

## SAINT LEO UNIVERSITY WHERE DO I GO FOR . . .

Throughout the year, millions of questions are asked of and by faculty, staff, and students. At times it appears that people are sent on a “wild goose chase” looking for the answers. To assist individuals to better locate answers, programs, and services on campus, the Division of Student Services has compiled a list of frequently asked questions. If you come across erroneous information or the need for additional questions, please contact Student Services at extension 8992.

*NOTE- When calling from off campus, you must first dial the area code and prefix, (352) 588 then the 4-digit extension.*

### FREQUENTLY USED NUMBERS

Here are some great resources within your campus community!

Academic Advising	8497	Mailroom (Student & Staff)	8396
Bookstore	8344	Pool	8641
Campus Activities Board	8844	Recreation	7308
Campus Safety and Security	8432	Intramurals	8224
Career Planning	8468	Registrar	8235
Clubs and Organizations	8856	Residence Life	8268
Commuter Students	8283	Lion’s Lair	8405
Computer Help Desk	8888	Student Activities	8856
Counseling Services	8354	Student Services Info	8992
Dining Services	8421	Student Financial Services	7403
Disability Services	8464	& TRANE Stop	
Fitness Center	8022	Student Government	8375
Greek Life	8650	Tutoring Services	8307
Health Services	8347	University Ministry	8331
International Students	8489		
Leadership Development	8853	CAMPUS EMERGENCY	8333
Learning Resource Center	8307	(FOR EMERGENCY PURPOSES	
Library	8258	ONLY)	

Saint Leo University is committed to policies that ensure that there is no discrimination on the basis of age, gender, race, color, creed, religion, national origin or disability. The University is an Affirmative Action Equal Opportunity employer.

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### **What is UNIVERSITY MINISTRY?**

University Ministry serves and nurtures the personal, spiritual, and social justice concerns of the students, faculty, and staff of the Saint Leo Community. University Ministry is located in the Student Activities Building. Call extension 8331 for more information.

### **Where can I find a list of UNIVERSITY AND RESIDENCE HALL POLICIES?**

A list of all University and Residence Hall Policies can be found in the Student Handbook (Code of Conduct) online at (<http://www.saintleo.edu/Campus-Life/Code-of-Conduct>) under Campus Life. (See CAMPUS LIFE HANDBOOK)

### **Is it possible to use the campus VANS?**

You must be an approved van driver who is sponsored by a University department or club or organization and have passed the background check and driving test. Additionally, vans can only be used for university purposes and a charge will be assessed. For more info contact Campus Safety and Security at extension 8432.

### **What is the VISITATION POLICY?**

Students may visit one another as invited guests in their room with the permission of their roommate/suitemates. For further information, please refer to the online Campus Life Handbook (Code of Conduct).

### **How do I change my VOICEMAIL greeting?**

For Cisco IP phones, you can only record your standard, closed, and alternate greetings by phone. Log on to Cisco Unity. Press 4>1>1. After Cisco Unity plays your current greeting, press 1 to rerecord it, or press 3 to record a different greeting, choose the greeting, and then re-record it. For assistance in programming your telephone, please contact the Help Desk at (352) 588-8888 or e-mail: [helpdesk@saintleo.edu](mailto:helpdesk@saintleo.edu).

### **What are VTT Classes?**

VTT is the acronym for Video Teleconferencing Technology. With VTT, students and instructors are connected via videoconferencing on the Web so that students from multiple campuses can take a class together. For more information on VTT classes, or to enroll, contact the VTT hotline at extension 7400.

### **Does Saint Leo University have a WEEKEND AND EVENING PROGRAM?**

Yes, any student can take courses through the weekend and evening programs. Located on University Campus in Saint Leo, Florida. This program is designed to meet the needs of active professionals. Students attending Saint Leo's University Campus are also eligible to take weekend and evening course offerings. For more information contact the Weekend and Evening Office at extension 8879.

### **How do I WITHDRAW from college?**

In order to officially withdraw from college, you must contact the Director for Academic Advising, located on third floor Saint Francis Hall, at extension 8497, and complete the appropriate forms.

