New Student Orientation

WELCOME TO SAINT LEO
Florida’s First Catholic University Founded in 1889

Saint Leo University is a Catholic, liberal-arts based university serving people of all faiths.

What you need for where you’re going.
Saint Leo University

• There are more than 40 Education Centers and Offices in 7 states nationwide.
• Online Learners from all over the world.
• University Campus is located just north of Tampa in Saint Leo, FL.

A Catholic teaching university of international consequence for the 21st century.

What you need for where you’re going.
Overall enrollment is 16,000+ students.

Nearly 3,000 students enrolled in our Online Learning Program

1,367 Total Faculty University-Wide
Welcome

On behalf of the faculty, staff and administrators, welcome to Saint Leo University and the Division of Continuing Education.

Thank you for selecting Saint Leo for your educational endeavors. You are among 16,000+ military and civilian students pursuing coursework and degrees in seven states at twenty education centers in California, Georgia, Mississippi, South Carolina, Texas, Virginia and Florida where our university campus is located. When you complete your degree, you will join nearly 80,000 other people, as an alumnus of the university which has provided an education to diverse groups of people from its university campus location in Saint Leo, Florida, located just north of Tampa. Saint Leo maintains a proud heritage founded in Benedictine traditions and operates by values of excellence, community, respect, personal development, responsible stewardship and integrity. You have the opportunity to read more about these values as you explore the contents of this orientation.

Again, welcome to Saint Leo University. We are honored that you are here.

Dr. Edward Dadez
Vice President
Divisions of Continuing Education and Student Services
Core Values

Excellence - Saint Leo University is an educational enterprise. All of us, individually and collectively, work hard to ensure that our students develop the character, learn the skills and assimilate the knowledge essential to become morally responsible leaders. The success of our University depends upon a conscientious commitment to our mission, vision and goals.

Community - Saint Leo University develops hospitable Christian learning communities everywhere we serve. We foster a spirit of belonging, unity and interdependence based on mutual trust and respect to create socially responsible environments that challenge all of us to listen, to learn, to change and to serve.

Respect - Animated in the spirit of Jesus Christ, we value all individuals’ unique talents, respect their dignity and strive to foster their commitment to excellence in our work. Our community’s strength depends on the unity and diversity of our people, on the free exchange of ideas and on learning, living and working harmoniously.
Core Values

**Personal Development** - Saint Leo University stresses the development of every person’s mind, spirit and body for a balanced life. All members of the Saint Leo University community must demonstrate their commitment to personal development to help strengthen the character of our community.

**Responsible Stewardship** - Our creator blesses us with an abundance of resources. We foster a spirit of service to employ our resources to University and community development. We must be resourceful. We must optimize and apply all of the resources of our community to fulfill Saint Leo University’s mission and goals.

**Integrity** - The commitment of Saint Leo University to excellence demands that its members live its mission and deliver on its promise. The faculty, staff and students pledge to be honest, just and consistent in word and deed.
Mission Statement

Saint Leo University is a Catholic, liberal arts-based university serving people of all faiths. Rooted in the 1,500-year-old Benedictine tradition, the University seeks balanced growth in mind, body and spirit for all members of its community. On its home campus and many extension centers, Saint Leo University offers a practical, effective model for life and leadership in a challenging world, a model based on steadfast, moral consciousness that recognizes the dignity, value and gifts of all people.

To accomplish its mission, the university community creates a student-centered environment in which love of learning is of prime importance. Members of the community are expected to examine and express their own values, listen respectfully to and respond to the opinions of others, serve the community in which they live, welcome others into their lives and care for all of God's creations.
Our Degrees

To review a list of degree programs at a specific education center, visit www.saintleo.edu/centers, select Degrees and Locations, and select the Location.
Centers Offer Six Eight Week Terms

Summer II (July-August)
Fall I (August-October)
Fall II (October-December)
Spring I (January-March)
Spring II (March-May)
Summer I I (May-June)

Online courses are offered during all six 8-week terms. Florida Civilian Community/State College centers also offer two 15-week terms for education and social work courses.
When students are admitted, they come under the academic requirements of the University catalog at that time.

Students may graduate under these academic requirements within a period of seven years even though subsequent catalogs may change.

