

**XAVIER UNIVERSITY OF LOUISIANA
THE INSTITUTE FOR BLACK CATHOLIC STUDIES
Masters of Theology - Degree Program**

SUMMER 2024 CHECKLIST

A. PREPARE FOR SUMMER SCHOOL – DEGREE PROGRAM

- Read this publication, paying close attention to the particulars of your status in the Degree Program.
- New and Transient Students:** Make sure that all those whom you have asked to submit a letter of recommendation receive the “*Letter of Recommendation Form*”.
- If you need to prove proficiency in English, please make sure you have taken the TOEFL Test.

B. IBCS SUMMER SESSION APPLICATION and COURSE PRE-REGISTRATION

- ALL NEW IBCS STUDENTS use this link:** <https://gradapply.xula.edu/apply/> to complete the SLATE application and submit required materials:
 - New Degree students: Click on the Create an Account Tab.
 - **Returning Degree Students:** IBCS Read-Admit Link.
 - **Transient Students:** IBCS Transient Student Link.
 - The **Returning Users** link will allow you to go back to complete a 2024 SLATE application in process.
- Once admitted, New and Transient Students** will be scheduled for an interview with the IBCS Director and/or Associate Director for the Degree Program. Upon acceptance by the XULA Office of Graduate Programs and the IBCS, you will receive by email a Letter of Acceptance and Course Pre-Registration form.

C. APPLY FOR XULA HOUSING

- Complete the online Housing Application, <https://www.xula.edu/ibcs/housing-application.html> if applicable.

D. REQUEST SCHOLARSHIP ASSISTANCE As Needed

- Complete the appropriate Scholarship Application and submit with the complete package of required documentation as directed. Please note the deadline for receipt of applications varies. Scholarship applications received after March 18 are not guaranteed consideration for funding.

E. CLEAR XULA HEALTH SERVICES

- All IBCS students intending to participate in the 2024 summer session must be XULA Health Services-cleared before beginning the XULA/IBCS course registration process. The Summer 2024 form, <https://www.xula.edu/center-of-health-wellness/new-student-immunization-form20231.pdf>, must be signed and dated after February 1. **NOTE:** IBCS course registration will not be confirmed until the student is health cleared. *(Please submit forms directly to Xavier University of Louisiana Health Services with a copy to the IBCS office).*

F. REGISTRATION

- Applicants will receive instructions via email for online registration. Registration consists of enrollment as a Xavier University student for the Summer 2024 semester and confirming your course selections. Early registration will begin in spring 2024, late registration ends June 24, 2024.

G. PAY FEES

- Pay all fees, including application, tuition, room and board, activity and technology fees before close of business on May 27, 2024. The Summer 2024 Fee Schedule will provide payment options.

H. FINAL PREPARATION

- Check for the Degree course booklists on IBCS website and make purchases at XULA Bookstore, another outlet or on-line service of your choice.
- Keep a personal student file with copies of all Institute or Xavier University-related documentation and receipts.