Greetings from Saint Leo University!

Soon you will be embarking on a very exciting journey – continuing your academic career at Saint Leo University. We are anxiously waiting your arrival here at Saint Leo, and many preparations are underway to make your days here both rewarding and an experience to remember. Orientation is the essential first step in your journey, and this letter will provide you with all of the important information necessary to get you started.

As the 2012-2013 Student Academic Catalog states, “All first-year and transfer students in the University College are required to attend orientation programs. These programs are designed to acquaint students with University Campus, academic programs, Student Affairs offices and services, University policies, the faculty, staff and administration and other members of the student body. Participation in the orientation program sets students on a path towards academic and personal success at Saint Leo University.” A charge of $300 will be assessed to each new student’s account as a one-time only required New Student Orientation fee.

New Student Orientation is carefully designed to assist you in making a smooth transition to Saint Leo University. Orientation Leaders will meet you when you arrive. They will be sharing lots of important information and many valuable tips to get you off to a great start. Your Orientation Leader will guide you and a group of your fellow classmates through orientation and help you develop life long friendships and memories. By the time classes begin on August 21st, you will be settled and ready to reach your goal—completing your college education.

Placement Exams
In order for us to build your fall schedule of classes, you must complete required online placement exams in Math and English. It is essential that you complete these exams between June 1-July 1. You must schedule an appointment to take these exams 3 days prior to taking them. If the exam is not taken prior to July 1st you will be placed in basic level composition and math classes by default and may be required to take additional course work to complete the requirements for your degree. Prior to June 1st you will be receiving a mail out with specific instructions on how to complete the exams.

English Placement ***LEAP STUDENTS DO NOT HAVE TO TAKE AN ENGLISH PLACEMENT EXAM
You will be taking a placement test to determine which English class is best for your first semester at Saint Leo. This exam is an hour long, and consists of two sections: the first is multiple choice and will test your knowledge of grammar and punctuation, and the second is an essay that will demonstrate your ability to think critically and communicate effectively. We urge you to take these tests seriously, and it is important that you understand what courses you might be placed in. Saint Leo requires two sequenced composition courses, English 121 and English 122, as part of our LINK (general education) program. However, occasionally incoming students need a bit more preparation in order to succeed in English 121. Your results will either place you in English 002, a course that covers the basic skills related to grammar, punctuation, and sentence and paragraph structure but does not count toward LINK, or English 121, which reviews these skills and goes on to study various types of essays. If you are placed in English 002 for Fall 2012 semester, you will then take English 121 in Spring 2013. Good luck!
Math Placement •••LEAP STUDENTS DO HAVE TO TAKE A MATH PLACEMENT EXAM
All incoming freshman students at Saint Leo University will be taking a mathematics placement exam. The test is designed to measure your knowledge of basic and intermediate algebra and will be used to determine which math course suits you best during your first semester at Saint Leo. The test consists of 20 multiple choice questions with a time limit of 60 minutes. You should be aware that all Saint Leo University students are required to take a mathematics class as a LINK requirement. Depending on the student’s major this requirement may vary.

I. Students who need only one mathematics course to fulfill their LINK requirement may take MAT 131 or College Mathematics. MAT 131 is a terminal course and will not prepare students for higher mathematics courses.

II. Sequence for all Business Majors: MAT 003 (Basic Algebra) → MAT 141 (Finite Mathematics) → MAT 201 (Introduction to Statistics)

III. Sequence for all Majors who need MAT 151 (College Algebra) and/or above: MAT 003 (Basic Algebra) → MAT 128 (Intermediate Algebra) → MAT 151 (College Algebra) → MAT 152 (Trigonometry) → MAT 231 (Calculus)

Based on your placement score, you will be placed in MAT 003, MAT 128/141, or MAT 151/201. Best of luck to you!

Parking on Campus
Students who will be bringing a car to campus, must register with the University for a parking decal. This includes both resident and commuter students. Students may do this online or in person at Trane Stop in Saint Edwards Hall on University Campus. We strongly encourage students to register their vehicle online to help avoid long lines at the beginning of the semester. To register your vehicle online simply visit: http://www.saintleo.edu/Financial-Aid/Trane-Stop/Parking-Decals and complete the online form. We will assign a decal to you and bill your student account. It will be available for pick when you arrive on campus for the fall.

Student IDs
Each student attending Saint Leo University is provided a student ID. Student IDs may be requested via email or in person at Trane Stop at University Campus in Saint Edwards Hall. Completing the request online will help you to avoid long lines at the beginning of the semester. Simply visit: http://www.saintleo.edu/Financial-Aid/Trane-Stop/Student-Employee-ID-s and follow the simple instructions for requesting a student ID. Once we receive this request we will make the ID and it will be available for you to pick up when you arrive on campus in the fall.

Health Insurance
Each student attending our traditional program at University Campus full time is required to carry health insurance. This policy applies to commuter students registered full time as well. To assist students in following this policy, the University provides insurance coverage that we automatically enroll students in and bill their student account. The costs for the 2012-2013 health insurance program is $1,078.00. This provides coverage from August 1, 2012 – July 31, 2013. Students with their own insurance through a group or individual plan may waive the coverage and avoid the $1,078.00 fee. To waive the insurance students should visit www.saintleo.edu/insurance and read the instructions carefully. Insurance waivers can only be submitted online through
Waivers must be submitted by midnight of September 10, 2012. There are no exceptions to this deadline. Please note insurance waivers are NOT guaranteed and may be denied for various reasons. Reasons for denial include but are not limited to the following:

- Student is attempting to waive with a travel medical policy
- The waiver was filled out fraudulently
- Student did not complete all information accurately and we are unable to verify coverage
- Insurance policy used for the waiver is not comparable to the University policy

For questions regarding coverage benefits please [www.gmsouthwest.com/schools/stleo](http://www.gmsouthwest.com/schools/stleo) and view the 2012-2013 brochure in the forms tab.

For other inquiries please review our FAQ document at [www.saintleo.edu/insurance](http://www.saintleo.edu/insurance) or phone 352-588-7496. If no one is able to answer, please leave a message and we will return your call.

We are looking forward to your arrival if you have any questions before then, please do not hesitate to contact us at (352)588-8499 or via email at orientation@saintleo.edu.

Sincerely, The Orientation Team

P.S. Be sure to visit our orientation website for more information: [http://www.saintleo.edu/orientation](http://www.saintleo.edu/orientation)