Saint Leo University Shaw Center and Sumter Office

SAINT LEO NEWS

Updates from the Director

Fall 2 has been a very busy and exciting term at the Shaw Center. We are so happy to have Kevin Brown and Carolyn Adamczyk as our new Staff Assistants. Please stop by and welcome them to the Saint Leo Shaw team. Congratulations to all of our students on another successful term. Please take a moment and read through this newsletter. There are some great tips and important dates to mark on your calendar. We are here to help you. Please stop by or give us a call if you would like more information on the new career beam or want to meet with an advisor. Email me any questions, concerns or comments about our center to katie.degner@saintleo.edu. Don’t forget… classes start January 7th, 2013 and registration is open for Spring I and Spring II. I hope you all have a very Merry Christmas and a wonderful New Year! -Katie Degner

Celebrating 40 Years!

2012-2013 marks Saint Leo University’s 40th Anniversary with the US Armed Forces. Beginning at MacDill Air Force Base in 1973 with only 176 students, Saint Leo’s mission to help active duty service members pursue educational goals while continuing to serve their country has blossomed into a program spanning the US and abroad with 17 education centers and an extensive online learning program. Over the next year we will celebrate with programs and events to mark this wonderful anniversary. In addition to updates in our newsletter, you can follow our activities online and you can check out Page 2 of our newsletter to see how you can share your story and add to our celebration!

Interested in attending Saint Leo?

Come to one of our information sessions to receive information, meet with an advisor, and have your application fee waived!

Join us Tuesday, December 4th at 5:30pm
Visit www.saintleo.edu/shaw or call 803-666-3221 for details!

Shaw Center Degree Programs Available
- Certificate: Homeland Security
- Associate of Arts: Liberal Arts
  Bachelor of Science:
- Computer Information Systems
- Health Care Management
  Bachelor of Arts:
- Business Administration
- Criminal Justice
- Human Resources Management
- Human Services

Dates to Remember
Tuesday, Dec 4th—Info Session, Sumter Office
Monday, Dec.10th– Info Session, SC Works Camden
Sunday, Dec 16th—Last day of Fall II Classes
Dec 21st-Jan 1st—Closed for the Holidays
Monday, Jan 7th—Spring I classes begin
Registration for Spring I & II open NOW

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Like the Shaw Center on Facebook for information, updates, and access to the new online forum for buying and selling used books! facebook.com/saintleoshawcenter

**Saint Leo’s Core Values:**
- Excellence
- Community
- Respect
- Personal Development
- Responsible Stewardship
- Integrity

**Student ID Cards**
Several students have requested information on student ID cards to be used to discounts at local businesses. To get a student ID you need to send an email to id.cards@saintleo.edu with the following information:

1) Name
2) Student number
3) Address
4) Date of birth
5) Photo of yourself in .jpeg format - Driver’s license style without sunglasses or hats.

Please Note that having a Saint Leo ID Card WILL NOT allow you access to Shaw AFB. Standard base access procedures will apply.

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**Career Beam**
AN EXCITING NEW TOOL TO HELP YOU FIND A JOB

As part of SLU’s commitment to your future, Saint Leo University students now have access to a powerful virtual career center technology that is accessed through our Saint Leo University Career Planning website. CareerBeam takes the best research databases and industry intelligence available and provides students access to these otherwise cost-prohibitive resources. A few CareerBeam resources now at your disposal:

- Assessments and exercises to help define your best career path
- Resume and cover letter builders
- Reference and thank you letter builders
- Interview preparation materials and videos
- Research databases to identify target companies/industries, plus contacts for valuable networking opportunities
- Updated job posting databases that include internships, entry-level, and professional opportunities
- Social media integration to help leverage your contacts (Facebook, LinkedIn, Twitter, etc.) to network and identify possible positions

Registration is quick and only requires a Saint Leo email address and the creation of a password. Be sure to check it out! [http://www.saintleo.edu/resources/career-planning/resources.aspx](http://www.saintleo.edu/resources/career-planning/resources.aspx)

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**40th Anniversary Celebration - Active Duty & Veterans Share Your Stories**

Attention all veterans and active military men and women who are Saint Leo University students, faculty, staff, or alumni! To celebrate the 40th anniversary of Saint Leo’s commitment to educating the military, we plan to produce a video and create web content that will highlight our history and success stories.

If you would like to be part of this project, we want to know:

- Why did you choose Saint Leo University?
- What has Saint Leo done for you?

Send an email to alumni.relations@saintleo.edu (subject line: Saint Leo Military Story) with the answers to those questions, as well as other details you’d like to share. Be sure to include:

- Your name
- Military service information
- Where you attended/are attending Saint Leo (Education Center, University Campus, etc.)
- Graduation year
- Contact information
- Photo

We look forward to hearing from you!
**Important TA Information**

Tuition for the 2012-2013 academic year will be $239 per credit hour (no fees). Make sure your term dates and tuition rates are correct. TA forms with incorrect information CANNOT be billed and students will be responsible for all charges.

TA is now approved through a centralized source. Late TA forms MAY NOT BE APPROVED. Do not delay in getting your forms approved.

All TA Forms must be approved in the portal before classes begin.

If you have questions or to submit forms email cynthia.laumer@saintleo.edu

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**Welcome!**

- Kevin Brown is the new Staff Assistant for the Shaw Center.
- Carolyn Adamczyk is the new part-time Staff Assistant.

