

YOUR GUIDE TO
**NEW STUDENT
ORIENTATION**

FALL 2018



XAVIER
UNIVERSITY *of* LOUISIANA

THE MIRACLE CONTINUES



Saint Katharine Drexel was canonized in Rome on October 1, 2000. Her rapid advance toward sainthood came as no surprise to those who have experienced her most visible and enduring miracle - Xavier University. St. Katharine founded the institution in 1925 in conjunction with Xavier University Preparatory High School. The main campus, now located on Drexel Drive, opened in 1932 where the current administration building initially housed all classrooms, laboratories, academic and administrative offices. Drexel and the Sisters of the Blessed Sacrament dedicated themselves to serve poor and disenfranchised African and Native American populations throughout the nation. Despite this humble mission, however, Xavier continued to thrive and grow.

Today, Xavier remains one of the most competitive institutions in the region with a celebrated legacy for graduating African Americans in pharmacy and other health sciences. As student enrollment continues to

climb, the University maintains a modern campus that has expanded to include new construction along with neighborhood and community facilities adapted to meet students' needs.

Xavier is deeply grateful for the generous donors whose support, prayers, contributions, time, and consideration, make our continued growth possible. In particular, we appreciate the continuing commitment, and dedication of the Sisters of the Blessed Sacrament whose lives and example further advance Saint Katharine's vision of leadership and service through their many missions and causes including Xavier University of Louisiana.



ST KATHARINE DREXEL CHAPEL



XAVIER
UNIVERSITY *of* LOUISIANA

Welcome Home!

Xavier University of Louisiana is a community of scholars full of rich traditions and a history of preparing our students for academic, personal and professional success. That preparation begins with the orientation experience.

We have planned a fun and exciting New Student Orientation program for you. We are looking forward to giving you a chance to meet your fellow classmates while familiarizing yourself with many of the resources that will help to make your transition to campus life seamless.

This orientation guide was designed with you in mind. It contains important information that may address many of the questions you have as you prepare for the fall semester.

We are looking forward to having you on campus soon. In the meantime, please feel free to contact the Office of Admissions at (504) 520-7388 or orientation2018@xula.edu if you have any questions. See you soon!

Sincerely,

Keyana Scales
Vice President for Enrollment Management
Xavier University of Louisiana

WELCOME

XAVIER UNIVERSITY
OF LOUISIANA





XAVIER
UNIVERSITY *of* LOUISIANA

BEFORE YOU **ARRIVE**

- 1 CHECKLIST
- 2 FISCAL CLEARANCE
- 3 FINANCIAL AID
- 4 STUDENT HEALTH
- 5 HOUSING

BEFORE YOU
ARRIVE



1 CHECKLIST

- ✓ Complete and submit all financial aid information on or before June 1, 2018 if you wish to receive financial aid. More details can be found on page 10 of this booklet. If you have questions concerning your financial aid, contact the Xavier University Office of Student Financial Aid at (504) 520-7835.
- ✓ Review your Registration Billing Summary to determine your estimated charges for the fall semester. You should have received a copy of your summary, via US mail. You may also view your billing by accessing Banner Web. A sample assessment and information on how to access Banner Web can be found in the “Important Information” section of this booklet.

Students are required to pay a minimum of 50% of the balance due after financial aid on or before July 20, 2018.

- ✓ Submit a final, 8-semester transcript from your high school on or before August 1, 2018. It must indicate your date of graduation. Please send it to:

Xavier University of Louisiana
Office of Admissions
1 Drexel Drive
New Orleans, Louisiana 70125

- ✓ Submit an official college transcript or verification to the Office of Admissions on or before August 1, 2018 if you have received college credit (including AP, IB or dual enrollment courses).
- ✓ Complete and return the forms you received from Xavier’s Student Health Services Office. If needed, copies of these forms can also be found online via the Xavier Student Health Services Office webpage at www.xula.edu/student-health/index.html. These forms must be submitted on or before August 1, 2018. If you have questions concerning health clearance, contact the XU Student Health Services Office at (504) 520-7396.
- ✓ Check your Xavier email for information pertinent to your enrollment. If you have not received any information pertaining to your Xavier email account, please contact the Office of Admissions at (504) 520-7388.



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PROCESS TO OBTAIN FISCAL CLEARANCE TO ATTEND CLASSES

All students must complete a process entitled “**Fiscal Clearance**” to attend classes. This process begins after a student has registered for courses each semester. An initial course schedule will be created for first time students. This schedule will be based on academic information submitted to the Office of Admissions.

In order to receive Fiscal Clearance to attend classes students must complete the following steps:

■ **Step 1 - Review your Registration Billing Summary. You will receive this form, via mail, from The Office of Student Accounts.**

- √ The Billing Summary projects your Fall 2018 direct educational cost and your estimated student financial aid. (See the sample copies of billing summary)

■ **Step 2 - Determine your payment requirement.**

- √ If you have:
 - An Estimated Balance due - a minimum 50% of the balance due is required to be paid by **July 20, 2018**.
 - A Negative or Zero Balance - No payment is required.

■ **Step 3 - Submit the signed summary and required payment.**

- √ Mail your signed Billing Summary and payment (if applicable) to:

Xavier University of LA
Office of Student Accounts
1 Drexel Drive, Box 121
New Orleans, LA 70125

Payment should be received no later than **July 20, 2018**. Acceptable forms of mailed payment are money orders, cashier’s check, and official bank checks.

Payment can also be made online at: <http://www.xula.edu/other/bannerweb.php>. American Express, Discover, Visa, MasterCard and personal checks are acceptable forms of payments.

Students can return their signed Billing Summary and payment (if applicable) to the Office of Student Accounts in person. The Student Accounts office is located in the Xavier South Building, Third Floor, Room 300. The forms of payment listed above are accepted at the Office of Student Accounts. The Office of Student Accounts also accepts cash payments.

■ **Step 4 - Verify that you have completed the Fiscal Clearance process.**

- √ A student will receive an email through their Xavier email account verifying that they have been fiscally cleared to attend class.
- √ Students can go online to verify their Fiscal Clearance at: <http://www.xula.edu/student-accounts/preregistration.php>

If you are residing in campus housing for the Fall Semester, you must be cleared to attend classes before you can check into the Residence Hall.



3 STUDENT FINANCIAL AID & SCHOLARSHIPS

Please review the important information below regarding financial aid at Xavier University of Louisiana. If you have additional questions, please contact the office at 504-520-7835.

