VERY IMPORTANT MESSAGE
FROM YOUR VA DEPARTMENT

Effective 2014 Spring 2, the VA unit will begin processing all enrollment certifications after the add/drop period. This is usually the Tuesday after the first week of school. This should not cause a lapse in veteran’s benefits, but will allow for a more efficient reporting process.

During the certification process, VA certifying officials will be unavailable via telephone. You may send correspondence via email to phillisia.roberts@saintleo.edu or to chandra.myers@saintleo.edu. If you need to speak with a representative, please contact Maria Daniels, the VA staff assistant, at (757) 464-6449 ext.3413.

THE APPLICATION PROCESS
If you are a first time student at Saint Leo University or if this is your first time using your benefits at the institution, please make sure you turn in a copy of your certificate of eligibility and the member 4 copy of your DD-214. You will also need to speak with a VA representative to sign your Benefit Terms of Agreement Form.

WHEN TO FILL OUT WHAT

VA-1990: The VA-1990 should be completed when you are applying for first time use of your benefits. This form needs to be submitted to the main VA, in order for a certificate of eligibility to be produced.

VA-1995: The VA-1995 should only be completed if you have used your benefits in the past. This form is designed for students, who have been out of school for more than a year, students who are changing institutions and students who are changing programs.
**These applications can be submitted via paper or electronic forms. If you are using the electronic benefits system-VONAPP (http://vabenefits.vba.va.gov/vonapp/main.asp), please remember to submit a completed copy of the application to Saint Leo’s VA unit. This can be done via fax @ (757) 464-3472 or by email to maria.daniels@saintleo.edu.**

**CERTIFICATION PROCESS**

**Montgomery GI BILL/DEA Students (CH 30 & CH 35):** if you are using Ch. 30 or Ch. 35 benefits, you will only receive one email stating you have been certified. It is your responsibility to make sure that you verify your attendance via the WAVE online reporting system (https://www.gibill.va.gov/wave/index.do) or by calling 1-877-825-2378. Please be advised that you will only be certified for classes that are required for your degree plan.

**POST 9/11 Students (CH 33):**

Certification for post 9/11 students will begin after the add drop period. This is the Tuesday after the first week of school. Credit hours and tuition and fees are reported during this same. The normal turnaround time to for tuition payments to be received by the school is 15-20 days. EVERY TERM you will receive a bill from SLU. If you are 100% eligible for benefits, please disregard this notification. If you are less than 100% eligible please make sure to pay your percentage of tuition due.

**BAH typically is a month behind. Therefore, certifications for the current enrollment period do not affect payments that are due at the end of the month. For example: If the Fall 1 term runs 8/26-10/20 and the Fall 2 term runs from 10/21-12/15. The housing benefit you receive in November will be for the month of October. If you were not enrolled in the Fall 1 term, and started classes in the Fall 2 term, your housing benefit will only cover 10 days from 10/21 to 10/31.**

**FRIENDLY REMINDERS**

- Please make sure that you are enrolled in courses that are necessary to complete your program. The GI Bill is designed to help students further their education and obtain a degree. As a result, VA will only pay for courses that are necessary. The best way to ensure that required courses are being taken is through a check and balance system; speak with an advisor to obtain a copy of your evaluation that details all required courses.
- **Certifying officials will only certify students for classes that they need. Courtesy calls will no longer be made to notify students about classes that are not in your degree program.**
- During the first two weeks of the certification period, VA certifying officials will not take phone calls from students. There are however, other VA representatives that can answer your questions. Please refrain from calling to ask about when enrollments will be submitted to the VA as we are working diligently to certify all students in a timely manner.
ALLOCATION OF FUNDS

THE SAINT LEO UNIVERSITY VA OFFICE DOES NOT DISBURSE FUNDS TO STUDENTS. THEY COME DIRECTLY FROM VA. THEREFORE, WE DO NOT KNOW THE EXACT AMOUNT THAT STUDENTS ARE RECEIVING IN MONTHLY BAH. PLEASE KEEP IN MIND, BAH IS DEPENDENT UPON ENROLLMENT STATUS.

