



## General Information

### ATHLETICS

Southeast Missouri State competes at the NCAA Division I level and is a member of the Ohio Valley Conference. Southeast has won a total of 27 OVC regular season championships and 12 OVC tournament championships during its first 11 years in the league. Southeast has won five of the last seven OVC Women's All Sports trophies.

Southeast has seven sports for men and nine for women. The men compete in football, cross-country, basketball, baseball, golf and indoor and outdoor track. The women compete in volleyball, cross-country, basketball, gymnastics, softball, tennis, soccer and indoor and outdoor track.

### DEAN OF STUDENTS

The Dean of Students serves as a student advocate within the University community and to the general public. The Statement of Student Rights and Code of Student Conduct is published and administered by the Office of the Dean of Students. The Dean of Students provides leadership for the following areas: Career Services; Center for Health and Counseling including Substance Abuse Prevention and Education (SAPE); Bootheel Partnership GEAR UP; Judicial Affairs; Learning Enrichment Center including tutorial services and services for students with disabilities; Minority Student Programs; Student Life Studies; Student Support Services; and, Project Upward Bound.

#### Bootheel Partnership GEAR UP

Southeast Missouri State University, in cooperation with Caruthersville, Charleston, and North Pemiscot middle and high schools; the Susanna Wesley Family Learning Center; the Pemiscot County Initiative Network and Missouri Student Assistance Resource Services, has formed a partnership to help students in the southeast region of the state aspire to and prepare to pursue post-secondary education. The mission of the Bootheel Partnership GEAR UP is to accelerate the academic achievement of middle and secondary school students so that increasing numbers will graduate from high school, enroll in and succeed in college.

#### Career Services

The Career Services Office is located on the second floor of the University Center and can be reached by calling 651-CLUE. Career Services offers the following services to all students and alumni: computerized career exploration, career advising to assist with choosing a major or career field, resume/cover letter review, job search/interviewing assistance, videotaped practice

interviews, career fairs, internship opportunities, on-campus interviews, and a career resources library. Freshmen and sophomores are encouraged to enroll in CP 231 Career/Life Planning, a one-credit course. Juniors and seniors will want to enroll in the one-credit CP431 Job Search Techniques and Strategies. Students may register with Career Services online at [www4.semo.edu/careerservices](http://www4.semo.edu/careerservices). Scheduling for career events; job postings for part-time, full-time, and internship positions; and access to FOCUS, a computerized career guidance system are also available online.

#### Center for Health and Counseling

The Center for Health and Counseling, located on the first floor of Crisp Hall, Room 101, provides quality health and counseling services. The adult ambulatory health care clinic is directed and staffed by registered nurses who hold certifications in college health nursing. RN services are free, but a fee is charged for lab tests, special supplies, and medications. A Family Nurse Practitioner, available by appointment, can provide assessment and treatment of acute and chronic health problems, as well as family planning. There is a fee to see the nurse practitioner. The counseling staff, licensed professionals, are experienced in responding to a variety of personal and social issues as well as crisis intervention. Counseling services are free to enrolled students. Currently enrolled students are eligible for all CHC services. Confidential referral services are available. Information on an optional medical insurance plan for students is also available at the Center. The office of Substance Abuse Prevention and Education (SAPE) offers programs, workshops, personal consultation, and outreach services. Any currently enrolled student is eligible for all services. Confidential referral services are available.

#### Judicial Affairs

The Office of Judicial Affairs is responsible for the rights and responsibilities of students. The Statement of Student Rights and Code of Student Conduct is published and administered by this office.

#### Learning Enrichment Center

The Learning Enrichment Center promotes student learning and success for all students through peer facilitated academic assistance, problem solving, and advocacy/mediation. Professional staff are available to discuss concerns, identify problems, and explore options with the general student population. The Learning Enrichment Center also assists students with learning and physical disabilities. The Learning Enrichment Center sponsors selected academic learning laboratories and coordinates the University Tutorial Services and Supplemental Instruction programs. These programs offer individual and/or small group assistance. The Learning Enrichment Center also serves as a liaison to the Campus Ministries.

### **Minority Student Programs**

Minority Student Programs implements programs and services that support and encourage minority student learning and development, including the Minority Mentor Program, the Peer Mentor Program, and Student Diversity Leaders. Minority Student Programs is actively involved in the recruitment and retention of minority students. In addition, Minority Student Programs responds to the need to expose all students to, and involve them in, a wide range of multicultural activities.

