

INFORMATION FOR NEW ESL STUDENTS

FALL TERM 2009 *

- 1) TOEFL TEST for student placement: **Friday, August 21**
9:30a.m. – 12:00p.m., Hailstones Hall 2 (College of Business)
Please arrive **PROMPTLY**, and bring number 2 (soft) pencils and eraser.

2) OFFICE OF INTERNATIONAL STUDENT SERVICES (OISS): LEA MINNITI, Director

LOCATION: ROMERO INTERNATIONAL CENTER is located on the 2nd floor of the Gallagher Student Center (Room 230.) All new ESL students must check in with the Office of International Student Services during the first few days of class. (Attendance at orientation fulfills this requirement.) You should bring your passport, I-94 Card, and, if you have an F-1 visa, you should bring your I-20. The OISS is the place where international students receive assistance with practical matters (like housing), cultural concerns, and immigration questions. Activities are also planned by the office. **Telephone: 513-745-2864.** Website: <http://www.xavier.edu/internationalstudents/>

3) YOU MUST ATTEND ORIENTATION:

Required Orientation for new students:	Thursday, August 20	9:00 to 5:00 p.m. in Hailstones Hall 2
Required Orientation, Part 2:	Friday, August 21	1:00 to 5:00 in Hailstones Hall 2
	Saturday, August 22	(Optional) Tour of the City and Social Activity

4) ESL REGISTRATION and information meeting: **Monday, August 24** **12:30 p.m., Hailstones Hall 2 (Tentative Location)**

Please arrive promptly at 12:30. At this meeting, you will find out your class level and receive your schedule and book list. Teachers will be available to answer any questions you may have.

5) PAYING TUITION:

At the registration meeting, students may pay their tuition fees or make official arrangements for payment with a special payment option plan. All students must fill out an online Payment Agreement form. A demonstration will be provided at Orientation. Students also pay for health insurance and on-campus housing at this time. Students may pay by personal check, certified bank checks or traveler's checks. Students can also pay online with electronic checks or wire transfers. Xavier University will accept credit card payments using MasterCard, Discover, or American Express at the Bursar's website only. Paying with credit cards carries a 2.5% convenience fee, which is added to your bill. The Bursar's website can be found at <http://www.xavier.edu/bursar>. The Bursar's Office is located in Room 135 on the 1st floor of Alter Hall; this is where to go each month IF you have made arrangements for a payment plan.

6) STUDENT IDENTIFICATION CARD ("ALL-CARD"):

If you don't have your All-Card, after you register you will need to take your student number (on the copy of your registration for classes) to the All-Card Center located on the 2nd floor of the Gallagher Student Center. The All-Card Center hours during the fall are Monday - Thursday, 9:00 a.m. to 6:30 p.m. and Friday, 9:00 a.m. to 5:00 p.m. Your picture will be taken, and your "All-Card" will be made for you at that time. This card is used for identification, vending machines, to check books out of the XU library and to obtain free or discounted student tickets to sporting or cultural events. If desired, the All-Card can be integrated with a *US Bank* account. It costs \$20 to replace your All-Card, so be careful not to lose it.

7) HEALTH INSURANCE:

Students in F-1 and J-1 status must purchase health insurance directly from the university. Health insurance coverage for the fall term, from August 15, 2009 to January 9, 2010 is \$381. Please stop by the Health Center to make sure they have your medical history card or form on file if you did not bring it to orientation.