If you are using Title IV funds (Pell grants and/or student loans), more than likely, those funds will be applied to your tuition first. When tuition and fees are added to your certification, and payment from the VA is credited to your account, any remaining funds that create an overpayment will be disbursed to student via check or the Higher One educational refund card, if applicable.

- If you do not have access to a Higher One Card, please contact Alicia.Ridley@saintleo.edu.

GRADUATION APPLICATION

When you are applying for graduation, please make sure that you indicate on the graduation application if you want to use your VA benefit to cover your graduation fee. Please make sure to complete the application at the beginning of the term so that we may report the additional fees to your certification. Failure to do so can result in a delayed payment of the graduation application fee and in the processing of your diploma.

Dear Veteran,

Thank you for your service and welcome to the Saint Leo University Student Veteran Transition Resource Course. This course is designed to be more informational in nature than the typical academic required courses. We understand that transitioning from active duty can be a challenging endeavor; therefore we have created this course in partnership with Corporate Gray to provide you with an abundance of resources to help ease, or hopefully remove the burden as you pursue your college degree. While enrollment in this course requires your Saint Leo University student number, the resources contained within the course and accompanying textbook (aka resource kit) can be beneficial to your family members as well. In the end, if your family members are provided the same resource, it will directly have a positive impact on you, the student veteran and that is our intent. Contact your specific center staff to receive your textbook (resource kit). If they are out of stock, they will be resupplied within 48-72 hours from the Office of Veteran Student Services.

It is important for you to realize that this course is designed to make your life easier rather than more burdensome. It is an 8 week (module) course that can be started, paused, or stopped, and continued at a later date. We want this course to be an encouragement rather than a discouragement to you and your family. Veteran Transition Resource Course is available starting the 18th of August. Students will need to go the following web site to register. We recommend adding this link to
your Center homepage. The link is located on the Distance Learning homepage.  
http://www.saintleo.edu/resources/distance-learning-program/student-veteran-transition-course.aspx

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**Writing Help from Grammarly.com**

Go to [http://www.grammarly.com/edu/](http://www.grammarly.com/edu/) and log-in using the following steps:

1. Select the “sign up” link located on the top right corner of the page

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**Classroom Decorum**

**NO CHILDREN ARE ALLOWED IN THE CLASSROOMS.** In addition, children may not wait in the break rooms or waiting areas on either floor. Students who bring children to class or leave them unattended will be asked to leave the building.

- No eating and drinking in the classroom except for bottled water. Please note that we are guests of the Navy College Office. As guest, we have been asked not to eat in the classrooms.
- Firearms can only be worn by on-duty police officers.
- No smoking within 50 feet of a government building or in a government building. Smoking areas are designated.

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**ENGLISH LAB**

<table>
<thead>
<tr>
<th>Location</th>
<th>Room</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Little Creek</td>
<td>Rm. 227</td>
<td>Tues &amp; Thurs 3:30 pm – 4:45 pm</td>
</tr>
<tr>
<td>Naval Station Norfolk</td>
<td><em>Call for appointment</em></td>
<td></td>
</tr>
<tr>
<td>Chesapeake</td>
<td>Rm. 121</td>
<td>Mon &amp; Wed 3:30 pm – 4:45 pm</td>
</tr>
<tr>
<td>NAS Oceana</td>
<td>Comp Lab</td>
<td>Wed 3:30 pm – 4:45 pm</td>
</tr>
<tr>
<td></td>
<td>Rm. 101</td>
<td>Mon &amp; Wed 5:30 pm – 6:45 pm</td>
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Appointments for English Lab can be scheduled by dialing: 757-464-6449

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2. Enter the information in the fields as requested. Make sure to use your Saint Leo e-mail account.
3. Wait for an e-mail that will be sent to your account to confirm your registration.
Please enter and depart using only the front door of the Little Creek building. Other doors are for emergency purposes only.