- If your student has not completed the FAFSA to determine eligibility for Financial Aid, go to FAFSA.ED.GOV. The school code is 002032.
- If your student **has** been awarded you can view and/or accept your financial aid award online - priority deadline of May 15, 2018. To accept your award, please follow these steps:
 - Go to Xavier University's website: www.xula.edu.
 - Click Banner Web, click Log into Secure Area.
 - Enter your User ID and your PIN (the month, the date, and last 2 digits of your birth year).
 - Select Student and Financial Aid.
 - Click on Virtual Financial Aid Office, then on Electronic Award Offer.
 - Click on Award Offer by Aid Year, and select the Aid year **July 2018 - June 2019** from the drop menu, the click "**Submit**".
 - To accept or decline your awards, click on "Accept Award Offer" tab, make sure you accept *or* decline ALL loans or work study award (if applicable), prior to clicking on the "Submit Decision" button.
- If your student has not been awarded, has completed the FAFSA application for 2018-2019 and has been selected for verification. Please follow these steps in order to view the *required forms and documents* needed for verification by the deadline date of June 1, 2018:
 - Go to Xavier University's website: www.xula.edu
 - Select **Banner Web** in the top navigation
 - Click "Log-In Secure Area"
 - Enter your User ID and your PIN (the month, the date and last 2 digits of your birth year)
 - Click on "Student and Financial Aid"
 - Click on "Virtual Financial Aid Office"
 - Click on "My Eligibility"
 - Click "Student Requirements"
 - Select "Aid Year" (**July 2018- June 2019**)
 - Click "**Submit**"
- If your student accepted their Federal Direct Subsidized, and/or Unsubsidized Student loan, the student must to go to www.studentloans.gov to complete their master promissory note and entrance counseling.
- If you accept the Parent Plus loan, remember to go to www.studentloans.gov on or after June 1, 2018 and complete the following steps:
 - Go to the Department of Education website (www.studentloans.gov).
 - Click the "Sign In" link and follow the instructions to "Request a PLUS Loan". You will need the same Federal Student Aid ID you used to sign your student's FAFSA application.
 - Complete all requested data and authorize the Department of Education to check your credit. If credit is approved, first time Federal Direct PLUS Loan borrowers must complete the Master Promissory Note (MPN). This is completed on the same website: <http://studentloans.gov>.



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STUDENT HEALTH SERVICES

Your student's first step toward health and wellness as a Xavier student is to complete the required **Immunization Form** prior to registration. This form can be found by visiting <http://www.xula.edu/student-health/documents/ProofofImmunizationComplianceForm.pdf>

REQUIRED IMMUNIZATIONS

Measles, Mumps, Rubella (MMR): Two (2) doses of live vaccine required at least 28 days apart, 1st MMR dose must be given on or after the first birthday. If born prior to 1957, vaccine not required.

Tetanus Diphtheria Pertussis: (Td, Tdap) One (1) dose within the past ten (10) years.

Meningococcal Meningitis (Quadrivalent vaccine A, C, Y, W-135): One (1) dose required at 16 years of age or older. Not required for those 55 yrs or older.

Tuberculosis (Tb) Questionnaire: All students entering the university must complete the tuberculosis (Tb) questionnaire.

Tuberculosis Skin Test (Tb): If your student answered YES to any of the questions on the TB Questionnaire, a Tb skin test is required.

*All required immunizations must be completed and submitted to Student Health Services **prior** to registration and moving into the residential halls.*

SCHOOL SPONSORED INSURANCE

Students are required to have insurance that will cover them in the Greater New Orleans area. All undergraduate students are automatically enrolled in the school sponsored insurance plan (Fall Premium \$1,470.00). Students covered by insurance through their families, jobs, etc. **must opt out of the school-sponsored plan at www.gallagherstudent.com**. The waiver period is **May 7, 2018 - August 27, 2018**. For additional information please go to <http://www.xula.edu/student-health/insurance.html> or you may contact Student Health Services at (504) 520-7396.

STUDENT HEALTH

- √ Has your student submitted their completed required immunization form to Student Health?
- √ Is your student covered by his/her own insurance? If so, do they have a copy of their insurance card and have they completed the insurance waiver (www.gallagherstudent.com) for the school-sponsored insurance?
- √ Does your student require medication for a chronic illness and if so, do they have refills?
- √ Does your students have at least 30 days of their prescription medications?
- √ Does your student have adequate funds for over the counter medications?
- √ Does your student have all necessary medical supplies (i.e. pumps, nebulizers, syringes, needles, etc.)?
- √ Does your student require any type of accommodations? If so, contact the Office of Disability Services at (504) 520-7315.



5 HOUSING

Your college years, both inside and outside of the classroom, can be an exciting time in your life. Outside of the classroom, you will have the opportunity to participate in numerous activities and meet many new people. The experiences you share will become the most precious memories of your college career. One excellent way to take advantage of these opportunities is to live on campus. Residence Hall living at Xavier is a vital part of the educational process at the University. It provides you with unique experiences that foster personal growth and success during your college years.

PHASE 1

The first step, Phase 1, to obtaining campus housing is submission of the reservation fee of \$100.00. You may pay online by logging on to <http://www.xula.edu/housing/>, click on “pay housing reservation fee” tab, then follow the instructions, or by sending a money order to Xavier University, Fiscal Services, 1 Drexel Drive, New Orleans, LA 70125.

PHASE 2

Once your payment has been made and applied to your account, we will send you an email to begin Phase 2, the online Housing Application. On this application you will be able to provide your roommate request by name or provide attributes for random assignments.

PHASE 3

Phase 3 is the last and final email with specific instructions regarding your Hall assignment and the check-in process.

The online Housing Application process:

1. **March 21 - HOUSING APPLICATION OPENS.** Follow the instructions emailed from the Housing Office.
2. **May 1 - June 20 - ROOMMATE SELECTION** - you may send a message to New Students seeking a roommate match or Residence Life will match you. **(All participants must have a completed housing application submitted)**
3. **July 10 - July 31 - ROOM SELECTION** - you or your selected roommate can select a room from the list of available rooms. Only students with an application filed as of June 20, 2018, will be able to participate. **Must be fiscally cleared. To obtain fiscal clearance, you must send your signed assessment form and required payment to the Office of Fiscal Services. No changes can be made after the room selection is submitted.**
4. **June 21 - LATE HOUSING APPLICATION and Roommate selection only.** You will be assigned a room based on available spaces. **(Processed first come, first serve after room selection is completed)**
5. **WAIT LIST** - you will be placed on a wait list **at any time during the process** once all available spaces have been selected or assigned. You will be notified if you are on the wait list.

As you prepare for a smooth check in and transition to campus living you should view “Things You Need to Know” section of the Housing web site at <http://www.xula.edu/housing/need-to-know.html>.