### **Project Upward Bound**

Project Upward Bound is a federally funded nationwide TRIO program that provides high school students with year-round academic and non-academic support needed to achieve their educational goals. The purpose of the program is to assist participating students in acquiring the skills and motivation necessary to complete a program of secondary education and to enter and succeed in college.

### **Student Life Studies**

Student Life Studies serves as liaison to commuter students and adult learners. The Office of Student Life Studies strives to enhance student retention, learning, and satisfaction as well as reach new populations of adult learners throughout the region.

### **Student Support Services**

Student Support Services, a federally funded program, helps low income and first generation college students succeed. Student Support Services provides study skills, tutorial, and personal management assistance. Career and financial aid advisement services are also available.

## **DEPARTMENT OF PUBLIC SAFETY**

The University maintains a staff of professional police officers, separate from city and state police agencies. University police officers are commissioned by the Board of Regents under Missouri statutes and by the City of Cape Girardeau. The officers are charged with protecting the safety of people and property on the University campus and maintaining the security of University facilities. The officers are members of the University's Department of Public Safety. Any crime, dangerous situation, hazard, or suspicious activity observed on University property should be reported promptly to an officer or the Department of Public Safety. The Department of Public Safety is located in D-Wing of Dearmont Hall, phone (573) 651-2215. Business hours are 8:00 a.m.-5:00 p.m., Monday-Friday; however, the office is open 24 hours a day, seven days a week.

### **Parking.**

The University maintains various streets, parking lots, and sidewalks under its control and separate from public streets and thoroughfares in the City of Cape Girardeau. The use of motorized vehicles and bicycles by University students, faculty, and staff on these streets, parking lots, and sidewalks is governed by regulations approved by the Board of Regents and regularly reviewed by a University Committee. All vehicles of students and employees operated and parked on University property must be registered with the Department of Public Safety and display the appropriate permit. Residents of the University's residence halls may park their vehicles in the vicinity of the campus only on University-owned parking lots and streets. Premium parking is available in preferred parking lots; however, parking is available at a reduced cost in perimeter lots. Application for parking may be made by mail in July preceding the academic year or anytime during the current semester. Additional information on these services can be obtained by contacting the Department of Public Safety. Copies of parking and traffic regulations are available in the Department of Public Safety Office.

### **Shuttle.**

The Southeast Missouri State University Shuttle Service operates four 14-passenger busses to provide transportation from perimeter parking lots to the interior of campus. All busses are heated and air conditioned and are accessible to passengers with disabilities.

Passengers may wait for busses in lighted shelters, equipped with a direct ring telephone line to the police communications unit at the Department of Public Safety. Route departure times are posted at each shuttle stop.

## **FINANCIAL AID**

Student Financial Services offers a comprehensive program of financial assistance for students needing supplemental financial support for their educational expenses. To apply for financial assistance, a student must complete a Free Application for Federal Student Aid (FAFSA). THE FAFSA is available through local high schools or Student Financial Services. In order to be considered for priority packaging, the FAFSA should be received by the processor by March 1.

### **Scholarships.**

The University offers an extensive scholarship program. Scholarships are awarded on the basis of financial need, academic achievement, artistic ability, athletic ability, college major, military commitment, community activities, or special interests. Applications and informa-

tion are available from the Office of Admissions or Student Financial Services. Information and applications are also available on-line at [www6.semo.edu/sfs/scholarships/scholhome.html](http://www6.semo.edu/sfs/scholarships/scholhome.html). The State of Missouri provides need based and merit scholarships primarily through the Missouri College Guarantee and Bright Flight programs.

**Grants.**

The University administers the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, and the Charles Gallagher State Grant.

**Loans.**

Loan programs administered by the University are the Federal Perkins Loan, the Federal Stafford Loan (subsidized and unsubsidized), the Federal Parent Loan for Undergraduate Students (PLUS), and the Advantage. To apply for a loan, additional forms and/or applications will be required.

**Student Employment.**

All on-campus employment is administered through Student Financial Services. The Student Employment Program gives students an opportunity to earn financial assistance while simultaneously gaining valuable work experience. Students may work up to 20 hours a week. The amount a student is able to earn through the Federal Work Study Program may be affected by demonstrated financial need, availability of funding, and other financial aid received by the student. Off-campus employment listings are also available through our campus office of Job Service. Students may register with the service and be referred to jobs that are compatible with their class schedules and prior work experience.

For further information on Student Financial Services, call (573)651-2253, e-mail [sfs@semo.edu](mailto:sfs@semo.edu), or log on-line at [www6.semo.edu/sfs/](http://www6.semo.edu/sfs/)

**GRADUATE STUDIES**

The primary purposes of graduate study are to provide opportunities for advanced study of an academic discipline and study for a profession. Students are introduced to research and scholarship in their field of study and prepared for increasing competence in their profession.

