



Xavier University of Louisiana

1 Drexel Drive, Box 37A
New Orleans, Louisiana 70125-1098
(504) 520-7633

July 15, 2009

Dear Graduate Fair Representative:

As director of the Graduate & Professional School Placement Program (GradStar) and the Ronald E. McNair Postbaccalaureate Achievement Program at Xavier University of Louisiana, I would like to invite you to participate in **Xavier's Fall GradFair**. We perceive this event as an opportunity for our students to acquire information from and interact with representatives from a number of graduate and law schools.

(Note: We regret that we cannot include medical or dental school programs at this fair. For more information about recruiting for these programs contact Xavier's Pre-Medicine Office at (504) 520-7437.)

The program will be held on **Friday, October 30, 2009** from 10:00 a.m. - 2:00 p.m. in the Ballroom of the University Center. The program will be structured to allow for general discussion with groups of students or individualized discussions/interviews with selected students. We anticipate students and faculty from a wide range of majors will attend.

We sincerely hope that you will be able to join us at our Fall GradFair. A schedule of activities and a registration form are enclosed. Because space is limited to the first 90 respondents, we ask that you complete and return your registration form as soon as possible. Registration materials and updates will be posted online at <http://www.xula.edu/gradstar>. If you do not receive a letter confirming your registration by October 1, 2009, please contact our office immediately. Multiple representatives from a single campus may be asked to share a table. This may require you to coordinate your visit with other units on your campus. **Our registration fee is \$200.00 per representative** (not institution). This fee must be paid in advance. Lunch will be provided for each representative between 11:00 a.m. - 12:00 p.m. If you have any questions, please feel free to contact our office at (504) 520-7633. We look forward to your response.

Sincerely,

Michelle Carter, M.A., J.D.
Director of Graduate Placement

GRADFAIR
October 30, 2009
10:00 A.M.--2:00 P.M.

SHIPPING

All large boxes (containing catalogs, brochures, etc.) may be sent to:

The Office of Graduate Placement
Xavier University of Louisiana
1Drexel Dr., P.O. Box 37
New Orleans, LA 70125

Please mark all boxes:

HOLD FOR GRADFAIR Program

DISPLAYS

Displays must be able to sit on your table and are limited to 18 inches in height. Due to space limitations, we have **NO** room for freestanding displays or electronic equipment.

- 1. Set-up:** Friday, October 30, 2009
- 2. Dismantle:** 2:00 P.M. - 2:30 P.M. University Center Ballroom
(3rd floor) Immediately after the event.

IDENTIFICATION

The Office of Graduate Placement will provide signs identifying each participant's table. We will also make nametags available for individual representatives and students.

PARKING

Xavier's Campus Police will provide only (20) twenty parking permits this year, therefore permits will be issued to participants with early registration status. Upon arrival Campus Police will instruct visitors on where to park. The Campus Police station is located on the corner of Carrollton Avenue and Drexel Drive please stop there to obtain parking permit.

LUNCH

Lunch will be provided from 11:00 A.M. to 12:00 P.M. However, please note that student participation is usually heaviest during this same time period. Lunch may be eaten either in the designated lunch area adjacent to the Ballroom or at your table if you choose.

**XAVIER UNIVERSITY OF LA
REGISTRATION FORM**

**FALL GRADFAIR
October 30, 2009**

Institution _____

Address _____

City/State/Zip _____ Telephone _____

E-mail: _____ Website: _____

What are the cutoff test scores: _____ Average GPA: _____

GRE of minority students: _____ Graduate Admission Application Deadline: _____

Fellowship Application Deadline: _____

____ I will not be able to attend FALL GRADFAIR DAY '09, but please keep me on the mailing list

Representative(s) attending:

1. Name _____ Title _____

2. Name _____ Title _____
\$200x _____

TOTAL _____

Please note the registration cost is per representative (not institution)

Make Check/PO Payable to: Xavier University of Louisiana, Federal Tax I.D. #: 72-0635884

Please return this form along with payment to: The Office of Graduate Placement
Xavier University of Louisiana
1Drexel Dr., P.O. Box 37
New Orleans, LA 70125

PLEASE RETURN FORM BY September 14, 2009
EARLY REGISTRATION IS ENCOURAGED
FAX (504) 520-7921

Visiting Xavier

Getting to Xavier

Xavier is located in the heart of New Orleans, La., and is easily accessible by car via the I-10 system...