A NOTE FOR **TRANSFER STUDENTS**

The Fall Transfer Student Program is hosted concurrently with the New Freshman Program. While some sessions will be collaborative sessions that include all new students (new freshmen and new transfers), we have a dedicated time in the program that is specifically for Transfer Students. **Please note that transfer students with less than 30 hours should follow the traditional new student orientation schedule.**

QUICK TIPS & TRANSFER STUDENT CHECKLIST

Acceptance Deposit

Make sure you have paid your \$50.00 acceptance deposit and that the Office of Admissions has cleared you for your acceptance deposit. All students must pay the acceptance deposit in order to continue in the registration process. Please contact the Office of Admissions at (504) 520-7388 if you have any questions.

Transfer Credit

If you wish to receive transfer credits from previously attended colleges or universities, please make sure that all updated college transcripts have been received by the Office of Admissions on or before July 15, 2018 or within 10 days of receiving your acceptance notification. You can contact the Office of Admissions at (504) 520-7388 if you need to check to see if college transcripts have been received.

Housing

If you are planning to reside on campus, make sure you have requested and received confirmation from Xavier's Housing and Residential Life program. Transfer students residing on campus will follow the same move-in process as new freshmen. Please contact the Office of Housing and Residence Life at (504) 520-7321 if you have any questions.

Health immunizations, insurance and clearance requirements

There are several legally required immunizations and mandatory university health clearance requirements for college students. Students wishing to participate in registration must have full health clearance in order to register for classes. Please make sure to complete and return the health forms you received from Xavier's Student Health Services Office. If needed, copies of these forms can also be found online via the Xavier Student Health Services Office webpage, www.xula.edu/student-health/index.html. These forms must be submitted on or before August 1, 2018. If you have questions concerning health clearance, contact the XU Student Health Service Office at (504) 520-7396.

Check on your Financial Aid

If you have not already done so, complete the 2018-2019 FAFSA on the web (by May 1, 2018) by accessing www.fafsa.gov and include Xavier's school code: **002032**. For more information, or to check your financial aid status, contact the Office of Financial Aid at (504) 520-7835.

Student Accounts and Fiscal Services

Review your assessment sheet to determine your estimated charges for the Fall semester. Your assessment sheet was mailed to you via US mail. It can also be accessed via Banner Web. A sample assessment sheet, as well as information on how to access Banner Web, can be found in the "Important Information" section of this booklet. Students on the monthly payment plan are required to pay, on or before July 20, 2018, 50% of the balance due after financial aid.





A NOTE FOR GRADUATE STUDENTS

Office of Graduate Programs Mission:

The goal of the Office of Graduate Programs is to educate men and women to advance the quality of human life through scholarship, teaching and service.

Program Offerings:

Xavier offers Masters' programs in Education, Counseling, Public Health in Health Equity and Theology and a Doctoral program in Education Leadership.

Masters' Admission Requirements - Students interested in applying to the University's Masters' programs must meet the following minimum admission requirements to be considered for admission:

- A bachelor's degree from a regionally-accredited college or university with an overall GPA of 2.5 (GPA requirements can vary - please consult your program)
- Minimum Graduate Record Examination (GRE) scores of 280 or Miller Analogies Test (MAT) scores of 380
- For Master of Arts in Teaching applicants, Praxis I scores (an ACT composite score of 22 or a SAT combined verbal and math score of 1030 or a Master degree or higher may be used in lieu of Praxis I); and the Praxis II (content exam)
- For Master of Public Health applicants, GRE or MCAT scores
- For Education and Counseling applicants, a one-page essay on why the applicant has chosen the proposed program of graduate study (this essay also serves as a writing sample)
- For Master of Public Health applicants, a one page (approximately 500 words) Statement of Interest that addresses the following: What are your interests in public health and why are you planning to pursue an MPH and What are your future career goals and what have you done either academically or professionally to guide your interest in public health?
- For Education and Counseling applicants, two letters of professional confidential references from former supervisors or instructors; For Theology applicants, two academic letters from professors familiar with the student's academic work and one ministerial letter from a pastor or pastoral staff person familiar with the student's work in their church and/or community

Application Steps - Students who are applying to the University's Masters' programs must submit the following to be considered for admission:

- A Graduate Application
- All official college/university transcripts, including undergraduate and graduate work
- Official scores from the Graduate Record Exam Revised (GRE) with a minimum score of 280 or official scores from the Miller Analogies Test (MAT) with a minimum score of 380
- Two letters of professional confidential references from former or current supervisors or instructors (for Education and Counseling applicants) or academic letters from professors familiar with the student's academic work (for Theology)
- A one-page essay on why the applicant has chosen the proposed program of graduate study (Education and Counseling applicants)



Doctoral Admission Requirements - Students interested in applying to the University's Doctoral programs must meet the following minimum admission requirements to be considered for admission:

- A graduate degree from a regionally accredited college or university with a 3.0 or higher grade point average;
- Two letters of recommendation from individuals qualified to appraise the scholastic aptitude, leadership ability, and personal and professional potential in a doctoral program;
- Scores from the Graduate Record Examination (GRE) that indicate a combined score of at least 1000 (verbal and quantitative) or 294 on the Revised GRE or scores from the Millers Analogies Test (MAT) of at least 391 or 37 on the previous test

Application Steps - Students who are applying to the University's Doctoral program must submit the following to be considered for admission:

- A completed application
- Official transcripts for all undergraduate and graduate coursework completed
- Two letters of recommendation from individuals qualified to appraise the scholastic aptitude, leadership ability, and personal and professional potential in a doctoral program;
- Scores from the Graduate Record Examination (GRE) that indicate a combined score of at least 1000 (verbal and quantitative) or 294 on the Revised GRE or scores from the Millers Analogies Test (MAT) of at least 391 or 37 on the previous test (these scores must be no more than 5 years old)
- A letter of intent explaining why the applicant wants to enroll in a doctoral program, the applicant's research interests, and why the applicant chose Xavier's program
- An example of the applicant's best scholarly writing in APA format that should be no more than five years old and approximately 8-10 doubled-spaced pages, not including the cover page and the list of references

FOR INTERNATIONAL APPLICANTS:

In addition to the above requirements, international applicants must submit:

- Official school records/transcripts
- Letter of recommendation
- Original certificate of national examination taken by the student
- Results of the Test of English as a Foreign Language (TOEFL) for non-native English speakers
- Notarized Affidavit of Support



XAVIER
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IMPORTANT **INFORMATION**

- 1 BANNER WEB
- 2 SAMPLE REGISTRATION BILLING SUMMARY
- 3 ACCOMMODATIONS
- 4 CAMPUS STUDENT INFORMATION

IMPORTANT
INFORMATION



1

ACCESSING BANNER WEB

Banner Web is a secure, web-based tool that allows access to all your student related records at Xavier. You may use Banner Web to register for classes, obtain access to your academic records (class schedule, grades, transcripts), check status of financial aid, account balance, search for classes, pay fees, and more.