Grading practices, tuition, fees, and other matters are subject to change at the discretion of the University and are not considered to be “academic requirements.”

To access the online catalog, go to http://saintleo.catalog.acalog.com/
New Student Checklist

- Complete an Admissions Application

- Send a copy of your official Transcripts from all institutions previously attended.
  - For those with no previous college experience, please send in a copy of your High School Diploma or GED

- Complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - School Code: 001526
  - The FAFSA is required in order to receive the Florida Resident Access Grant (FRAG)
  - Must be completed before the first day of class

- Schedule an English and Math placement exam
Students are required to take the English placement exam in order to determine the best English class for them.

The exam includes a multiple choice section on grammar and punctuation and an essay section on critical thinking and effective communication skills.

Results of the English placement test will determine if a student will be placed in English 002, a noncredit basic skills course, or English 121.

Students who are placed in English 002 their first semester and complete it with a C or better will then take English 121 the following semester.
• Students are required to take the mathematics placement exam in order to determine the best mathematics class for them.
• Students who need only one mathematics course to fulfill their University Explorations requirement may take MAT 131 or College Mathematics. MAT 131 will not prepare students for higher mathematics courses.
• Business majors will take the following mathematics course sequence: MAT 003 (Basic Algebra) > MAT 141 (Finite Mathematics) > MAT 201 (Introduction to Statistics)
Students who would like to receive accommodations for a disability must self-identify and register with the Office of Disability Services.

Federal law prohibits admissions personnel from asking a student whether or not he/she has a disability. However, it is in the best interest of the student to self-disclose his/her disability to the Office of Disability Services in the beginning of the admissions process.

Early identification will allow the student and the Office of Disability Services to work together to evaluate the need for and availability of appropriate accommodations.

For further information about disability services, talk to your academic advisor or visit the following website: http://www.saintleo.edu/resources/learning-resource-center/disability-services/new-students.aspx
Saint Leo University awards institutional, federal, and various state financial aid to eligible students who are enrolled in a degree program and attending at least half time.

A Free Application for Federal Student Aid (FAFSA) must be filed annually to receive most of these awards.

Fill the FAFSA online at:

http://www.fafsa.ed.gov

Be sure to enter Saint Leo’s school code: 001526
FINANCIAL AID FLOW CHART

STEP 1: Complete Free Application for Federal Student Aid (FAFSA).
www.fafsa.ed.gov. Use the Saint Leo University Federal ID code: 001526

STEP 2: Saint Leo receives your Student Aid Report (SAR) within 3 days; if by paper 4-6 weeks.

STEP 3: You are selected for Verification
- Tax Return Transcript
- W-2
- Verification worksheet
- Miscellaneous as requested
All documents must be received, reviewed, and complete.

SKIP STEP 3: You are not selected for Verification

STEP 4: Eligibility for financial aid is determined.

STEP 5: Award notification sent to @email.saintleo.edu

STEP 6: View your award on eLion
- Accept
- Reject
- Reduce loan amounts

STEP 7: Sign the Master Promissory Note (MPN) and complete Entrance Counseling
www.studentloans.gov

STEP 8: Funds credited to student account 10 days after start of the term or semester. Credit balances (refunds) are mailed within 14 days of credit.
Satisfactory Academic Progress Policy

• All students receiving Federal Title IV financial aid, state aid or Saint Leo institutional aid must adhere to the university’s published policy on satisfactory academic progress. The Higher Education Act as amended by Congress mandates that higher education institutions establish minimum standards of “satisfactory academic progress” for students receiving financial aid.

• Satisfactory academic progress standards are evaluated at the end of each semester. Students receive a warning when not meeting all or part of the standard and are given one additional semester to meet the standard. Those who do not meet the standard after the warning period are not eligible for financial aid. Ineligible students may be able to appeal the decision. Discuss this with your academic advisor.
Veterans Administration Educational Benefits

In order to use your VA educational benefits, you must:


• If you need to request a change of program or place of training, click on the following link: [http://www.vba.va.gov/pubs/forms/VBA-22-1995-ARE.pdf](http://www.vba.va.gov/pubs/forms/VBA-22-1995-ARE.pdf)

  * SLU does not determine VA eligibility. Eligibility to receive education benefits is determined by the Department of Veterans Affairs.

