Key West Education Newsletter Second Edition:

We would like to welcome Kevin McCarthy and Norma Dieppa to our Adjunct Faculty Team here in Key West. Both will be teaching Criminal Justice courses starting in the Fall 2 term. Center Director Melissa Houston will be teaching starting in the Fall 2 term as well, she will be teaching HR and MGT courses for the Business Administration and Human Resources program.

Please note important information regarding student information and center updates:

Check your SLU email daily. We have been emailing students regarding class cancellations and honors and awards for G.P.A and other important information. If you have questions, please stop by and we can show you how to set up your email.

Fall 2 Registration begins June 29th and Spring 1 2016 Registration begins August 24th. Many classes filled this term weeks before the start, get registered now to assure that you get the classes you want and have time to get your benefits/TA approved.

Fall 2: October 19th - December 13th

2016:
Spring 1: January 11th - March 6th

Spring 2: March 7th – May 1st.

Summer 1: May 2nd - June 26th
For those students using TA the Navy guidelines state it must be processed 30 DAYS prior to the start of the term.

For those students who are receiving VA Educational benefits certification does not happen until after add/drop week, meaning week 2 of the term. Please look for funds after this point in time. For example: if you are starting Fall 1, which begins near the end of August, you would receive BAH for August and September on October 1st.

Saint Leo University offers many graduate programs. If you or someone you know would like more information on our graduate programs, come in and see us or visit http://www.saintleo.edu/academics/graduate.aspx

If you are in need of a CAC card reader and want to print out your TA to give to Cherie then come visit us to check one out for use in our computer lab. We have 6 computer workstations and a printer in the computer lab. We have Wi-Fi, be sure to connect your smart phone, lap top and mobile devices to the Wi-Fi.

If you need guidance, help or want more information regarding your career or education plan we can assist. Key West Center Education Director is a certified career coach and can assist you.
Updates from the last edition:

**Key West Center has a Facebook page.** Look for photos and updates on the page. Contests, prizes and giveaways are on the Key West Facebook page. Key West Facebook is a great place to talk to other students about textbooks if you want to post items.

**If you refer a student**, please be sure to let us know so you can be rewarded with some swag.

**Veterans Services Interim Director** visited us here in Key West in July

**On May 29th, 38 students graduated from SLU-Key West.** Graduation was held at the Doubletree Resort in Key West.

**SLU-Key West Sponsored** the NAS Key West Dolphin Derby, Bingo Brunch for Military Spouses, Armed Forces Challenge Day, and the 4th of July Beach Bash and Fireworks. We also had a table at the Key West 4th Annual BBQ cook-off.

**NAS Key West Saint Leo Education Center now has Wi-Fi,** and a new computer lab with printers and we have been set up as a testing center for Pearson Vue, CLEP and DSST exams. Stop by to learn more about testing and receiving college credit.

**MyCAA, for spouses of Active Duty Navy, USMC, Army, and Air Force service members**, stop in and learn more about this program that offers nearly $4,000 towards an A.S. degree in Business Administration and Criminal Justice.

**Veterans Corner:**

This is information for all individuals regarding using Chapters 30, 31, 33 benefits. If you have questions about your benefits please stop by and talk to us, we are happy to help. Be sure to download the new APP for veterans:

[https://vimeo.com/111259557](https://vimeo.com/111259557)

**According to the VA:**  
Less than 40% of veterans use any veterans' benefits they have earned.  
59% of veterans say they know little to nothing about their eligible benefits

**There is a new app for Veterans:**  
[www.defensemobile.com/milisource](http://www.defensemobile.com/milisource)

**VA Book Stipends—**

A once a year (starting in August) a book stipend is directly deposited to your checking account and is received shortly after the term begins. If you did not provide account information when signing up for your benefits a paper check should be mailed to your address on record. Please call 1-877-838-2778, M-FR from 0730-1640 Central if you need to add this information to your account. More information regarding adding direct deposition information can also be found here

[https://www.ebenefits.va.gov/ebenefits/homepage](https://www.ebenefits.va.gov/ebenefits/homepage)
The rate is $125 per three credit hour course up to $1000 per year.

Book Vouchers*-

Book vouchers are available to students using Chapter 31 (VOC REHAB) OR if you have an excess amount of financial aid (grant or loan money) posted to your account. Students must call Student Financial Support at 800-240-7658 to verify their VA money + Pell Grant. Once this happens it usually takes 2-3 business days for the voucher/allocation number to be active at MBS. MBS sends the student an allocation number when the book voucher becomes active. The email contains the voucher/allocation number you would use with the MBS website. This typically is only sent 1 time per semester. As such, please make sure you are checking your Saint Leo University email!

****If you would like to be considered for grant/loan money (and possibly be eligible for a book voucher) you need to complete a FAFSA application by going to https://fafsa.ed.gov/

Important Information for Students:

Sales Tax Exemption from textbook purchases on MBS Website

Students in the state of Florida with valid student ID will not be charged sales tax for required and recommended course materials if the following criteria are met:
1) The required and recommended course materials must be reflected in the course syllabus for which the student is currently registered for
   AND
2) The student is picking up the order at a bookstore location in the state of Florida or the student ships the order to a location within the state of Florida

During online checkout, students will see a prompt to enter their student ID. They must enter a valid student ID to receive the sales tax exemption on required and recommended course materials.