Admission to the School of Graduate Studies is based on satisfactory academic performance on the undergraduate level as measured by the cumulative GPA, specific courses in the appropriate major, and academic scores on such tests as the Graduate Record Exam. (See the Graduate Bulletin at [www2.semo.edu/gradschool](http://www2.semo.edu/gradschool) for details.)

**Degrees and majors available on the graduate level are:**

**Master of Arts:**

Communication Disorders, Community Counseling, Elementary Education, Elementary Administration, English, Exceptional Child Education, School Counseling, Higher Education Administration, History, Human Environmental Studies, Secondary Education, Secondary Administration, TESOL

**Master of Business Administration.**

**Master of Music Education.**

**Master of Natural Science:**

Biology, Chemistry, Geosciences, Mathematics, Science Education.

**Master of Science in Administration:**

Options in Athletic Administration, Health Fitness Administration, Public Administration.

**Master of Science:**

Criminal Justice, Industrial Management, Nutrition and Exercise Science.

**Master of Science in Nursing.**

**Specialist in Education:**

Counseling Education; Educational Administration.

All requests for information or admission materials should be directed to the Dean of the School of Graduate Studies and Research, Southeast Missouri State University, Cape Girardeau, MO 63701.

**KENT LIBRARY**

Kent Library acquires and organizes materials to support the educational and cultural objectives of the University. Librarians assist persons in locating materials and in using available resources. Instruction in the use of library resources is provided.

Since the library collection primarily supports University educational and research activities, the subject emphases tend to reflect University curricula. Approximately 400,000 volumes form the major part of the collection, and are easily accessible on open shelving. Special materials from unique sources or in special formats further strengthen the collection. The periodicals collection, with its 2,200 subscriptions, contains journals in all of the curricular disciplines, as well as general interest magazines. Newspapers provide sources for research and reading. The microform collection of approximately 800,000 items provides, in compact form, a variety of materials from books to newspapers. Electronic databases supporting the curriculum are also available, including a growing number that provide full-text and full image options.

The Library has been a selective depository for United States government publications since 1916, and in 1977 was designated a depository for Missouri State documents. The documents collection numbers about

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300,000 items, and includes materials from various governmental agencies. The Rare Book Room houses the Charles L. Harrison Collection and additional vintage items that require special care for their preservation. The Harrison Collection contains over 800 rare books and manuscripts. The Rare Book Room also houses the Louis Daniel Brodsky Collection, an internationally acclaimed collection of works by and about William Faulkner. Access to the Brodsky Collection is by special arrangement with the library director.

The Instructional Materials Center offers access to a wide range of audiovisual materials, a K-12 textbook and curriculum materials collection, and a selective collection of children's and young adult literature.

The Center for Scholarship in Teaching and Learning, the Writing Center, and an open access computer laboratory are also housed in Kent Library. Various types of study facilities are provided for reading and individual study sessions. The building is enhanced by the Jake K. Wells mural, which depicts the history and development of Southeast Missouri; the Faulkner Mural, which illuminates themes from the life and works of William Faulkner; and the Printers' Marks, stained glass panels reflecting the art and history of printing.

### OFFICE OF ADMISSIONS

The Office of Admissions is the main starting point for all undergraduate students interested in attending Southeast. The office distributes University information and applications, provides college preparation outreach and new student recruitment services, and evaluates the applications and transcripts from new students. Southeast's campus tour and visitor center is also housed in the office. The Office of Admissions is located in Academic Hall, Room 259.

### OFFICE OF THE REGISTRAR

The Registrar is responsible for the maintenance of all academic records, grades, degree audits, transcripts, commencement, enrollment, and the coordination of academic advising. The office coordinates veterans' programs, the Job Training Partnership (JTPA) outreach services, and the Trade Readjustment Act (TRA). The Office of the Registrar is located in Academic Hall, Room 129.

### PROGRAM CENTERS

**The CENTER FOR CHILD STUDIES** is a unit of the Department of Human Environmental Studies. Established in 1967, it serves as a model-learning environment for children from six weeks to six years of age. Programs are designed to meet the developmental levels of each child. Growth is facili-

tated in four basic areas: social, emotional, cognitive, and physical. Learning is promoted through a process of active exploration, stimulation and discovery. The Center facilitates parent involvement and education through a variety of activities including daily interaction, conferences, and newsletters. It also functions as an instructional laboratory where University students observe and work with children. In addition, the Center is utilized for research in the field of child development and other human development programs on campus. The Center is licensed by the Division of Family Services and is nationally accredited by the National Academy of Early Childhood Programs.

