SuperScholar/EXCEL Participant:

The SuperScholar/EXCEL Program is quickly approaching. Our office is bustling as we prepare for your highly anticipated arrival. We are more than ecstatic as we think about all the wonderful experiences that we will have this summer. To help us make the most of this experience we need the enclosed documents filled out and returned to our office by June 8, 2014. This information will help you better prepare for your trip to New Orleans and let you know what to expect during the program. Enclosed you will find:

- Additional Information for Students
- General Rules and Policies
- Student Responsibilities
- Disciplinary Action
- Health Clearance Form
- Evacuation Plan
- Photo Release

Please return all signed documents to the office no later than June 8, 2014. Submit all documents to:

Xavier University of Louisiana
SuperScholar/EXCEL Summer Program
1 Drexel Drive, Box 37
New Orleans, LA 70125

Please note the aforementioned is available on our website, www.xula.edu/gradstar/SS-EXCEL.php. Visit our website regularly to get updated information.

Thank you,

Blake Smith
Program Coordinator
We would like to offer some additional information, which you may find beneficial in your preparation for SuperScholar/EXCEL.

**SCHEDULE:**
Beginning date for SuperScholar/EXCEL is **Sunday, June 22, 2014**, with **MANDATORY** orientation session from 3p.m.-5p.m. A reception will follow from 5p.m.-6p.m.

Ending date for SuperScholar/EXCEL is **Friday, July 11, 2014**, with a **MANDATORY** awards ceremony and all-star debate and quiz bowl from 1p.m.-3 p.m. in the Ballroom of the University Center. The ceremony will be followed by a brief reception. We strongly encourage all parents and guardians to attend our orientation program and our closing ceremony. Students **MUST** make travel plans so that they will include both activities. **NOTE:** If you will need transportation from the airport, there is a service, “Airport Shuttle,” that will take you directly to Xavier University. The fee is $20.00, and they are located in the baggage claim area of the airport.

**TRANSPORTATION:**
Airport Shuttle: $20.00 one-way & $38.00 round trip
www.airportshuttleneworleans.com

Taxi Cabs: Airport fare is $33 flat fee; with 3+ people $14 per person
Coleman Cab: 504.586.0222
United Cab: 504.522.9771
White Fleet: 504.822.3800

**HOTELS:**
You may visit the following websites for more information on hotels.
www.neworleanshotels.com
www.marriott.com
www.hilton.com
www.frenchquarterhotels.com
www.nola.com

**DIRECTIONS:**
FROM INTERSTATE 10-EAST:
Take I10-West to Exit 232 (Tulane Ave./Carrollton)
Exit Carrollton Avenue
Take the ramp toward Carrollton South
Merge onto Dublin St.
Turn left on Palmetto Street (Palmetto St. becomes Washington Ave)
Turn left on Pine St.
Arrive at 1 Drexel Dr.

FROM INTERSTATE 10-WEST:
Take I10-West to Exit 232 (61-Airline Dr./Carrolton)
Exit Carrollton Avenue
Keep Right at the fork
Turn Left onto Dublin street
Turn left on Palmetto Street (Palmetto St. becomes Washington Ave)
Turn Left on Pine St.
Arrive at 1 Drexel Dr.
SCHEDULE:
Daily SuperScholar/EXCEL schedule will be as follows:

- 8:00am-8:55am: BREAKFAST
- 9:00 am-11:45 am: CLASSES
- 11:50 a.m.-1:15 p.m.: LUNCH
- 1:15 p.m.-4:15 p.m.: CLASSES
- 5:00 p.m.-6:00 p.m.: DINNER
- 6:00 p.m.-7:30 p.m.: MANDATORY STUDY HALL (Sun.-Thurs.)

ACTIVITIES:
Extracurricular activities will be provided in addition to your educational experience. These activities will include but are not limited to events such as debates, quiz bowls, and guest speakers. Other activities may include dancing, movies, and recreational games. Participants will be attending the Friday or Saturday night concert of the Essence Music Festival. We will provide transportation and admission, but students will be responsible for meals and refreshments associated with these activities. Please see the calendar of events on our website.

