

REGISTRATION

Undergraduate and Graduate

Schedule of Classes

The Schedule of Classes and addendum are published each semester to provide course offerings, assigned dates, times and procedures for all registration activities. Class schedules with current information can be viewed at WWW.XU.EDU/REGISTRAR. Schedule of Classes bulletins can be obtained in the Office of the Registrar, the Center for Adult and Part-time Students (CAPS), the Graduate Services Office, and the MBA Office.

Selection of Courses and Course Loads

The choice of courses and the total number of credit hours in a student's program of studies each term are subject to restrictions deemed necessary by the college dean or academic advisor.

When selecting courses, students must adhere to required prerequisites and special course restrictions established by the colleges and academic departments. The following are the maximum full-time course loads for undergraduate and graduate students. Permission to exceed these maximums, even if the additional hours are to be taken for audit, must be obtained from the college dean.

Undergraduate Student Maximum

1. Fall or spring - 18 hours
2. Summer - 7 hours each session, not to exceed 14 hours for the entire summer.

Graduate Student Maximum

1. Fall or spring - 15 hours
2. Summer - 7 hours each session, not to exceed 14 hour for the entire summer.

Academic Advising

Academic advising assists students in their pursuit of educational plans and programs which will aid them in fulfilling their major or degree requirements and/or prepare them for a career. Academic advising is available for students in all three colleges (Arts and Sciences, Williams College of Business, and Social Sciences) and the Center for Adult and Part-Time Students (CAPS). **Undeclared students** in the colleges of Arts and Sciences and Social Sciences are advised by academic advisors in the Academic Advising Center, located on the first floor of Alter Hall, 104 A-H. **Undeclared students** in the Williams College of Business are advised by designated academic advisors in that college. **Students with declared majors** in all colleges are advised by department chairs or designated faculty advisors in the departments of the college. **Adult and part-time students** are advised through the Center for Adult and Part-time Students (CAPS) or through their departments.

Degree Audit Report (OnCourse)

An OnCourse report called the "Analysis of Academic Progress" shows a student's completed coursework and current registration matched with degree requirements of his/her declared major; it also identifies deficiencies and lists courses to satisfy requirements.

OnCourse reports are printed and distributed twice in an academic year, shortly before priority registration. Students may also request an audit at the Office of the Registrar at other times (a picture ID is required).

The report assists students' advisors and the University in determining progress toward completion of program requirements and as a graduation check.

Registration

PREP Registration

The Priority Registration Experience Program (PREP) is for new freshmen that will enter the University for the first time in the fall semester. The day is designed to be one in which Xavier reaches out to create a sense of belonging. This program is conducted on a day in the summer and has as its purpose placement testing in mathematics and modern language, academic advising, and course registration for fall classes. It is a day in which parents or guardians join their sons and daughters at an information fair that acquaints them with University services and allows them to meet key individuals who can answer questions on all areas of student life.

Priority Registration

Priority registration for a semester occurs midway through the previous semester and gives currently enrolled students the opportunity to enroll early in desired classes.

In order to participate in priority registration, undergraduate students must have an approved advisor's signature on the registration form. No payment for tuition and fees is required during priority registration. Billing statements are mailed to students after priority registration ends. Payment due must be submitted approximately four weeks before the beginning of the next semester. If payment is not submitted by the specified due date, the student's schedule will be canceled. The student will have to reregister within the week prior to the start of classes.

Open Registration

Open registration occurs after priority registration, and is open to any student.

Mail-in Registration

A mail registration period is offered to graduate students for the fall and spring semesters, and to all students for summer sessions. Students may obtain mail registration materials by calling or writing the Office of the Registrar (513) 745-3941. Full payment for tuition and fees must accompany a mail registration.

Email and Fax Registration

An email and fax registration period is available to graduate (513/745-2969) and CAPS (513/745-3055) students each semester. Check the Schedule of Classes for pertinent dates. Full payment of tuition and fees must accompany a registration, if approved.

Formal Registration

Formal registration occurs within the week preceding the beginning of a semester for students who did not participate in priority registration or open registration, or who did not complete payment obligations. Dates for formal registration can be found in the University calendar in this catalog and in the Schedule of Classes.

Late Registration

Late registration begins the first calendar day of the semester and ends on the seventh calendar day of the semester. Registration is not permitted after the seventh calendar day of the semester.

Schedule Adjustment (Class Adds-Drops, all students, Fall and Spring Term; for Summer, consult the Summer Session Bulletin)

Once a student has registered for a term, to add or drop classes he/she must complete a drop-add form in the Office of the Registrar, as follows:

FULL TERM CLASSES:

Adding a Class

Classes can be added through the first seven calendar days of the term.