• Officially apply to SLU and request all transcripts be sent to the center within the first two academic terms.

• The Veterans Certifying Official at your Education Center will certify your enrollment at VA-Once, once you have registered for classes.

**For more information on military benefits please reach out to your academic advisor.
Corporate Benefits

- If you work full-time, you will want to stop by your employer's benefits department to determine whether they offer tuition reimbursement or other learning incentives.
- The employees of our corporate partners may receive a reduction in tuition. To review a list of our corporate partners, go to www.saintleo.edu/corporatepartnerships.
Billing and Payments

• Billing statements are issued on or about the 15th of every month for balances greater than $3.00; there are two statements per term.
• Access your account any time via eLion. Under Financial Information, select Student Term Billing Statement; then select the term and click Submit. For a printed statement, select the Printer Friendly Form.
• Payments are due prior to the start of a term/semester unless deferred by Tuition Assistance, Tuition Remission, authorized payment option, or financial aid grants or loans administered by SLU.
Billing and Payments

- Timely payments avoid late fee charges and/or financial holds. Holds are placed on accounts for unpaid balances beginning 56 days after the start of term/semester. Late fees are assessed at 1% monthly (12% annually) beginning 60 days after the start of the term/semester. Unpaid balances at the end of the term/semester may be subject to third-party collections.
- Students may use the deferred payment plan for the current term/semester only. Enroll in the payment plan via eLion under Financial Information. All tuition and fees for the term/semester must be paid in full before registration for the next term/semester. The deferred payment plan is subject to late fees.
- Students can pay online. Saint Leo University accepts ACH Debit (check) or Credit/Debit cards through the “Pay on My Account” feature in eLion at my.saintleo.edu. Checks or money orders are also accepted at the education centers. You can also remit check/money order by mail to: Saint Leo University, PO Box 628301, Orlando, FL 32862-8301.
Registration

• New students will need to see an Academic Advisor in order to register for classes.
  – Returning students will be able to register through the Saint Leo Administrative Program called eLion. Students must have their eLion password and login in order to register through eLion. Students must also have their Saint Leo email password and login in order to access their Saint Leo email account.
eLion and Registering Online

• In order to register for classes through eLion, you will want to access the Using Elion to Register for Classes document at the following link: Using Elion to Register for Classes.

• If you need assistance with registration, an academic advisor at your education center will always be available to help.
• For courses at the education centers or online through Distance Learning, books can be ordered through our MBS Bookstore. MBS offers convenient ordering, payment, and shipping options for our students.
  – After choosing your payment plan and the correct academic term, be sure to select the location where your course will be offered, either your education center or distance learning program for online courses.
  – Select your course, and then you can review a summary for each book and find out the correct ISBN number for each textbook by selecting Show Details.

» Contact your Academic Advisor for assistance in identifying and procuring books.
Distance Learning

- Distance Learning (DL) provides Education Center students who have already matriculated at a Education Center with a convenient opportunity to supplement the courses they take in traditional on-ground classrooms with Internet-based courses.
- DL courses are offered through a student’s Education Center and must be taken in conjunction with on-ground courses.
- Students are generally limited to 2 DL courses in any registration period; a third DL course may be taken with the approval of the Center Director provided the students have a GPA of 3.0 or higher.
- **Remember that 25% of your classes must be taken on ground with Saint Leo University.**

*Contact an Academic Advisor to learn more.*
Learning Studio

- A Distance Learning Student Registration Handout is available each term. Be sure to ask your academic advisor for the handout.
- New students to distance learning are required to complete the LearningStudio New Student Orientation within the first four weeks of the term. To access the orientation:
  - Go to: http://saintleo.learningstudio.com
  - User ID = newstudent
  - Password = 77777
  - Once logged in, click on Courses in the upper left corner and you will see **Student ORI LearningStudio Student Orientation**
- A **LearningStudio Guide** is located in the Resources section of each course.
- The LearningStudio Helpdesk provides assistance 24 hours a day/seven days a week. Contact information for chat and email is available under Technical Support in the distance learning courses, and students may also call toll-free, 1-866-501-1636.