### **The CENTER FOR ECONOMIC AND BUSINESS RESEARCH**

is designed to maintain accurate and current data, information and analyses summarizing and interpreting business and economic conditions.

### **The CENTER FOR ENTREPRENEURIAL STUDIES AND SMALL BUSINESS MANAGEMENT**

provides business education, research, information services, and outreach initiatives focused on entrepreneurship and small business management.

### **The CENTER FOR REGIONAL HISTORY AND CULTURAL HERITAGE**

serves the University and the region through its work in documenting, preserving, and presenting various aspects of local and regional history, architectural trends, archaeology, ethnic and folk traditions. Members of the Center staff provide assistance to museums, historical societies, schools, and a number of city, county, state and national agencies. The Center offers a wide variety of consultative services, including museum registration and cataloging, cultural resource management, historic architectural surveys, as well as program planning in regional and local history. The Center is also involved in public outreach activities which serve to promote the value of historic preservation and regional cultural expression. The Center is administered within the College of Liberal Arts and serves as a support unit for student and faculty work in history, historic preservation, anthropology, archaeology, and folklore, as well as other fields.

### **The INSTITUTE OF GERONTOLOGY,**

established in 1990, was designed to encourage and coordinate the interdisciplinary teaching, scholarship, and service of interested faculty members. Currently, 23 faculty members, representing several major academic units, are listed as associates of the Institute. To facilitate students' understanding of aging, the University offers a 21-hour interdisciplinary minor in Gerontology with courses offered in the Departments of Biology; Com-

munication Disorders; Health, Human Performance & Physical Education; Human Environmental Studies; Psychology; and Sociology.

#### **The LINDA M. GODWIN CENTER FOR SCIENCE AND MATHEMATICS EDUCATION**

was established for the purpose of improving mathematics, science, and technology education through the cooperation of University science, mathematics, technology, and education faculty with K-12 educators and educational organizations. Its functions include the development of curricula and teaching materials at the elementary, middle, and secondary levels; maintenance of a network of communications among Southeast Missouri educators concerning science and mathematics enhancement efforts; acquisition and distribution of relevant educational materials and information; stimulation and support of research on the educational process; administration of the NASA Educator Resource Center; administration of graduate studies in science education; and continuing curricular, instructional and educational program improvement at the University.

#### **The SMALL BUSINESS DEVELOPMENT CENTER**

provides confidential business consulting, business assessments and action plans to improve processes and financial performances, procurement assistance, technology assessments, and training.

#### **TECHNOLOGY RESOURCE CENTER.**

As part of the School of Polytechnic Studies, this center introduces students, faculty, and industries to the latest technologies to improve productivity.

### **SCHOOL OF UNIVERSITY STUDIES**

#### **Center for Scholarship in Teaching and Learning**

The Center for Scholarship in Teaching and Learning, established in 1985, serves as a campus resource for faculty, graduate students, researchers, and others interested in the teaching/learning process. Located in Kent Library, the Center assists faculty in designing instruction, provides workshops on the enhancement of teaching, and sponsors and conducts scholarship focusing on college teaching and student learning. The Center's Office of Instructional Technology assists faculty with integrating technology with teaching and learning. The Center offers Technology Serving Learning workshops for faculty, hosts most of the instructional and course web pages on campus, and houses Southeast On-line which delivers Southeast's web-based courses.

#### **First Year Experience Program**

The First Year Experience Program is responsible for academic and orientation programs that serve new stu-

dents. These responsibilities include administration of UI 100 First Year Seminar and the Office of New Student Programs, and support of faculty teaching UI 100. The First Year Experience Program collaborates with Admissions and Student Development to provide students with the support that is needed to make their first year at Southeast a successful experience.

The Office of New Student Programs is a component of the First Year Experience program in the School of University Studies. New Student Programs helps students make a smooth transition to the University through orientation programs including First STEP (Southeast's Testing and Enrollment Program), Opening Week Orientation, and CP 111 (an extended orientation course). In addition to these activities, New Student Programs works with the Director of the First Year Experience to obtain information regarding assessment and retention of new students.

#### **Writing Center**

The Writing Center provides individualized tutorials for all Southeast students. In addition to reviewing the basics of spelling, punctuation, and grammar, tutors will help students approach writing with confidence, generate and organize ideas, and revise more effectively. The Center is not an editing service. Its goal is to help students to become better editors of their own writing. Assistance is given to "walk-ins" as well as by appointment. Students may also submit drafts and questions for response by Center staff on-line (via the Writing Center Home Page, <http://ustudies.semo.edu/writing/>). The Writing Center is located on the fourth level of Kent Library, Room 412.