Dropping a Class

Classes can be dropped through the first seven calendar days of the term without a grade appearing on the student's academic record. Undergraduate students receive a grade of "W" for classes dropped from the eighth calendar day of the term through approximately 80% of the term. For graduate students, a "W" occurs if a class is dropped from the eighth calendar day of the term through the last day of classes. See the Fall/Spring Schedule of Classes or the Summer Session Bulletin for specific dates and policies.

SHORT TERM CLASSES:

Adding a Class

Classes can be added through the first three days of the term.

Dropping a Class

Classes can be dropped through the first three calendar days of the term without a grade appearing on the student's academic record. Students will receive a grade of "W" for classes dropped from the third calendar day through approximately 80% of the short term. See the Fall/Spring Schedule of Classes for specific dates and policies.

The Office of the Bursar adjusts the student's financial account based on the add-drop activity. Adviser's signatures are required to change sections through the schedule adjustment period.

Special Registration Conditions

Students taking courses as audit or as repeated courses are responsible for obtaining and completing the proper forms to identify such courses at the time of registration, during schedule adjustment, or during late registration.

Auditing Courses

Anyone wishing to audit a course may do so. An audited course does not carry credit or earn a grade. No one may change from credit status to audit status or from audit status to credit status after the seventh calendar day of the term. Regular tuition rates apply. A grade of "W" may be awarded by the instructor if the student does not fulfill class obligations, or stops attending.

Repetition of Courses

Students need to initiate this process. A course previously taken for credit may be repeated up to two additional times, including any withdrawals. The credit hours of the repeated course are counted only once. While all grades are entered on the student's official academic record, only the most recent grade counts in the student's grade point average, even if it is the lowest. Academic bankruptcy does not eliminate the term's courses from counting as repeated courses.

Undergraduate

Some courses may not be repeated:

1. MATH 105, 120, and 150 may not be repeated after successful completion of a more advanced math course.
2. An elementary or intermediate foreign language course may not be repeated after successful completion of a more advanced course in the same language.

Graduate

Courses completed in a student's undergraduate program or in another graduate program cannot be repeated for graduate credit. Courses applied to another degree, either at Xavier or another institution, may not be applied to any master's degree at Xavier.

Satisfactory/Unsatisfactory

Satisfactory/Unsatisfactory (S/U) grading is only available in certain courses. Letter grades cannot be given in these courses. The semester hours in courses taken on a S/U basis will count toward the University's minimum semester hour requirement of 120 for graduation if they are passed successfully. Neither the course hours nor any quality points are computed into the student's grade point average if the grade is "Satisfactory." However, if the grade is "Unsatisfactory," both the credit hours and the earned quality points are computed into the student's cumulative grade point average.

Withdrawal from the University during an Academic Term

A student who wishes to withdraw from all classes during a term (even if only registered for one course) must do the following:

1. Notify the appropriate college dean in person or in writing;
2. Obtain authorization from the dean by completing a withdrawal form;

3. Submit the form to the Office of the Registrar;
4. If a campus resident, notify the Office of Residence Life.

A student is considered to be enrolled until officially withdrawn. Failure to withdraw officially from the University will result in grades of "VF" for all courses. Once a semester begins, withdrawal from the University is recorded as an "Official Withdrawal" on the student's academic record.

A student who wishes to withdraw from the University between semesters is not required to withdraw formally but is encouraged to contact his/her academic advisor or dean about the decision.

Academic Record/Transcript

The transcript is the official academic record for all Xavier University students. Official copies must be obtained from the Office of the Registrar.

Transcript orders must be made in writing (in person or mail-in) and signed by the student. The request should include the student's current name, all previous names, ID number or Social Security Number, dates of attendance, major or concentration and any degrees received. The request should also include the student's current address, the number of copies needed and the complete address(es) to which the transcripts should be sent. The proper fee must be enclosed with the request, and all financial obligations to the University must be met before transcripts may be issued.

Transcript information is available through the Xavier University transcript information telephone line, 513 745-2007, or on-line at www.xu.edu/registrar.

National Student Loan Clearinghouse (NSLC)

Xavier University is pleased to be in partnership with the National Student Loan Clearinghouse (NSLC). NSLC is responsible for processing student loan deferment forms for the following programs: Subsidized Stafford Loan, Unsubsidized Stafford Loan, and Parent Loan for Undergraduate Students (PLUS).

Since NSLC is Xavier University's legally designated agent, primary responsibility for loan deferment processing is with NSLC. Please contact the Office of the Registrar for additional assistance or information.

Student Identification Card (ALL CARD)

513 745-3374

The student identification card, ALL CARD, is required for all full-time and part-time students. ALL CARDS are provided through the ALL CARD Center, Room G109, University Center. The card is the official University identification and must be in your possession while on campus. The ID services include access for library, purchase of athletic and special event tickets and facilities access.

In addition to serving as your identification card for easy access to campus facilities and programs, the ALL CARD is used as cash to pay for on-campus services, such as bookstore, food services, copying, library fees, all vending, off-campus XU-LD calling services, etc.

