



XAVIER UNIVERSITY OF LOUISIANA

Dr. Reynold Verret
President

Dear Xavierites,

The Xavier University of Louisiana administration has been carefully monitoring the ever-growing public health emergency related to the coronavirus (COVID-19). The situation continues to intensify as more cases are reported. Federal public health authorities foresee this situation continuing significantly longer than originally anticipated. Therefore, I have been prompted to the following decision to protect the health and well-being of all.

Xavier will suspend face-to-face instruction and continue to offer all courses online through the duration of the Spring 2020 semester.

Commencement activities will not occur as previously scheduled. The administration will be examining options to offer a modified commencement.

XAVIER REMAINS OPEN FOR THE SEMESTER.

Academic instruction, advising and student support services will be offered online only.

Students are asked to leave campus by Friday, March 20. We will need to know your plans to leave by March 18, 2020. This includes packing all your belongings, leaving the room neat, and checking out with hall staff.

To facilitate moving out, academic classes are suspended on Thursday, March 19 and Friday, March 20, 2020. Online instruction will resume as scheduled on Monday, March 23, 2020. In order for all students to have access to the full semester of learning, classes that will be missed this Thursday and Friday will be re-scheduled by the University. Stay tuned for more information.

Residential Move-Out Guidance:

- On campus residents will receive detailed move-out instructions from the Office of Residential Education.
- A pro-rated credit will be applied for housing and meal plans in accordance with financial aid guidelines. Details are forthcoming in a subsequent communication.
- Be advised that there will be limited staffing to ensure that the halls are being maintained and cleaned in order to minimize any health concerns.
- Also be advised that students who remain on campus will not be able to have guests during this period, including visiting each other hall-to-hall or room-to-room. You may also be relocated to another residence hall as necessary. Your strict adherence to the Code of Student Conduct is critical during these times.
- Students should be aware that access to facilities and services – including dining, recreation and libraries – would be significantly limited. In addition, official and unofficial student activities and gatherings will be discontinued.
- *If you have extenuating circumstances preventing you from moving or you need an extension, please submit a [Housing Exception form](#) articulating your needs, by noon on Wednesday, March 18, 2020.*

Enrollment Guidance:

Enrollment Management offices are prepared to virtually serve students effectively immediately. This includes responding to customer inquiries within 48 business hours.

- Students are able to complete all enrollment related processes virtually. This includes but is not limited to submitting financial aid applications and supporting documents, submitting drop/withdrawal forms, and requesting transcripts. Instructions on how to complete these processes are located on departmental websites.
- Registration for summer and fall courses will begin on March 27th as scheduled. Course listings for summer are currently available for review in Banner. Course listings for the fall 2020 term are scheduled for release on Friday, March 20th. Students are encouraged to virtually meet with their academic advisor before registering for courses.
- Students are strongly encouraged to download and use the EAB Navigate mobile application to schedule appointments and receive other critical updates related to advising and student support resources. A desktop version of the app is also available for download at <http://xula.navigate.eab.com/>.

Administrative Update:

- Non-essential staff across all academic divisions will begin telecommuting by Wednesday, March 18, 2020. Your divisional VP will inform you of your status.
- All employees will receive more detailed policy information from the Human resources Department.

Please know that this decision came after much consideration of the unfolding events.

This moment is not fully within our control or that of our civic leaders. It will require the attention and cooperation of us all in protecting self and neighbor. Thus we are called to be informed, read the signs of this moment, and act thoughtfully.

I encourage everyone to make themselves aware of the resources on our xula.edu/coronavirus-update page and to check back often for updates.

You are ever in my prayers.

Sincerely,



Reynold Verret
President
Xavier University of Louisiana