

Workshop #4-Where to Go for What on XU's Campus

(updated 7/29/09)

The following document lists some common offices/departments frequented by Premeds on XU's campus and their respective functions.

1. **Academic Adviser (Office located in YOUR Academic Department)**
 - Helps student to schedule courses
 - Monitors student progress
 - Provides some advice for applying to graduate programs in student's academic discipline
 - Signs completed Adviser's Cards
2. **Bannerweb (www.xula.edu)**
 - Secure online access to academic records, financial records, and personal information
 - Complete surveys and update your personal information
 - Register for classes; add or drop classes
 - Print unofficial copy of academic transcript
3. **Campus Ministry (Administration Bldg, rm 101)**
 - Provides students with spiritual direction
 - Conducts Masses in the University Chapel (Administration Bldg, 1st floor)
 - Supervises Gospel Choir, Liturgical Dance Group, and other programs
 - Provides list of churches in the metro N.O. area
4. **Career Services (University Center, Room 305)**
 - Hosts Career Fairs and Career-related Workshops (e.g. resume writing, mock interviews, etc.)
 - Assists students in exploring career options based upon interests and abilities (career counseling)
 - Provides info on summer employment, internships, etc. (NOTE: The PM Office provides information on summer enrichment and research programs for students interested in the health professions)
5. **Counseling Center (Bldg #15, located between St. Joseph and St. Katharine Drexel Halls)**
 - Provides academic, social, psychological and career counseling to students
 - Services students with disabilities
 - Interest testing
6. **Dean, College of Arts and Sciences (Administration Bldg.,1st floor)**
 - Addresses academic matters concerning all majors in the College of Arts and Sciences (i.e. those matters that cannot be handled by your Academic Adviser or Department Chairperson)
7. **Financial Aid (XU South, 3rd floor)**
 - Evaluates financial aid packages
 - Provides information regarding college financing options and responsibilities
 - Assistance in completing FAFSA (Free Application for Federal Student Aid)

8. **Office of Graduate Placement (XU South)**
 - Advises students interested in graduate, business, or law school
 - Provides systematic assistance with the graduate/professional school application process
 - Standardized Test preparation (GRE, GMAT, and LSAT)
 - Sponsors Graduate and Professional School Recruitment Fair
9. **Tutoring Center**
 - Peer tutors provide assistance with General Chemistry LECTURE (NCF 108) and General Biology LECTURE (NCF Annex Glass Lounge)
10. **Information Technology Center (NCF, 2nd floor)**
 - Provides assistance with resetting your XULA webmail and Banner account passwords
 - Provides assistance with internet or wireless configuration issues
11. **Math Tutoring Lab (Administration Bldg., 323A)**
 - Provides assistance to students enrolled in mathematics courses at XU
12. **Premed Office (NCF 108)**
 - Provides systematic guidance and structured advising to students who have express an interest in the health professions, usu. as new freshmen
 - Offers advise regarding coursework as it applies to entry into health professions school
 - Conducts enrichment workshops for premeds
 - Maintains extensive website (www.xula.edu/premed) with important information for premeds
 - Hosts health professions school recruiters
 - Updates students usu. daily via email regarding premed advice, summer programs, scholarships, etc.
 - Provides application advice to students on an individual basis as needed
 - Conducts Howard Hughes Biomedical Scholar Summer Program for selected incoming freshmen
 - Reviews essays, curriculum vitae, and summer program or health professions school applications
 - Processes name, address, email address, etc. updates for PM Office files
13. **Registrar (XU South, 4th floor)**
 - Issues OFFICAL academic transcript
 - Processes “Request for Readmission” forms
 - Obtain “Request to Pursue Courses at Another Institution” forms
14. **Student Health Services (Bldg. #85, 4910 Drexel Drive)**
 - Provides medical assistance to students
 - Processes Health Assessment Forms and Insurance Waivers
15. **Student Services (University Center, 3rd floor)**
 - Supervises various student-servicing offices on campus
 - Cultivates the co-curricular and extra-curricular wellness of students
16. **Vice-President for Academic Affairs (Administration Bldg., 2nd floor)**
 - Provides information on scholarships for CURRENT XU students
17. **Writing Center (Administrative Annex, room 105)**
 - Provides assistance with grammar and composition writing skills to all majors and skill level