversation Partner to get extra practice and meet new friends!**

The best way to improve your skills is to **practice**! Try using English outside of class.