We are very glad to welcome both of them to our team!!

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**Contact Us:**
Phone: 803-666-3221  
Fax: 803-666-2446  
Email: Shaw@saintleo.edu

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**Student Academic Support Services**

Saint Leo University offers a variety of free online resources to assist students with everything from research papers to math refreshers. Below are a few of the resources available.

- **TutorTrac** allows students to book online appointments for tutoring and assistance. You can visit [http://tutoring.saintleo.edu](http://tutoring.saintleo.edu) to register
- **Webinars** in the eCoach program give students hands on practice with websites such as Turnitin.com and Grammarly@edu. For dates and registration information for eCoach webinars check [http://saintleoinkblot.com/?s=ecoach](http://saintleoinkblot.com/?s=ecoach)
- **Refresher and extra help** on everything from arithmetic, physics, finance, history to preparing for the GMAT, visit [www.khanacademy.org](http://www.khanacademy.org). The site has a library of over 2400 free videos and 180 practice exercises and allows you to watch a video or practice an exercise, all at your own pace.

For additional information you can contact the Learning Resource Center by email at LRC@saintleo.edu. Also, check them out on Facebook at [facebook.com/SLULRC](http://facebook.com/SLULRC)

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**Class Attendance and Decorum**

**Class Attendance**

Students **must** attend on-ground classes or log-on to the Distance Learning system during the first week of the semester. **Failure to attend or logon will result in you being removed from classes and not being reinstated.** Missing the first week of the term will impact your access to financial aid, tuition assistance, and VA benefits

**No Children in Class**

The policy manual clearly states that **no children are allowed in classrooms or in other areas of the building** (lobby, waiting rooms, etc.) This includes both minor and adult children.

**No Food or Drinks in Class**

No food or drinks in class other than bottled water. You may have a snack outside of class on break but please dispose of your trash properly.

**No Smoking**

Federal law prohibits smoking within 50 feet or a government building. We ask you to follow the same policy at the Sumter Office. Please dispose of used cigarettes in the appropriate receptacles.

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**Summer 2012 Dean’s List**

Students who earn at least 12 new credits with a GPA of 3.65 or higher are recognized on the Dean’s List, which is announced at the end of each semester.

**Congratulations to our Summer 2012 Dean’s List members!!**

- Shala Anderson
- Levert Andrews
- Elizabeth Bancsa
- Rica Bird
- Kevin Brown
- Robert Burnish
- William Cromer
- Virginia Dailey
- Ann DeMarté
- Richard Downs
- Timothy Dulling
- Emilia Fowler
- Randy Harris
- Darryl Keith
- Eric Landerville
- David Monarch
- Michel Pfeiffer
- Vicky Rhames
- Kenneth Webb
Saint Leo Students on Shaw AFB

Saint Leo University and its students are guests of Shaw AFB and must always act as such. Recent changes from security forces have changed the way SLU students are allowed to access the base. Effective January 1, 2012 only students taking a class that is located on Shaw AFB will be placed on the base access list. Students not taking classes on Shaw and who do not have their own access to the base will have to schedule an appointment to be sponsored by a Shaw Center employee to come to the office. Also, students who are on the access list will only be allowed to come on the base for their class. Class times will be listed on the access sheet and anyone attempting to access the base other than for their scheduled class will be turned away.

Please be aware that any time you enter a Department of Defense facility you are consenting to the possible search of your vehicle and personal belongings. This is a matter of National Defense and you can be selected for a random search at any time. In addition to adhering to posted speed limits, there are some additional rules and procedures that need to be followed.

**Documentation:** Any time you are on the base you need to have a valid driver’s license, proof of insurance, and current vehicle registration with you. You will need to be able to show them if asked.

**Seatbelts:** Seatbelts must be worn at all times while on Shaw AFB.

**Cell Phones:** Cell phones cannot be used while driving on Shaw AFB unless they are in a hands-free mode. If you are spotted with your phone in your hands you can be fined and may lose base access.

**Honors:** At 5:00 pm daily, the sound of Retreat and the National Anthem are played over the installation loud speaker while the flag is lowered at base headquarters. If you are driving in your car, you need to come to a complete stop until the music has ended. If you are standing outside, you need to stop and stand facing the music with your hand (or hat) over your heart.

Please remember that in addition to being a guest on the base, you are also representing Saint Leo University. Students should be courteous and respectful to Air Force members and civilian personnel at all times. Please remember our Saint Leo core values!

**Things to Know**

**Spring I Dates**
January 7th—Classes Begin
Jan 14th—Last day to Add/Drop
Feb 11th—Last day to Withdraw

**Spring II Dates**
March 4th—Classes Begin
March 11th—Last day to Add/Drop
April 8th—Last day to Withdraw

**Graduating?**
Students need to complete an application for graduation during their last term of attendance. We encourage all students to join us for our Commencement ceremony in May. Students who have completed their coursework or who will be completed by the end of Summer I are eligible to participate. Contact our office for more details about receiving your diploma.

**Helpful Numbers:**
Financial Aid: 800-240-7658
FAFSA: 800-433-3243
Career Planning: 352-588-8346
University Technology Services: 800-334-5532
Learning Resource Center: 352-588-8462
VA GI Bill Help Line: 888-442-4551