8) ON-CAMPUS HOUSING (RESIDENCE HALLS):

Information about on-campus housing is available at the Residence Life Office, located at 3735 Ledgewood Drive. Telephone: 513-745-3203. Website: <http://www.xu.edu/reslife> **Students need to check their on-campus mail boxes at least once a week.**

9) OFF-CAMPUS HOUSING:

Students may receive assistance in finding off-campus apartments or rooms from the Office of International Student Services or Office of Commuter Services. If you are having trouble finding a place to stay, go to OISS to receive information and suggestions. A list of off-campus apartments is available on Xavier's website at <http://www.xu.edu/gsc/commuter.cfm>

10) FOOD SERVICE:

The Hoff Dining Center is located in the Cintas Center. Many meal choices are available each day. The hours of operation are: Monday through Friday: breakfast - 7:30 to 10:15a.m., lunch - 10:50a.m. to 2:30p.m., and dinner – 4:30 to 7:30p.m. Saturday and Sunday, brunch is served from 11:00a.m. to 2:30p.m. and dinner is 4:30 to 7:30p.m. Students may pay for a meal at a time, or buy a meal plan (attached). The Gallagher Student Center offers Ryan's Eatery & Pub, Subway, and Blue Gibbon Chinese Restaurant. Outtakes Food offers To Go sandwiches, salads, parfaits, snacks beverages and more. Outtakes Food is in Hailstones Hall, located at the Nieporte Lounge,

11) PARKING:

If you drive a car to the university, or if you own a car and live on campus, you must purchase a parking permit at the Campus Police Office located in Flynn Hall. The parking fee for a student commuter permit is \$100.00; a residential permit costs \$120.00; and a parking pass for the Commons and Village costs \$140.00 for the 2009-2010 academic year. You must place your parking sticker on the front window of your car, in plain view. If you do not have a sticker in your window, you could get a parking ticket from the campus police, which will cost you money.

NOTE: Be sure you know your **car license plate number** when you go to the Campus Police Office to obtain your parking sticker.

12) BOOKS:

You will receive a book list at the registration meeting with the names of all the books required for your classes. You may purchase your books in the Xavier bookstore, which is on the 1st floor of the Gallagher Student Center. The bookstore will be open Monday through Thursday 8:30a.m. to 7:00p.m., Friday, 8:00a.m. to 5:00p.m. and Saturday 11:00 to 4:00p.m. Closed on Sunday. **BE SURE TO SAVE YOUR RECEIPT!**

BUYING USED BOOKS: Your instructors prefer that you buy only NEW books. School textbooks can be expensive; however, it can be a waste of your time and money if you buy used textbooks that have all the answers written in them. Look before you buy! Look inside all used books to make sure they are "clean." Sometimes, the difference between a new and used book is only a few dollars.

13) COMPUTER/EMAIL ACCOUNT: "MY XU"

All new students are assigned a Xavier User Name, for Xavier email and access to "MyXU," the Xavier Portal. It is important for ESL students to learn to use the Portal so they can receive important information and announcements, use their course pages, and send and receive email. **Students should check their MyXU email at least once a day.** MyXU also provides network access from your home computer. An introduction and demonstration of the Portal will be provided at the Orientation. The student help desk is available in Alter B-1, or you can call them at 745-4863.

14) COMPUTER LABS/LANGUAGE LAB:

ESL students may use any of the following labs:

Traditional labs with desktops: Alter Hall B-2, Hailstones Hall 21 (next to Nieporte Lounge) Cohen 108, Elet 101 and 105, Gallagher Student Center, 2nd floor. *Note: some labs are closed on Sundays.*

Language Lab: The language lab is located in the basement floor of Alter, in Room B-15. You may use the language software, listen to recordings from your classes, and make recordings for class assignments. You should have your All-Card available and check in with the lab attendant to use this facility.

Wireless laptops: Several laptops with wireless internet access are available for checkout in McDonald Library or the Gallagher Center. (Present your All-Card to check them out.)

15) ESL CLASSES BEGIN:

At 9:00 am on Tuesday, August 25. Your class schedule will show you your buildings and your room numbers.

16) WRITING CENTER:

The Writing Center provides assistance in completing writing assignments to Xavier students who are enrolled in degree programs. ESL students may not receive assistance in writing their papers for ESL classes. Advanced level ESL "Bridge" students may obtain assistance only for undergraduate courses they are enrolled in.