Introducing DSST, CLEP and Pearson Vue Testing at Saint Leo University
Available Tuesdays 10am to 3pm
Brochures and more information available at the center, or stop by and ask about signing up. See how your exams/scores will get your credit at Saint Leo.

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. Diplomas will be mailed to the last address on file 30 days after the term ends. Please make sure your address is always up to date with the University.

After graduation: Make an appointment with your Academic Advisor to discuss your options. If you have completed an Associate’s Degree you could continue to a Bachelor’s Program. If you have completed your Bachelor’s, then it is time to look at a Master’s Degree Program. You can make an
appointment any time to come in and discuss your employment options and opportunities further education will provide you. We have Associate’s and Bachelor’s programs here at Key West Education Center and can provide the information regarding the available Master’s Program online.

eLion: You can make a payment, check your financial aid, your balance, accept or reject financial aid awards, see your progress in your academic program, register for courses. eLion is a helpful tool and provides students with the tools and information needed to be successful.

FRAG: Florida Resident Access Grant is a grant provided to students attending classes full-time (2 classes every 8 weeks) during the spring and fall terms. Students must apply to FAFSA.ed.gov first and then submit the necessary paperwork to the University. If you are active duty military you need not be a Florida resident, but must provide a copy of your military orders. This is an additional $3,000 that can be applied to your tuition costs that does not need to be paid back for the 2015-2016 academic year. If you have not completed your application for this please stop by and pick up a form.

Facebook: Key West Education Center is on Facebook. Check us out. Like our page! Receive rewards: https://www.facebook.com/SaintLeoKeyWest

Textbook Vouchers: How does a textbook voucher work? Textbook voucher can be given to students who request one through financial aid if there are extra funds after tuition and fees have been paid. Contact finaid@saintleo.edu

Higher One Credit Card: if you have received one of these cards, understand that any refund or money that is to be refunded to you will come on that card. You can log into their website and connect it to your bank account.

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 HELP: tutoring@saintleo.edu

Tutoring is available to all students through the Learning Resource Center
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. TO request a username and password contact the LRC at LRC@saintleo.edu Once registered your username and password will be sent to your SLU email account.

Tutoring@saintleo.edu

Online Tutoring is:
Collaborative
Synchronous
Constructive
Personal
Simple
Tutors available for:
Accounting, Business, Com 140, English, Math and Psychology.

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**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](http://www.khanacademy.org).

At [grammar.ccc.commnet.edu/grammar](http://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.

**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](http://www.tutor.com/military) to log on.

**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](mailto:joanne.maceachran@saintleo.edu) with name, course number, and Center.

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

**Writing Help from Grammarly.com**

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

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**Download the Saint Leo App on your phone and have access to classes, registration and your elion or mlion account!**

**Connect With Us Online at:**
[https://www.facebook.com/SaintLeoKeyWest](https://www.facebook.com/SaintLeoKeyWest)
[keywest@saintleo.edu](mailto:keywest@saintleo.edu)

**Melissa.houston@saintleo.edu**
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**Cherie.caraballo@saintleo.edu**
Norma Dieppa

Norma was born in Miami, Florida. She started working as a police dispatcher for the City of Coral Gables Police Department in 1986 and transitioned to patrol officer in 1995. She became a detective in 2000 specializing in investigations involving crimes against children, crimes committed by juveniles, juvenile sexual offenders, and internet child exploitation crimes. The last phase of her career dealt with gang enforcement and intelligence. She worked in conjunction with other agencies, such as the Department of Children and Families, Law Enforcement against Child Harm and the Multi Agency Gang Task Force, which dealt with enforcement in a countywide capacity. In addition, she was trained as a Forensic Artist, 2D Post Mortem and 3D Facial Reconstructionist at the FBI Behavioral Unit in Quantico, Virginia. Norma also served as a board member for the International Association for Identification. Norma has been teaching for several years since 2010. She has three wonderful children and all of them attend college.
Kevin McCarthy

Kevin is an attorney at the Office of the Public Defender where he is assigned third degree felonies as well as all out of state extraditions. As an Assistant Public Defender Mr. McCarthy has participated in numerous jury trials and has argued numerous dispositive motions. Before joining the Office of the Public Defender, Mr. McCarthy worked for an insurance defense civil litigation firm in Miami. He received his Juris Doctorate from the University of Miami School of Law. Prior to Law School Kevin received his Bachelor of Arts in Political Science from Emory University in Atlanta, Ga. He is active in the Key West Sunrise Rotary Club, The Monroe County Bar Association, and the Key West Chapter of the Florida Association of Criminal Defense Lawyers. Having grown up in the Florida Keys, he enjoys fishing and diving.
Staff and students attended the PRIDE presentation at NAS Key West.

Center Director of Key West Education Center accepted the Navy League’s first community affiliate award and Saint Leo University Key West is among 4 centers from Saint Leo University to be members of Navy League.

Key West Center was one of the sponsors for the MWR Armed Forces Challenge in May, several of our students participated in the events.

Assistant Director Dr. Paul Tontz represented Key West Education Center when he attended the 2nd annual Key West BBQ cook-off sponsored by Florida Keys Credit Union.
The Interim Director of Veteran Services Gunny Weiser came to visit Key West Center and several of our students were recognized academically and given awards.

Key West Education Center held its May Graduation at The Double Tree Resort in Key West. 38 Students graduated and the ceremony was well attended. This was the first time the event was held at a new location and will be the future home of graduation events for the center.