NOTE: For those interested, special arrangements for church services will be made for Sunday morning, but all Sunday afternoon activities are required.

EXCUSED ABSENCES:
Permission will not be granted to leave campus at any time other than for regularly scheduled off campus activities (field trips, movies, etc.). Parents may make a written request before May 30, 2014 to have their son or daughter leave campus for special pre-arranged activities (i.e., wedding, school function). Approval will be granted only for those activities which do not impede the student’s progress in SuperScholar/EXCEL or in their high school standing.

Note: Since the students will not be given permission to leave campus unsupervised, it is suggested that out-of-town students who wish to spend time with relatives in the New Orleans area schedule extra time in their travel plans in order to make such visits before or after the three-week program.

Unless an emergency occurs during the program, at no other time will written consent from parents/guardians be accepted. No exceptions will be made! Parents, please understand that your son/daughter will not be released to anyone for any reason until after our closing program Friday, July 11, 2014.

ATTIRE:
New Orleans enjoys a sub-tropical climate with temperatures ranging from the 70’s to the 90’s during June and July. Light rain showers occur from day to day and humidity is typically high. As a result, you should plan to wear attire that will be appropriate for these conditions. Comfortable clothing such as jeans or shorts and t-shirts or short sleeves is the norm.

Classrooms are air conditioned, and on some days, a light jacket or sweatshirt may be desired. Common sense and decency dictate our dress code; therefore, students are not allowed to wear tank tops, tube tops, rompers, halters, bare midriffs, shorts no higher than 7 inches above the knee, tights or leggings, sagging jeans, clothing with profane or offensive language or graphics or any revealing or inappropriate clothing. Hats are not to be worn inside of the buildings.

HOUSING:
All participants of the SuperScholar/EXCEL program will be required to live on Xavier University’s campus. They will be expected to follow the rules and regulations of the program, the university, and the dormitory in which they will reside. Females will live in the Katherine Drexel Hall. The phone number is (504) 520-7350. Males will be housed in the St. Michael’s Hall. The phone number is (504) 520-7347. Dormitory curfew for all EXCEL Participants is 10p.m. Sunday through Thursday. On Friday and Saturday, curfew is midnight. Students must be inside their respective dormitories prior to curfew. An exception will be made for the Essence Festival Concert.
Checking into dormitories has been scheduled for Sunday, **June 22, 2014** from **10a.m. to 2:30 p.m.** (You MUST be checked in before 2:30 p.m. because our orientation will begin promptly at 3p.m). The phone number to our office is (504) 520-5264.

*You will need the following items for the dormitory:*

* Both a sheet and mattress cover for a regular twin bed approximately 36”x75”
* A pillow
* A blanket
* A small plastic trash can
* Towels and washcloths
* A shower cap and thong shower slippers
* Umbrella
* An alarm clock
* A laptop computer (optional)
* Other personal items (toiletries, an iron, hair dryer, etc.)
* Photo ID
* Cell phone usage will only be permitted after study hall Monday thru Friday and anytime Saturday and Sunday. Please be advised that cell phones are optional and are not permitted during class time, lunchtime or scheduled activities. Unauthorized usage can result in confiscation of the cell phone until the program is completed.