## **What opportunities are available through the STUDY ABROAD program?**

Currently, Saint Leo University has articulation agreements with schools in Quito, Ecuador; Sydney, Australia; Bristol, Essex, Sunderland, and York, England; Dundee, Scotland; Belfast and Limerick, Ireland; Paris, France; Madrid, Spain; Aigina, Greece; Heidelberg, Germany; and Rome, Italy. There are also internship opportunities available in London, England. For more information, contact the Associate Director of Campus Life for International Services at extension 8489 or look at the Study Abroad link online at [www.saintleo.edu/study-abroad](http://www.saintleo.edu/study-abroad).

## **Does the university offer SUMMER COURSES?**

Yes, we offer summer courses through our weekend and evening program. Any student is eligible to take these courses and summer housing is available upon request. Students may take up to twelve credits with no more than two being Distance Learning. For more information on summer courses please contact your academic advisor.

## **Does the university offer SUMMER HOUSING?**

Yes, we offer summer housing based on availability to those students who are working on-campus and/or taking summer courses. Please contact the Office of Residence Life for more information and for summer rates at extension 8268.

## **What do I do when I have problems with my TELEPHONE?**

If you are having telephone problems, call extension 8888, or you can open a service ticket through your My Saint Leo Web Portal. You will need to explain the nature of the problem, your room number, and your extension. Phones will be given to you for your residence hall room only upon request to University Technology Services (UTS).

## **What Services are provided at the TRANE STOP?**

- Assist with questions about student account
- Obtain student ID card
- Purchase parking decal
- Make payment on your student account
- Cash checks
- Add Monarch Money to your student ID card
- Accept financial aid documents and other forms
- Respond to or provide information for general questions

## **Where can I find a TUTOR?**

Tutors can be found in the Learning Resource Center located on the second floor of the Student Activities Building. For more information, call extension 8307.

## **Where can I find a UNIVERSITY CATALOG?**

University catalogs can be picked up in the Office of Academic Affairs located on the second floor of St. Francis Hall, extension 8244, or can be accessed online at [www.saintleo.edu](http://www.saintleo.edu).

## **Who is my ACADEMIC ADVISOR?**

Academic advisors are assigned according to the student's major. A student can find his/her academic advisor by contacting the Director of Academic Advising at extension 8497. Undecided students will also be assigned an advisor to be able to talk about academic issues and concerns.

## **Is there an ACADEMIC HONESTY policy?**

Yes, there is. The policy can be found in the University Catalog which can be accessed online at [www.saintleo.edu](http://www.saintleo.edu).

## **Where do I go to get an ACADEMIC TRANSCRIPT?**

Academic transcripts can be ordered and picked up at the Registrar's Office located in Saint Edward Hall. You can also call the Transcript Information Line at extension 8235 or go to the Saint Leo website, [www.saintleo.edu](http://www.saintleo.edu), click on the Academics banner on the top of the screen, then click on the Registrar's Office. You can also request your transcript from eLion.

## **Is there an AIRPORT SHUTTLE?**

Airport shuttles are only made to Tampa International Airport and are available during Fall Opening, Thanksgiving, Fall Closing, Spring Opening and Spring Closing. Copies of the airport transportation policy can be picked up at the Office of Student Services or by calling extension 8992. There are no fees for shuttle services. Contact Campus Safety and Security at extension 8432 for more information.

## **What is the ALCOHOL POLICY on campus?**

Florida State Law requires that a person must be at least 21 years of age in order to possess or consume alcoholic beverages. The University promotes a respect for individual rights and privileges that includes mature and responsible consumption of alcoholic beverages. The Campus Life Handbook (<http://www.saintleo.edu/Campus-Life/Code-of-Conduct>), found on the website [www.saintleo.edu](http://www.saintleo.edu) under Campus Life, has the appropriate information pertaining to residence halls.

## **Where can I locate the ATHLETIC SCHEDULES?**

Athletic schedules for every sport can be obtained through the Athletics section of the Saint Leo University website [www.saintleolions.com](http://www.saintleolions.com) or by contacting the Athletic office at extension 8506 or 8682.

