THE INSTITUTE FOR BLACK CATHOLIC STUDIES 2020
XAVIER UNIVERSITY OF LOUISIANA

Apply and Register for IBCS 2020

Note: In spite of the COVID-19 pandemic, the IBCS will convene in Summer 2020. All courses and Community Life will be conducted online. The procedures presented here have been revised to accommodate the Institute’s transition for this summer session to remote learning.
For more information, contact the IBCS at ibcs@xula.edu or 504/520-7691.

A. PREPARATION FOR IBCS SUMMER SCHOOL 2020

○ Please completely review this document, paying close attention to the particulars of your program (Degree or Continuing Education (C&E) Programs).

○ **International Students** with immigration status issues are advised to contact the IBCS now to discuss participation in the 2020 IBCS program that is offered online.

○ If you need to prove proficiency in English, take the TOEFL Test.

○ Use this link to learn requirements for computer systems to effectively support the ZOOM meeting platform - [https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux](https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux); make updates as needed.

○ Send those who are preparing a letter of recommendation for you the “Letter of Recommendation Form”.

○ **Make a Portfolio** to keep together copies of all correspondence and materials sent to/received from the Institute/Xavier University.

B. COMPLETE THE ADMISSIONS PROCESS

NEW DEGREE AND C&E STUDENT

○ **Apply** for your program using one of the following links:

  Degree Program: [https://gradapply.xula.edu/apply/](https://gradapply.xula.edu/apply/)
C & E Program: https://gradapply.xula.edu/register/?id=3ddd27e8-f17f-4725-ae20-06bb8b73e256

and

○ Request Letters of Recommendation (pay particular attention to each program specifications)

NEW/TRANSIENT DEGREE STUDENT APPLICANTS:

○ Write and submit a Statement of Intention
  ○ Have official transcripts sent from your university to Xavier’s Institute for Black Catholic Studies
  ○ Include $30.00 Application fee (check/money order) with the application package to the Institute for Black Catholic Studies

RETURNING DEGREE AND C&E STUDENT APPLICANTS:

○ Returning students complete the Re-Admit form for their selected program using one of the following links:
  Degree Program: https://gradapply.xula.edu/apply/
  C & E Program: https://gradapply.xula.edu/register/?id=97b74b59-aa50-4a0b-a28a-f15c484466b3

TASTE OF THE INSTITUTE AND IBCS GUESTS

○ A variety of short seminars, lectures and other opportunities for enrichment - A Taste of the Institute - will be offered via Zoom to members of the IBCS community and others who register as guests. By June 1, Taste of the Institute flyers will be posted to the IBCS website; click on the hyperlink to register for selected courses.
The plan is to make IBCS Community Life events, including prayer, Mass, and cultural enrichments as available as possible to the IBCS community at-large. Check the website calendar often for schedules and access info.

C. APPLICATION DEADLINES

SUBMIT APPLICATION/RE-ADMIT AND SCHOLARSHIP APPLICATIONS BEFORE DEADLINES

FEBRUARY 3 – May 12, 2020
   Regular Application
   Scholarship Eligibility
   To be considered for a scholarship, students must submit the completed application with requested support documentation by May 12, 2020.

May 13 – May 30, 2020
   Late Application
   Scholarship Consideration is NOT GUARANTEED
   The availability of scholarship funds is not promised for students whose applications are received after May 12, 2020.

NOTE: XULA Health Services Process has been waived for the 2020 Session
   XULA HOUSING is not available for the 2020 Session

D. XAVIER UNIVERSITY CREDENTIALS

Once the application is complete, your information will be forwarded by IBCS staff to the Information Technology Center. ITC issues student their personal University credentials for XULA email and BannerWeb access. Check your email to receive this important information and follow the directions provided.

E. PAY FEES

All fees and tuition should be paid by May 30, 2020 (See Fee Schedule for payment options).

F. PURCHASE BOOKS AND READ

Check for class booklists on IBCS website; purchase resources in advance of summer session at Amazon.com or an on-line service of your choice.
Begin reading texts and Xavier University rules and regulations (on web page xula.edu) in preparation for summer classes

**G. LATE REGISTRATION**

- ALL STUDENTS are expected to submit either an application or re-admit form, submit the application fee (new students only) by May 30, 2020.
- Students must request and receive permission from the IBCS Director to register after May 30, 2020.

**H. FINAL COURSE REGISTRATION AND FISCAL CLEARANCE**

- Using a unique IBCS Registration Form in fillable PDF format, Associate Directors will approve student course schedules to be filed with the XU registrar office. Students will be required at this time to pay the balance of their fees with the XU fiscal office.

4/22/2020