

Where to Go for What on XU's Campus

(updated 6/27/11)

The following document lists some common offices/departments frequented by Premeds on XU's campus and their respective functions. Use this document to complete the "Where to Go For What on XU's Campus" Worksheet.

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 (see location at <http://www.xula.edu/campus-ministry/index.php>)**
 - Provides students with spiritual direction
 - Conducts Masses in the University Chapel
 - Supervises Gospel Choir, Liturgical Dance Group, and other programs
4. **Career Services (see location at <http://www.xula.edu/career-services/index.php>)**
 - 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 (see location at <http://www.xula.edu/counseling/index.php>)**
 - Provides academic, social, psychological and career counseling to students
 - Services students with disabilities
 - Administers interest testing
 - Provides individual personal counseling and referrals as needed
 - Conducts campus-wide wellness initiatives
6. **Dean, College of Arts and Sciences (Administration Bldg., 1st floor, <http://www.xula.edu/cas/>)**
 - 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)
 - Coursework requirements and course description available in University catalog at <http://www.xula.edu/catalog/index.php>
7. **Financial Aid (XU South, 3rd floor, <http://www.xula.edu/financial-aid/>)**
 - Evaluates financial aid packages (including Federal Work-Study Program)
 - Provides information regarding college financing options and responsibilities
 - Assistance in completing FAFSA (Free Application for Federal Student Aid)
8. **Office of Fiscal Services (XU South, 3rd floor, <http://www.xula.edu/fiscal/index.php>)**
 - Student Accounts (e.g. payments, refund checks, etc.)
 - Cashier's Office

9. **Office of Graduate Placement (see location at <http://www.xula.edu/gradstar/>)**
 - Advises students interested in graduate, business, or law school
 - Provides systematic assistance with the graduate/professional school application process, including school visitation
 - Standardized Test preparation (GRE, GMAT, and LSAT)
 - Sponsors Graduate and Professional School Recruitment Fair
 - McNair Scholars
10. **General Chemistry and General Biology Tutoring Centers**
 - Peer tutors provide assistance with General Chemistry LECTURE and General Biology LECTURE
 - Consult with lecture teacher for location and times
11. **Information Technology Center (NCF, 2nd floor, <http://www.xula.edu/itc/index.php>)**
 - Provides assistance with resetting your XULA webmail and Banner account passwords
 - Provides assistance with internet or wireless configuration issues
12. **Math Lab (see location at <http://www.xula.edu/asp/math.php>)**
 - Provides assistance to students enrolled in mathematics courses at XU
13. **Premed Office (NCF 108, <http://www.xula.edu/premed/>)**
 - Provides systematic guidance and structured advising to students who have express an interest in the health professions, usu. as new freshmen
 - Conducts structured group and individual workshops for premeds
 - Makes appropriate referrals to the Counseling Center and other campus offices as deemed necessary
 - Maintains extensive website with important information for premeds
 - Hosts recruiters from health professions programs
 - Updates students usu. daily via email regarding premed advice, summer programs, scholarships, etc.
 - Provides application advice to students on an individual basis as needed
 - Reviews essays, post-secondary experiences forms, and summer program or health professions school applications
 - Advises students via scheduled meetings and walk-ins
14. **Registrar (see location at <http://www.xula.edu/registrar/index.php>)**
 - Issues OFFICIAL academic transcript
 - Processes “Request for Readmission” forms
 - Obtain “Request to Pursue Courses at Another Institution” form
15. **Student Academic Success Office (see location at <http://www.xula.edu/saso/index.php>)**
 - Advises “Deciding” majors
 - Provides academic support to new freshman & all academically at-risk students
 - Advises Alpha Lambda Delta First Year Honor Society
16. **Student Health Services (see location at <http://www.xula.edu/student-health/>)**
 - Provides medical assistance to students
 - Processes Health Assessment Forms and Insurance Waivers
17. **Student Services (University Center, 3rd floor, <http://www.xula.edu/student-life/services.php>)**
 - Supervises various student-servicing offices on campus
 - Cultivates the co-curricular and extra-curricular wellness of students
 - Office of Volunteer Services and Campus Activities
18. **Vice-President for Academic Affairs (Administration Bldg., 2nd floor, <http://www.xula.edu/academics/index.php>)**
 - Provides information on scholarships for CURRENT XU students
19. **Writing Center (see location at <http://www.xula.edu/writing-center/index.php>)**
 - Provides assistance with grammar and composition writing skills to all majors and skill levels