- To access Banner Web, go to Xavier's homepage at <http://www.xula.edu/>.
- At the top of the page under the "Quick Links" section, click on the link labeled "Banner Web".
- Click on the image "Login" and then click on the image of a key with the words "Login to Secure Area".
- Your Banner Web User ID is your Xavier Student ID or XULA ID number that starts with 900.
- Your initial Banner Web personal identification number or PIN is set to your six-digit date of birth made up of your two-digit birth month, your two-digit birthday, and your two-digit birth year (MMDDYY).
- On your first attempt at logging in, you will be prompted to change your PIN. The old PIN will be your six-digit date of birth. Create a new personal identification number (PIN) using a series of six digits.
- The PIN can be made up of only numbers. Select a random series of numbers to make it difficult for others to guess your PIN.

On your first attempt at logging in, you will also be asked to create a Security Question. Your Security Question will make it easier for you to reset your PIN if you ever forget it in the future. After attempting to login to Banner Web twice, you have the option to click on the "Forgot PIN" button and then give an answer to the security question you create here. Please note that if you enter the wrong PIN three times, your account will be locked out. At this point, you will not be able to reset your PIN by answering your Security Question.

HOW TO USE YOUR XAVIER EMAIL ACCOUNT

This Xavier e-mail address is hosted by Google. To access your Xavier provided Gmail account, follow the steps below.

- Click on the link titled "Email" at the top of the front page of Xavier's site found at <http://www.xula.edu/> and then click on the "Login Now" button to the left of the text "Xavier Google Mail Login". Alternatively, you can just navigate to gmail.com. If you have another personal Gmail account, the browser may already be logged in. In that case, sign out of your personal Gmail account and click on the "Sign in with a different account" link.
- You will need to enter your complete Xavier email address as your username. The initial temporary password assigned to you follows this pattern. Hash tag(#) followed by your first name initial in lowercase, followed by your last name initial in lower case, followed by another hash tag(#), followed by the last five (5) digits of your XULA student ID number. As an example, for someone named John Smith, the temporary password would be "#js#l2345".
- You will be asked to change the temporary password after you attempt a login for first time. Please choose a password that contains at least 8 alphanumeric characters.

If you have any problems accessing these resources, please contact the Office of Admissions at 504-520-7388.



2

SAMPLE REGISTRATION **BILLING SUMMARY**



XAVIER UNIVERSITY OF LOUISIANA
 Office of Fiscal Services - Student Accounts
 Registration Billing Summary Fall 2018
 Office 504-520-7667 Fax 504-520-7987

Name ID Number
 Address Phone Number
 City, State, Zip code Health Clearance Required

ESTIMATED TUITION, FEES, ROOM AND BOARD STUDENT CHARGES	
ID System Maint Fee	10.00
Residential Hall Dues-Katharine Drexel	25.00
Yearbook Fee	25.00
Laundry Fee	40.00
Student Activity Fee	75.00
Freshman Orientation Fee	150.00
Information Technology Fee	400.00
Student Health Insurance	1,470.00
St. Katharine Drexel-Housing Charge	4,524.00
Tuition Arts & Science-Fall	10,977.00
YOUR TOTAL ESTIMATED SEMESTER CHARGES	<u>\$17,696.00</u>

AWARDED OR EXPECTED FINANCIAL AID CREDITS	
TOPS Honors Stipend	-400.00
External / Private Scholarship	-475.00
Pell Grant	-2,908.00
Academic Scholarship	-3,500.00
Federal Direct Unsub. Stafford Loan	-1,000.00
Federal Direct Stafford Loan	-1,750.00
YOUR TOTAL AWARDED/EXPECTED FINANCIAL AID CREDITS	<u>-10,033.00</u>

ESTIMATED FALL 2018 SEMESTER BALANCE \$7,663.00

MINIMUM FALL 2018 SEMESTER PAYMENT. YOU MUST remit at least 1/2 of the estimated Fall 2018 Semester balance by July 20, 2018 which is: \$3,831.50

Plus: All of your previous unpaid balance as of 28-May-18 \$0.00

MINIMUM PAYMENT REQUIRED TO ATTEND CLASS \$3,831.50

Student _____ Date _____

Election to Participate in the Student Loan Installment Payment Plan:

I, _____, hereby elect to participate in and also agree to the terms and conditions of the Xavier University Student Loan Installment Payment Plan.

For further details regarding the Registration Billing Summary, see enclosed Overview of Registration Billing Summary.



Overview of Registration Billing Summary

Background

The Registration Billing Summary reflects a student’s estimated tuition, fees and room and board charges (if applicable), the awarded or expected financial aid credits and the estimated semester balance that is required to be paid by the student. The estimated semester balance is derived by subtracting the financial aid credits from the estimated tuition, fees, and room and board student charges. **The Registration Billing Summary must be signed and returned to the Office of Student Accounts by July 20, 2018, even if a minimum Fall 2018 Semester payment is not required (\$0 or credit balance).**

A summary of the previously described matters is as follows:

Estimated Tuition, Fees, Room and Board Student Charges

I. Tuition

Each year, Xavier University of Louisiana establishes the undergraduate tuition rate. For the 2018-2019 year, the annual tuition rate is \$21,954 for 12 to 18 credit hours, which is \$10,977 per semester. Any student attempting less than 12 credit hours is billed at a rate of \$915 per credit hour.

II. Fees

The undergraduate fees are as follows:

Description	Purpose	Fall Semester Amount	Annual Amount
ID System Fee	Access to swipe in classroom, Cafeteria, Banner Web assignments	\$ 10	\$ 20
Yearbook Fee	Printing cost of yearbook	\$ 25	\$ 25
Student Activity Fee	Fee to attend university functions	\$ 75	\$ 150
New Student Orientation Fee	Activities held on campus during orientation week	\$ 150	-
Information Technology Fee	Fee to access the campus internet	\$ 400	\$ 800
Student Health Insurance Fee	Health Insurance Coverage	\$1,470	-

All undergraduate students are required to be covered by health insurance, unless they can provide information that they have appropriate insurance coverage see (<http://www.xula.edu/student-health/insurance.html>). If adequately covered, the health insurance fee can be waived by logging onto www.gallagherstudent.com.