The ALL CARD technology even includes the student's ability to integrate Star Bank's complete banking as well as PC banking services with Xavier's financial services program.

The system eliminates issues related to multiple cards for campus access and funds management. Convenience, simplicity and security...one card does it all! Questions regarding ALL CARD services available to students should be referred to the Director of Auxiliary Services and Support.

Voice FX Grade Reporting

Xavier University has contracted with Voice FX to use its Telephone Registration Network™ ("TRN™") as a service bureau. TRN Grade Reporting service permits students to listen to their grades and grade point average using a touchtone telephone.

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PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended details the access of student records held and maintained by educational institutions. The law further requires that parents or eligible students be notified of the types of records held and officials responsible for such records.

Parents have the right of access, review and challenge for elementary and secondary students (under the age of 18). The student assumes the rights of the parents at age 18 or upon attendance at a postsecondary institution. However, if the student is considered dependent (according to the 1954 Internal Revenue Code), both the student and parents have access rights. A student's records will be released to parents only after receipt of reasonable proof of dependency.

Pursuant to Section 99.13, students have the right of access to all educational records except those specifically excluded under the amendments to the Privacy Act. The following materials are specifically exempted from access by students: (1) Personal notes of teachers and administrators, provided these notes are not available to a third party other than a teacher's substitute; (2) Law Enforcement Records, to include those of the campus police force; (3) Medical and Psychiatric Records - not available to anyone except those providing the treatment. However, the records may be reviewed by a physician or other appropriate professional of the student's choice.

In addition to the above excepted information, students may not inspect financial information submitted by their parents, nor may they inspect confidential letters of reference placed in the file prior to January 1, 1975.

The student does have the right of access upon request to all other educational records and files which are directly related to the student. This includes all admissions records, registration files, financial aid materials (excluding financial information submitted by their parents as mentioned above), housing files, discipline records and any athletic records.

In compliance with Section 99.5 of the Family Educational Rights and Privacy Act of 1974, the following information is published for all students at Xavier University.

Types of Records and Officials Responsible for Maintenance of Records

Requests for the following records should be directed to the appropriate office at Xavier University, 3800 Victory Parkway, Cincinnati, Ohio 45207-1092.

<u>Record</u>	<u>Title of Official</u>
Undergraduate Admissions	Director of Admissions Dean of Center for Adult and Part-time Students (CAPS)
Graduate Admissions	Office of Graduate Services Director, MBA program Director, Executive MBA program
I-20, Visa, Immigration Papers	International Student Services
Academic Records	University Registrar
Alumni	Alumni Relations Director
Discipline	Office of Vice President for Student Development
Housing	Director of Residence Life
Financial Aid	Director of Financial Aid
Health/Medical	Director, Health & Counseling Center
Degree Audit Report (OnCourse)	University Registrar
Placement	Director, Career Services Center
Psychological Counseling	Director, Psychological Services Center
Teacher Education	Chair, Department of Education

Review and Expunging of Records

Each of the offices listed has review procedures and methods of expunging inaccurate data which are particular to the type of records kept and to the specific purpose for which they are maintained. Specific procedures can be determined by contacting the official of the office concerned.

Procedures for Challenging Content of Records

The procedures for challenging content of any specific record for reasons of inaccuracy or bias can be either informal or formal hearings. Student requests for a formal hearing must be made in writing to the appropriate vice president who, within a reasonable period of time after receiving such requests, will inform the student of the date, place and time of the hearing. The parents and/or student have the right to present evidence that the challenged material is inaccurate, misleading, or in any way inappropriate for the particular file. Correction of the material or deletion of the material should be requested. Decisions rendered at the hearing will be final, and will be based solely on the evidence presented at the hearing. The appropriate vice president will summarize the evidence, state the decision, and state the reasons for the decision. This written report will be delivered to all parties concerned.

Cost of Reproducing Files

Students have a right to request and receive copies of all accessible materials with certain exceptions, e.g. a copy of the official academic record for which a financial "hold" exists. The cost of reproduction shall be borne by the requesting party, and shall not exceed the cost to the institution. The current charge for photocopying must be paid per page, per copy. The current charge for transcripts must be paid for a complete copy of the academic record.

Directory Information

The Family Educational Rights and Privacy Act (FERPA) permits the public release of what is termed "directory information." For Xavier University's purposes, this information includes the following: the student's name, all addresses (including email) and telephone listings, major field of study, number of hours registered and full or part-time status, class standing (freshman, sophomore, junior, senior, graduate), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees awarded and total hours earned, special honors and awards, and the most recent previous educational agency or institution attended by the student.

A request for nondisclosure of the "directory information" must be filed with the Office of the Registrar, and will be honored by the institution until the student asks to have it removed, whether or not the student is currently registered. Upon the death of a student, all privacy holds are removed.