## **What is the Policy for BEHAVIOR AT ATHLETIC EVENTS?**

Inappropriate behavior at athletic events will not be tolerated. The Campus Life Handbook discipline policies will be followed at these events. In addition, the Athletic Department may take administrative action at the event or after the event.

\* Please be mindful of our Benedictine value of respect for all persons. Inappropriate, profane, or disrespectful cheers, remarks or gestures are unacceptable and may be grounds for removal from the game as well as additional sanctions.

### **What are BLACKBOARD Classes?**

Blackboard is a software tool that allows instructors and students to share information in a secure location on the internet. Many of our classes are "web-enhanced" where students meet for regular class hours on campus and the instructor shares documents, discussions, and information on Blackboard. All DL, blended, and web-enhanced courses are offered on Blackboard. Go to <http://my.saintleo.edu> and click on Blackboard to access your class on Blackboard. If the course you are registered for is not listed in Blackboard or if you receive an "Access Denied" message when you click the Blackboard link in the Saint Leo University portal, please contact Susan Boyd, student coordinator for distance learning, at [dl@saintleo.edu](mailto:dl@saintleo.edu). Please include your full name, seven-digit student ID, course sections for which you are registered, description of your problem, and any error message you received. Please feel free to contact John Cain, Assistant Vice President of Continuing Education for Distance Learning, at [john.cain@saintleo.edu](mailto:john.cain@saintleo.edu) with your concerns or feedback. For technical assistance, please contact the SLU Blackboard help desk toll-free at 1-866-404-1595. Please contact your continuing education center or academic advisor for all advising and other academic issues.

### **Where is the BOOKSTORE located?**

The bookstore is located in the Student Community Center. Their hours are: 8:00am-4:00pm Monday through Thursday, 8:00am-2:00pm Friday and 11:00am-1:00pm Saturday. These hours are subject to change.

### **What is CAB (CAMPUS ACTIVITIES BOARD)?**

Campus Activities Board (CAB) is a student run organization that is responsible for programming on campus. Any student can be involved and can help plan activities such as trips to amusement parks, movie nights, Fall Festival Weekend, Spring Fling, bingo and much more. Contact the Assistant Director of Campus Life for Student Activities at extension 8856 or the Student Government Union Vice President of Activities at extension 8844 for more information.

### **What is and where do I get a CAMPUS LIFE HANDBOOK?**

The Campus Life Handbook is a planner/organizer which also includes Campus Life policies (Code of Conduct). The Campus Life Handbook is distributed to all University campus students in the fall. Students who do not receive one can pick up a copy from the Student Services office in the Student Activities Building at extension 8992.

### **Where is CAREER PLANNING located?**

Career Planning is located in Saint Edward Hall. We offer an extensive selection of graduate school catalogs, computers with internet access for researching career opportunities, employer information, graduate school programs, a reference library of books, directories, how-to guides, and job vacancy listings that can be found at the Career Resource Center. Opportunities for developing resumes, finding a part time job or assistance with applying for internships can also be found in this department. Please stop by to schedule a time to meet: Kim Edwards, Associate Director ext. 8468 (office 119) or Cathy Wise, Assistant Director ext. 8346 (office 114).

### **Where can I get assistance with writing a RESUME?**

For assistance with resume writing contact the Associate Director of Career Planning at extension 8468.

### **How do I go about changing my ROOM ASSIGNMENT or ROOMMATE?**

Start with a conversation with your Resident Assistant. If the problem is not resolved fully, contact the Office of Residence Life located in deChantal Hall at extension 8268, to fill out a request to change rooms. Only the Associate Director and/or the Assistant Director of Residence Life can authorize a room change, not an RA.

### **What is in the STUDENT ACTIVITIES BUILDING?**

The first floor of the Student Activities Building houses the offices of Student Services, Campus Life (Student Activities, Greek Life, International Services, Student Government Union, CAB, Yearbook and Newspaper). The second floor is home to University Ministry, Academic Student Support Services, Disability Services and Center for Values, Service and Leadership.

### **Where are the STUDENT ACTIVITIES CALENDARS located?**

The student activities calendars provide the Saint Leo community with a daily update of what activities are taking place on campus each day. These calendars can be found online under Campus Life and are also posted throughout campus.

