

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, please contact [Elizabeth Wantland](#) to provide the permissions for the student to enroll.

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: MinorBaker@MissouriState.edu

Academic Administrative Assistant II: BEssary@MissouriState.edu

Academic Administrative Assistant II: ElizabethWantland@MissouriState.edu

CFD Program Coordinator: JoannaCemore@MissouriState.edu

CLS Program Coordinator: LindseyMurphy@MissouriState.edu

ECFD Graduate Program Coordinator: EKing@MissouriState.edu

ECE Program Coordinator: SarahJeanBaker@MissouriState.edu

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ELE Graduate Program Coordinator: CBolyard@MissouriState.edu

FCS Program Coordinator: DebraPrice@MissouriState.edu

Literacy Program Coordinator: CathyPearman@MissouriState.edu

LETRS Program Coordinator: KewmanLee@MissouriState.edu