



**XAVIER**  
UNIVERSITY of LOUISIANA

# BEFORE YOU **ARRIVE**

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BEFORE YOU  
**ARRIVE**



# 1 CHECKLIST

- ✓ Complete and return the forms you received from Xavier's Student Health Services Office. If needed, copies of these forms can also be found online via the Xavier Student Health Services Office webpage at [www.xula.edu/student-health/index.html](http://www.xula.edu/student-health/index.html).

These forms must be submitted on or before August 4, 2017. If you have questions concerning health clearance, contact the XU Student Health Services Office at (504) 520-7396.

- ✓ Complete and submit all financial aid information if you wish to receive financial aid. More details can be found on page 10 of this booklet. If you have questions concerning your financial aid, contact the Xavier University Office of Student Financial Aid at (504) 520-7835.
- ✓ Submit an official college transcript or verification to the Office of Admissions if you have received college credit (including AP, IB or dual enrollment courses).
- ✓ Review your assessment sheet to determine your estimated charges for the Fall semester. You should have received a copy of your assessment sheet via US mail. You may also view your assessment sheet by accessing Banner Web. A sample assessment sheet and information on how to access Banner Web can be found in the "Important Information" section of this booklet.

Students on the monthly payment plan are required to pay, on or before August 4, 2017, 50% of the balance due after financial aid.

- ✓ Check your Xavier email for information pertinent to your enrollment. If you have not received any information pertaining to your Xavier email account, please contact the Office of Admissions at (504) 520-7388.
- ✓ Submit a final, 8-semester transcript from your high school. It must indicate your date of graduation. Please send it to:

Xavier University of Louisiana  
Office of Admissions  
1 Drexel Drive  
New Orleans, Louisiana 70125



## 2

## PROCESS TO OBTAIN FISCAL CLEARANCE TO ATTEND CLASSES

All students must complete a process entitled “**Fiscal Clearance**” to attend classes. This process begins after a student has registered for courses each semester. An initial course schedule will be created for first time students. This schedule will be based on academic information submitted to the Office of Admissions.

In order to receive Fiscal Clearance to attend classes students must complete the following steps:

**Step 1 - Review your Assessment Form. You will receive this form, via mail, from The Office of Student Accounts.**

- √ The Assessment Form projects your Fall 2017 direct educational cost and your estimated student financial aid. (See the sample copies of Assessment forms)

**Step 2 - Determine your payment requirement.**

- √ If you have:
  - An Estimated Balance due - 50% of the balance due is required to be paid by **August 4, 2017.**
  - A Negative or Zero Balance - No payment is required.

**Step 3 - Submit the signed Assessment Form and Required Payment.**

- √ Mail your signed Assessment Form and payment (if applicable) to:

Xavier University of LA  
Office of Student Accounts  
1 Drexel Drive, Box 121  
New Orleans, LA 70125

Payment should be received no later than **August 4, 2017.** Acceptable forms of mailed payment are money orders, cashier's check, and official bank checks.

Payment can also be made online at: <http://www.xula.edu/other/bannerweb.php>. American Express, Discover, Visa, MasterCard are acceptable forms of payments.

Students can also return their signed Assessment Form and payment (if applicable) to the Office of Student Accounts in person. The Student Accounts office is located in the Xavier South Building, Third Floor, Room 300. The forms of payment listed above are accepted at the Office of Student Accounts. The Office of Student Accounts also accepts cash payments.

**Step 4 - Verify that you have completed the Fiscal Clearance process.**

- √ A student will receive an email through their Xavier email account verifying that they have been fiscally cleared to attend class.
- √ Students can go online to verify their Fiscal Clearance at: <http://www.xula.edu/student-accounts/preregistration.php>

**If you are residing in campus housing for the Fall Semester, you must be cleared to attend classes before you can check into the Residence Hall.**



### 3 STUDENT FINANCIAL AID & SCHOLARSHIPS

Please review the important information below regarding financial aid at Xavier University of Louisiana. If you have additional questions, please contact the office at 504-520-7835.

- If your student has not completed the FAFSA to determine eligibility for Financial Aid, go to [FAFSA.ED.GOV](http://FAFSA.ED.GOV). The school code is 002032.
- If your student has not been awarded, has completed the FAFSA application for 2017-2018 and has been selected for verification. Please follow these steps in order to view the *required forms and documents* needed for verification:
  - Go to Xavier University's website : [www.xula.edu](http://www.xula.edu)
  - Select **Banner Web** in the top navigation
  - Click "Log-In Secure Area"

Enter your User ID and your PIN (the month, the date and last 2 digits of your birth year)

- Click on "Student and Financial Aid"
  - Click on "Virtual Financial Aid Office"
  - Click on "My Eligibility"
  - Click "Student Requirements"
  - Select "Aid Year" (**July 2017- June 2018**)
  - Click "**Submit**"
- If your student **has** been awarded you can view and/or accept your financial aid award online. To accept your award, please follow these steps:
    - Go to Xavier University's website: [www.xula.edu](http://www.xula.edu).
    - Click Banner Web, click Log into Secure Area.
    - Enter your User ID and your PIN (the month, the date, and last 2 digits of your birth year).
    - Select Student and Financial Aid.
    - Click on Virtual Financial Aid Office, then on Electronic Award Offer.
    - Click on Award Offer by Aid Year, and select the Aid year **July 2017 - June 2018** from the drop menu, the click "**Submit**".
    - To accept or decline your awards, click on "Accept Award Offer" tab, make sure you accept *or* decline ALL loans or work study award (if applicable), prior to clicking on the "Submit Decision" button.
  - If your student accepted their Federal Direct Subsidized, and/or Unsubsidized Student loan, the student must to go to [www.studentloans.gov](http://www.studentloans.gov) to complete their master promissory note and entrance counseling.
  - If you accept the Parent Plus loan, remember to go to [www.studentloans.gov](http://www.studentloans.gov) on or after June 1, 2017 and complete the following steps:
    - Go to the Department of Education website ([www.studentloans.gov](http://www.studentloans.gov)).
    - Click the "Sign In" link and follow the instructions to "Request a PLUS Loan". You will need the same Federal Student Aid ID you used to sign your student's FAFSA application.
    - Complete all requested data and authorize the Department of Education to check your credit. If credit is approved, first time Federal Direct PLUS Loan borrowers must complete the Master Promissory Note (MPN). This is completed on the same website: <http://studentloans.gov>.



