



Chapter

4

ADVISOR HANDBOOK

Southeast Missouri State University

Campus Resources Guide

Chapter 4: Campus Resources Guide

Names and Numbers Current as of March, 2021

Academic Advising Contacts

Academic Advising – Academic Hall Academic Hall 057 Carol Heisserer, Director Kendra Skaggs, Senior Admin. Assistant advisingsouth@semo.edu	651-2007	College of Education, Health and Human Studies, College of Humanities and Social Sciences, College of Arts and Media & Exploratory Majors
Academic Advising – Seabaugh Polytechnic 301 Amanda Eller, Assistant Director advisingnorth@semo.edu	651-5090	Harrison College of Business & Computing, College of Science, Technology, Engineering & Mathematics (STEM)
Southeast Online Chelsea Caile, Director southeastonline@semo.edu	651-2766	Online majors
Southeast – Kennett Karen Tucker, Coordinator kennett@semo.edu	888-0513	
Southeast – Poplar Bluff Pauletta Burns, Coordinator	840-9575	
Southeast – Sikeston Dr. Kim Madigan, Coordinator sikeston@semo.edu	472-3210	
Cape College Center Tinea Ortega, Coordinator	332-0516	

➤ **Academic Policies & Procedures for Students**

<p>Registrar's Office Sandy Hinkle, Director Academic Hall 057 registrar@semo.edu</p>	<p>651-2250</p>	<p>Transcript request, graduation, withdrawals. Online University Bulletin includes pass/fail, incomplete grades, auditing, grade points, academic standing, university policies and procedures in detail</p>
<p>Degree Works Audit Ryan Heslinga, Assistant Registrar</p>	<p>651-2834</p>	<p>Degree Works audit troubleshooting and programming</p>
<p>Graduation Eric Wersel, Graduation Specialist</p>	<p>651-2528</p>	<p>Graduation application inquiries and deficiency letter questions</p>
<p>Transfer Credit Evaluation Maria Bridgeman, Assistant Registrar</p>	<p>651-6105</p>	<p>Evaluates incoming transfer credit, military credit and international credit</p>

➤ **Admissions**

<p>Office of Admissions Lenell Hahn, Director Academic Hall 100D admissions@semo.edu</p>	<p>651-2590</p>	
<p>New Student Programs Katie Foshee, Director of New Student Programs</p>	<p>651-5166</p>	<p>First STEP Orientation, Transfer Student Orientation</p>
<p>Transfer Recruitment/Admissions, Amber Sumner, Admission Counselor</p>	<p>651-2957</p>	

- **Athletics-Academic Services** **986-6182**
Redhawks Success Center

- **Campus Life & Event Services** **651-2280**

Michele Irby, Director
Gretchen Grojean, Assistant Director

Vacant, Coordinator-Campus
Programming

Tiffany Comfort, Coordinator-
Leadership & Involvement

University Center Room 414
campuslife@semo.edu

Academic & Student Support Resources

- Academic Support Centers** **983-6135**
University Center 202
asc@semo.edu

Academic Support Centers' mission is to enhance the academic achievement and educational attainment of all Southeast students.

Programs include:

- Educational Access Programs
- Learning Assistance Programs (Tutoring, Supplemental Instruction (SI), College Success Programs, etc)
- TRIO/McNairs Scholars Program
- TRIO/Student Support Services
- Outreach & Retention Programs

<p>Career Services Dan Presson, Director Academic Hall 057 careerservices@semo.edu</p>	<p>651-2583</p>	<p>Career Services assists students & alumni with major and career exploration, internship strategizing, career planning, and graduate school preparation.</p>
<p>Center for Writing Excellence (Writing Center) Memorial Hall 103 writing@semo.edu</p>	<p>651-2460</p>	<p>Writing Lab, Writing Proficiency Exams, Sample Writing Proficiency Exams</p>
<p>Center for Behavioral Health & Accessibility Millicent Odhiambo, Director Crisp Hall 201-202 ucs@semo.edu</p>	<p>986-6191</p>	<p>Students seeking personal counseling, students needing to register with disability support services</p>
<p>Honors Program - Jane Stephens Honors Program Dr. Joseph Snyder, Director Honors House 603 North Henderson honors@semo.edu</p>	<p>651-2513</p>	<p>Students with fewer than 15 semester hours of college credit are eligible for admission into the Jane Stephens Honors Program if they meet the following two criteria:</p> <ul style="list-style-type: none"> • A cumulative high school grade point average of at least 3.5 on a 4.0 scale (or its equivalent) and • Transfer students must have at least 15 semester hours of college credit and at least a 3.5 GPA
<p>International Education & Services Kevin Timlin, Executive Director International Center – Located at: 939 College Hill Cape Girardeau, MO international@semo.edu</p>	<p>986-6863</p>	<p>Answers questions regarding international student compliance and regulations; acts upon requests for reduced course loads, study abroad</p>
<p>Learning Assistance Programs WyKeshia Atkins, Director Learning Assistance Programs</p> <p>University Center 206 lap@semo.edu</p>	<p>651-2273</p>	<p>Academic Resources offered:</p> <ul style="list-style-type: none"> • University Tutorial Services • Supplemental Instruction (SI) • College Success & Financial Responsibility Seminars • Academic Enhancement Program (AEP)
<p>Kent Library 412 si@semo.edu tutorialservices@semo.edu</p>	<p>651-2861</p>	<ul style="list-style-type: none"> • Academic Improvement Plan (AIP) • College Success Plan (CSP)