III. Room and Board Rates

Each year, Xavier University establishes the room and board rate. The room and board rate includes the charges for living in the residence hall and for dining in the University’s cafeteria. For the 2018-2019 year, the room and board rates for the Residence Halls are as follows:

Residence Halls	Single		Double	
	Semester	Annual	Semester	Annual
St. Michael	\$5,500	\$10,990	\$4,524	\$9,047
St. Katharine Drexel	\$5,728	\$11,457	\$4,524	\$9,047
St. Martin DePorres	\$6,130	\$12,260	\$4,910	\$9,820
Living Learning Center	\$5,557	\$11,114	\$4,799	\$9,598

For students who do not reside in the dormitory a commuter meal plan can be purchased at a cost of 20 meals for \$125 (\$6.25 per meal).

For more information on room and board rates, go to <http://www.xula.edu/fiscal/tuition.html>.

Awarded or Expected Financial Aid Credits

Types of Aid

There are many types of financial aid available to help students pay for the cost of tuition, fees and housing at Xavier University. The Student Financial Aid office is responsible for providing information about the many types of financial aid available to students and will guide students through the process of securing financial assistance.

Grants

Only undergraduate students who have not received a bachelor’s degree may apply for the grant programs listed below:

- **Federal Pell Grant Program (FPELL)** – This is a grant available to undergraduate students who demonstrate financial need. Pell Grants range from \$200 - \$6,095 per year or \$100 - \$3,047.50 per semester.
- **Federal Supplemental Educational Opportunity Grant Program (FSEOG)** – This is a grant available to undergraduate students.

Scholarships

Xavier Institutional Scholarships If you are awarded a scholarship by the Admission’s office and it is not showing on your Registration Billing Summary, please remember that you must have:

- ✓ A completed FASFA on file.



Overview of Registration Billing Summary

- ✓ If under verification, please follow the steps outlined in your email sent by Financial Aid or contact them at (504) 520-7835.
- ✓ Click “Accept” and “SUBMIT” your scholarship award on Banner Web.

Outside Scholarships

The Federal Direct Loan Program offers the following types of loans:

- **Subsidized** - The amount of the Subsidized Loan is dependent on a student’s need.
- **Unsubsidized** – This loan is not based upon a student’s financial need.
- **Parent Plus Loan (PLUS)** – An unsubsidized loan for the parents of dependent students. Plus loans help pay for educational expenses up to the cost of attendance minus all other financial assistance.
- **Private/Alternative Loan** – A non-federal loan made through private lending institutions. The loans are not part of the federal government program. **Please note that the Private/Alternative loan has a seven (7) days cancellation notification.**
- **If a student either has an approved Parent Plus or Private/Alternative Loan, please submit a copy of the credit approval to the Office of Student Accounts, along with the Registration Billing Summary via email, fax or deliver in person on or before July 20, 2018.**

Total Estimated Fall 2018 Semester Balance

Each semester, the University applies financial aid as a credit against the student charges to arrive at a student’s semester balance. Students can pay the estimated Fall 2018 semester balance or can elect to utilize the University’s Student Loan Installment Payment Plan. This election will allow the student to pay 50% (1/2) of the estimated Fall 2018 semester balance on or before July 20, 2018.

Minimum Fall 2018 Payment

Students can elect to pay one-half (1/2) of their semester balance on or before July 20, 2018. However, if the student’s financial aid credits exceed the student charges, the student will either have a credit or zero balance. No payment is required if a credit or zero balance exist. Please note, the Registration Assessment Summary must still be signed and returned by July 20, 2018 even if a payment is not required. Payments can be made as follows:

- Online using American Express, Discover, MasterCard, Visa and E-checks via the internet. For instructions log onto <http://www.xula.edu/fiscal/documents/OnlineCreditCardPaymentsInstruction.pdf>.
- In person at (909 Jeff Davis, 3rd floor Room 300, Xavier South) cashier’s window. Cash, personal, cashier and official bank checks, money orders, wire transfers and all forms of credit cards can be utilized to pay a student’s account balance on or before July 20, 2018.

Previous Unpaid Balance

Students must pay their previous balance (from summer, previous semester) in full on or before July 20, 2018.

Minimum Payment Required to attend Class

The minimum Fall 2018 semester payment when combined with the previous unpaid balance is the minimum payment required to attend classes. The remaining balance can be paid utilizing the Student Loan Installment Payment Plan.

Xavier Student Loan Installment Payment Plan

Students who elect to pay the minimum 50% required payment on or before July 20, 2018 are automatically enrolled in the Xavier Student Loan Installment Payment Plan. The remaining balance plus bookstore, finance charges and other miscellaneous costs are due in two equal installments as follows:

- For the Fall Semester, one-half (1/2) of the remaining balance is due on or before Sept. 30, 2018 (2nd installment), with the final payment due on or before Oct. 31, 2018 (3rd installment).
- For the Spring Semester, one-half (1/2) of the remaining balance is due on or before Feb. 28, 2019 (2nd installment) with the final payment due on or before Mar. 31, 2019 (3rd installment).

Information about the Xavier Student Loan Installment Payment Plan for the fall and spring semesters is available at <http://www.xula.edu/catalog/cat.php>. A finance charge at a monthly rate of .75% (annual rate of 9%) is assessed to the student’s account every 30 days on their outstanding balance.

If a student fails to comply with the terms and conditions of the Xavier Student Loan Installment Payment Plan, Xavier University will refer the student’s account to a collection agency. The student will be responsible for paying all reasonable collection costs including attorney fees and other charges necessary for the collection of the student’s account balance.

Additional charges that are added to the student’s account balance

Books

The cost of books (up to \$1,200) that are purchased at the Campus Bookstore (Barnes & Noble) are allowed to be charged to the student’s account and will be subject to the terms and conditions of the Student Loan Installment Payment Plan.

Lab charges for Chemistry, Biology and Physics (lab coat, goggles, etc.)



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PROCEDURE FOR RECEIVING DISABILITY ACCOMMODATIONS

In order to receive appropriate disability accommodations, students should follow the steps listed below:

FOR ACADEMIC ACCOMMODATIONS

1. The student should contact the Office of Disability Services (ODS) and complete the Office of Disability Services Intake Form, Release of Information Form, and Documentation Request forms. This process should be completed before arrival to Xavier University of Louisiana or at the beginning of the semester.
2. The student must provide appropriate documentation that includes a statement of diagnosis and suggested accommodations to validate requests for academic accommodations. Documentation must be current. Documentation for Attention Deficit Disorder / Attention Deficit/Hyperactive Disorder and learning disabilities must be within the past 3 years and all documentation for medical conditions and psychological disabilities must be updated annually, and provided by an appropriately qualified health professional such as a physician, audiologist, psychologist, psychiatrist, or neuropsychologist. Documentation must be submitted before any accommodations are granted.
3. A Student and Disability Coordinator completes the Accommodation Agreement Form and selects appropriate/recommended accommodation(s).
4. Student takes the Accommodation Agreement Form(s) to instructors for signature.
5. Student takes the Accommodation Agreement Form(s) to the Academic Deans for signature.
6. Student returns signed form(s) to ODS and professors within one week of receiving them. Accommodations are not valid unless ALL signed forms have been returned to the ODS office, Academic Dean's office and the professor's office.