**Saint Leo University Email Account**
Ensure that your Saint Leo email account is activated and that you check it regularly. This account is the only email account that will be used to send confidential information to you. If you are using a course that uses eCollege, that email is restricted to that one course and is not your Saint Leo email account. If your Saint Leo account is not activated, a registration hold will be initiated until it has been activated. Contact University Technical Services (UTS), our help desk, if you are having trouble activating your account at (352) 588-8888 or 1-800-334-5532 option 6, 1, and 3.

**Tutoring**
Online tutoring is free and open to any online or Center student. If you believe you are having trouble in class, do not wait until the last minute to seek help.

Smarthinking offers tutoring in Mathematics, Writing, Accounting, Economics, Finance, Statistics, and Allied Health, and for Saint Leo graduate students, all MBA courses. Smarthinking tutors are trained and credentialed professionals with advanced degrees and an average of more than 9 years teaching and tutoring experience. In order to sign up and access Smarthinking, email joanne.maceachran@saintleo.edu with name, course number, and Center.

A Department of Defense online tutoring service is free to all military members and their families. Eligible students should go to www.tutor.com/military to log on.

**EasyBib**
Whether you are using MLA, APA, or Chicago/Turabian style, EasyBib is an online citation wizard that helps you cite your sources. To begin, register at www.easybib.com.

**Khan Academy** is a free online learning source with over 1,600 10 – 20 minute videos. The videos are arranged by subject matter. To access the website go to: www.khanacademy.org.

At grammar.ccc.commnet.edu/grammar is a Guide to Grammar and Writing. This site provides several examples that should help students at all levels of writing ability.

**Plan your Academic Year**
**The upcoming term dates are:**

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Registration Opens</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FA 2</strong></td>
<td>Oct 20 – Dec 14, 2014</td>
<td>June 30, 2014</td>
</tr>
<tr>
<td><strong>SP 1</strong></td>
<td>Jan 5 – Mar 1, 2015</td>
<td>Aug 25, 2014</td>
</tr>
<tr>
<td><strong>SP 2</strong></td>
<td>Mar 2 – Apr 26, 2015</td>
<td>Oct 20, 2014</td>
</tr>
</tbody>
</table>
**Library Card Reimbursement**

To ensure that every student has academic book borrowing privileges, Saint Leo annually reimburses off-campus students up to $150 to obtain a library card at one area college or university library. [http://library.saintleo.edu:8080/Research_guides/Library_reimburse.pdf](http://library.saintleo.edu:8080/Research_guides/Library_reimburse.pdf)

**Student IDs**

We are encouraging you to get your Saint Leo student ID. Additionally, there are several businesses in town that offer specials and lower ticket prices for students with their ID cards. Here is how to get one:

Send an email to [id.cards@saintleo.edu](mailto:id.cards@saintleo.edu) with the following information:

- Name
- Student number
- Address
- Date of birth
- Photo of yourself in jpeg format - Driver’s license style without sunglasses or hats

**Center Contact Information**

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<tr>
<td>JEB Little Creek</td>
<td>(757) 464-6449</td>
</tr>
<tr>
<td>NAS Oceana</td>
<td>(757) 428-8395</td>
</tr>
<tr>
<td>NS Norfolk</td>
<td>(757) 489-0969</td>
</tr>
<tr>
<td>Chesapeake</td>
<td>(757) 227-4450</td>
</tr>
</tbody>
</table>

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**VetSuccess on Campus Program**

Need assistance with usage and explanation of Benefit Programs?

Do you have questions/ concerns with Compensation and Pension?

Need assistance with eligibility and explanation of home loans?

Need referrals for resume writing/ mock interviews?

Need to know how to register/ get a referral for VAMC?

The **VSOC Program** can provide vocational counseling, training, career placement, and other special rehabilitation services.

**Please contact Ms. Saundra Hayes**

757-382-7599  ext #3459
saundra.hayes@va.gov

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Connect With Us Online at: [southamptonroadscenter@saintleo.edu](mailto:southamptonroadscenter@saintleo.edu)