### **What is in the STUDENT COMMUNITY CENTER?**

The main level of the Student Community Center houses the Campus Bookstore, Lion's Lair, the Information Desk, and a series of meeting rooms and a large lounge area that over looks the Dining Hall. The Dining Hall is located in the ground floor of the SCC.

### **Where do I get more information about STUDENT EMPLOYMENT?**

For on or off campus employment, visit the Student Employment link at [www.saintleo.edu/jobs](http://www.saintleo.edu/jobs) or contact the JLD coordinator, in Saint Edward Hall, or call extension 7487.

### **What is the STUDENT GOVERNMENT UNION (SGU)?**

The Student Government Union is the voice of the student body and serves as the liaison between the students and members of the Saint Leo University faculty, staff, and administration. For more information contact the Student Government Union at extension 8375.

### **Where can I find the STUDENT HANDBOOK?**

All University Campus students are provided a paper version of the handbook (Code of Conduct) in the Campus Life planner. However the most up-to-date version can be found on the Saint Leo University website, [www.saintleo.edu](http://www.saintleo.edu) on the Campus Life web page. You may also pick up a copy in the Student Services Office, located in the Student Activities Building (SAB).

## **What is the university PORTAL?**

My.Saintleo.edu is a web portal providing access to information and self-services for the faculty, staff and students of the University. With a single username and password from anywhere on the Internet students can:

- \* Access official Saint Leo email
- \* See news and announcements about the University
- \* Register and pay for courses
- \* Review course schedule, check their degree progress and obtain transcripts
- \* Check financial aid and account balances
- \* Access online library and course materials
- \* Store personal documents
- \* Maintain personal calendar and to-do lists
- \* Purchase textbooks
- \* Access other convenient web-based information services.

## **What types of RECREATIONAL OPPORTUNITIES are available for students?**

Students have a wide variety of recreational activities to choose from including hiking, kayaking, canoeing, and intramurals (to name a few). For more information contact the Director of Recreation at extension 7308.

## **WHAT TIME ARE RELIGIOUS SERVICES?**

University Ministry Masses: Sunday, 7 p.m., Student Community Center, Greenfelder/Denlinger Boardrooms, Tuesday and Thursday, 5 p.m., St. Jude Chapel, Wednesday, 12 noon, St. Jude Chapel. Confessions: Sunday, 6:15 p.m. & Tuesday, 5:30 p.m., St. Jude Chapel (or by appointment). Eucharistic Adoration, Thursday, 5:30 p.m., St. Jude Chapel. Jumma prayer is offered, Friday at 12 noon, SAB 205. All are welcome. In addition to the services listed above, there are also masses that are held at the Saint Leo Abbey. Mass is held Monday-Saturday at 11:45am and on Sunday at 10:00am. The Student Mass is held on Sundays at 7:00 pm in the Student Community Center, Greenfelder/ Denlinger Boardrooms. For more information regarding the Student Mass, contact University Ministry at extension 8331.

## **How do I RESERVE A ROOM on campus?**

In order for a student to reserve a classroom on campus, you must be a member of a registered group. The R25 system is the campus-wide online reservation system used to reserve rooms and spaces located at <http://events.saintleo.edu>. All students can register for a username and password. An R25 reservation station has been set up in the multicultural office in the Student Activities Building. For more information, contact the Office of Campus Life at extension 8856.

## **How do I apply to be a RESIDENT ASSISTANT?**

To apply to be an RA, you must be a full time student, free of current judicial sanctions, have a minimum GPA of 2.5, have lived on campus for more than one semester, and have a commitment to working with other students to develop positive campus communities. For more information contact the Office of Residence Life at extension 8268.

## **What are CHANNELS 95 and 96?**

Channels 95 and 96 are used to advertise upcoming campus events. These channels also air movies for entertainment and for class assignments. For more information, or to get involved in SLU TV, contact the Coordinator for Media Services at extension 8342. To have something advertised on Channel 96, contact the Assistant Director of Campus Life for Student Activities at extension 8856.

## **How can I access my CLASS SCHEDULE?**

Class schedules are available through eLION on the web at [my.saintleo.edu](http://my.saintleo.edu). You will need your password in order to access your class schedule. If you are unsure of your password, contact the Help Desk at extension 8888.

