

**INFORMATION FOR NEW ESL STUDENTS
SUMMER TERM 2009**

1) TOEFL TEST for student placement: Friday, May 15

**9:30a.m. – 12:00p.m., Hailstones Hall 17 (College of Business)
Please arrive PROMPTLY, and bring number 2 (soft) pencils and eraser.**

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

SHOSHANNAH MCKINNEY, International Student Specialist

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 the new student meeting 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 THE NEW STUDENT MEETING:

The meeting for new students is Friday, May 15, 12:00 - 3:00 pm in the Gallagher Center - Room 330. Lunch will be provided. All students who will also be continuing at Xavier in the fall are required to attend the mandatory orientation scheduled August the 20th and 21st in Hailstones Hall 2. All F-1 students and all others who attend the fall orientation will be charged \$30 on their fall Bursar account. More information about fall orientation will be available this summer.

4) ESL REGISTRATION and information meeting:

**Monday, May 18
12:30 p.m., Hailstones Hall 17**

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 the New Student Meeting. 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 summer are Monday – 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, access to student housing, 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 summer term, from May 15, 2009 to August 14, 2009 is \$236. All students on F-1 and J-1 status will be automatically enrolled in the Xavier health insurance plan. 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 the new student meeting.

8) ON-CAMPUS HOUSING (RESIDENCE HALLS):

Information about on-campus housing is available in the Residence Life Office, located at 3735 Ledgewood Drive. Telephone: 513-745-3203. Website: <http://www.xavier.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 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:

During the summer, Xavier's main dining facility is the retail food court, located in the Gallagher Student Center. In addition, the Hoff Student Dining Hall is open on a limited basis for conference groups and summer camps. Anyone may purchase the cafeteria-style meals on a pay-as-you-go basis when this facility is open. The Hoff Dining Hall is located in the Cintas Center. For more information about dining service hours of operation, call 745-4874. On weekends and some evenings, summer students will need to eat off campus, or purchase food at the grocery store to prepare in the residence hall kitchens. A grocery store is available 5 minutes from campus by bus, or 10-15 minutes by foot.

11) PARKING:

If you drive a car to the university, or if you own a car and live on campus, you must have a parking permit. Parking is free during the summer. In order to park in the designated student lots, you must have a completed summer parking permit on your dashboard, in plain view. Students may park in the following lots designated for students: C1, C2, C3, C4, and C5 lots in Cohen Center, North, Elet and South Campus lots. If you do not have a valid Xavier student permit in your window, you could get a parking ticket from the campus police, which will cost you money.

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 and Tuesday 8:30am to 6:00pm, Wednesday and Thursday 8:30a.m. to 5:00p.m., Friday, 8:30a.m. to 4:00p.m. and some Saturdays. Please call for information. **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/E-MAIL ACCOUNT: "MY XU"

All new students are assigned a Xavier User Name, for Xavier e-mail 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 e-mail. **Students should check their MYXU e-mail at least once a day.** MyXU also provides network access from your home computer. An introduction and demonstration of the Portal will be provided in the new student meeting. 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, Gallagher Student Center Welcome Desk. *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—if it reserved by a class, you may not enter.

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

15) ESL CLASSES BEGIN:

At 9:00 am on Tuesday, May 19. Your class schedule will show you the building and room numbers your classes will be held in.

16) 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** have your Xavier All-Card to be admitted.) An indoor swimming pool, gymnasium, cardiovascular room, Hammer Strength machines and racquetball/handball courts are available for your use. Facility hours are Monday – Thursday, 5:45a.m.–8:00p.m.; Friday, 5:45a.m.-7:00p.m.; Saturday, 10:00a.m.-7:00p.m., and closed on Sunday.

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