



## XAVIER UNIVERSITY OF LOUISIANA OFFICE OF THE REGISTRAR

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New Orleans, Louisiana 70125-1098  
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The Office of the Registrar continues to service our Xavier Community while adhering to the university policies for COVID-19 and telecommuting. While our office is open we still continue to provide services online. We do expect an increase of inquiries therefore, please allow a 24 – 48 business hour response time. Enrolled students can access forms via My XULA portal.

My XULA

Administrative Offices

- Assessment
- Auxiliary Services
- Counseling Services
- Disability Services
- Facility Planning and Management
- Financial Aid
- Fiscal Services
- Human Resources
- Information Technology Center
- Marketing and Communication
- Registrar
- Student Health Services
- Student Affairs
- XUPD

OFFICE OF THE REGISTRAR

IMPORTANT DOCUMENTS

Document Type : (13)

- Change of Major
- Change of Minor
- Degree Application
- Graduation Checklist
- Online Course Drop
- Readmission Application
- Registration Instructions
- Request to Pursue Courses at Another Institution
- Spring 2020 Exam Schedule
- Veteran Certification
- XU Attendance Documentation
- XULA Yellow Ribbon Application
- XULA Yellow Ribbon Policy

Registrar Documents for digital use to share via email or print, is on our Registrar page via My XULA portal also.

Click on "Menu", then click "Administrative Offices" and then click on "Registrar" and then scroll down at the bottom of the page, click on "Important Documents" and view the forms of choice.

Most of these forms are also available in our office and need signatures that require approval from department chairs.

- 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 Webb account. Any forms or certifications that need processing can be sent to [regis@xula.edu](mailto: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](mailto:regis@xula.edu) or to the appropriate staff member at <https://www.xula.edu/registrars-office-contact-us> for processing.

Please follow the university's resource page for updates at:  
[xula.edu/coronavirus-update](https://www.xula.edu/coronavirus-update)