

INFORMATION FOR NEW ESL STUDENTS
FALLTERM 2011 *

1) TOEFL TEST for student placement: **Friday, August 19**
9:30a.m. – 12:00p.m., Hailstones Hall 2

Please arrive **PROMPTLY**, and bring number 2 (soft) pencils and eraser.

2) Center for International Education (CIE):

Intensive English (ESL) Program: **JANE CONZETT, Director of the Intensive English (ESL) Program**
Office of International Student Services: **LEA MINNITI, Director of International Student Services**

LOCATION: Center for International Education (CIE) is located on the 2nd floor of the Gallagher Student Center (Room 230.) For questions about classes, registration, the TOEFL and academic matters, students should see **Mona Fryman** or **Jane Conzett** (ESL). For questions about immigration, practical matters and cultural concerns, students should speak to **Anja Wierutsch, Laura Hellebusch** or **Lea Minniti** (OISS). 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 offices of Study Abroad and Academic Service Learning are also located in the CIE. **Telephone: 513-745-2864.** Website: <http://www.xavier.edu/international>

3) **YOU MUST ATTEND ORIENTATION:**

Required Orientation for new students: **Thursday, August 18** 9:00 to 4:30 p.m. **Conaton Learning Commons Room 412**
Required Orientation, Part 2: **Friday, August 19** 1:00 to 4:30 p.m. **Conaton Learning Commons Room 413**
Saturday, August 20 (Optional) Tour of the City and Social Activity

4) **ESL REGISTRATION and information meeting:** **Monday, August 22**
12:30 p.m., Hailstones Hall 2

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:**

Students may pay their tuition fees in full or make official arrangements for 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.

6) **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, check their bursar bill, 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. If you need help with your computer or your account, go to the Connection Center in the Conaton Learning Commons.

7) **STUDENT IDENTIFICATION CARD ("ALL-CARD"):**

ID cards ("All-Cards") will be arranged at the orientation meeting. 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. The All-Card Center is located on the 2nd floor of the Gallagher Student Center. The All-Card Center hours during the Fall are Monday - Thursday, 8:30 a.m. to 6:30 p.m. and Friday, 8:30 a.m. to 5:00 p.m. It costs \$20 to replace your All-Card, so be careful not to lose it.

8) **HEALTH INSURANCE:**

Students in F-1 and J-1 status must purchase health insurance directly from the university. Health insurance coverage for August 15, 2011 to August 14, 2012 is \$1,200.00. All students on F-1 or J-1 status will be automatically enrolled in the Xavier health insurance plan. Students must provide their medical history to the university; please bring this form to Orientation or give it directly to the McGrath Health & Wellness Center.

9) ON-CAMPUS HOUSING (RESIDENCE HALLS):

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

10) OFF-CAMPUS HOUSING:

Students may receive assistance in finding off-campus apartments or rooms from the Center for International Education or the 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.xavier.loc101.com>

11) FOOD SERVICE:

The Hoff Dining Commons is located in the Residence & Dining Hall. Many meal choices are available each day. The hours of operation are: Monday through Friday: breakfast - 7:30 to 10:30a.m., lunch - 11:00a.m. to 2:30p.m., and dinner - 4:30 to 8:00p.m. Saturday and Sunday, brunch is served from 11:00a.m. to 2:30p.m. and dinner is 4:30 to 8:00p.m. Students may pay for a meal at a time, lunch is \$7.25 and dinner is \$8.75, or buy a meal plan (attached). The Gallagher Student Center offers Coffee Emporium, Andy's Mediterranean at Ryan's, Subway, Andy's Mediterranean, and Blue Gibbon Chinese Restaurant. XSpot, located in the Conaton Learning Commons, serves fresh sandwiches, salads, wraps, sushi snacks, candy, bottled beverages, coffee, and more!

12) 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 2011 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.

13) 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 at the Xavier bookstore, which is on the 1st floor of the Gallagher Student Center. The bookstore will be open Monday through Thursday 8:00a.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.

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, Conaton Learning Commons 2nd floor.

Language Lab: The language lab is located in the basement floor of Alter, in Room B-15 (it will move to the Conaton Learning Commons during fall semester.) You may use the language software, listen to recordings from your classes, and make recordings for class assignments.

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 8:30 am on Tuesday, August 23. 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 International Education (230 Gallagher Student Center)

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:

14 Meal Plan and \$100 in Dining Dollars

\$2,060.00 per semester

This plan provide a total of 14 meals per week that can be used in the Hoff Marketplace as well as through the Meal Exchange program available in select on-campus retail eateries, plus \$100 in Dining Dollars that can be used in all of the on-campus retail eateries. This plan include three additional meals that you can use to treat a guest.

225 Block Meals and \$100 in Dining Dollars*

\$2,160.00 per semester

This plan provides a total of 225 meals per semester that can be used in the Hoff marketplace as well as through the Meal Exchange program available in select on-campus retail eateries, plus \$100 in Dining Dollars that can be used in all of the on-campus retail eateries. This plan includes three additional meals that you can use to treat a quest.

Ultimate Muskie and \$100 Dining Dollars

\$2,265.00 per semester

This plan provide an unlimited number of meals per week that can be used in the Hoff Marketplace or for one meal swipe per period through the Meal Exchange program available in select on-campus retail eateries, plus \$100 Dining Dollars that can be used in all of the on-campus retail eateries. This plan includes three additional meals that you can use to treat a quest.

COMMUTER MEAL PLAN

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

25 Block Meals and \$150 in Dining Dollars

\$390.00 per semester

This plan provides a total of 25 meals per semester that can be used in the Hoff Marketplace as well as through the other Meal Exchange program available in select on-campus retail eateries, plus \$150 in Dining Dollars that can be used in all of the on-campus retail eateries.

40 Block Meals and \$150 in Dining Dollars

\$525.00 per semester

This plan provides a total of 40 meals per semester that can be used in the Hoff Marketplace as well as through the Meal Exchange program available in select on-campus retail eateries, plus \$150 Dining Dollars that can be used in all of the on-campus retail eateries.

80 Block Meals and \$150 Dining Dollars

\$875.00 per semester

The plan provides a total of 80 meals per semester that can be used in the Hoff Marketplace as well as through our Meal Exchange program available in select on-campus retail eateries, plus \$150 in Dining Dollars that can be used in all of the on-campus retail eateries.

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, library, vending, and laundry. X Cash in active accounts (having activity within the past 6 months) carries over from semester-to-semester, and year-to-year.

If you have any questions regarding your meal plan or for assistance please contact the Xavier Dining Office at 513.745.4874, by e-mail at dining@xavier.edu, or on the web at www.xavier.edu/dining