Contact the Office of Disability Services (ODS), (504) 520-7315, located in the Counseling Center, Bldg. 13, if you have any questions.

FOR HOUSING / DINING ACCOMMODATIONS

1. Student should contact the Office of Disability Services and complete the Office of Disability Services Intake Form, Release of Information Form, and Documentation Request Forms. This should be done before the deadline set by Office of Housing & Residence Life.
2. The student must provide appropriate documentation that includes a statement of diagnosis and suggested accommodations to validate request for academic accommodations. Documentation must be current. Documentation for Attention Deficit Disorder / Attention Deficit/Hyperactive Disorder and learning disabilities must be within the past 3 years and all documentation for medical conditions and psychological disabilities must be updated annually, and provided by an appropriate qualified health professional such as a physician, audiologist, psychologist, psychiatrist, or neuropsychologist. Documentation must be submitted before any accommodations are granted.



3. Once all appropriate documentation has been received, Student Health Services (Medical) or Counseling and Wellness Center (Mental Health), Office of Housing & Residence Life, and the Dean of Students are notified of the request.

4. Student Health Services or Counseling and Wellness Center makes a recommendation (based upon the documentation) to Office of Housing & Residence Life.

*****Please note that students who are requesting a single room will be billed at the single room rate.*****

ACCOMMODATIONS



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INFORMATION FOR **CAMPUS STUDENTS**

XAVIER UNIVERSITY'S EMERGENCY PLAN

Xavier University has an emergency preparedness plan in the event of severe weather threat. Official information can be found on our website www.XULAEmergency.com or at the Toll Free Emergency Information Line at 1-866-520-XULA (9852).

WEATHER AND DRESS

New Orleans lies in the temperate zone. The temperature range is generally 40-90 degrees and very humid. Winters are mild, but rain and humidity cause it to be damp and cold; snow is a rarity.

Informal dress is the style on campus. Casual clothes are worn to class; however, barefeet are not permitted on campus. We suggest that you bring dressy, semi-formal and/or formal attire for social activities.

AUTOMOBILES AND PARKING

There are several parking lots designated for student parking. These require vehicle registration and an annual fee, which can be handled at the Office of Campus Police.

AVAILABLE SERVICES/FACILITIES

The following residence hall facilities are provided:

- washers and dryers (\$40 per semester fee)
- snack machines
- lounges
- microwave ovens

REQUIRED ITEMS WHICH YOU MUST BRING

- one cloth and one plastic mattress cover
- a metal trash can
- towels, wash cloths, bed linen, pillow and blanket(s)
- hangers
- flashlight
- state-issued ID or driver's license
- cell phone

SUGGESTED ARTICLES YOU MIGHT WANT TO BRING

- alarm clock
- refrigerator (21 inches)
- shower cap and shoes
- umbrella, rain coat/jacket and rain shoes
- iron
- metal or plastic containers for food
- small radio and/or small television (21 inches or less)
- computer and security computer lock
- laundry basket and laundry supplies

Xavier is centrally located and shopping centers are within 15-20 minutes (driving distance) from campus and a half hour by bus from Canal Street (New Orleans' shopping district). It may be wise for you to purchase items when you arrive.



SHIPPING PACKAGES PRIOR TO ARRIVAL

Packages shipped prior to arrival should be shipped to:

Xavier University of Louisiana
Your Residence Hall*
1 Drexel Drive
New Orleans, Louisiana 70125

***You must include your name and the name of the residence hall to which you are assigned.**

STORAGE

Students are required to store small suitcases and their belongings in their rooms. There is a public storage facility nearby where students can rent space.

TELEPHONES

Rooms in residence halls are equipped with telephone jacks for local calling service. A cell phone, credit card or calling card will be needed to make long distance calls.

TRANSPORTATION AND HOTELS

From the New Orleans International Airport:

1. a private taxi costs approximately \$30.00.
2. the Airport Shuttle costs \$20.00

Amtrak and Greyhound Bus stations are both located in a terminal which is less than 20 minutes from Xavier.

There is a wide range of hotels available in New Orleans. We recommend that you visit the website of the New Orleans Convention & Vision Bureau at www.neworleanscvb.com.





ADMISSIONS FAQs

- Q. Do you accept IB (International Baccalaureate) or AP (Advanced Placement) credits?**
 Yes, we do accept AP and IB credits. Students with AP scores of 3 or higher can generally get college credit for the appropriate course at Xavier. College credit is also awarded for students who participated in IB programs and score a 4 or higher. In order to receive credit, students should have AP or IB scores sent to the Admissions Office.
- Q. What grades must I have in college courses in order to receive credit for those courses?**
 A grade of "C" or higher is required in order to receive credit for courses taken at another college or university. Please be aware that courses taken at another college or university do NOT count in your Xavier GPA but will appear on the Xavier transcript with a "P" (for "Pass").
- Q. How do I schedule classes?**
 As a first-time student, the respective academic department that a student is a part of will generate a schedule based on major, curriculum, test scores and previously-obtained college credit (if any). During orientation, students will have the opportunity to review their pre-made schedules with their department advisors (professors within their major) and make any necessary change.

DISABILITY SERVICES FAQs

- Q. What are accommodations and how do I receive them?**
 Accommodations are modifications or changes that limit the impact of a person's disability. In order to receive accommodations, you must provide documentation of your disability and how it impacts you in the academic environment. Once accommodations are determined, you are responsible for requesting your accommodations each semester.
- Q. Who is responsible for getting the documentation I need to apply for services?**
 The student is responsible for getting the appropriate and current documentation to the Office of Disability Services. All documentation for Attention Deficit Disorder / Attention Deficit/Hyperactive Disorder and learning disabilities must be within the past 3 years and all documentation for psychological disabilities must be updated annually. All cost incurred is the responsibility of the student.
- Q. Does Xavier University of Louisiana accept Individualized Education Plans (IEPs) from high school?**
 No. Individualized Educational Plans (IEP) are the bases of a contract between the student and his/her high school. IEPs generally fall under a law known as Individuals with Disabilities Education Act (IDEA). Colleges are not recognized under IDEA. They fall under the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.
- Q. Does Office of Disability Services (ODS) provide tutoring?**
 No, ODS does not provide tutoring. You may contact the department of the course you are having difficulty in for a tutoring referral.



