INFORMATION FOR NEW ENGLISH LANGUAGE STUDENTS
SUMMER SEMESTER 2016 * (check back frequently for updates)

1) TOEFL TEST for student placement:  Friday, May 13, 2016
9:30 a.m. – 12:00 p.m., Hailstones Hall 2
Please arrive PROMPTLY, and bring number 2 (soft) pencils and eraser.

2) Center for International Education (CIE) and Intensive English Program (IEP)

CIE: The Center for International Education (CIE) is located on the 2nd floor of the Gallagher Student Center, Room 230. For questions about immigration, practical matters and cultural concerns, students should speak to May Lee Moua-Vue (Assistant Director of International Student and Scholar Services) or Tsvety Karaivanova (International Student Advisor). All new ESL students must check in with the CIE during the first few days of class. (Attendance at orientation fulfills this requirement.) You should bring your passport, and, if you are in F-1 status, you should bring your I-20. The departments of Study Abroad and Academic Service Learning are also located in the CIE.

IEP: For questions about classes, registration, the TOEFL and academic matters, students should see Jane Conzett (Director, Intensive English Program) in Schott Hall, Room 704.

3) YOU MUST ATTEND ORIENTATION:
If you are a new international student, you must attend orientation.
Date:  Friday, May 13, 2016
Time: 12:00 p.m. to 5:00 p.m.
Location:  TBD
Lunch will be provided.
All international students will be charged $100 orientation fee on their bursar account. An additional summer activity fee of $100 will be charged to students taking more than 50% of the course load for summer programs such as fieldtrips and events.

4) ESL REGISTRATION and information meeting:  Monday, May 16, 2016
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 and staff will be available to answer any questions you may have.

5) ENGLISH LANGUAGE CLASSES BEGIN:
At 8:30 am on Tuesday, May 17, 2016. Your class schedule will show you your buildings and your room numbers.

6) 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 8:00a.m. to 7:00p.m. Monday through Thursday and 8:00a.m. to 5:00p.m. on Friday. It is closed on Saturday and Sunday. BE SURE TO SAVE YOUR RECEIPT!
Bookstore: Telephone: 513-745-3311 - Website: http://www.xavier.edu/auxiliary-services/xavier-bookstore.cfm

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.

7) PAYING TUITION:
Students are required each term to sign up for Xavier’s X-Flex payment plan. Doing so provides official acceptance by the student of the plan’s terms and conditions. It is a pledge to pay Xavier for any student charges and fees assessed to the account. Under the plan, students may pay their tuition fees in full or over three months. 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, money order, or cashier’s check. Students can also pay online with electronic checks or wire transfers. Xavier University also accepts payment by credit cards online (VISA, MasterCard, American Express, and Discover). If you pay by credit card, there is a convenience fee associated with your transaction. You will be prompted, in advance of completing your transaction, with the amount of the convenience fee associated with your payment. This convenience fee will be reflected on your normal credit card invoice; it will appear as “CASHNet SmartPay - Xavier.” You will need the information found on your credit card to complete this transaction. The Bursar’s Office is located in the Muskeeter Mezzanine in Fenwick Place.
Bursar’s Office: Telephone: 513-745-3435 - Website: http://www.xavier.edu/bursar

8) COMPUTER/EMAIL ACCOUNT:
All new students are assigned a Xavier User Name, for Xavier email and access to the Xavier Student Hub. It is important for English Language students to learn to use the Hub so they can receive important information and announcements, check their bursar bill, and send and receive email. Students should check their Xavier email at least once a day. The Student Hub also

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provides network access from your home computer. An introduction and demonstration of the Hub will be provided at Orientation. If you need help with your computer or your account, go to the Connection Center on the 3rd floor of the Conaton Learning Commons.

9) STUDENT IDENTIFICATION CARD (“ALL-CARD”):
Your picture will be taken and your “All-Card” will be made for you once you have been registered for classes. This card is used for identification; access to buildings, labs and the sports center; meal plans; checking out books from the XU library; vending machines; and obtaining 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 at the Musketeer Mezzanine in Fenwick Place. The All-Card Center hours during the summer 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.

All-Card Center: Telephone: 513-745-3374 - Website: http://www.xavier.edu/auxiliary-services/all-card-center.cfm

10) HEALTH INSURANCE:
Students in F-1 status are required to purchase health insurance directly from the university. Health insurance coverage for the Summer term from May 14, 2016 to August 14, 2016 is $627. All students on F-1 and 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 and Wellness Center, located at 1714 Cleney Ave.

Health and Wellness Center: Telephone: 513-745-3022 - Website: http://www.xavier.edu/health-wellness/

11) ON-CAMPUS HOUSING (RESIDENCE HALLS):
Information about on-campus housing is available at the Residence Life Office, located at the Musketeer Mezzanine in Fenwick Place. Students need to check their on-campus mail boxes at least once a week.

Residence Life Office: Telephone: 513-745-3203 Website: http://www.xavier.edu/residence-life

12) OFF-CAMPUS HOUSING:
Students may receive assistance in finding off-campus apartments or rooms from the Center for International Education or the Commuter Services. Both are located on the 2nd floor of the Gallagher Student Center. If you are having trouble finding a place to stay, go to the CIE to receive information and suggestions. A list of off-campus apartments is available on Xavier’s website at www.xavier.ocm101.com.

13) FOOD SERVICE:
Tentative Information (Please visit the website below for the most up-to-date information): During the summer, Xavier’s main dining facility will be the retail food court, located in the Gallagher Student Center. There is also a convenience store on the bottom floor of Gallagher. 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.

Dining Services: Phone: 513-745-4874 - Website: http://www.dineoncampus.com/xu/

14) 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; however, a parking permit must be obtained at the Office of Auxiliary Services in the Musketeer Mezzanine or online at http://www.xavier.edu/summer/programs/Campus-Information.cfm. 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 the Cintas Center, Norwood, Elet, and Smith 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.

15) COMPUTER LABS/LANGUAGE LAB:
English Language students may use any of the following labs:
Language Lab: The language lab is located on the 4th floor of the Conaton Learning Commons in Room 404.
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 at the Connection Center in CLC or the Gallagher Student Center (present your All-Card to check them out).

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 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.-8:00 pm, Friday, 5:45a.m.-7:00p.m.; Saturday, 10:00a.m.-7:00p.m. Sunday-Closed.

O’Connor Sports Center: Telephone: 513-745-3208 Website: http://www.xavier.edu/recreational-sports/oconnor-sports-center/

*All information subject to change*

QUESTIONS? Come to the Center for International Education (Gallagher Student Center, Room 230) Telephone 513-745-2864 or the Intensive English Program (Schott Hall, Room 704) Telephone 513-745-2847

We will be happy to assist you at any time.