What you need for where you’re going.
What you need for where you’re going.

Education Center Course Load

Military/Stand Alone

- Full-time course load is TWO courses (6 semester hours) in our accelerated 8 week terms. Half-time course load is ONE course (3 semester hours).
- Overloads require approval of a Center Director and/or designee for three courses after student has completed 12 credit hours with Saint Leo University. Overloads for three courses require a 3.0 GPA or higher (with Saint Leo University).

FL Community/State College

- A full-time course load consists of FOUR courses (12 semester hours) over the entirety of the semester. This may include four onsite classes (16-week), two onsite/online classes each 8-week term, or any combination of onsite and online classes totaling 12 hours.
- Overloads of more than two courses in an 8-week term, as well as overloads of more than 18 hours in a 16-week semester, require the approval of a Center Director and/or designee and a 3.0 GPA or higher (with Saint Leo University).
Drop/Add

• Registered students may drop or add a course during the first week of classes.

• For weekend classes only, the drop/add period is extended to the first full work day of the second week of classes.

• Drop/Add must be done through eLion or by contacting an Academic Advisor at a Saint Leo University Education Center or Office.

• A full tuition refund is given for cancellation of registration during this drop/add period.

• Students are “automatically dropped” if they fail to show up for classes or access their online courses during the first week of classes.
Withdrawals

• You must complete a withdrawal form and submit it to an Academic Advisor at a Saint Leo University Education Center or Office. Faculty cannot Drop/Add/Withdraw students.
• There can be a loss of tuition refund based on date of withdrawal.
• Withdrawal from online classes must be done in the same manner as in-classroom courses.
• Any students considering withdrawing or dropping a class should first ALWAYS call Financial Aid Support (1.800.240.7658) to learn how it may affect their financial aid.
<table>
<thead>
<tr>
<th>Tuition &amp; Fees (MILITARY)</th>
<th>Tuition &amp; Fees (Civilian)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$257     UG Tuition (per credit hour) as of Summer 2 2015 to Summer I 2016</td>
<td>$257     UG Tuition (per credit hour) as of Summer 2 2015 to Summer I 2016</td>
</tr>
<tr>
<td>$250     Active-duty Military Tuition (per credit hour) as of Summer 2 2015 to Summer I 2016</td>
<td>$250     Active-duty Military Tuition (per credit hour) as of Summer 2 2015 to Summer I 2016</td>
</tr>
<tr>
<td>$485     MBA (per credit hour) as of Summer 2 2015 to Summer I 2016</td>
<td>$485     MBA (per credit hour) as of Summer 2 2015 to Summer I 2016</td>
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<tr>
<td>$40      Admission/Evaluation Fee (non-refundable) <em>(includes Formal Evaluation and Program Outline)</em></td>
<td>$40      Application Fee</td>
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<tr>
<td>$60      Certificate Fee</td>
<td>$40      International Student Application</td>
</tr>
<tr>
<td>$55      Graduation Fee—A.A.</td>
<td>$235     International Credential Evaluation</td>
</tr>
<tr>
<td>$55      Graduation Fee—B.A., B.S., B.A.S.</td>
<td>$60      Certificate Fee</td>
</tr>
<tr>
<td>$30      Replacement Diploma</td>
<td>$55      Graduation Fee—A.A.</td>
</tr>
<tr>
<td>$7       Transcripts (per copy)</td>
<td>$105     Graduation Fee—B.A., B.S., B.S.W.</td>
</tr>
<tr>
<td>$32      Rush or Overnight Transcript Fee</td>
<td>$30      Replacement Diploma</td>
</tr>
<tr>
<td>$50-$175* Capstone Course Assessment Fee</td>
<td>$30      Parking Decal <em>(as required by host institution)</em></td>
</tr>
<tr>
<td><strong>Note:</strong> Varies by Capstone Course</td>
<td>$30      Parking Decal <em>(as required by host institution)</em></td>
</tr>
</tbody>
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*Varies by Capstone Course*
Academic Honor Code

• Saint Leo University holds all students to the highest standards of honesty and personal integrity in every phase of their academic life.