FINANCIAL AID & SCHOLARSHIPS FAQs

Q. What is Verification?

Verification is the audit process of reviewing and determining a student's eligibility for Title IV assistance. The verification process determines the accuracy of the information a student and/or parent reports on his/her FAFSA.

Q. How am I notified regarding the verification process?

*Students who are selected for verification are first notified by the U.S. Department of Education after their FAFSA is processed and a Student Aid Report (SAR) is generated. If a student is selected for verification, the information is displayed in the comment section of the SAR. The Financial Aid Office at Xavier also notifies students via their Xavier E-MAIL. The email will describe important next steps in the verification process. Students selected for verification will need to review the "Student Requirements" section of their Banner Web account. This section will list the documents that will need to be submitted to the Financial Aid office in order to complete the verification process. **A financial aid package cannot be completed until the verification process is completed.***

Q. Do I have to reapply for financial aid every year?

Yes. You are required to apply for financial aid every year. The earliest to apply is October 1st.

Q. How will I be notified of the types of aid I'm eligible for?

If you have applied for federal or state aid, the Office of Financial Aid will create a package specifically for your family. You will be notified by Xavier email when your aid package is available. This email will also contain instructions on how to view your financial aid award online.



FISCAL SERVICES FAQs

Q. What are the mandatory University fees?

Tuition, ID card, Yearbook, Information Technology Fee, Student Government Dues, Lab Fees and Health Insurance are all mandatory University fees. **Please note that the health insurance can be waived by completing an annual insurance waiver. To access the waiver, please visit www.gallagherstudent.com.**

Q. Is there a Payment Plan?

Students are automatically enrolled in the University's payment plan if their balance is not paid in full on or before registration.

Fall Semester

- ½ of balance after financial aid is due on or before July 20, 2018
- ½ of balance due by September 28, 2018
- Remaining balance due in full by October 31, 2018

Spring Semester

- ½ of balance after financial aid is due on or before December 14, 2018
- ½ of balance due by February 28, 2019
- Remaining balance due in full by March 29, 2019

Q. Can payments be made online?

The University offers a secure Electronic Online Payment process.

Steps for online payments are as follows:

- Log onto www.xula.edu
- Click on Banner Web
- Click on Secure Area
- Enter User ID (SSN or Student ID) and PIN # (Birth Date in MMDDYY)
- Click on "Log In"
- Click on Credit Card Payments

FAQs

FREQUENTLY ASKED QUESTIONS



STUDENT HEALTH SERVICES FAQs

Q. My vaccines were done a long time ago. Are they still valid?

The Measles, Mumps, Rubella (MMR) vaccines are good for life, the Tetanus-Diphtheria have to be taken every 10 years, Meningococcal Meningitis (Quadrivalent vaccine A, C, Y, W-135): One (1) dose required at 16 years of age or older. Not required for those 55yrs.or older. Tuberculosis Questionnaire: All students entering the university must complete the tuberculosis questionnaire (Tb).

Q. What is a medical hold and how can I get it removed so that I can register?

New entrants, transfer students or former returning students who have been accepted to Xavier University of Louisiana, are automatically placed on "medical hold" until you satisfy the immunization and tuberculosis screening requirements. Only after satisfying all of the requirements will your medical hold be removed. At this point, you will then be able to register for classes.

Q. Are students required to have medical insurance coverage?

Yes, all undergraduate students are required to have medical insurance that will cover them in the New Orleans area.

Q. Are all undergraduate students automatically enrolled in the school sponsored student insurance?

Yes, all undergraduate students are automatically enrolled, students must complete an on-line waiver form during the open waiver period, May 7, 2018 through August 27, 2018 at gallagherstudent.com to opt out of the insurance plan.

HOUSING AND RESIDENCE LIFE FAQs

Q. How do I apply for housing?

You should do the following;

- 1. Inform the Admissions Office that you are interested in on-campus housing.*
- 2. Pay the Housing reservation fee of \$100.*
- 3. Complete the Housing Application.*

You can make the payment and complete the Housing application by clicking the links located on the housing page of the Xavier University website at <http://www.xula.edu/housing/>.

Q. Is the housing reservation fee refundable?

No, the housing reservation fee is non-refundable.

Q. How and when do I inform the Housing Office of my desired roommate?

You should complete the form located on the housing application site titled "roommate selection." You will be able to list the person you wish to select as your roommate. That individual will receive an email informing them of your selection. Your selected roommate must accept your request to complete the process.



XAVIER
UNIVERSITY *of* LOUISIANA

DATES, DIRECTIONS & **DEPARTMENTAL CONTACT INFO**

- 1** ACADEMIC CALENDAR
- 2** DRIVING DIRECTIONS & MAP
- 3** DEPARTMENT NAMES

**DATES,
DIRECTIONS &
DEPT CONTACT INFO**



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XAVIER UNIVERSITY **ACADEMIC CALENDAR**

The University Academic Calendar is subject to change. The current version is always available on Xavier's website.

FALL SEMESTER 2018

Housing - Roommate Selection *	May 1 - June 20, 2018
Priority date for accepting Financial Aid awards	May 22, 2018
Late Housing application and roommate selection only	June 21, 2018
Housing - Room selection*	July 10 - July , 2018
Transfer Students - Deadline to submit all Official college Transcripts	July 15, 2018
Fiscal Clearance deadline	July 20, 2018
Health Immunizations forms submission deadline	August 3, 2018
New Faculty Orientation	August 13-14
Faculty and Staff Assembly	August 15
On-Site Registration	August 16-17
Classes Begin	August 20
Last Day to Add a Course or Change a Section	August 22
Labor Day Holiday	September 3
Last Day to Drop a Course without a "W"	September 7
Last Day to Remove an "I"	September 28
Founder's Day Celebration	October 9
Contingency Days	October 15-16
Mid-Semester Evaluations Due	October 19
Last Day to Petition a "W" in a Course (Drop a Course)	November 2
Registration for Spring Semester and Summer	November 5-9
Comprehensive Examinations for Seniors	November 10
Last Day to Officially Withdraw from Xavier	November 16
Thanksgiving Holidays	November 21-23
Late Registration Begins	December 3
Last Class Day Before Final Examinations	December 3
Quiet Day	December 4
Final Examinations	December 5-12
Final Grades Due (Noon)	December 14