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TUITION AND FEES

The University reviews its financial policies and procedures on a continuing basis in order to operate in an efficient and effective manner. Policies contained in this section are those in effect as of publication and subject to change as deemed necessary by the University.

Fee Payment

The Office of the Bursar is responsible for the assessment and collection of tuition and fees payable to Xavier University. Inquiries should be directed to the Office of the Bursar, 3800 Victory Parkway, Cincinnati, OH 45207-3181. (513) 745-3435.

All prior financial obligations to the University must be paid in full before registration will be permitted for any term. If payment or other arrangement is not made by the announced deadline for the upcoming term, the student's registration may be cancelled. University regulations prohibit the release of transcripts and diplomas for students whose accounts with the University are delinquent.

Payment Options

For all payments, the University accepts cash, checks, and three major credit cards, VISA, Mastercard, and Discover. The most popular payment plan is our Five Payment Plan whose features include:

- Five payments per semester. For the Fall Semester, the due dates are July, August, September, October, and November; in the Spring, the due dates are December, January, February, March and April.
- No administrative fee to enroll in the plan. The only cost will be a monthly interest charge at the end of each month on the unpaid balance at our new lower rate of 1% per month.
- All charges and payments are shown on one monthly statement.
- The plan is available to all students. If you have financial aid and have completed all of your paperwork, the new plan will subtract your financial aid from your balance and calculate your payment for you.

To enroll in this or any of our payment plans all you need to do is fill out the Payment Option Form that is attached to the Payment Option Brochure which will be mailed with your semester bill.

Additionally, the University offers other payment options which may assist you in paying tuition and fees. Detailed information on all payment plans can be found in our Payment Options Brochure which accompanies the initial bill for each semester. To enroll in any plan, simply complete the Payment Option Form (attached to the Payment Option Brochure), sign the Payment Agreement, and mail to the Office of the Bursar with the appropriate payment.

All unpaid balances will be assessed a monthly interest charge of 1%.

Registration

Students who have registered during priority registration for the fall and spring semesters will receive a bill detailing charges for tuition, fees, housing and board, in addition to estimated financial aid arranged through the University's Office of Financial Aid as of that date. Payment is due several weeks before the beginning of the semester. Payment must be made by the due date, or the registration may be canceled and the student would have to reregister during formal registration.

All students who do not participate in priority registration are required to pay 100% of tuition and fees at the time of registration, mail registration or late registration, except students using the approved payment plans. Students who register late will be charged a late registration fee. If 100% of amount due is not paid at registration, the unpaid balance will be subject to an interest charge.

Tuition and Fees

The tuition rates assessed to a student are based on the student's primary matriculation as a graduate or undergraduate student as determined by the academic policies of the University.

Undergraduate Programs

Each academic year the University publishes the Schedule of Tuition and Fees which lists the charges for tuition, housing, board plans and other fees in effect for the current academic year. Specific course fees, lab fees and deposits are listed in the current Schedule of Classes. Below is a list of how the rates are applied in the undergraduate programs.

Regular Undergraduate Programs

1. 12 to 18 credit hours - full-time tuition rate
2. more than 18 credit hours - per hour tuition rate for hours over 18
3. 7-11 credit hours - per hour tuition rate for all hours taken
4. 1-6 credit hours - discounted per hour tuition rate

Other Undergraduate Programs

5. Radiologic Technology - special tuition rates
6. ESL program - special tuition rates
7. Weekend Degree Program - special per credit hour rates
8. Audit - regular tuition rates including any applicable fees.

Deposits Required

1. New full-time students - a nonrefundable tuition deposit.
2. Resident students - a nonrefundable housing deposit. Room reservations will not be honored without payment of the deposit.

The deposits are credited to the student's account when the term starts and will be deducted from the charges for the term.

Graduate Programs

Current tuition and fee rates, special course/lab fees, and other relevant information are contained in the current Schedule of Classes or the Schedule of Tuition and Fees for the academic year.

All courses taken as a graduate student will be at the graduate rate, including audited courses. Applicable course fees are charged in all cases.

Refunds

Xavier University Institutional Policy

Students who officially withdraw from the University or withdraw from class(es) (see withdrawal policies, page 73) may be eligible for a tuition refund according to the following schedule. Lab and course fees are not refundable after classes begin. A request for a refund must be made in person or in writing to the Office of the Bursar.

This schedule is applicable to the Fall and Spring semesters:

<u>Number of Calendar Days From Beginning of the Semester (Full Term)</u>	<u>Amount of Refund</u>
Before the first day of the term	100%
1st - 7th calendar day of the term	100%
8th - 14th calendar day of the term	80%
15th - 21st calendar day of the term	60%
22nd - 28th calendar day of the term	40%
29th - 35th calendar day of the term	20%
After 35th calendar day of the term	0%

<u>Short-Term Classes</u> (less than full term)	<u>Refund</u>
1st - 3rd calendar day of the term	100 %
4th - 10th calendar day of the term	60 %
11th - 17th calendar day of the term	20 %
After 17th calendar day of the term	0 %

Tuition refunds for short-term summer sessions are prorated based upon the official withdrawal date and the portion of the session elapsed.