## 4

## STUDENT HEALTH SERVICES

Your student's first step toward health and wellness as a Xavier student is to complete the required **Immunization Form** prior to registration. This form can be found by visiting <http://www.xula.edu/student-health/documents/ProofofImmunizationComplianceForm.pdf>

### REQUIRED IMMUNIZATIONS

**Measles, Mumps, Rubella (MMR):** Two (2) doses of live vaccine required at least 28 days apart. 1st MMR dose must be given on or after the first birthday. If born prior to 1957, vaccine not required.

**Tetanus Diphtheria Pertussis: (Td, Tdap)** One (1) dose within the past ten (10) years.

**Meningococcal Meningitis (Quadrivalent vaccine A, C, Y, W-135):** One (1) dose required at 16 years of age or older. Not required for those 55 yrs or older.

**Tuberculosis (Tb) Questionnaire:** All students entering the university must complete the tuberculosis (Tb) questionnaire.

**Tuberculosis Skin Test (Tb):** If your student answered YES to any of the questions on the TB Questionnaire, a Tb skin test is required.

*All required immunizations must be completed and submitted to Student Health Services prior to registration and moving into the residential halls.*

### SCHOOL SPONSORED INSURANCE

Students are required to have insurance that will cover them in the Greater New Orleans area. All undergraduate students are automatically enrolled in the school sponsored insurance plan. Students covered by insurance through their families, jobs, etc. **must opt out of the school-sponsored plan at [www.gallagherstudent.com](http://www.gallagherstudent.com)**. The waiver period is **May 08, 2017 - September 12, 2017**. For additional information please go to <http://www.xula.edu/student-health/insurance.html> or you may contact Student Health Services at (504) 520-7396.

### STUDENT HEALTH

- √ Has your student submitted their completed required immunization form to Student Health?
- √ Is your student covered by his/her own insurance? If so, do they have a copy of their insurance card and have they completed the insurance waiver ([www.gallagherstudent.com](http://www.gallagherstudent.com)) for the school-sponsored insurance?
- √ Does your student require medication for a chronic illness and if so, do they have refills?
- √ Does your students have at least 30 days of their prescription medications?
- √ Does your student have adequate funds for over the counter medications?
- √ Does your student have all necessary medical supplies (i.e. pumps, nebulizers, syringes, needles, etc.)?
- √ Does your student require any type of accommodations? If so, contact the Office of Disability Services at (504) 520-7315.

Student Health Services at <http://www.xula.edu/student-health/index.html>



## 5 HOUSING

Your college years, both inside and outside of the classroom, can be an exciting time in your life. Outside of the classroom, you will have the opportunity to participate in numerous activities and meet many new people. The experiences you share will become the most precious memories of your college career. One excellent way to take advantage of these opportunities is to live on campus. Residence Hall living at Xavier is a vital part of the educational process at the University. It provides you with unique experiences that foster personal growth and success during your college years.

### PHASE 1

The first step, Phase 1, to obtaining campus housing is submission of the reservation fee of \$100.00. You may pay online by logging on to <http://www.xula.edu/housing/>, click on “pay housing reservation fee” tab, then follow the instructions, or by sending a money order to Xavier University, Fiscal Services, 1 Drexel Drive, New Orleans, LA 70125.

### PHASE 2

Once your payment has been made and applied to your account, we will send you an email to begin Phase 2, the online Housing Application. On this application you will be able to provide your roommate request by name or provide attributes for random assignments.

### PHASE 3

Phase 3 is the last and final email with specific instructions regarding your Hall assignment and the check-in process.

**\*Please be mindful to check into the Residence Hall all students must be:**

1. Health-cleared - If you have any questions or concerns regarding health clearance, you must contact the Health Services Office at (504) 520-7396.
2. Fiscally Cleared - If you have questions or concerns regarding Fiscal clearance, you must contact the Fiscal Office at (504) 520-7667.

As you prepare for a smooth check in and transition to campus living you should view “Things You Need to Know” section of the Housing web site at <http://www.xula.edu/housing/need-to-know.html>.

All resident students are assessed \$25 residence hall dues and a \$40.00 laundry fee each semester. The residence hall dues are used to sponsor educational and cultural programs for residents. As part of the Residence Hall Association, (RHA) each hall elects Hall Council representatives who solicit program ideas from residents and assist with activity planning and coordination. The laundry fee allows unlimited laundry use throughout the year.

Please continue to read emails sent to your Xavier University email account for important information. If you have any questions, just contact us at (504) 520-7321 or email [reslife@xula.edu](mailto:reslife@xula.edu). Our entire staff looks forward to greeting you in the fall.