## **Who do I talk to about starting a new CLUB OR ORGANIZATION?**

Contact the Assistant Director of Campus Life for Student Activities at extension 8856 (SAB 114).

## **Where can I find a list of CLUBS AND ORGANIZATIONS?**

A list is available online at [www.saintleo.edu](http://www.saintleo.edu) on the Campus Life web page, or contact the Assistant Director of Campus Life for Student Activities at extension 8856.

## **How do I get involved with COMMUNITY SERVICE?**

There are several opportunities for volunteer service including: Campus-wide Community Service Days each semester, SERVE trips (year-round during breaks), Samaritans, University Ministry, and Greek Life. For more information contact the Center for Leadership, Values and Service at extension 8018 and they will be able to guide you to the appropriate area for your interest.

## **What COMMUTER STUDENT SERVICES are available?**

For more information on commuter student services, contact Matt Battista, Commuter Student Advisor at extension 8283 in the Admissions Office located across from Campus Safety.

## **Who do I talk to about a PROBLEM with my laptop COMPUTER?**

For any computer problems or questions contact University Technology Services, located in the building near Admission and Campus Safety and Security, at extension 8888.

## **What types of COUNSELING SERVICES are provided?**

Based on a holistic approach to wellness, Counseling Services provides for the emotional, psychological, and spiritual needs of its students and campus personnel. Promoting education, prevention, and intervention, Counseling Services strives to aid individuals on their path toward academic, social, and personal growth. Counseling Services are available Monday-Friday 8:00am-5:00pm in deChantal Hall 121. Other hours may be arranged on an individual basis. For more info, contact the Director for Counseling Services at extension 8354.

## What are the DINING HALL HOURS?

The Dining Hall is open during the listed hours of operation. Current meal times in the Student Community Center are listed on the next page. Located upstairs from the Dining Hall, the Snack Bar (Lion's Lair) is an ideal spot to take a break from your day and share a meal with friends or grab a quick bite to eat. The Lion's Lair is open Monday through Thursday from 10:00am-12:00am and Friday through Sunday from 10:00am-11:00pm.

### DINING HALL HOURS, continued:

#### Monday through Thursday

Hot Breakfast	7:30am-10:00am
Omelet Station	8:00am-10:30am
Lunch	11:30am-2:00pm
Dinner	4:30pm-8:00pm

*Pasta Station open from 11:00am-8:00pm*

#### Friday

Hot Breakfast	7:30am-10:00am
Omelet Station	8:00am-10:30am
Lunch	11:30am-2:00pm
Dinner	4:30pm-6:30pm

#### Saturday and Sunday

Brunch	11:00am-1:00pm
Dinner	4:30pm-6:00pm



## What is available in DISABILITY SERVICES and what are the ADA policies?

Students with disabilities who may need academic accommodations should contact the Assistant Director of Disability Services at extension 8464 located in the Learning Resource Center (LRC) in the Student Community Building 2nd floor.

## What is the DISCIPLINE POLICY?

A list of all University and Residence Hall Policies (Code of Conduct) can be found in the Campus Life Handbook (Code of Conduct) online at (<http://www.saintleo.edu/Campus-Life/Code-of-Conduct>) under Campus Life or in the Campus Life planner. (See CAMPUS LIFE HANDBOOK)

## What is the DISTANCE LEARNING PROGRAM?

Saint Leo offers Internet-based courses through Distance Learning (DL). DL courses must be taken in conjunction with on-ground courses. These courses are designed primarily to meet the needs of adult learners. A Continuing Education student is permitted to take up to two DL courses in a given term. A Continuing Education student may take three DL courses in a given term only by exception, with the permission of the Center Director, and if the student's GPA is 3.0 or higher. The education of full-time, University College undergraduate students is best accomplished through classroom experiences. At the same time, it is recognized that some University College students have specific needs that can be best met by enrolling in a DL course. University College undergraduate students who wish to enroll in a DL course must have the written approval of their advisor and have completed 30 college credits.

## How do I get the MOVIE CHANNELS on my TV?

Call Bright House Cable for more information at 813-862-0500.