**Xavier University of Louisiana and the SuperScholar/EXCEL Program will NOT accept responsibility for any lost/stolen/or damaged items. Please take the utmost care in locking and securing your items when they are not in use.**

***You may ship items to Xavier University of Louisiana, c/o SuperScholar/EXCEL***

Xavier University of Louisiana  
SuperScholar/EXCEL  
1 Drexel Drive, Box 37  
New Orleans, LA 70125

*You will not be allowed to bring any of the following:*

* Automobiles, motorcycles, or bicycles
* TV’s
* VCR’s
* Stereo equipment (Note: Small radios, CD players and MP3 will be allowed for dorm use only.)
* Hot plates
* Refrigerators and other appliances

Checking out of the dormitories has been scheduled between 8a.m. and 12 p.m. on Friday, July 11, 2014 or (if necessary) Saturday, July 12, 2014 after the closing program.
General Rules and Policies for SuperScholar/EXCEL Students

1. RESPECT!

2. Students in SuperScholar/EXCEL are expected and required to abide by the laws of the State of Louisiana and of the United States and are responsible for observing the policies, rules and regulations of Xavier University. Xavier University expects all students to conduct themselves as mature and responsible citizens in accordance with accepted standards of social behavior, to respect the rights of others and refrain from any conduct that obstructs the work of the University or the welfare of the University.

3. Xavier University does not permit or condone the illegal possession, use, distribution or sale of drugs, narcotics, or alcohol. SuperScholar/EXCEL students are subject to dismissal from the program as well as prosecution for violation of the state and local laws concerning the use of alcohol or drugs both on and off campus. Smoking cigarettes is also prohibited.

4. Students are not allowed to be absent or tardy to any class. Those who are will be subject to dismissal from the program. Because SuperScholar/EXCEL is a three-week program, the program is necessarily intense and fast-paced. Therefore, it DOES make a difference if a participant misses a day of class.

5. Completion of assignments and participations in scheduled activities are required. All homework assignments must be completed daily.

6. Students will be dismissed from the program if they fail to complete more than two major assignments, ex. papers and tests.

7. Failure to complete any assignment will, without excusable reason, bar a student from participating in weekend field trips.

8. Students are to report to mandatory study hall on time and participate fully.

9. Sunday through Thursday curfew is 10:00 p.m. Friday. Saturday curfew is 12:00 a.m. However on Sunday, June 22, 2014 and Thursday, July 10, 2014, curfew will be slightly earlier because of early testing the following mornings.

10. Students must wear their SuperScholar/EXCEL ID badges with their name visible at all times while on campus.

11. There is a zero tolerance policy for any physically aggressive actions ex (pushing, shoving, fighting…)

12. Students are to be responsible for their own possessions. Do not leave your room unlocked; do not leave your personal belongings; and make sure your name is marked clearly on your SuperScholar/EXCEL binder, books, T-shirt (on tag) and book bag.

13. Students in SuperScholar/EXCEL are expected to be sufficiently mature and able to function in large groups without undue noise, etc. In order to minimize misunderstandings, the following expectations are specifically listed. Things that students should not do:

   ➢ DO NOT disrespect any member of the program or any member of the Xavier community.
   ➢ DO NOT eat or drink in classrooms.
   ➢ DO NOT use elevators in any of the buildings (EXCEPT Katherine Drexel Dormitory).
   ➢ DO NOT wear inappropriate clothing (i.e. revealing clothes, such as tank tops, halter tops, tube tops, midriffs, extremely short shorts, clothes with vulgar or profane writing or images, etc.).
   ➢ DO NOT curse or use profane language.

I fully understand the rules and policies of the SuperScholar/EXCEL Program. I understand that failure to comply with any of the above rules or policies at any level will result in dismissal from the program.

Student’s Signature________________________________________________________

Parent’s Signature_________________________________________________________________
SuperScholar/EXCEL

STUDENT RESPONSIBILITIES

The Act of voluntary registration at Xavier University by each student for courses and/or housing indicates his/her acceptance of the high tradition and principles of the institution and its requirement for conduct in the harmony with standards of good taste.

Students are expected and required to abide by the laws of the City of New Orleans, the State of Louisiana, and the United States and are responsible for observing the policies, rules, and regulations of Xavier University. Xavier expects all students to conduct themselves as mature and respect the rights of others, and to refrain from any conduct that obstructs the work of the university or to be injurious to the welfare of the University.