• All students have a responsibility to uphold the Academic Honor Code by refraining from any form of academic misconduct, presenting only work that is genuinely their own, and reporting any observed instance of academic dishonesty to a faculty member.

• The sanction for a first violation of the Academic Honor Code could range from zero for the assignment to dismissal from the university, depending on the nature of the violation, but the usual sanction is failure of the course.
The minimum sanction for a subsequent offense is failure of the course, but the usual sanction is suspension or dismissal from the university.

For a copy of the Academic Honor Code, go to http://www.saintleo.edu/resources/academic-honor-code-policy.aspx.

The SLU Library provides tutorials on plagiarism, writing, and research.

- Plagiarism Tutorial: http://saintleo.libguides.com/content.php?pid=340295
Code of Conduct

• With concern for the safety and well-being of its community, Saint Leo University has established a Code of Conduct. To access a copy of the Code of Conduct, go to the following link: http://www.saintleo.edu/resources and scroll to the bottom of the page.

Annual Security and Fire Report

• Saint Leo University is committed to the safety and welfare of our campus community. The Annual Security and Fire Report is prepared in response to various federal law requirements that colleges and universities disclose to various individuals and groups about campus crime, security policies, and fire safety. You can view the full report, including the most recent calendar year crime and fire statistics, by selecting the following link: http://www.saintleo.edu/Search.aspx?cx=004796032740802583583%3Ar1cfvlpogao&cof=FORID%3A10&ie=UTF-8&q=Annual+Security+Report
Federal Drug & Alcohol Policy Notification

In accordance with applicable federal law requirements, please familiarize yourself with the policies and resources applicable to your status. These have been listed below and linked to the website locations where the most current versions can be viewed.

Student Policies and Resources

- For student employees, Section 2.2.1, Section 3.3.5, and Section 3.3.14.6, and Section 3.3.16 of the University Policy Manual
- Alcohol and College Students http://www.saintleo.edu/parents/transition-to-college/alcohol-safety.aspx

What you need for where you’re going.
Title IX

• Title IX is a federal law that prohibits sexual discrimination in education, not only in athletics but in the classroom and beyond, in all of your dealings with others at Saint Leo University.

• “March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA). This amended the Jeanne Cleary Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).”

  Department of Education, July 2014
Title IX Definitions

• **Domestic Violence** includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

• **Dating Violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

• **Stalking** means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or other’s safety, or to suffer substantial emotional distress.

• **Impaired** (for the purpose of this policy) is defined as temporary incapacity to evaluate or control conduct, because the person is unconscious, asleep, intoxicated or under the influence of other drugs or for any other reason physically unable to communicate or grant consent. Consent is defined as intelligent, knowing, and voluntary agreement.
Title IX - Bystander Interventions

- **Direct:** Step in and address the situation directly. You might say, "That's not cool. Please stop." This technique works best if the person that you're trying to stop knows and trusts you.

- **Distract:** Distract either person in the situation to intervene. You might say, "Hey, aren't you in my English class?"

- **Delegate:** Find someone to help intervene in the situation. Each of you can distract one of them.

- **Delay:** For many reasons, you may not be able to do something right in the moment. In this case, you might say, "Are you okay?" or "How can I help you get out of this situation?"
Title IX

- Please remember that your safety is of the utmost importance. When a situation threatens physical harm to you or another student, ask someone for help; seek assistance from center staff; contact law enforcement at 911.
- Additionally, seek counseling services from National and Local Call Centers. Contact the National Sexual Assault Hotline at 800-656.HOPE or a local call center near you.

For more information contact the Regulatory & Equity Administration, Title IX Coordinator; Vicki Wiggins at (352) 588-7114 or by email at titleixcoordinator@saintleo.edu
The SLU Portal is where you can access all of your SLU information and is the primary means of accessing your SLU email account. To log into the Saint Leo Portal, go to http://my.saintleo.edu and enter your username which is your firstname.lastname in lower case letters (john.smith) and password which is your first initial, last initial and the last four digits of your social security number (js1234). Once you have logged in the first time, it will ask you to change it to a password you will remember with 6-9 digits made up of letters and numbers. If you have accessed the SLU Portal before, but you have forgotten your password, you can reset your password by clicking on the link “I don’t know my Password.”
Online Tutoring

