XAVIER UNIVERSITY OF LOUISIANA
OFFICE OF THE REGISTRAR

1 Drexel Drive • Box 96
New Orleans, Louisiana 70125-1098
(504) 520-6790 • Fax: (504) 520-7922

The Office of the Registrar is open and still continue to provide services online. Enrolled students can access forms via My XULA portal.

- Transcripts will be available only through our online ordering service at https://www.xula.edu/registrars-office-request-transcripts . We are encouraging transcript orders to be sent ELECTRONICALLY via E-script. (Sent by email directly). Electronic transcripts are considered official when being sent directly to the recipient.

- Verification of enrollment request can be made via My XULA portal on the Registrar's Page using Dynamic Forms. Students can also print Enrollment Verification Certificates provided by the National Student Clearinghouse via your Banner Web account. Any forms or certifications that need processing can be sent to regis@xula.edu and we will be responding as necessary.

- Any questions regarding requests for updates to student records can be submitted to regis@xula.edu or to the appropriate staff member at https://www.xula.edu/registrars-office-contact-us for processing.