The following rules and regulations shall be in effect in regard to the dormitories throughout the duration of the SuperScholar/EXCEL Program:

1. All students will be present on time to all dorm meetings, gatherings, and the like as prescribed by any EXCEL or dormitory staff member.

2. After the prescribed curfew time (10:00pm – SUN-THUR) and (12:00am – FRI-SAT), all students will be limited to the confines of their respective floor in the dormitory.

3. At one hour past the prescribed curfew time, "Lights Out" will be in effect. This means that the students will be limited to the confines of his/her living quarters, with the exception of the restroom.

4. Visitors are not permitted beyond the lobby of the dormitory. NO EXCEPTIONS.

5. At no time will any student give his/her dormitory keys to ANYONE, including student's roommate. Lost keys must be replaced at a cost of $50.

6. Any student doing laundry must have completed this endeavor prior to 15 minutes of the prescribed “lights out” time.

7. All students will conduct personal hygiene daily AND keep their assigned living quarters as well as the rest of the dormitory (i.e. restrooms, study rooms, lobby, etc.) at an acceptable level of cleanliness. Living quarters will be subject to surprise inspections by Group Leaders.

8. Horseplay and pranks involving dormitory property and the property of others is prohibited.

Any violation of the above rules may result in the disciplinary action, including but not limited to the student's immediate dismissal from the SuperScholar/EXCEL Program.

Student's Signature/Date________________________________________________________
Disciplinary Action

Xavier University of Louisiana has and continues to be an institution of higher learning that creates an atmosphere of high academic achievement, community involvement and social enterprise. In efforts to maintain that atmosphere, students and affiliates are held to a standard of behavior. The expectation of the SuperScholar/EXCEL Program and the university are reinforced by our response to disciplinary infractions. Please read the following outline of the process of disciplinary action. These corrective efforts will ensue in response to any disruption of the learning process.

The following acts shall result in immediate expulsion from the SuperScholar/EXCEL Program:

1. Leaving Xavier’s campus unescorted and/or without the expressed permission of the program staff
2. The consumption of drugs or alcohol
3. Physical altercations (fighting)
4. Engaging in any illegal activity

All other infractions shall be governed by the policy below:

1st Infraction
- Verbal warning from staff
- Written outline of efforts to correct action

2nd Infraction
- Meeting with participant
- Campus Lock-Down: Curfew begins immediately after study hall for 3-5 consecutive days and the participant must report to his/her dormitory immediately following study hall.
- Conference call with parent/guardian

3rd Infraction
- Participant will be dismissed from the program at the expense of the participant’s parent and/or guardian. A letter will be sent to Xavier University of Louisiana’s administration and the participant. The application waiver will be void.

Please note that some infractions are severe and will carry greater weight. With those infractions (e.g. fighting or alcohol/drug use) staff discretion will trump the above. All infractions will be documented and put in the participants summer program file.

Please sign and date below indicating understanding of SuperScholar/EXCEL Program’s policies and procedures regarding this matter.

Student’s Signature_________________________________________ Date____________________

Parent/Guardian’s Signature_________________________________ Date____________________
**XAVIER UNIVERSITY OF LOUISIANA**

**PRECOLLEGIATE Summer Program, Proof of Immunization Compliance Form**
(Louisiana R.S. 17:170 Schools of Higher Learning)
(Louisiana ACT 251 and 711)

**STUDENT COMPLETES**

<table>
<thead>
<tr>
<th>Student ID#</th>
<th>(or SSN #)</th>
<th>Summer Program Name</th>
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**Name:**

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<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE</th>
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**Birth Date:** __/__/____  
**Age:** ____  
**Sex:** _______  
**On Campus** ___  
**Off Campus** ___

**Home Address:**

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<tr>
<th>P.O. BOX / STREET</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIPCODE</th>
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**Home Phone:** ( )  
**Cellular Phone:** ( )  
**Email Address:**

**PPD (Mantoux) Skin Test / Tuberculosis Testing:**

- PPD Needs to be done within six months of registration.  
- History of BCG Vaccination does not eliminate the PPD requirement.