## Who do I talk to about any NUTRITIONAL OR SPECIAL DIET NEEDS?

For nutritional questions or special diet needs contact the Director for Dining Services at extension 8421.

## What is OPERATION ID?

Operation ID is an electric engraver that students can use to label valuable personal items brought from home for security and identification purposes. If an item is missing, the label will assist in an investigation. Students should record the ID number and provide a copy to Campus Safety and Security. For more information, contact the Director for Campus Safety and Security at extension 8432.

## How do I apply to be an ORIENTATION LEADER?

The Orientation Leader (OL) selection process takes place in late fall/early spring. To apply to be an OL, you must be a full time undergraduate student, have a minimum GPA of 2.0, be returning for the following academic year, and have a commitment to working with new students in order to help them get acclimated to the University. Contact the Associate Director of Campus Life for Student Activities at extension 8266 for more information.

## Who do I speak to about a PARKING DECAL/TICKET?

For information on parking decals contact TRANE Stop located in St. Edward Hall, extension 7403. If you receive a parking ticket, contact the Campus Safety and Security Office at extension 8432.

## What is the PARKING POLICY?

All students with cars are required to obtain a parking decal from Trane Stop at the beginning of each academic year. Guests must obtain a visitor's pass from Campus Safety and Security for the length of their stay. A Parking Rules booklet can be picked up at the Campus Safety and Security Office.

## What are PEER MINISTERS?

Peer Ministers live in the residence halls and commit themselves to building the human and religious community among the students, faculty, and staff at Saint Leo University. For more information, contact University Ministry at extension 8331.

## What are the hours for the POOL?

Pool hours for the fall and spring semesters are: Monday-Sunday 12:00pm-6:00pm. For more information or for seasonal hours, contact the Aquatics Director, at extension 8641 or the Pool at extension 8232.



### **Where is the LEARNING RESOURCE CENTER?**

Professional tutors, tutorial computer programs for various subjects, as well as internet access and printers can all be found at the Learning Resource Center. The Learning Resource Center is located on the second floor of the Student Activities Building. Call extension 8307 for more information.

### **What are the Cannon Memorial LIBRARY hours?**

The Library hours are: Sunday-Thursday, 8:00am-2:00am; Friday, 8:00am-5:30pm; Saturday, 8:00am-8:00pm. For more information, contact the Library at extension 8258.

### **What is the LION'S DEN?**

The Lion's Den is the main lounge located at Marmion/Snyder Residence Hall and can be reserved for programs. To reserve the Lion's Den, access the R25 program (campus wide reservation system) at the R25 station in the Multicultural Services Office, room 107 in the Student Activities Building. Contact the Office of Campus Life at extension 8856 if you experience issues with your reservation request.

### **What is the policy for LIVING OFF CAMPUS?**

Students must complete a request for housing exemption form. All requests for off campus living must be approved by the Office of Residence Life. There are six exemptions that will be considered for living off-campus: Senior Status (90 credit hours or more, or four years of full-time enrollment); Age (23 or older); Marriage; Commuting from parental/legal guardian owned property or home; Military Veteran (2 years or more); or registered for less than 12 semester hours; Medical documentation from a physician of a serious medical condition that makes it impossible for you to remain a residential student; Internship or teaching responsibilities that require you to be away from the Saint Leo campus. For more information, contact the Office of Residence Life at extension 8268.

### **How do I make a LONG DISTANCE phone call?**

Students must use phone cards to make long distance phone calls. The telephone system will only allow local calls and on-campus calls at no cost. Its only features are voicemail and call forwarding. With most phone cards, you will dial "9" to get an outside line, and then the toll-free access number for your calling card. Once at the toll-free access line, follow the instructions on your individual calling card.

### **Who do I call with a MAINTENANCE or HOUSEKEEPING PROBLEM in my room?**

Contact the Office of Residence Life at extension 8268 or your Resident Assistant for a work order to be submitted. If the problem still persists after 48 hours, please follow up with Residence Life. To submit a work order, on your own, go to <http://plantops.saintleo.edu>

### **What is the difference between MONARCH MONEY and BONUS BUCKS?**

Monarch Money are funds that are placed on the student ID card. Monarch Money can be used for purchases in the Campus Bookstore and also to purchase meals in the Dining Hall and the Lion's Lair. Monarch Money may be added to your student ID card at TRANE Stop. Bonus Bucks are part of the student meal plan. Students on the unlimited meal plan receive \$100.00 of Bonus Bucks per semester to use at the Lion's Lair.