Refunds for students leaving the residence halls are based on the tuition refund schedule. Board plan refunds are prorated on a weekly basis.

For undergraduate students who reduce their course load from full-time (12 credit hours or more) to part-time (11 credit hours or less) will receive a tuition refund based on number of hours dropped and the refund schedule percentage.

In extraordinary circumstances, such as serious illness or injury, when a student is forced to withdraw from classes after the refund period has ended, a written appeal may be made to the college dean requesting special consideration. Appropriate documentation is required with such an appeal.

Federal Refund Policy

Students with federal assistance must comply with federal refund policies. Contact the Office of Financial Aid for further information.

FEES

See the Schedule of Tuition and Fees published each year by the Office of the Bursar for the actual fee amounts. The following is a description of fees charged by the University.

- Application Fee* - payable once and covers the costs of processing applications for enrollment and the setting up of student records.
- CBA Cooperative Education Fee* - payable for each coop term in which a student participates; covers job assistance fee, application processing, and record-keeping.
- Data Access/Cable TV Fee* - A non-refundable fee which covers the cost of data and TV wiring to most on-campus housing. Charged only to students who receive the service.
- Graduation Fee* - covers the cost of processing graduation and payable by all students who graduate, whether in person or in absentia. Late application results in an additional fee being charged.
- Housing Deposit* - a refundable deposit for all students residing in University on-campus housing.
- Housing Reservation Deposit* - a non-refundable deposit which reserves a room in on-campus housing. Deposit is applied against subsequent room rent charges.
- Instructional Technology Fee* - covers technological improvements to the University campus.
- Late Registration Fee* - charged to all students registering after the stated deadline.
- Parking Permit Fee* - permits parking in University student parking lots. Permits valid on evenings and weekends only are available at a reduced rate.
- Special Course/Lab Fees* - covers extraordinary course costs or private music lessons. See the Schedule of Classes for course/lab fees.
- Student Orientation Fee* - covers the costs for the Manresa orientation program for freshmen and traditional undergraduate transfer students.
- Transcript Fee* - covers the costs of processing the transcript. A nominal fee is charged for each additional transcript and there is an additional fee for immediate processing.
- Yearbook Fee* - charged to all undergraduate students entitling them to a copy of the University yearbook.

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STUDENT DEVELOPMENT

True to its Jesuit and Catholic identity, Xavier's mission is to promote the growth and development of the whole student in a social, cultural, spiritual, physical, and academic context. A wide variety of learning environments exist on the campus, and the role of the Student Development Division is to help each student to integrate academic experiences inside the classroom with those which are created outside of the traditional classroom setting. Student Development plays a vital role in helping students at Xavier achieve excellence by providing programs and services that enable them to develop their talents, grow in a sense of their own worth and dignity, and gain a better appreciation of the worth and dignity of others.

Each of the areas within Student Development is designed to provide students with opportunities for action, involvement, reflection, and decision making, to enable them to take full advantage of the learning experiences available within the Xavier community.

Office of the Vice President for Student Development 513 745-3166

While serving as the administrative center for all of Student Development, the Office of the Vice President for Student Development assists individual students with special problems or concerns and provides general supervision for many areas of student life. This office is also responsible for the enforcement of the Campus Disciplinary System.

Department for Student Services 513 745-3205

The Department for Student Services provides programs and services designed to meet the diverse needs of Xavier's student population. The following programs are under the auspices of the Department for Student Services.

Commuter Information Center 513 745-3824

The Commuter Information Center provides programs and services designed to meet the diverse needs of Xavier's commuter and nontraditional student populations. The Commuter Information Center, on the ground floor of the University Center, offers information about off-campus housing, transportation alternatives, and campus events. The Commuter Information Center maintains evening hours, and the Downunder Lounge, in the basement of the University Center, provides a comfortable place to relax and study during both the day and evening.

Orientation Programs 513 745-4892

Manresa is a campus-wide effort to provide new students with a comprehensive introduction to campus life at Xavier. It is a balance of social, cultural, spiritual and academic experiences which are designed to ease the student's transition into the University and to introduce the options surrounding academic and co-curricular life in the Xavier community. Program components speak to the specific needs of international students, commuters, transfers, part-time students, and adult students. Parents and family members of new students are invited to participate in the Manresa program.

Leadership Development 513 745-4892

Experiential leadership programs are planned and implemented so that students can develop their leadership potential. The focus is to foster not only the continued growth of proven successful student leaders, but to identify and foster the growth of potential and emerging leaders as well. Students will have an opportunity to track their achievements and to receive personal advice from staff and faculty relating to their participation in leadership development programs. This area provides training and support for student clubs and organizations, while also maintaining the registration process for the clubs and organizations.

