

2020 GUIDE TO ASSIST STUDENTS

TOPIC	QUESTION?	ANSWER!	
ACADEMIC	Catalog	Where can I view the Undergraduate Bulletin (course catalog)? View it online at semo.edu/bulletin	
	Classes	Where can I get answers to questions about my class schedule? Your academic advisor (see below) or Office of the Registrar, Academic Hall 057, 651-2250, semo.edu/registrar or registrar@semo.edu	
	Academic Advising	How do I contact my advisor?	View assigned advisor in Degree Works (portal.semo.edu > Student SS > Degree Works Student) or SupportNet (supportnet.semo.edu > My Success Network) Center for Academic Advising - Polytech 301, 651-5090 College of Science, Technology, Engineering and Mathematics Harrison College of Business and Computing Center for Academic Advising - Academic Hall 057, 651-2007 College of Education, Health and Human Studies College of Humanities and Social Sciences Holland College of Arts and Media Exploratory/Undecided and Interdisciplinary Studies semo.edu/advising / advising@semo.edu
			Southeast Online, Kent Library 317, 651-2766 online.semo.edu / southeastonline@semo.edu
			Athletic Academic Services, Holcomb Success Center gosoutheast.com/academicservices / athleticacademic@semo.edu
	Enroll in or Drop Classes	How do I enroll in or drop classes? With your academic advisor, by using My Southeast Portal, portal.semo.edu , or Office of the Registrar, Academic Hall 057, 651-2250, semo.edu/registrar	
	Major	How do I change my major? Contact the department in which your new major is housed. Make an appointment with an academic advisor or faculty member in that major to discuss your options and complete the appropriate paperwork. semo.edu/advising/declare-major	
	Minor	How do I add or change a minor? Contact and/or visit the department in which your minor is housed and complete appropriate paperwork.	
	Testing Services	How do I test out of a course? Testing Services, Kent Library 108, 651-2836, semo.edu/testing or testing@semo.edu	
		How can I find out my English/math course placement? Your academic advisor or Office of the Registrar, Academic Hall 057, 651-2250, semo.edu/registrar	
	Textbooks	Where do I pick up/drop off my textbooks? Textbook Rental, Kent Library 123, 651-2236, semo.edu/textbookrental <i>University-operated rental program for textbooks.</i> Southeast Bookstore, University Center 1st floor, 388 N Henderson, 651-2220, semoshop.com <i>For books not available in the University-operated rental program, additional course materials and books required, and supplies. Rental, electronic, and new/used options available. The Bookstore is also the home for your Southeast apparel needs, and where you purchase your UI 100 textbook, "First-Year Seminar: Connecting to Southeast."</i>	
	Transcripts	Where can I get an official transcript? How do I submit a request for an official transcript? Office of the Registrar, Academic Hall 057, 651-2250, semo.edu/registrar/transcript My Southeast Portal, portal.semo.edu	
Tutoring	How do I get a tutor? Learning Assistance Programs, Kent Library 412, 651-2861, semo.edu/lap or contact your instructor.		
FINANCIAL	Banking	Where can I bank on campus? U.S. Bank is located in the Southeast Bookstore, 332-1082, usbank.com	
		Where can I find banking options in Cape Girardeau? Chamber of Commerce, 1267 N. Mt. Auburn, 335-3312, capechamber.com Convention & Visitors Bureau, 400 Broadway, 335-1631, visitcape.com	
	Bills from the University	Where do I get information about my bill? Student Financial Services, Academic Hall 019, 651-2253, semo.edu/sfs or sfs@semo.edu	
		Where can I view my account balance? My Southeast Portal, portal.semo.edu (Portal > Student SS tab > Personal Information > Account Summary)	
	Employment	How do I find a job on or off campus? Career Services, Academic Hall 057, 651-2583, semo.edu/careers , careerservices@semo.edu , or redhawkjobs.com	
	Financial Aid	How do I apply for a loan, grant or scholarship? Who can answer my questions about financial aid? Submit a FAFSA at studentaid.gov Student Financial Services, Academic Hall 019, 651-2253, semo.edu/sfs or sfs@semo.edu	

