

# PROGRAM CHECK LIST

## Xavier University of Louisiana

### Institute for Black Catholic Studies

#### SUMMER 2026

#### Winter 2026 Edition

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Please use this document to check off the steps required to enroll in the 2026 Institute for Black Catholic Studies. The required forms\* are available on the Institute website: [Institute for Black Catholic Studies | Xavier University of Louisiana](#). Be sure to pay attention to instructions and posted deadlines.

#### A. PREPARE FOR SUMMER SCHOOL

- ☐ Read this document, paying close attention to the particulars of your program (Degree or Continuing Education (C&E) Programs).
- ☐ New and Transient Students: make sure all those who are preparing a letter of recommendation for you receive the *"Letter of Recommendation Form"*.\*.
- ☐ If you need to prove proficiency in English, please make sure you have taken the TOEFL Test.

#### B. BEGIN ADMISSIONS PROCESS

- ☐ **ALL IBCS STUDENTS use this link:** <https://gradapply.xula.edu/apply/> to complete the application, pre-register for classes and submit required materials for their selected program:
  - Returning Degree Students: **Readmit student in Graduate Programs**
  - New/Transient Degree Students Log On: **First-time Users** to create an account; use the Returning Users link to go back to complete application
  - C&E Students Log On: **Institute for Black Catholic Studies Continuing Education Program**
  - Complete your application now for on-time admission and to meet program deadlines.

### C. APPLY FOR XULA HOUSING

- ☐ Complete Housing Application\*

### D. REQUEST SCHOLARSHIP ASSISTANCE

- ☐ Thanks to the generosity of benefactors, the Institute offers a limited number of need-based scholarships each summer. To apply, review the scholarship offerings\* that may be available to you. Complete the online application with supporting documentation as directed. Pay attention to the posted deadlines. Late and incomplete scholarship applications are not guaranteed consideration.

### E. CLEAR XULA HEALTH SERVICES

- ☐ Students planning to enroll in the 2026 IBCS session must be health cleared before you can register for classes. After March, complete and submit the Student Health Form\* to the Xavier University Health Services at your earliest convenience. Contact the Health Services Office for assistance.

### F. REGISTRATION

Online registration for the 2026 C&E and Degree Programs will begin April/May. Working with the Associate Directors and the Program Specialist, students will officially enroll as Xavier students and confirm their course selections. **Students must secure the permission of the IBCS Director to register after June 19, 2026.**

### G. PAY FEES

- ☐ After registration is complete, students gain access to the University Banner System to pay fees, including application, tuition, room and board, activity and technology fees (as applicable). Students should make arrangements to be fiscally clear by **June 25, 2026**. See Fee Schedule\* (Under the Admissions Tab) for payment options.

### H. FINAL PREPARATION

- ☐ Beginning in April, check for course booklists on IBCS website and purchase them at XULA Bookstore or the outlet of your choice. Begin reading texts and Xavier University rules and regulations (on web page xula.edu) ahead of summer classes

- ☐ Add the XULA SAFE app on your cellphone
- ☐ Keep a portfolio with copies of all Institute- or Xavier University-related documentation.

**– We look forward to welcoming you!**

1/17/26