A Note from the Director:

We would like to welcome you to the New Year and a new semester. With the new semester we also welcome Rick Singer as our full-time faculty member in the Criminal Justice major. Rick has experience in the Criminal Justice field, working for FDLE for many years. He has taught for Saint Leo at a number of our Continuing Education centers as well as our University Campus. Please help me welcome Rick to the Adult Education Center and if you are a Criminal Justice major or interested in becoming one, please do not hesitate to reach out to Rick.

Check out our summer schedules online at https://uts.saintleo.edu/schedule/. Use the Adult Education Center as the location and then choose the term you’re interested in. We will be offering a variety of courses in the evenings and on weekends, PLUS we even have a few day courses on the summer schedules.

$$ FREE MONEY $$

Students are encouraged to visit the Saint Leo Scholarship Page to review several privately funded scholarship opportunities now inviting applications. Carefully review the awarding criteria for each scholarship to determine eligibility. Students interested in applying will need to use their Saint Leo portal username and password. Note: Passwords must be updated every 90 days to allow complete access to the Saint Leo portal. If a student needs assistance, please direct them to the Help Desk at (352) 588-8888.

For more information, please contact Vikki Reece, grants and scholarship officer at (352) 588-8668 or victoria.reece@saintleo.edu.
Students in the state of Florida with valid student ID will not be charged sales tax for required and recommended course materials if the following criteria are met:

- The required and recommended course materials must be reflected in the course syllabus for which the student is currently registered for
  AND
- The student is picking up the order at a bookstore location in the state of Florida or the student ships the order to a location within the state of Florida

During online checkout, students will see a prompt to enter their student ID. You must enter a valid student ID to receive the sales tax exemption on required and recommended course materials.

Important: The Campus Bookstore website will reflect an estimated sales tax during checkout and in the order confirmation email. The student must show a valid student ID at the time of pickup and present to the staff and sign off upon receiving the ordered course materials. When checking out at the register, the student must show a valid student ID at checkout and sign a copy of the receipt for the bookstore and university’s records.

For more information, contact Maureen Tarpey, bookstore manager, at (352) 588-8344 or maureen.tarpey@saintleo.edu. Note: the Campus Bookstore can’t answer questions regarding the policies of MBS (Missouri Book Services) and how they are handling the tax exemption for textbooks. The customer service number for MBS is (800) 352-3252.

A Note Regarding Financial Aid

It’s that time of the year again. Make sure you visit www.fafsa.ed.gov to file your 2016 -2017 FAFSA form with our school code 001526. Once complete, monitor your student email and eLion account for important updates.

Our Student Financial Services department can be reached at 1-800-240-7658 or finaid@saintleo.edu if you have any questions. To help you with the process, please visit our website if you have questions regarding:

- The Verification Process
- Accepting Awards
- How refunds are disbursed
- Be sure to check your eLion account (my.saintleo.edu) to track your financial aid progress and if any additional items or steps are needed.
- Please be aware that your refund disbursement may not be available until you register for the next term. Stay ahead of your disbursements and contact our office to register TODAY!

Please remember that Student Financial Services communicates with you using your Saint Leo account so your email through the portal should be checked regularly for updates!
Want to make an appointment to meet with an Academic Advisor?

We have offices at the following locations:

**University Campus**
- Monday – Friday from 8 am – 5 pm
- Weekends by appointment
- Saint Edwards Hall
- (352) 588-7455

**Pasco-Hernando State College**
- By Appointment – Call to make an appointment

**Brooksville**
- Portable 002
- (352) 797-5169

**New Port Richey**
- S-building, room 109
- (727) 816-3117

**Porter (Wesley Chapel)**
- A-building, room 425
- (813) 527-6876

**Spring Hill**
- D-building, room 121
- (352) 340-4866

---

Herff Jones representative at University Campus, February 18th, for spring graduates

A representative from Herff Jones will be in the University Campus Bookstore from 11 a.m. to 3 p.m., Thursday, February 18. Herff Jones will sell class rings, graduation announcements, and diploma frames to graduates participating in ceremonies at University Campus.

Graduates can customize their graduation announcements with the Saint Leo crest and personalize them with their name, degree, and major. Announcement orders may be placed online at [www.herffjones.com/college/slu](http://www.herffjones.com/college/slu). All orders will be sent to the graduate’s home address within three to four weeks.

For more information, contact Maureen Tarpey, bookstore manager, at (352) 588-8344 or maureen.tarpey@saintleo.edu.

---

Adult Education Center
Degree Programs Available

**Bachelor of Arts**
- Accounting
- Business Administration
  - Management
  - Marketing
- Criminal Justice
- Elementary Education
- Human Services
- Human Resources
- Middle Grades Education
- Psychology

**Bachelor of Science**
- Computer Information Systems
- Health Care Administration

**Bachelor of Social Work**
**Student ID Cards**

If you would like to order a Saint Leo University student ID card; please email the following information to id.cards@saientleo.edu When submitting your photo, please ensure you submit it in a .jpg format along with the following information:

- Full legal name
- Student ID Date of birth
- Campus/Center you are attending
- Provide your current mailing address if you request that we mail your ID card

Photos must have a plain background and be similar to a passport photo. We will not use photos of individuals wearing sunglasses or hoods. In your photo, do not wear a hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose.

Your full face must be visible, and the head covering must not cast any shadows on your face.

You can also find these instructions available online.

---

**Important Registration Dates:**

Registration is currently open for the 2016SP2 and 2016SU1 terms.

If you haven't already registered for the SP2 or SU1 terms, call Jennifer or Nicole and mention "doughnuts" when you register and we'll send you a Saint Leo prize pack including a t-shirt and other fun Saint Leo items.

---

**Center Contact Information:**

Beth Lastra, Center Director  
Laura.Lastra@SaintLeo.edu  
(352) 588-7451

Brooke Paquette, Assistant Director  
Brooke.Paquette@SaintLeo.edu  
(352) 588-8879

Derek Saunier, Assistant Director  
Derek.Saunier@SaintLeo.edu  
(352) 340-4866

Jennifer Booker, Academic Advisor  
Jennifer.Booker@SaintLeo.edu  
(352) 588-7244

Nicole Baum, Academic Advisor  
Nicole.Baum@SaintLeo.edu  
(727) 816-3117

Christine Hofer, Staff Coordinator  
Christine.Hofer@SaintLeo.edu  
(352) 588-7544

Rick Singer, Full-time Faculty (Criminal Justice)  
Michael.Singer@SaintLeo.edu  
(352) 588-7119