### **STUDENT AUXILIARY SERVICES**

#### **Recreational Sports/Student Recreation Center (SRC)**

The Student Recreation Center is a 90,000 square foot state of the art facility consisting of a large weight room, cardiovascular equipment area, six racquetball courts, five basketball or seven volleyball courts, aerobic studio, multipurpose rooms and climbing wall. The Student Recreation Center is located on the north side of campus. All students enrolled in at least one credit hour are eligible to use the facility. Each student is assessed a general fee by the university which supports the facilities and programs offered by Recreational Sports. Students must present a valid University ID card to enter the SRC. Faculty, staff, alumni and community members may purchase a membership. Contact the Recreational Sports office for information about intramural and club sports, camping equipment, wellness programs, fitness assessments and personal training

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as well as to reserve the University's athletic and recreational facilities.

### **Residence Life**

Residence Life offers a wide variety of living options to encourage participation in the rich tradition of living on campus. Residential communities encourage students to broaden their academic pursuits, experience personal growth, develop leadership skills, and make new friends along the way! Residential options include community and suite-style living arrangements, specialty floors such as Honors, Healthy Lifestyles, 12-month housing, Quiet Hours, and Transfer Student. Apartments are also available for students with families and non-traditional students.

Southeast Missouri State University requires all students to live on campus for two years unless they are living with lineal relatives or legal guardians in the Cape Girardeau area, over 21, married or have dependent children, have 57 degree credit hours, or a veteran.

Information on residential options and release from the Residency Requirement may be obtained from the Office of Residence Life, located in Dearmont Hall, or by calling (573) 651-2274.

### **University Center**

The University Center (UC) is the family room of the campus. As a "Hub" of campus activity, the UC offers services, programs, and facilities which meet the various needs of students, faculty, staff, alumni, and friends. Services include Southeast Bookstore, advising to over 120 student organizations including fraternities and sororities, leadership development programs, the Information Desk, lounge, and study areas, Commerce Bank, and administrative offices. The Cafe Court dining area offers hot and cold entrees, soup and salad bar, grill items, and your favorite brands--"Noble Romans Pizza," "Casa Ortega," "Chick-Fil-A," and more. A variety of student-initiated activities are planned every year by the Student Activities Council. For more information contact the University Center at (573) 651-2280.

### **University Dining Services**

University Dining Services provides quality food through the Towers residence hall dining center, retail operations including the Skylight Terrace and Café Court in the University Center (featuring Noble Romans Pizza, Chick-Fil-A, Casa Ortega and Columbo Frozen Yogurt), Geronimos in the Towers Complex, Scully building (featuring Blimpies Subs) and a full-service catering operation. Dining Services is available for faculty, staff, students, student groups and the Cape Girardeau community.

## **STUDY ABROAD PROGRAMS**

Semester and yearlong study abroad programs and short-term opportunities are available through the Harrison College of Business, the Colleges of Education and Liberal Arts, and the Office of International Programs. The majority of these opportunities are offered during the junior year; however, there are opportunities for students in their sophomore year as well as for all students during winter, spring, and summer breaks. In addition, the University maintains membership in CCIS, an organization that sponsors study abroad experiences, Australearn, and Maastricht Consortium of Transatlantic Studies. Through the options available, a student has a choice of many fields and countries in which to study. Financial aid, which a student receives for study at Southeast, applies to overseas study experiences, also. Scholarships are available in some departments through endowments and various organizations. Since each program has its own requirements regarding GPA and academic background, students interested in pursuing study abroad or exchange programs are encouraged to contact the Office of International Programs for program descriptions and for assistance.

## **UNIVERSITY OUTREACH OFFICE - ST. LOUIS**

The Outreach Office was created to improve the University's visibility in and relationship with the St. Louis Metropolitan community. The Outreach Office develops and implements programs that assist the University's efforts in recruiting, development and alumni affairs. The Outreach office also serves as a resource for families seeking information on a variety of college-related subjects.

## **VISITORS SERVICES AND CAMPUS INFORMATION**

Visitors to the campus may contact the Information Desk in the University Center, (573) 339-INFO (4636), for campus maps and audio tours, general campus and local information, and the location of specific services, programs, and offices on campus. The Information Desk hours are Monday-Friday, 8:00 am - 7:00 pm. Students interested in attending Southeast should contact the Office of Admissions, Academic Hall, Room 256, (573) 651-2590.