...from downtown New Orleans and all points East, take I-10 West and exit at South Carrollton Avenue (Exit 232). At the first light, cross over the canal and take a left (you are now on Washington Avenue). Stay on Washington for approximately four blocks (you will cross South Carrollton at the next light) and approach the campus by turning left onto the bridge at Pine Street. The foot of the bridge is Drexel Drive. Turn right. The University Center is one block down on the left.

...from the airport, Baton Rouge and all points West, take I-10 East and exit at South Carrollton Avenue (Exit 232). At the first light, turn right. At the second light (approximately ½ block away), turn left over the canal and left again after crossing (you are now on Washington Avenue). Stay on Washington for approximately four blocks (you will cross South Carrollton at the next light) and approach the campus by turning left onto the bridge at Pine Street. The foot of the bridge is Drexel Drive. Turn right. The University Center is one block down on the left.

Visitor's information can be found at <http://www.xula.edu/about-xavier/visitor.php>

**XAVIER UNIVERSITY OF LA
OFFICE OF GRADUATE PLACEMENT**

Office Hours Are 8:00 A.M. – 5:00 P.M., Monday thru Friday

Location

Xavier University of Louisiana
909 South Jefferson Davis Parkway
Suite 414
New Orleans, LA 70125-1098

Mailing Address

Xavier University of Louisiana
Office of Graduate Placement
1 Drexel Dr., P.O. Box 37A
New Orleans, LA 70125-1098

Further questions; contact our office (504) 520-7633, (504) 520-7921 (fax).

OFFICE STAFF

Michelle Carter, M.A., J.D.
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dlwilli5@xula.edu

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Mmajors1@xula.edu

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Administrative Assistant
lwebbwil@xula.edu

ACCOMMODATIONS

Since Xavier is located in the heart of the city, any of the downtown hotels are easily accessible (less than a 10 minute ride) to the campus. Here is a partial list of hotels where previous GRADFAIR participants have lodged.

New Orleans Marriott Hotel
555 Canal Street
(800) 228-9290
(504) 581-1000

Sheraton Hotel
500 Canal Street
(800) 325-3535
(504) 525-2500

New Orleans Hilton Hotel
(800) 233-1234
(504) 561-0500

SpringHill Suites Marriott
301 St. Joseph Street
(888) 287-9400
(504) 522-3100

Doubletree Hotel
614 Canal Street
(800) 222-8733
(504) 525-6500

Pontchartrain Hotel
2031 St. Charles Avenue
(800) 777-6193
(504) 524-0581

For more information (lodging, restaurants, etc.) that may be pertinent to your stay in New Orleans go to: www.nola.com

TRANSPORTATION IN NEW ORLEANS

24-HOUR AIRPORT SHUTTLE

Airport Shuttle Service

(504) 522-3500

\$15.00/person/way

Make reservations in advance

*****Pick up and drop off service is at the corner of Pine and Drexel Streets*****
(One block west of the University Center)

TAXICAB COMPANIES

United Cab Co. 522-9771
Coleman Cab Co. 586-0222

White Fleet Cab Co. 948-6605
Liberty Bell Cab Co. 822-5974



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(504) 520-7633 . FAX (504) 520-7921

CREDIT CARD PAYMENT

Date: _____

Company: _____

CREDIT CARD INFORMATION

Card Holder: _____ **Fax:** _____

CARD HOLDER INFORMATION

Address: _____ **Cell#** _____

_____ **Home#** _____

Discover Card Master Card Visa American Express

CARD NUMBER

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Expiration Date: _____

Payment: _____

SIGNATURE: _____

By signing this form, I authorize Xavier University of Louisiana to charge my account for the above mentioned amount.