Student Events & Activities/University Center

513 745-3205 or -3202

Student Services coordinates campus programming of lectures, movies, dances, entertainers, and a variety of other events to satisfy the diverse needs and interests of the Xavier community.

Student Services plans many annual events, including Family Weekend, Homecoming, and Senior Week, and sponsors The Weekenders, a campus-wide group of students and staff who develop weekend social activities for all students.

Additionally, Student Services involves students in campus life by providing numerous opportunities for students to work together, learn from one another, and develop leadership skills which will have a positive impact on their lives. Students may become involved in the Student Government Association, Student Activities Council, or any of Xavier's 70 student clubs and organizations.

The University Center handles meeting reservations, scheduling, and serves as host to many major campus and community events.

Performing Arts

513 745-3202

Xavier Players

Student Services offers a wide range of opportunities for students in the arts. The Xavier Players produce main stage productions as well as several student written and directed workshops. Plays and musicals are presented for the Xavier community as well as the general public. Auditions are open to all students. A Performance Studies Minor is offered through the Department of Communication Arts.

The University Singers

Xavier has the Tri-State area's only collegiate show choir, The University Singers. The Singers perform Broadway and popular music, all professionally choreographed. This select group of singers and dancers go on tour each year and have toured such cities as Boston, New York City, Atlanta and Toronto. Auditions take place each fall.

The XU Bands

The Pep Band is seen on both local and nationally televised games on C-Span and ESPN. The Big Band is a select group featuring the sounds of Swing and performs regularly with The Muskies Blues, a small group of five singers specializing in vocalese. The Concert Band features classical and traditional music. The bands go on tour each year and have visited such cities as New Orleans and New York City.

Xavier Gospel Choir

The Xavier Gospel Choir offers a variety of traditional and contemporary gospel sounds. This is a spiritually motivated group that performs each year at many churches in the greater Cincinnati area.

All Performing Arts groups offer grants for participation of \$1,000.00 per year, and grants are renewable for four years. They are awarded on an audition basis each February.

Information Center

513 745-3201

Located in the outer lobby of the University Center, the Information Center assists with the identification of campus resources and maintains information on student and staff telephone numbers, emergency services, campus activities and events, and student organizations, and provides general referral for the campus. The Information Center is staffed 24 hours a day.

Student Publications

513 745-3561

Student publications such as the *Musketeer Annual* (yearbook), the *Newswire* (student newspaper), the *Student Handbook*, and Xavier Days (student date planner) are advised and managed through Student Services. The *Musketeer Annual* reflects life at Xavier each academic year and exemplifies the spirit of Xavier tradition. The *Newswire* is published weekly and highlights life at Xavier, student opinions, and

campus events and activities. The *Student Handbook* is published once every other year. This resource provides students with information about University policies and standards, a listing of offices and services, a pictorial chart of the Student Government Association, and disciplinary procedures.

Judicial Review Board

513 745-4894

This judicial board considers discipline cases involving off-campus students as well as students who live on-campus. This process holds students responsible and accountable for behaviors which are alleged to be inappropriate as reported to the University by the residents of the neighborhoods in which they live or which take place on the University campus. It is the University's desire to be a good neighbor and to foster and model good citizenship for our students.

Health and Counseling Center

513 745-3022

The Health and Counseling Center serves present needs and helps with future planning. Professional psychologists and counselors assist students in dealing with personal concerns, while physicians and nurses provide quality medical treatment. In addition to personalized counseling and medical attention, the Center offers education and guidance in areas including comfort with interpersonal relationships; stress management; family issues; assessing interests related to selection of a major; and developing strategies for planning for the future and coping with change.

Health and counseling services are offered to all students, full or part time, commuter or resident. A fee may be charged for a doctor's visit, medications or laboratory tests.

Career Services Center

513 745-3141

The Career Services Center provides essential career development, job search and job success information and education. Career counselors assist students in developing necessary job search skills, including resume writing, interviewing, employer identification and research. The Career Services Center also sponsors the Professional Experience Program for students interested in part-time or summer work experience related to their career interest area. This office also manages the on-campus employment of Financial Aid awarded students. Additional services include on-campus interviews, resume referral, a job hotline and a yearly Employment Fair.

Psychological Services Center

513 745-3531

The Psychological Services Center provides a wide range of professional services to the Xavier community. The Center serves students, faculty, and staff who are seeking assistance for the many difficulties which can accompany college and/or family life. Individual, couple, or family therapy is available for concerns which may include depression; stress; eating disorders; difficulties in relationships; family issues; sexual concerns; or sports related difficulties of student athletes and coaches.

Although most concerns are handled through short-term counseling, the staff is equipped to deal with more serious difficulties which may require longer term treatment.