**PPD Date applied:** __/__/____  
**Site of injection:**  
**Lot #:**  
**Manufacturer:**

**Date read:** __/__/____  
**Result:** mm of induration  
**Interpretation:** Positive ___  
Negative ___

**New Converters:** (Copy of Chest X-ray report required if PPD test is positive)

**NOTE:** History of positive PPD skin test: Have your M.D. send a statement documenting the date of positive PPD test, date of last chest x-ray and present health status.

**HEALTHCARE PROVIDER SIGNATURE**

**DATE**

**HEALTHCARE PROVIDER STREET ADDRESS**

**CITY**  
**STATE**  
**ZIPCODE**

**MMR (Measles, Mumps, Rubella) Dose**

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<th>MMR1</th>
<th>MMR2</th>
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**TD, T-Dap**

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<th>TD, T-dap Within 10Yrs.</th>
<th>Meningitis Within 5Yrs. or Older vaccine not required</th>
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**Measles (Rubella) Dose**

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<th>Dose 1</th>
<th>Dose 2</th>
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**Mumps**

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**Rubella**

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**COPY OF SEROLOGIC TEST**

**HEALTHCARE PROVIDER SIGNATURE**

**DATE**

**HEALTHCARE PROVIDER ADDRESS**

**PROVIDER TELEPHONE #**
Dear Precollegiate Summer Program Participant:

On behalf of the staff of Student Health Services, welcome to Xavier University of Louisiana.

Xavier University and Louisiana state law requires that all summer participants residing on-campus or off-campus to submit vaccination documentation.

**Directions for completion of the Immunization Compliance & Consent for Care Forms**

- Page 1 is required for all individuals who will be participating in a summer program.
- Page 1 must be completed, signed and stamped by the student’s physician or medical provider.
- Only state computer generated printouts of previous vaccines will be accepted without a physician signature. **NO EXCEPTIONS!!!**
- Page 2 (Consent for Care/Emergency Treatment Form) must be completed and signed by a parent or legal guardian for those participants that are 17 years of age or younger.
- Submit your completed form to your Program Director.
- Find your program information @ http://www.xula.edu/summerprograms/index.php

**Required Immunizations**

Measles, Mumps, Rubella (MMR) requirement: Two (2) doses of live vaccine required for all participants born after 1956. The first vaccine must have been given, on or after the first birthday and a second dose at least 30 days after the 1st dose.

Tetanus-Diphtheria- Pertussis (Td, Tdap): One (1) dose of vaccine given within the past ten (10) years. **NOTE**: (Tdap) is recommended.

Meningococcal Meningitis Vaccine: One (1) dose of vaccine given within the past five (5) years for those participants 54 years of age or younger.

Tuberculosis (TB) Skin Test: Must be within Six (6) months of registration.

**NOTE**: TB Skin test is a 2 – 3 day process and is available in Student Health Services for a fee of $20.00. It is administered on Monday, Tuesday, Wednesday and Friday, during regular clinic hours 8:30AM – 4:30PM – **Appointment not required.**

If further information regarding immunizations is required please call Student Health Services @ (504)520-7396.

If further information regarding your program is required please contact your Program Director.

Avert delay in registration and send your completed Immunization Compliance Consent Forms to your program director as soon as possible.

Remember Immunization Compliance Forms without a physician’s or healthcare provider signature will not be accepted.
CONSENT FOR CARE/EMERGENCY TREATMENT
FOR ALL STUDENTS 17YRS. OR YOUNGER PARTICIPATING IN
UNIVERSITY AFFILIATED PROGRAMS.

I understand that in accordance with Xavier University of Louisiana Policy a signed consent form from a parent or legal guardian must be on file at the University Health Services Center before providing treatment to minors who are attending or participating in University affiliated programs.