University College undergraduate students may not enroll in more than one DL course per 15- week semester and no more than two DL courses during the 8-week summer term. To enroll in a DL course, students should first meet with their academic advisor.

### **How do I DROP/ADD a class?**

To drop or add a class you must fill out a drop/add form located at TRANE Stop and get your professor and advisor's approval prior to the deadline (which can be found on the Academic Calendar). Contact your academic advisor for more information.

### **What is the DRUG POLICY on campus?**

Saint Leo University is a drug-free campus. Illegal substances will not be tolerated. More information can be found in the Campus Life Handbook (Code of Conduct) located under the Campus Life banner at (<http://www.saintleo.edu/Campus-Life/Code-of-Conduct>).

### **What is eLION?**

eLion is a web service that provides applicants, students, and faculty access to grades, class rosters, financial aid, registration, budgeting and much more. To access, go to the Saint Leo home page and click on the eLion icon or log in via the portal at [www.my.saintleo.edu](http://www.my.saintleo.edu). For questions about your password, please call extension 8888.

### **What is the EMERGENCY PHONE NUMBER on campus?**

The emergency phone number on campus is extension 8333 and is monitored 24 hours a day by Campus Safety and Security. In the event of a medical or fire emergency dial 911.

### **Is there an ESCORT SERVICE on campus?**

Students needing to be transported on campus can contact Campus Safety and Security at extension 8432.

### **Who do I talk to about FINANCIAL AID issues?**

To inquire about your financial aid status, first visit your eLion account for up-to-date information. To speak with a financial aid advisor, call the Customer Support Center at Extension 7403 or call 1-800-240-7658 Monday – Friday 8:00 a.m. to 6:00 p.m. You may also email your question to [finaid@saintleo.edu](mailto:finaid@saintleo.edu). On-site financial aid advisors are available at Trane Stop, St. Edward's Hall, Monday – Friday, 8:00 a.m. to 5:00 p.m.

### **FIRST YEAR EXPERIENCE**

The Office of First Year Experience offers a variety of programs and resources to fully engage first-year students in their lifelong educational journeys while assisting them in making a successful transition to campus. In collaboration with other campus offices, our goal is to help students integrate the learning that takes place through the academic mission of the University and engage students fully in the campus community. Through the focus of synthesizing the curriculum, student development and leadership development, our office strives to ease your transition into the University while helping first-year students become responsible leaders who recognize the dignity, value, and gifts of all people. For more information, please contact Jennifer Garcia at [jennifer.garcia@saintleo.edu](mailto:jennifer.garcia@saintleo.edu)

### **What are the hours for the FITNESS CENTER?**

The Fitness Center and Aerobics Room are located in the basement of the Marion Bowman Activities Center (gym). The hours are: Monday-Friday, 8:00am-10:00pm and on Saturday and Sunday, 9:00am-7:00pm. For more information contact extension 8022.

### **How does FUNDRAISING work on campus?**

All student fundraisers must be approved by the Campus Life Office. Completed solicitation forms must be submitted for approval a minimum of two weeks prior to the event. Contact the Assistant Director of Campus Life for Student Activities at extension 8856 for more information or to pick up a form. This form can be located on the Saint Leo Campus Life webpage ([www.saintleo.edu/si](http://www.saintleo.edu/si)) by clicking on Student Organizations, then clicking on Student Organization Forms under the link entitled "Solicitation Packet".

### **What are GENERAL EDUCATION REQUIREMENTS?**

General education requirements are courses that all students are required to take. These courses are divided up into categories including: foundation courses (math, first year studies and writing), perspective courses (scientific perspective, aesthetic perspective, religion and values perspective, human behavior perspective, and global perspective) computer applications, physical education, and capstone course in the major. Refer to the University Catalog for more information.