17) O'CONNOR SPORTS CENTER:

As a student at Xavier, you are entitled to use the facilities at O'Connor Sports Center, across Victory Parkway from the main campus. (You must show your Xavier All-Card to be admitted.) The OSC features a six-lane, 25 meter indoor pool, three court gymnasium, weight room, cardiovascular room, two racquetball/handball courts and shower/locker rooms. Aerobics classes are also offered, and intramural/club sports are available. Facility hours are Monday - Thursday, 5:45a.m.-11:00p.m.; Friday, 5:45a.m.-7:00p.m.; Saturday and Sunday, 10:00a.m.-7:00p.m.

***All information subject to change.**

QUESTIONS? Come to the Center for ESL on Ledgewood Ave. (across from Brockman Hall).

We will be happy to assist you at any time.

Telephone 513-745-2847

Meal Plans Available for Purchase at Xavier University

All Xavier students are allowed to purchase meal plans if they don't want to cook for themselves. However, students who live in the residence halls or "dorms" ARE REQUIRED to purchase one of the following meal plans:

Carte Blanche and \$75 in Dining Dollars*

\$2,140.00 per semester

This provides an unlimited number of meals per week that can be used in the Hoff Marketplace located in the Cintas Center, plus \$75 per semester in Dining Dollars that can be used in the Gallagher Center Restaurants or the Hoff Marketplace.

14 Meal Plan and \$100 in Dining Dollars*

\$2,000.00 per semester

Any 14 meals per week that can be used in the James Hoff Student Dining room located in the Cintas Center, plus \$100 per semester in Dining Dollars that can be used in the Gallagher Center Restaurants or the Hoff Marketplace.

10 Meal Plan and \$200 in Dining Dollars*

\$1,980.00 per semester

Any 10 meals per week that can be used in the Hoff Marketplace located in the Cintas, Center, plus \$200 per semester in Dining Dollars that can be used in the Gallagher Center Restaurants or the Hoff Marketplace.

120 Block Meals and \$200 in Dining Dollars*

\$1,980.00 per semester

A total of 120 block meals can be used in the Hoff Marketplace located in the Cintas Center, plus \$200 per semester in Dining Dollars that can be used in the Gallagher Center Restaurants, or the James Hoff Student Dining. Block meal holders can use their meals for themselves or their guests.

COMMUTER MEAL PLAN

AVAILABLE ONLY TO STUDENTS RESIDING IN CAMPUS APARTMENTS, HOUSES OR OFF-CAMPUS RESIDENCES

45 Block Meals and \$250 in Dining Dollars* **semester**

\$735.00 per

A total of 45 block meals can be used in the Hoff Marketplace, plus \$250 per semester in Dining Dollars that may be used in the Gallagher Center restaurants or the Hoff Marketplace. Block meal holders can use their meals for themselves or their guests.

PLEASE NOTE: *Dining Dollars will carry over from the fall semester to the spring semester. However, any Dining Dollars that remain at the end of the spring semester are non refundable.

For more information regarding meal plans, nutritional information, hours of operation, menus and special events, please visit the Dining Services web site at www.xavier.edu/dining, or contact Dining Services at 513-745-4874.

XCASH

AVAILABLE TO ALL STUDENTS AS A SUPPLEMENT TO THEIR MEAL PLAN

X CASH is a pre-paid flexible spending account that allow you to make cashless transactions on campus and off campus. You can deposit any amount you wish into this program at anytime. **X CASH** is accepted in all dining facilities as well as the bookstore, post office, vending, laundry, and select off-campus merchants. X Cash in active accounts (having activity within the past 6 months) carries over from semester-to-semester, and year-to-year.

For more information about X CASH, visit the All Card Center's web site at www.xavier.edu/allcard, or contact the All Card Center at 513-745-3374.

To purchase a meal plan, go to Student Development located on the 3rd floor of the Gallagher Student Center.