

PER COURSE F.A.Q. & CONTACTS

How long will I be employed?

According to your appointment letter, your employment starts the first day of the semester, and terminates at commencement. See the [Academic Calendar](#) for other important dates.

Can I teach more than 1 course?

Yes. However, there are limitations to the amount of credit hours that can be taught per semester, as well as per calendar year. See the [Per Course Faculty](#) appointment for additional information.

Can I teach for more than 1 department?

Yes. You will need to submit an application for each department, and contact them directly to inquire of their hiring process. Keep in mind the credit hours allotted per semester/year. (see above)

I've locked myself out of my account/email. What do I do?

For any technology related questions/issues, contact the [HelpDesk](#).

Can I be notified of alerts immediately without having to check my email?

Yes. Please see [Missouri State Alert](#) for more information.

What do I do with permission requests from students?

If your course requires permission to enroll, check with your program coordinator to ensure the student needs in the course. If so, you can provide permission for the student to enroll. [Instructions here.](#)

If your course does *not* require permission and has simply reached its maximum number of enrollment, the students can add themselves to the automated waitlist. The system will notify the next student in line, should a seat become available. The CEFS departmental office no longer keeps a paper waitlist in the office.

If your course is crosslisted, there is no waitlist available. If your course is a lecture/lab combo, there is no waitlist available. Students should be advised to keep a close watch on the course for any open seats.

I still need help! Who can help me?

Never fear! Your program coordinator is available to offer assistance. The Administrative Assistants are available, too!

Department Head: DeniseCunningham@MissouriState.edu

Academic Administrative Assistant II: KarenCScott@MissouriState.edu

Academic Administrative Assistant II: MMcCoy@MissouriState.edu

CFD Program Coordinator: KimRoam@MissouriState.edu

CLS Program Coordinator: LindseyMurphy@MissouriState.edu

ECFD Graduate Program Coordinator: EKing@MissouriState.edu

ECE Program Coordinator: SarahJeanBaker@MissouriState.edu

ELE Program Coordinator: StefanieLivers@MissouriState.edu

ELE Graduate Program Coordinator: BenedictChambers@MissouriState.edu

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