Mathematics Learning Centers **651-2164**
 Johnson Hall Room 112
 Memorial Hall Room 104

McNair Scholars Program **986-6135**
 University Center 202
 mcnair@semo.edu

The TRIO/McNair Scholars Program provides academic support, enhancement, workshops, faculty mentoring, a summer research experience and preparation for graduate school for historically underrepresented students in various fields during their sophomore, junior and/or senior years.

Student Support Services **651-2512**
 University Center 206
 stusupportserv@semo.edu

Eligibility Criteria:

(Applicants must meet at least one)

- Be a first-generation college student (neither parent has earned a 4 year degree)
- Have a demonstrated economic need (as defined by Federal guidelines)
- Have a documented disability (registered with the University's Disability Services)

Writing Center

See Center for Writing Excellence above

Non-Academic Services & Resources

Bookstore (purchased books)
Southeast Bookstore
 1st Floor – University Center

Some of the items they sell include:

- graduation items
- clothing
- gift items
- supplemental textbooks and general books
- snack foods
- student supplies

Some of the services they offer:

- banking services
- student charge purchases

Campus Health Clinic **651-2270**
 Crisp Hall 108

CHC@sehealth.org

Computers-Technical Assistance

See IT Help Desk below

Department of Public Safety

651-2215

Beth Glaus, Director

The Department of Public Safety (DPS) coordinates parking on campus, emergency preparedness and safety, University Police and the campus transit system.

ID Services (Student IDs)

339-4636

University Center 2nd Floor – inside the Center for Student Involvement
idservices@semo.edu

The Information and ID Services Desk (located on the third floor of the University Center) is your one-stop shop for many things. During business hours students and staff can stop by the desk to purchase stamps, send faxes, and ask questions about almost anything Southeast related. It is also where students and staff members go to get Redhawks IDs printed.

IT Help Desk

651-4357

Memorial Hall 107
helpdesk@semo.edu

Reset SEKey and Password (student must do this in person) and troubleshoots technical problems

Military and Veterans Services

651-2263

Amanda Wood, VA School Certifying Official
University Center 302
veterans@semo.edu

Service Members, Veterans, or dependents will find assistance with:

- starting at Southeast
- information on financing education determining eligibility
- processing of GI Benefits
- assistance with accessing and utilizing campus resources.

Air Force ROTC

651-2184

www.semo.edu/air-force-rotc/

Parking/Department of Public Safety 651-2310

1401 North Sprigg Street
Cape Girardeau, MO 63701
parking@semo.edu

Students can complete a parking application on-line for the academic year prior to the fall semester in early July. To register, visit <http://portal.semo.edu>

- From the Students SS tab, find the Services box mid-way down the right side of the page
- Click on Parking Services
- Select the applicable term
- Complete the registration process.

Parking permits will not be mailed. Students can pick up their decals at the Parking Services office **Spring admitted students** should go to Parking Services directly to sign up for a mid-year parking permit.

Placement for English & Math

Refer to Testing Services below

Residence Life

651-2274

Towers Complex 102
residencelife@semo.edu

University housing (residence halls and rates), dining services and Learning Communities

Student Financial Services

651-2253

Dr. Matthew Kearney, Director
Academic Hall Room 019
sfs@semo.edu
<http://www.semo.edu/sfs/>

Testing Services

651-2836

Dr. Sally Carter, Director
Kent Library Room 108
testingservices@semo.edu

Math Placement exam, CLEP, Writing Placement Exam

Textbook Rental

651-2236

Jane Kurre, Manager
Kent Library 123
(Basement Entrance –East Side)
rentabook@semo.edu

Rent course textbooks (ID required)

Withdrawal

See Office of Registrar under Academic Policies and Procedures for Students on previous pages or online University Bulletin