### **What GRADUATE ACADEMIC PROGRAMS are offered here at Saint Leo?**

Graduate programs that Saint Leo University offers are in the areas of: Master of Business Administration, Master of Science in Instructional Design, Master of Arts in Theology, Master of Education, Master of Science in Criminal Justice, Master of Social Work and the online MBA Program. Visit the Academics banner on [www.saintleo.edu](http://www.saintleo.edu) for more information.

### **Who do I talk to about GREEK LIFE?**

There are both local and national fraternities and sororities on campus. For more information on Greek Life, visit the Greek Life page at [www.saintleo.edu/greek](http://www.saintleo.edu/greek), or contact the Director of Student Activities at extension 8266 or the Greek Office at 8650.

### **What is the University policy on HAZING?**

SLU strictly prohibits any form of hazing. Hazing is defined as any mentally or physically damaging activity or any behavior or activity that degrades an individual or makes him/ her feel awkward or uncomfortable, that is required for membership in any organization. It is a felony in the state of Florida. See the Campus Life Handbook (Code of Conduct) for campus disciplinary sanctions located on the Campus Life webpage at [www.saintleo.edu](http://www.saintleo.edu).

### **Is the school's HEALTH INSURANCE mandatory?**

Yes, the school's health insurance is mandatory for all full-time University Campus undergraduate students unless you have an approved health insurance waiver. This policy does not apply to Graduate Students, Weekend and Evening students, students attending one of our Distance Education Locations or our Center for Online Students.

### **How do I WAIVE the STUDENT HEALTH INSURANCE, and whom do I talk to about it?**

Students who have health insurance coverage through a United States based insurer have the

opportunity to apply to waive the Saint Leo Student Health Insurance. To apply for a waiver, students must complete the online form located at [www.gmsouthwest.com/schools/stleo](http://www.gmsouthwest.com/schools/stleo). Directions for completing the waiver may be found at <http://www.saintleo.edu/Financial-Aid/Forms/Health-Insurance-Information>. Waivers for Fall 2011 students must be completed by September 8, 2011. Spring 2012 students must complete the waiver by January 23, 2012. Please note submission of a waiver does not guarantee coverage will be waived. Questions should be directed to the Financial Aid Support Center at (800) 240-7658.

### **Does the STUDENT HEALTH INSURANCE cost money?**

Yes. The Fall 2011—Summer 2012 rate is \$675. The Spring 2012-Summer 2012 rate is \$490.

### **Where can I find HEALTH SERVICES?**

The Health and Wellness Center is located in room 125 in deChantal Hall. The free nursing health services are available Monday-Friday from 8:00am-5:00pm and on-site physician services are available Monday, Tuesday and Thursday 2:00pm-5:00pm for a charge. For more information contact Health Services at extension 8347 or visit the Health Center web page [www.saintleo.edu](http://www.saintleo.edu).

### **What INTERNATIONAL STUDENT SERVICES are available?**

For more information on international student services, contact the Associate Director of Campus Life for International Services at extension 8489 or visit the International Services webpage at [www.saintleo.edu/international-services](http://www.saintleo.edu/international-services).

### **Where can I get more information about INTERNSHIPS?**

For information regarding summer and full semester internships, contact the Associate Director of Career Planning at extension 8468 (deChantal Hall, office #114).

### **How do I find out how to participate in INTRAMURALS on campus?**

Softball, flag football, tennis (doubles), basketball, soccer, dodge ball and volleyball are some of the intramurals played throughout the school year. For more information contact the Director for Intramurals at extension 8224.

### **What are the hours for checking out equipment at the LAKEFRONT?**

Kayaks, canoes, and sailboats are available upon request. For seasonal lakefront hours contact the Director for Recreation at extension 7308.

### **Is there a LEADERSHIP PROGRAM at SLU?**

Yes, LEAD is the leadership program designed to offer students new opportunities for development and growth. Students can earn a minor in Leadership by completing six courses or a certificate in Leadership is also offered requiring the successful completion of four courses. We also provide the LEAD workshop series which is a leadership skills based program which gives students the option to sharpen their leadership skills. Additionally, students can get involved with LEAD leadership scholarship program. For more information, contact the Director of Leadership Development at extension 8853.