



Office of Student Success and Retention
3800 Victory Parkway
Cincinnati, OH 45207-3111
Phone 513 745-3036
Fax 513 745-3403
E-mail studentretention@xavier.edu

March 31, 2009

RE: PRIORITY REGISTRATION EXPERIENCE PROGRAM (PREP)

Dear Student,

Welcome to the Xavier University Class of 2013.

You and your parents are invited to participate in our **Priority Registration Experience Program (PREP)**. Last year, 90 percent of the Class of 2012 attended PREP. This program is important for all incoming freshmen who plan to attend Xavier in the fall semester. It is an exciting day of meeting classmates, visiting with your academic advisor, finalizing the selection of your fall classes, and obtaining your college I.D. card. At PREP both you and your parents will have an opportunity to have all of your questions answered about Xavier University.

We begin to develop your fall class schedule after you pay your tuition and/or housing deposit(s). **After we receive your deposit(s) you will be able to register on-line and complete your placement tests.** Therefore, it is in your best interest to register for PREP at www.xavier.edu/prep as soon as possible. The enclosed check list will provide you with some important registration requirements and information on placement testing. Xavier University requires that you pay a \$200.00 tuition deposit before we can start this process. If you have not already made this deposit, it must be paid to the Office of Admission by May 1, 2009. Should you wish to pay your admission deposit now, please go to roadto.xavier.edu. An additional \$200.00 residence life deposit is also required at this time if you plan to live on campus this fall. **Please remember that you must complete your mathematics and foreign language placement tests by Sunday, May 17, 2009.**

The dates for PREP are Saturday, May 23; Friday, May 29; Saturday, June 6; Friday, June 12; and Saturday, June 20, 2009. When you fill out your PREP registration at www.xavier.edu/prep, you can select any one of the open PREP dates. Upon completion of your PREP registration, and payment, your PREP date will be confirmed by a post card mailing. It is imperative that you complete your PREP registration and submit all payments prior to **Monday, May 4, 2009.** This will help us to adequately plan for your arrival. After you have made your tuition and/or residence life deposit(s), you will then be able to access the PREP registration on-line forms and the mathematics and foreign language placement tests. **[You may not attend PREP without completing your PREP registration and placement tests.]** The PREP program will begin at 7:45 a.m. in the Schiff Family Conference

Center in the Cintas Center (for directions go to: <http://www.cintascenter.com/directions>). The program will end by 4:00 p.m. Activities are planned for both students and parents. Dress is casual.

Please note that there is a non-refundable \$25.00 per person fee for PREP, which includes the cost of a continental breakfast, lunch, refreshments, and materials for the day. If you wish to stay overnight in a Xavier residence hall, **there is an additional non-refundable fee of \$25.00 per person, per night**. If you are unable to check into our on-campus housing by 10:00 p.m., you will need to make other arrangements for the evening and can access hotel information at www.xavier.edu/hotels. When you have completed your PREP registration on-line, please enter your credit card information, and submit your PREP registration. Please discuss with your family the best date to attend PREP. **It is important to note that selecting a PREP date on this registration form locks you in for that date. Since all food is ordered in advance and all residence hall rooms are prepared prior to PREP, it is imperative for us to know the exact number of people attending on any given PREP date. Therefore, a \$50.00 fee will be charged to your credit card should you change your PREP date.**

Two alternative registration options (by mail-in or in-person) have been provided if you absolutely cannot attend any of the PREP days listed. Whichever registration option you choose, you must complete the online PREP registration form and the mathematics and foreign language placement tests. All PREP registrations may be accessed and completed at www.xavier.edu/prep.

We look forward to seeing you at PREP. **Remember to submit your PREP registration so it is received by Monday, May 4, 2009, regardless of the option you choose.** If you have any questions, please feel free to call my office at 800-344-4698, ext. 3036, or 513-745-3036 or e-mail me at sturet@xavier.edu .

Sincerely,



Adrian A. Schiess
Director for Student Success and Retention

AAS/jmj
Enclosure