- Smarthinking
  - The tutoring is free and open to any student taking a Saint Leo course.
  - Most of the tutoring is in the basic content areas such as writing, math, science, psychology, sociology, and business areas such as accounting and finance.
  - If you are taking a distance learning course, you can click the Smarthinking link in the navigation panel in your course and then click the here link in the first paragraph of the information page that opens.
  - If you are taking an on ground course, you may request an account by sending an email to Joanne MacEachran at joanne.maceachran@saintleo.edu.
Online Tutoring

• Grammarly@edu
  – Saint Leo University students have free access to Grammarly@edu
  – (formerly Sentenceworks), an online grammar tutor and revision tool.
  – To access the website, go to http://www.grammarly.com/edu/students and sign up to create an account using your Saint Leo email address.
  – Students having difficulty logging into or accessing Grammarly should contact Jamie Verge at Instructional.Technology@saintleo.edu for assistance.
  – If you previously registered with Sentenceworks, use your existing login information to access the Grammarly@edu website.
Learning Resource Center

- The LRC is an academic support system for all students who wish to improve his or her grades and understanding in a course.
- The Center also can provide assistance with basic study skills that may not have been learned or may not have been needed in high school.
- Assistance is also available for time management, note taking, reading efficiently, organizing materials, taking exams, and stress reduction.
- If you need any specific questions answered or just want to talk to someone from the Center, please call (352) 588-8462 or e-mail LRC@saintleo.edu.
Library Resources

Saint Leo University students have a wealth of library resources available for research purposes:

- Email, telephone, & in-person reference assistance
- Full-text online journal articles & e-books
- Document delivery from Cannon Memorial Library
- Academic library card reimbursement

http://www.saintleo.edu/library
The Office of Career Planning assists students with all phases of career development from career guidance and job search training to resume advice, interview skills, and professional networking. Visit the Career Planning website for the following resources at [http://www.saintleo.edu/resources/career-planning.aspx](http://www.saintleo.edu/resources/career-planning.aspx):

- Online modules in career exploration, interviewing, networking and resume building
- Career assessment tools
- Detailed job search information
- Resume builder software
- Resume and cover letter critiques

Robert Liddell, Director of Career Planning

What you need for where you’re going.
As a student at Saint Leo you are already a member of the Saint Leo Alumni Association, which has nearly 80,000 members in all 50 states, Washington D.C., two U.S. territories and 61 countries worldwide.

**Benefits of being a Saint Leo Alumni**

- Access to the Saint Leo Career Planning department for assistance with Career Exploration, Interviewing Skills, Networking and Resume Writing/Review
- Discounts on car insurance through our partnership with GEICO
- For a full list of benefits, please visit [www.saintleo.edu/alumni](http://www.saintleo.edu/alumni)
Ways to Get Involved & Stay Connected

- Attend events in your area and plan to attend Alumni Weekend at University Campus in the spring.
- Share your career expertise and experience by being a mentor; or benefit from your network of Saint Leo alumni by being a mentee.
- Update your contact information with the Office of Alumni Relations – alumni.relations@saintleo.edu; (352) 588-8667.
- Show your Saint Leo pride and get your Saint Leo apparel, gifts, and merchandise on A Day for Saint Leo (November 13, 2015) and every day – www.SaintLeoGear.com.

Stay connected via social media.
Graduation

- You will want to complete an online conferral application (located in eLion under Academic Profile) and pay the graduation fee approximately two terms prior to completing your degree. However, the deadline may vary by education center, so be sure to ask your academic advisor.

- Commencement Exercises are held each spring/summer at University campus and near a number of our education centers. To participate in a commencement, please fill out the Commencement Application form located in eForms within the Saint Leo University portal under “Online Services.” Once in eforms, you will select “Center Commencement Application” if you want to participate in the commencement ceremony at your center.

- Students must have completed all of their coursework prior to commencement or have a reasonable plan in place for completing all coursework prior to September 1 of that year.

- In order to participate in commencement, students must have paid their balance in full.

What you need for where you’re going.
Contact information for a specific education center can be found by visiting www.saintleo.edu/centers, select Degrees and Locations, and select your education center.