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LIVING ON & OFF CAMPUS	Commuter Students	Can commuter students eat in any dining hall on campus?	Commuter students can eat in any dining hall on campus by purchasing Redbucks, a meal plan, or paying cash on site through Chartwells, 986-6025, dineoncampus.com/sem0
		Is there a lounge space commuters can use?	The Center for Student Involvement (CSI) features a small computer lab, study space, and a TV lounge for all students on the 2nd floor of the University Center.
	ID Card	Where do I get a student ID card?	Complete ID request and photo submission form prior to August 2 through online orientation course academy.semo.edu ID Services Desk, University Center, 2nd floor, CSI, 651-2896, sem0.edu/idservices/ / idservices@sem0.edu
	Mailing Address	How do I change my mailing address?	Office of the Registrar, Academic Hall 057, 651-2250, sem0.edu/registrar or registrar@sem0.edu My Southeast Portal, portal.semo.edu (Portal > Student SS tab > Personal Information)
	Parking	Where do I get parking information? Where do I get a parking decal?	Department of Public Safety Parking Services, 1401 N. Sprigg St., 651-2310, sem0.edu/parking or parking@sem0.edu
	Recreation Services	Where can I work out on campus? Whom do I contact for Recreation Center hours?	Student Rec Center, Student Aquatic Center Recreation Services, 651-2105, sem0.edu/recservices
		Where can I find information on group fitness classes, personal training, intramurals and club sports?	Fitness & Wellness, Student Rec Center, 651-2367 Intramural Sports, Student Rec Center, 651-2571 Sport Clubs, Student Rec Center, 986-7379, sem0.edu/recservices
	Residence Halls	When can I check in to my residence hall?	See your personalized arrival information from Residence Life for more details. New student check-in and arrivals take place August 15-August 20, as assigned.
		How do I change rooms? How do I get or change a meal plan? Where can I rent a refrigerator?	Office of Residence Life, Towers Complex, 1st floor, 651-2274, sem0.edu/residencelife or residencelife@sem0.edu
	Shopping	Where can I find out where to shop in Cape Girardeau?	Convention & Visitors Bureau, 400 Broadway, 335-1631, visitcape.com Chamber of Commerce, 1267 N. Mt. Auburn, 335-3312, capechamber.com
Transportation/ Shuttles	Is there time to get from one class to another if I have classes in buildings that are far away from each other?	Transit, 986-6187, sem0.edu/transit You can walk from one class to the next class on the main campus, but shuttle buses are available for main campus and between the main and River Campus. Visit the website for routes, operating times, and the shuttle tracker (also available in the Southeast app!).	
STUDENT LIFE & SERVICES	Campus Safety	Where do I report emergencies and get information about emergency preparedness on campus? Where do I get information on campus crime statistics?	Department of Public Safety, 1401 N. Sprigg St., 651-2215, sem0.edu/dps or dps@sem0.edu
	Campus Computing	Where do I go for computer support? Where can I find a list of computer labs on campus?	Information Technology, Memorial Hall 107, 651-4357 sem0.edu/it (Also available in the Southeast app!)
		Where do I activate my Southeast Key email address? Where do I check my Southeast email?	My Southeast Portal, portal.semo.edu / mail.semo.edu Set it up on your phone, sem0.edu/it/guides/personaldevice
	Disability Services	Where do I seek assistance if I have a disability?	Disability Services, Crisp Hall, 651-5927, sem0.edu/ds <i>A disability is defined as a physical or mental impairment that substantially limits a major life activity [ADA, 1990].</i>
	Student Organizations	How do I join a student organization?	Campus Life & Event Services, University Center 414, 651-2280, sem0.edu/campuslife Connect with an involvement ambassador. sem0.edu/campuslife/involvement-ambassadors
	Greek Life	How do I learn more about fraternities and sororities?	Office of Greek Life, University Center 413, 986-7301, sem0.edu/greeklife
	Medical Assistance	Where can I seek medical attention or assistance in dealing with personal problems?	Campus Health Clinic, Crisp Hall, 651-2270, sem0.edu/healthclinic or CHC@sehealth.org Counseling Services, Crisp Hall, 986-6191, sem0.edu/ucs
	Religious Services	Where are the religious services held on campus?	Services vary by organization. See list for contact information, sem0.edu/ministries
		Where are the churches in Cape Girardeau?	Convention & Visitors Bureau, 400 Broadway, 335-1631, visitcape.com / sem0.edu/ministries
Military and Veterans' Services	Where can I get information about services or support for veterans, military personnel, and veterans' dependents?	Office of Military and Veterans Services, University Center 302, 651-2263, sem0.edu/veterans or veterans@sem0.edu	

New Student Programs

Academic Hall 123
651-5166
nsp@sem0.edu
sem0.edu/nsp