***In order to select a room and/or roommate, the student must be fiscally cleared.**



SPRING SEMESTER 2019

Faculty and Staff Assembly	January 7
On-Site Registration	January 8-9
Classes Begin	January 10
Last Day to Add a Course or Change a Section	January 14
Martin Luther King, Jr. Holiday	January 21
Last Day to Drop a Course without a "W"	February 1
Last Day to Remove "I"	February 22
Mardi Gras Holidays (Spring Break)	March 4-8
Mid-Semester Evaluations Due	March 12
Senior Comprehensive Examinations	March 16
Last Day to Petition a "W" in a Course (Drop a Course)	April 5
Registration for Fall Semester	April 8-12
Easter Holidays	April 18-19
Last Day to Officially Withdraw from Xavier	April 26
Late Registration Begins	April 29
Last Class Day Before Final Examinations	April 29
Quiet Day/Senior Grades Due (Noon)	April 30
Final Examinations	May 1-8
ALL Final Grades Due (Noon)	May 10
Baccalaureate	May 10
Commencement	May 11

SUMMER SESSION 2019

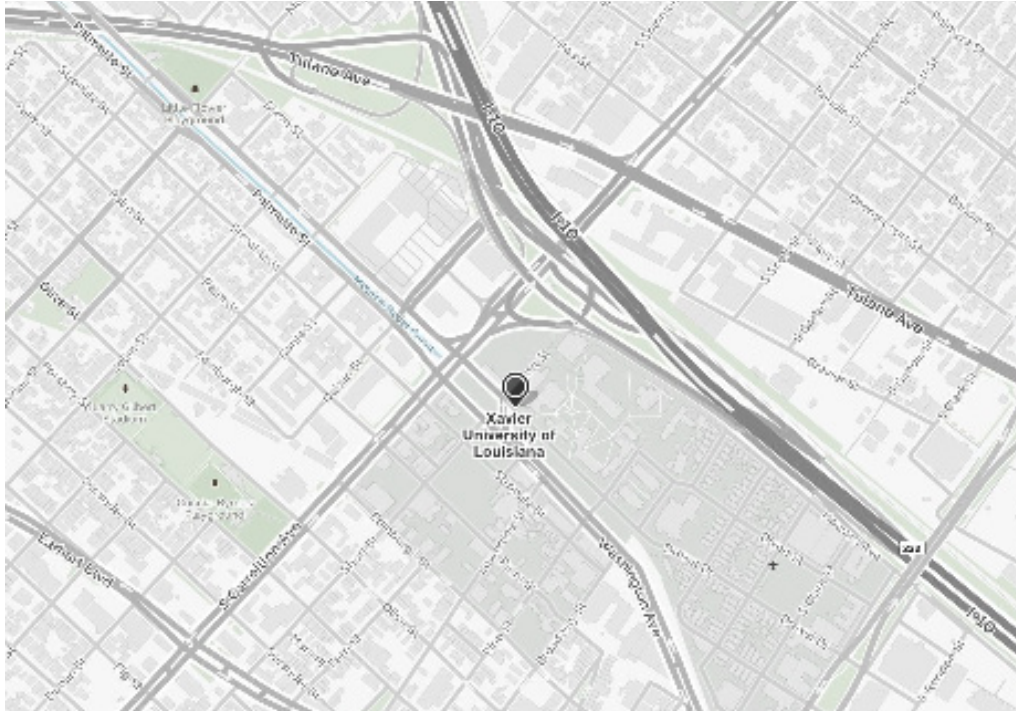
	<u>Session One</u> Five Weeks	<u>Session Two</u> Five Weeks	<u>Session Three</u> Eight Weeks
On-Site Registration	May 27	June 28	June 7
Classes Begin	May 28	July 1	June 10
Last Day to Add or Change a Course or Section	May 29	July 2	June 11
Independence Day Holiday		July 4	July 4
Last Day to Drop a Course	June 21	July 20	July 20
Final Examinations	June 28-29	August 2-3	August 2-3
Final Grades Due (Noon)	July 2	August 6	August 6

¹ Each academic department has the discretion to designate January 26 as a Monday class period for classes that only meet once a week on a Monday.



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DIRECTIONS TO **XAVIER UNIVERSITY OF LOUISIANA**



FROM WEST ON I-10 (BATON ROUGE, AIRPORT, METAIRIE, ETC.)

Follow Interstate 10 (toward downtown) and exit at Carrollton Avenue (Exit 232). Merge left and, cross Drexel St., and Washington Ave. (no left turn). Proceed to Dante St. and make a U-turn (back to Washington Ave.) and turn right on Washington Ave. Proceed four blocks to Pine Street, turn left and cross the bridge to enter Xavier.

FROM EAST ON I-10 (MISSISSIPPI, SLIDELL, DOWNTOWN, ETC.)

Follow Interstate 10 West (toward Baton Rouge) and exit at Exit 232 (Carrollton Avenue South - Dublin St.) Cross the bridge, turn left on Palmetto St. and cross Carrollton Ave. (After crossing Carrollton Ave., Palmetto St. becomes Washington Ave.) Proceed four blocks to Pine St. Turn left on Pine St. and cross the bridge to enter Xavier.

Xavier University is near the main intersection of Carrollton and Washington Avenues.

WELCOME TO **XAVIER!**



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DEPARTMENT NAMES & NUMBERS

Academic Affairs
(504) 520-7525

Arts & Sciences/Dean's Office
(504) 520-7330

Campus Police
(504) 520-7490

Enrollment Management
(504) 520-7849

Fiscal Office
(504) 520-7667

Health Services
(504) 520-7396

Student Services
(504) 520-7357

Admissions
(504) 520-7388

Athletics
(504) 520-7330

Counseling & Wellness Center
(504) 520-7315

Financial Aid & Scholarships
(504) 520-7835

Graduate School
(504) 520-7536

Pharmacy Admission
(504) 520-5356

Student Academic Success Office
(504) 520-5466



CAMPUS MAP
AUGUST 2015



CAMPUS MAP

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- 13 St. Joseph Academic Health Center
- 14 Katharine Drexel Residence Hall
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- 18 Central Power Plant
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- 36 NCF Addition
- 37 Library Resource Center
- 38 Art Village Building D
- 39 Art Village Building D
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- O Staff
- P Open
- Q Student
- R Staff
- S Faculty
- T Reserve
- U Student
- V Open
- W Open
- X Open
- Y Fac. / Staff
- Z Open





XAVIER
UNIVERSITY *of* LOUISIANA

*1 Drexel Drive
New Orleans, LA 70125*

WWW.XULA.EDU

GETTINGREADY