In that regard, I hereby request and authorize the Xavier University Student Health Services Center to provide: __________________________

(Print) Student/Participant Name

Date of Birth

to receive health care services available and deemed necessary by the staff of the Xavier University Health Services Center. These services may include, but are not limited to, such procedures as evaluation and treatment of acute illnesses and injuries. Consent is specifically given for care in the event the above named minor student/participant presents him/herself for treatment in my absence. I also consent to Xavier University Health Services Center staff contacting any such persons or agencies for the purpose of providing or receiving information and records necessary for the care of the aforementioned minor student and will sign any necessary forms in that regard.

This Consent for Care is authorized for the length of time the participant is enrolled in the University. I may choose to withdraw the consent at any time by contacting Xavier University of Louisiana Student Health Services Center in writing. My permission is hereby given to Xavier University of Louisiana, through its appointed representative(s) to use discretion in providing, at my expense (personal / insurance, etc.) emergency care.

Parent/Guardian’s Name (Print): __________________________

Last First MI

Parent/Guardian’s Signature: __________________________

Last First MI Date

Home Phone: ( ) __________________________ Cellular Phone: ( ) __________________________

EMERGENCY CONTACT INFORMATION

Name (Print): __________________________

Last First MI Relationship

Home Phone: ( ) __________________________ Cellular Phone: ( ) __________________________
Authorization and Release for Use of Name, Photograph or Likeness

We/I, parents of __________________________, and __________________________, individually, hereby authorize Xavier University of Louisiana, a Louisiana, non-profit-corporation, to use the name, photograph and/or likeness of __________________________, in any advertisements and/or any publicity in newspapers, school bulletins, brochures and/or other literature about Xavier University and/or its programs and/or on the Xavier University of Louisiana website and/or in any televised or video media, including but not limited to any video posted on the Xavier University of Louisiana, which use(s) is to be determined in the sole discretion of Xavier University of Louisiana. We grant the foregoing authorization in consideration of our desire to promote Xavier University of Louisiana and specifically waive any other consideration and/or royalty and/or compensation.

Further, in consideration of the foregoing, we/I agree to defend, indemnify and hold harmless Xavier University of Louisiana, its members, directors, officers, administrators, professors, employees, agents, assigns, insurers and/or reinsurers from any liability or damages of any kind or type (including but not limited to mental, physical, emotional or economic damages) which may arise from the authorized use set forth above, including but not limited to any claims or causes of action arising in negligence or intentional fault, including but not limited to any claims or causes of action of defamation or invasion of privacy.

Participant Name ________________________________

Telephone ____________________________________

Email: ________________________________________

Hometown: ____________________________________

Program: ____________________________________

Participant Signature __________________________ Date ____________

Parents’ Names: _________________________________

Parents’ telephone ______________________________

_________________________ __________________________
Parents’ Signatures Date
Evacuation Plan-2013

In the rare event of a hurricane, evacuation from Xavier University of Louisiana’s campus may be mandatory. If the situation does arise, please govern yourself in accordance with the following as it serves as evacuation protocol for all Xavier University of Louisiana students and summer program participants.

- Summer program participants and all residential students are responsible for their evacuation and should make travel arrangements with their parent/guardian; this information must be communicated to the staff of the respective dorm and program staff member.
- Local students are to depart with their parent or legal guardian.
- In the event that a participant is unable to evacuate, they will be escorted off campus with program staff to a place designated by Xavier University of Louisiana.
- All information about closures and evacuation plans will be placed online and available on the emergency phone line.

Please briefly outline your evacuation plan. Please keep a copy for your records.

_____________________________________________________________________________________
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In the event of a campus closure or a threatened closure due to a hurricane or severe weather threat, the Toll Free Emergency Information Line at 1-866-520-XULA (9852) and the XULA emergency web site at http://www.XULAEmergency.com shall be the only official sources of information for the Xavier community. Both sites will provide the latest information on the operational status of the university, updated on a regular basis.

Student Name: ___________________________________ Signature: ____________________________

Parent Name: ____________________________________ Signature: ____________________________