

Protecting the Pride

COVID-19 Safety Measures for Student Success Coaches

STUDENT GUIDE

Greetings from Student Success!

Student Success is so excited for the start of a new academic year! Please know that we are aware that COVID-19 has presented many unique challenges for all students, but we are here to help you navigate through this semester. Below contains important information about the measures Student Success has put in place to ensure your safety.

Hours of Operation

Monday-Friday: 8:00 am- 5:00 pm

Adherence to CDC Guidelines

The front desk and all staff in the Success Suite will enforce personal protective measures including social distancing and face coverings. All visitors must maintain 6 feet distance and wear a face covering while in the Success suite. Sanitizing products will be available to students.

Meetings with Success Coaches

In accordance with Saint Leo University's *Return to the Pride* plan, **all Student Success Coach meetings will be held by appointment via Zoom until further notice**. This means that meetings with students attending New Student Orientation and during the Add/Drop period will also occur by appointment via Zoom. In rare circumstances, a student may need to meet with their Success Coach in-person. If you feel you need to meet in person, please email your success coach prior to scheduling an appointment in Calendly.

To schedule an appointment with a Success Coach, scan the QR code under *Student Success Coach Appointment & Email Links*. Appointments will take place Monday-Friday: 8:30-12:00 pm and 1:00-4:30 pm. Once you schedule an appointment via Calendly, you will receive further instructions via email. To ensure we are able to reach you, please include your cell phone number when scheduling your appointment in Calendly. If you do not know who your success coach is, please select any one of the coaches listed under your College or you can email student.success@saintleo.edu.

Remember do not hesitate to contact your student success coach if you have any questions or concerns. Student Success is here to help you get through this semester smoothly. GO LIONS!

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COVID-19 Safety Measures for the Center for Academic Vision & Excellence

STUDENT GUIDE

Greetings from Student Success!

Student Success is so excited for the start of a new academic year! Please know that we are aware that COVID-19 has presented many unique challenges for all students, but we are here to help you navigate through this semester. Below contains important information about the measures Student Success has put in place to ensure your safety.

Hours of Operation

The Center for Academic Vision and Excellence's hours are as follows:

- Sunday: Closed (for university cleaning)
- Monday-Thursday: 8 am- 9 pm
- Friday: 8 am- 5 pm

Adherence to CDC Guidelines

The front desk and all staff in the Success Suite will enforce personal protective measures including social distancing and face coverings. All visitors must maintain 6 feet distance and wear a face covering while in the Success suite. Sanitizing products will be available to students.

Online Academic Support

All academic support services will take place virtually. Access to these resources can be found on the CAVE community page by logging into Courses, select Other Resources and select CAVE. Online services are:

- Peer Tutoring
- Peer-Assisted Learning (PAL) Coaching
- Supplemental Instruction
- Embedded tutoring group sessions

Tutor.com

Tutor.com is another tutoring service that Saint Leo University provides to students. Students can access tutor.com by logging into Courses, select Learning Tools, and select Tutoring services. If students run out of minutes, they need to email facultyservices@email.saintleo.edu

Printing

Printing services in the Center for Academic Vision and Excellence will be suspended for the Fall 2020 semester. Students can utilize the Cannon Memorial Library for printing needs.

Markers indicating sanitized areas

All student accessible spaces (study tables, computer stations, and tutor tables) within the Center for Academic Vision and Excellence will contain markers to indicate sanitized areas. If an area contains a GREEN marker, the space is sanitized and ready for use. If an area contains a RED marker, that space is not sanitized. For areas that contain a red marker, please notify someone at the front desk.

Computer Lab

The CAVE's computer lab will be open during Fall 2020 with restrictions to adhere to CDC guidelines. Six (6) computers will be available for student use and will be clearly marked. Computers will contain markers to indicate if the area is sanitized. Due to the limited number of computers available, a please keep computer use to 30 minutes or less.

Study Areas

In order to adhere to CDC guidelines, tables in the CAVE study area will be limited to no more than one (1) student at a time. Computers will contain markers to indicate if the area is sanitized.

OAS Test Proctoring

All Faculty will receive communication from the Office of Academic Affairs with guidelines for testing during Fall 2020 for students registered with the Office of Accessibility Services. Students registered through OAS will receive communication from the Office of Accessibility Services that outline the scheduling processes for in-person exams and information related to online exams.

Front desk check in

Student employees will be available at the CAVE front desk to assist students, faculty/staff and visitors with any inquiries they may have. They will also be responsible for sanitizing all student accessible spaces and ensuring adherence to CDC guidelines while in the CAVE.

Sinks and Water Fountains

Sink and water fountains in the CAVE will not be available for use.