Recreational Sports

513 745-2860

Xavier University Recreational Sports provides the Xavier community with a broad, diversified sports program and activities that meet the needs and interests of the entire campus. It provides an environment that focuses on the total development of all students and, during that process, maintaining an atmosphere of fun.

O'Connor Sports Center is a student/faculty/staff use facility that provides opportunities to participate in informal recreation and fitness, instructional programs and intramural competitions. Located within the facility is a 10,000 square foot gymnasium, a 6-lane 25 meter pool, 4 racquetball/handball courts (2 suited for wallyball), a weight/cardiovascular room, and locker rooms.

In addition, there are several leadership opportunities available for students, including student managers, club sport team officers, intramural officials, lifeguards, and equipment room and weight room supervisors. Students learn and enhance their teamwork, communication and customer service skills. Several of these positions are also available during the summer and school vacations. Contact the Recreational Sports Department for further information regarding any of these positions.

Food Services

513 745-3717

The University contracts to provide a full range of meal services to the University community. All residence hall students are required to purchase a meal plan option. Special meal plans are available to commuter students and special diets may be arranged for individuals with specific needs. Two food service areas are available in the University Center with hours scheduled so that snacks and meals are available from early morning to late night.

Office of Safety and Security

513 745-1000

Safety and Security is located in the outer lobby of the University Center. Professional officers are available on a 24 hour basis to provide general assistance to the Xavier community. They also regulate campus parking and present a number of programs throughout the year dealing with crime prevention and safety awareness. The officers are State Certified and provide a full range of security and law enforcement services.

Learning Assistance Program

513 745-3280

The Learning Assistance Program (LAP) provides three services. First, students with documented disabilities are provided with support services and accommodations, with the goal of equal access to education. The Learning Assistance Program seeks to ensure that all students can freely and actively participate in all facets of university life. Learning Assistance also seeks to raise awareness about disabilities and provides support to faculty members. Second, the Learning Assistance Program provides free tutoring to all Xavier students in a variety of academic subjects as well as general study skills. LAP tutors are trained and nationally certified. Third, the Peer Advising program, a combined effort with the Office of Residence Life, places upper class peer advisors in the first year residence halls to serve as academic mentors and resource/referral sources to first year students.

Multicultural Affairs

513 745-3181

The Office of Multicultural Affairs provides Xavier students and staff with support services and programs designed to enrich the cultural, academic and social experiences of all students, with a special emphasis on African Americans and other students of color. A variety of formal and informal group programs and individual advising opportunities is offered. The office and lounge areas at 3735 Ledgewood Drive provide a comfortable and casual setting for conversation and study.

Office of International Student Services

513 745-2864

The Office of International Student Services (OISS), located in the Romero International Center, assists international students with their special needs and services as a link for the international and American communities at Xavier University. The OISS is responsible for immigration advising and personal and adjustment assistance for all international students, and serves as an advocate for international students and their concerns. In addition, this office provides the campus community with a variety of social and educational programming about international and cultural issues. The International Students' Society, a student organization, is also located in the Romero International Center, in the University Center.

Residence Life

513 745-3203 or fax 513 745-2837

The Office of Residence Life provides many learning opportunities in a unique living environment. A full-time, Masters-level Hall Director lives and works in each residence hall. The student staff is comprised of Resident Assistants (RAs) who live on the wings of the hall and act as peer helpers to the residents. The hall staff strive to create a community atmosphere in the halls through social and educational programming.

The Xavier Village Apartments, University Apartments, Manor House Apartments, 1019 Dana Apartments, and the Xavier houses provide housing options for upperclass students. The apartments/houses are managed by an Apartments Manager who is a full-time Masters-level staff member.

The Office of Residence Life is located on the ground floor of Brockman Hall. Staffed by a Director, Associate Director and Secretary, the office is open Monday through Friday, 8:30 a.m. to 5:00 p.m. For more information, please contact the Office of Residence Life.

Assessment

The Division of Student Development assessment efforts are designed to achieve a comprehensive understanding of the total student body by measuring ways students grow and mature in our environment. Projects will assess the characteristics, needs, expectations, and development progress of students, with particular emphasis on leadership, service, wellness and diversity issues. Information will be used as a resource for our continued efforts to provide an enriching environment that contributes to the University's mission of developing the whole person.

ADDITIONAL STUDENT SERVICES

Computer Access

The University has many student accessible labs and services. For more information, see page 17.

Financial Aid

513 745-3142

XUFINAID@ADMIN.XU.EDU

The Office of Financial Aid's purpose is to provide the best possible service and information to students seeking to finance a Xavier education. The Office of Financial Aid is responsible for the administration of federal, state, and institutional resources, including scholarships, grants and loans. It also awards federal work study and acts as the liaison office between many private sources of student aid and the University. Students seeking financial assistance should contact the Office of Financial Aid for application materials and individual counseling. For additional information, see pages 31 and 59 of this catalog.

