July 30, 2010

Dear Graduate Fair Representative:

As director of the Graduate & Professional School Placement Program (GradStar) and the Ronald E. McNair Postbaccalaureate Achievement Program at Xavier University of Louisiana, I would like to invite you to participate in Xavier's Fall GradFair. We perceive this event as an opportunity for our students to acquire information from and interact with representatives from a number of graduate and law schools. (Note: We regret that we cannot include medical or dental school programs at this fair. For more information about recruiting for these programs contact Xavier's Pre-Medicine Office at (504) 520-7437.)

The program will be held on Friday, October 29, 2010 from 10:00 a.m. - 2:00 p.m. in the Ballroom of the University Center. The program will be structured to allow for general discussion with groups of students or individualized discussions/interviews with selected students. We anticipate students and faculty from a wide range of majors will attend.

We sincerely hope that you will be able to join us at our Fall GradFair. A schedule of activities and a registration form are enclosed. Because space is limited to the first 90 respondents, we ask that you complete and return your registration form as soon as possible. Registration materials and updates will be posted online at http://www.xula.edu/gradstar. If you do not receive a letter confirming your registration by October 1, 2010, please contact our office immediately. Our registration fee is $200.00 per program. This includes one 6' table, one attending representative and lunch. Additional representatives are $50 per person, with a limit of 2 representatives per table. This fee must be paid in advance. Lunch will be provided for each representative between 11:00 a.m. - 12:00 p.m. If you have any questions, please feel free to contact our office at (504) 520-7633. We look forward to your response.

Sincerely,

Michelle Carter, M.A., J.D.
Director of Graduate Placement
GRADFAIR
October 29, 2010
10:00 A.M.--2:00 P.M.

SHIPPING

All large boxes (containing catalogs, brochures, etc.) may be sent to:

The Office of Graduate Placement
Xavier University of Louisiana
1Drexel Dr., P.O. Box 37
New Orleans, LA 70125

Please mark all boxes: HOLD FOR GRADFAIR

DISPLAYS

Displays must be able to sit on your table and are limited to 18 inches in height. Due to space limitations, we have NO room for freestanding displays or electronic equipment.

1. Set-up: Friday, October 29, 2010

2. Dismantle: 2:00 P.M. - 2:30 P.M. University Center Ballroom
(3rd floor) Immediately after the event.

IDENTIFICATION

The Office of Graduate Placement will provide signs identifying each participant’s table. We will also make nametags available for individual representatives and students.

PARKING

Xavier’s Campus Police will provide only (20) twenty parking permits this year, therefore permits will be issued to participants with early registration status. Upon arrival Campus Police will instruct visitors on where to park. The Campus Police station is located on the corner of Carrollton Avenue and Drexel Drive please stop there to obtain parking permit.

LUNCH

Lunch will be provided from 11:00 A.M. to 12:00 P.M. However, please note that student participation is usually heaviest during this same time period. Lunch may be eaten either in the designated lunch area adjacent to the Ballroom or at your table if you choose.
XAVIER UNIVERSITY OF LA
REGISTRATION FORM

FALL GRADFAIR
October 29, 2010

Institution

Address

City/State/Zip ___________________________ Telephone ____________

E-mail: ___________________________ Website: ___________________________

What are the cutoff test scores: _______________ Average GPA: _________________

GRE of minority students: _______ Graduate Admission Application Deadline: __________

Fellowship Application Deadline: ___________________________

____ I will not be able to attend FALL GRADFAIR DAY ’10, but please keep me on the mailing list

Representative(s) attending:

1. Name ___________________________ Title ___________________________

2. Name ___________________________ Title ___________________________

$200.00 ___________________________
$50.00x ___________________________
TOTAL ___________________________

Please note the registration cost is per representative (not institution)

Make Check/PO Payable to: Xavier University of Louisiana, Federal Tax I.D. #: 72-0635884

Please return this form along with payment to: The Office of Graduate Placement
Xavier University of Louisiana
1 Drexel Drive, Box 37
New Orleans, LA 70125

PLEASE RETURN FORM BY September 14, 2010
EARLY REGISTRATION IS ENCOURAGED
FAX (504) 520-7921
Visiting Xavier

Getting to Xavier

Xavier is located in the heart of New Orleans, La., and is easily accessible by car via the I-10 system...

...from downtown New Orleans and all points East, take I-10 West and exit at South Carrollton Avenue (Exit 232). At the first light, cross over the canal and take a left (you are now on Washington Avenue). Stay on Washington for approximately four blocks (you will cross South Carrollton at the next light) and approach the campus by turning left onto the bridge at Pine Street. The foot of the bridge is Drexel Drive. Turn right. The University Center is one block down on the left.

...from the airport, Baton Rouge and all points West, take I-10 East and exit at South Carrollton Avenue (Exit 232). At the first light, turn right. At the second light (approximately ½ block away), turn left over the canal and left again after crossing (you are now on Washington Avenue). Stay on Washington for approximately four blocks (you will cross South Carrollton at the next light) and approach the campus by turning left onto the bridge at Pine Street. The foot of the bridge is Drexel Drive. Turn right. The University Center is one block down on the left.

Visitor’s information can be found at http://www.xula.edu/about-xavier/visitor.php
XAVIER UNIVERSITY OF LA
OFFICE OF GRADUATE PLACEMENT

Office Hours Are 8:00 A.M. – 5:00 P.M., Monday thru Friday

Location

Xavier University of Louisiana
909 South Jefferson Davis Parkway
Suite 414
New Orleans, LA 70125-1098

Mailing Address

Xavier University of Louisiana
Office of Graduate Placement
1 Drexel Dr., P.O. Box 37A
New Orleans, LA 70125-1098

Further questions; contact our office (504) 520-7633, (504) 520-7921 (fax).

OFFICE STAFF

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ACCOMMODATIONS

Since Xavier is located in the heart of the city, any of the downtown hotels are easily accessible (less than a 10 minute ride) to the campus. Here is a partial list of hotels where previous GRADFAIR participants have lodged.

New Orleans Marriott Hotel
555 Canal Street
(800) 228-9290
(504) 581-1000

Sheraton Hotel
500 Canal Street
(800) 325-3535
(504) 525-2500

For more information (lodging, restaurants, etc.) that may be pertinent to your stay in New Orleans go to: www.nola.com

TRANSPORTATION IN NEW ORLEANS

24-HOUR AIRPORT SHUTTLE

Airport Shuttle Service
(504) 522-3500

$20.00/per person one way

Make reservations in advance

***Pick up and drop off service is at the corner of Pine and Drexel Streets***
(One block west of the University Center)

TAXICAB COMPANIES

United Cab Co. 522-9771

White Fleet Cab Co. 948-6605
CREDIT CARD PAYMENT

Company: ________________________________

Date: ________________________________

CREDIT CARD INFORMATION

Card Holder: ____________________________ Fax: ____________________________

CARD HOLDER INFORMATION

Address: ________________________________ Cell#: ____________________________

____________________________________ Home#: ____________________________

[ ] Discover Card [ ] Master Card [ ] Visa [ ] American Express

CARD NUMBER

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Expiration Date: __________________________ Payment: __________________________

SIGNATURE: ________________________________

By signing this form, I authorize Xavier University of Louisiana to charge my account for the above mentioned amount.