1) TOEFL TEST for student placement: Thursday, January 8, 2015
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 for the Intensive English (ESL) Program
International Student Services: ANJA ABNEY, International Student Advisor

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 Jane Conzett (ESL) in Schott Hall 704. For questions about immigration, practical matters and cultural concerns, students should speak to Anja Abney. All new ESL students must check in with the Center for International Education 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. Telephone: 513-745-2864. Website: http://www.xavier.edu/international

3) YOU MUST ATTEND ORIENTATION:
Required Orientation for new students: Thursday, January 8 12:00am to 5:00pm  (lunch provided)
Orientation, Part 2: Friday, January 9 9:00pm to 12:00pm

4) ESL REGISTRATION and information meeting: Monday, January 12, 2015
12:30 p.m., Conaton Learning Commons Room 412
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 interlink mentors will be available to answer any questions you may have.

5) 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 four 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 will accept credit cards (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 website can be found at http://www.xavier.edu/bursar. The Bursar's Office is located in the Musketeer Mezzanine in Fenwick Place.

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 English Language 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 on the 3rd floor of 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; 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 spring 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. 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 your medical history form to Orientation or give it directly to the McGrath Health & Wellness Center. For the spring/summer semester (January 1 – August 14, 2015) the cost of health insurance is $902.

(over)
9) 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. 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 Commuter Services 2nd floor of Gallagher Student Center. If you are having trouble finding a place to stay, go to ISS 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 Marketplace is located in Fenwick Place. Many meal choices are available each day. The hours of operation are: Monday through Friday: breakfast - 7:30 to 10:30 a.m., lunch - 11:00 a.m. to 2:30 p.m., and dinner – 4:30 to 8:00 p.m. Saturday and Sunday, brunch is served from 11:00 a.m. to 2:30 p.m. and dinner is 4:30 to 8:00 p.m. Students may pay for a meal at a time, lunch is $13 and dinner is $13, or you can buy a meal plan (attached). The Gallagher Student Center offers Coffee Emporium, Subway, and Blue Gibbon (Chinese food). XSpot, located in the Conaton Learning Commons, serves fresh sandwiches, salads, wraps, sushi snacks, candy, bottled beverages, and coffee. Smith Hall also has a Coffee Emporium. Visit www.xavier.edu/dining for more information.

12) PARKING:
If you drive to a car at the university or if you own a car and live on campus, you must purchase a student parking permit. Permit stickers should be purchased online through the MyXU portal, on the Student Services Tab, then going on the “My Parking Information” channel. The vehicle make, year, model and license plate number are required to complete the application. The parking fee for a student commuter permit for Spring 2015 semester is $55.00; a residential permit costs $66.00; and a parking pass for the Commons and Village costs $77.00. 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.

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 8:00 a.m. to 7:00 p.m., Friday, 8:00 a.m. to 5:00 p.m. and Saturday 11:00 to 3:00 p.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:
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 Center. (Present your All-Card to check them out.)

15) ENGLISH LANGUAGE CLASSES BEGIN:
At 8:30 am on Tuesday, January 13. 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. English Language students may not receive assistance in writing their papers for classes. Advanced level “Bridge” students may obtain assistance only for undergraduate courses in which they are enrolled.

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, 5:45 a.m.-11:00 p.m.; Friday, 5:45 a.m.-7:00 p.m.; Saturday and Sunday, 10:00 a.m.-7:00 p.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 513-745-2864
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**  
$2,180.00 per semester

This plan provides 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 includes three additional meals that you can use to treat a guest.

**225 Block Meals and $100 in Dining Dollars**  
$2,290.00 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 guest.

**Ultimate Muskie and $100 Dining Dollars**  
$2,400.00 per semester

This plan provides 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 guest.

**COMMUTER MEAL PLAN**  
AVAILABLE ONLY TO STUDENTS RESIDING IN CAMPUS APARTMENTS, HOUSES OR OFF-CAMPUS RESIDENCES

**25 Block Meals and $150 in Dining Dollars**  
$410.00 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**  
$560.00 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**  
$930.00 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: *However, any Dining Dollars that remain at the end of the spring semester are nonrefundable. Dining Dollars can be used only at campus dining locations to make a la carte food purchases.

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](http://www.xavier.edu/dining), or contact Dining Services at 513-745-4874.

Dining Dollars will carry over from the fall semester to the spring semester, unless a meal plan is not carried over from the spring. However, any Dining Dollars that remain at the end of spring semester are non-refundable. Dining Dollars can be used only at campus dining locations to make a la carte food purchases.

Adding X-Cash – You can add additional X-Cash to your account at anytime. X-Case is similar to Dining Dollars in that it can be used at all Dining Services operated locations to make a la carte food purchases. X-Cash will carry over from semester to semester and year to year.

For more information about X-Cash, visit the All Card Center’s web site at [www.xavier.edu/allcard](http://www.xavier.edu/allcard) or contact the All Card Center 513-745-3374.