The office is located in Walker Hall, 1500 Dana Avenue. Office hours are Monday-Friday 8:30 a.m.-5:00 p.m., and Saturdays by appointment.

Retention Services

513 745-3036

XUFRPROG@ADMIN.XU.EDU

This office is responsible for actively developing freshman retention programs and strategies that involve students, parents, faculty, and administrators. It is an office dedicated to solving student problems while providing assistance with academic, financial, and social issues. The director coordinates the Priority Registration Experience Program (PREP) for incoming freshmen, and administers the Freshman Success Program, The Parents Participation Program, the Faculty Feedback Program, Freshman Seminars, Peer Mentoring, the Faculty/Student Lunch Program, and the Freshman Retention Task Force. The Director monitors student academic alignment, grades, graduation rates and retention trends.

The office is located in 103 Alter Hall. Office hours are Monday-Friday, 8:30 a.m. - 5:00 p.m.

Registrar

513 745-3941

[HTTP://WWW.XU.EDU/REGISTRAR](http://www.xu.edu/registrar)

The Office of the Registrar provides services for students, faculty, staff, and alumni in the following areas: registration, academic records maintenance, transcripts, consortium, grade processing, degree certification, commencement, veterans' affairs, transfer credit evaluation, enrollment verification, and statistical reporting. Office staff are committed to courteous, efficient service to the Xavier University community.

The Office of the Registrar is located in 129 Alter Hall. Office hours are Monday-Thursday 8:00 am-7:00 p.m., Friday 8:00 a.m.-5:00 p.m.

University Library Services

513 745-3881

McDonald Memorial Library and the Lodge Learning Laboratory offer a variety of study spaces, including individual study carrels, group study rooms and lounge seating. Facilities to view videos and/or listen to audiotapes are available.

XPLORE, the library's on-line catalog, provides options for searching Xavier University's database of library materials and is a gateway to OhioLINK, a database of holdings of over 60 Colleges and Universities in Ohio, and to catalogs of the University of Cincinnati library, Miami University library, and Cincinnati Public Library. A CD-ROM LAN allows in-library and remote access to index and abstract services. WWW access to a variety of resources is also available. The library homepage (www.xu.edu/library) has a variety of information available to the public. Access to XPLORE, the library's electronic card catalog, is available through direct dial-in or through a telnet session (telnet xulas.xu.edu, login: library).

XPLORE can also be accessed from student computer labs, faculty offices and student dorms.

For more information about XU library services, please refer to page 17 in this catalog.

Writing Center

513 745-2875

The James A. Glenn Writing Center provides graduate and undergraduate students, academic staff, and faculty with assistance for the many stages of the writing process. Assistance in refining cover letters and writing resumes is also available. Undergraduate peer tutors, graduate tutors, and the Director serve as instructors. The Center is equipped with Macintosh computers and printers for those who need a quiet place to write. There is no charge for the Center's services.

The Center, located in Room B-12 of Alter Hall, is open approximately sixty-five hours each week during the academic year, and for six weeks during the summer.

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SPIRITUAL DEVELOPMENT

Xavier University demonstrates commitment to its Jesuit and Catholic heritage through the Division of Spiritual Development which, in turn, sponsors Campus Ministry, Peace and Justice Programs, and Ignatian Programs.

Members of the Division of Spiritual Development cooperate with administration, faculty and students to ensure integration between the intellectual, moral and spiritual dimensions of the educational process.

Campus Ministry

513 745-3567

In the Jesuit tradition, Xavier's Campus Ministry provides opportunities and activities that enable students to respond to the invitation of St. Ignatius Loyola "to find God in all things." Campus Ministry offers retreats, liturgies and other prayer experiences, spiritual direction, pastoral counseling, and sponsors opportunities to reach out to others through service organizations.

Bellarmino Chapel serves as both Xavier University's chapel and as a parish in the Archdiocese of Cincinnati. Church liturgies are Roman Catholic; however, all services and programs are open to students of all faiths.

Peace and Justice Programs

513 745-3046

Centered at Dorothy Day House, Peace & Justice Programs offers opportunities to the University community to heighten awareness of current issues that confront us and our world. The administrative staff of Dorothy Day House works with students, individually and in groups, as they develop their interest in and commitment to social action. Programming includes lectures and dialogues with local, national and international peace and justice specialists, as well as activities to stimulate open discussion and responsible scholarship and action.

Ignatian Programs

513 745-3661

This department seeks to assist the faculty, staff, and administration to become more aware of Xavier's Catholic and Jesuit identity and mission so that each one may be able to embody that identity and mission as effectively as possible.

Programs offering information and education about the Ignatian and Jesuit tradition are provided throughout the year, as are opportunities for personal development in the spirit of Ignatius' Spiritual Exercises.

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