

THEEVANSVILLEEXPERIENCE

Dear Parents and Families:

On behalf of the University of Evansville, I want to welcome you and your son or daughter to the University of Evansville family. My Evansville Experience is starting at the same time as yours. I began my post as UE's 23rd president June 1 of this year, so I consider myself a UE first-year student too!

I came to UE from Furman University in Greenville, South Carolina, where I served as provost and executive vice president. Prior to that, I served four years as Dean of the College at the University of the South, and for 18 years as a faculty member at Davidson College's Department of Political Science. My wife, Sharon, was the Dean and Vice President of Arts and Academics at the South Carolina Governor's School for the Arts and Humanities. We have two grown children, Nicole and Geoffrey.

We are together embarking upon, a new and exciting time, and I am delighted that your student and you have chosen the University of Evansville. For more than 150 years, UE has been dedicated to delivering academic excellence in an environment that supports student success Today's daunting economic climate, in particular, represents a tremendous opportunity for UE to demonstrate its distinctive impact on the lives of our students. For it is here that students will experience the transformative impact of a curriculum that marries the time-tested values of a liberal arts education with the remarkable array of opportunities for career preparation available in our curriculum.

This handbook provides important facts about the University and should be kept and referred to often as a resource for information, policy, and contacts. Any updates made to contact information and policies can be found online at www.evansville.edu/parents. I welcome all questions or comments you may have about this handbook, your student's Evansville Experience, or your unique experience as a parent of a college student at UE.

I encourage you and your student to embrace the unique challenges and exciting opportunities at the University of Evansville.

Sincerely,
Thomas A. Kazee
President

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Fitness Center
Coordinator of Cultural Emily Fiedler 488-2279 ef31
Engagement and Leadership
Coordinator of International Kate Hogan 488-2575 kh114
Scholar and Student Services

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Student Engagement 812-488-2371

The University of Evansville places a strong emphasis on student involvement. Students are encouraged to become involved with campus activities and organizations, as these opportunities provide practical learning experiences that complement the academic classroom experience. Research consistently shows that active, involved students are more satisfied with their college experience and are likely to perform better academically.

Students have access to a variety of activities at the University, including more than **160** student organizations. These organizations include social fraternities and sororities, service organizations, honor societies, **academic organizations, recreation groups,** religious groups, and a large number of special interest clubs, such as the Aces Dance Team, the International Club, Habitat for Humanity, and many others. In addition to the programs and events sponsored by University and student organizations, a variety of annual programs are presented campus-wide by the Center for Student Engagement. Traditions such as **the Student Organizational Fair,** Musical Madness, homecoming, **Sunset Concert** and a bike race are favorites of students, the faculty, and the community.

Information regarding student organizations, involvement or events is available from the Center for Student Engagement at 812-488-2371.

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DISABILITY SERVICES CONFIDENTIALITY AND RELEASE OF INFORMATION

The Office of Disability Services (DS) is committed to ensuring that all information and communication pertaining to a student's disability is maintained as confidential as required or permitted by law.

The following guidelines about the treatment of such information have been adopted by DS and will be shared with students. These guidelines incorporate relevant state and federal regulations

1. No one will have immediate access to student files except appropriate staff of DS or Counseling Services in which DS is located. Any information regarding a disability is considered confidential and will be shared only with others within the university who have a legitimate educational interest.
2. This information is protected by the Family Educational Rights and Privacy Act (FERPA).
3. Sensitive information in DS student files will not be released except in accordance with federal and state laws.
4. A student's file may be released pursuant to a court order or subpoena.
5. If a student wishes to have information about his/her disability shared with others outside the institution, the student must provide written authorization to the DS Coordinator to release the information. Before giving such authorization, the student should understand the purpose of the release and to whom the information is being released. The student should also understand that there may be occasions when, within the University, the Coordinator will share information regarding a student's disability at

his/her discretion if circumstances necessitate such sharing and the Coordinator has determined that there is an appropriate legitimate educational interest involved.
6. A student has the right to review his/her own DS file with reasonable notification.

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Contact:

La Toya Smith

Coordinator of Diversity and Outreach Initiatives

Olmsted Hall Room 241

812-488-2413

ls103@evansville.edu

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Campus Resources and Services

Crescent Magazine. Crescent Magazine is the University's monthly student magazine. It is student-run and funded through advertising sales and a subscription fee paid by SGA for students. The magazine can be reached at crescent@evansville.edu or through its web site, uecrescentmagazine.com.

Although the publications have an advisor, the yearbook and magazine are not controlled by the University. Contact the advisor at tm2@evansville.edu for more information about the yearbook and the magazine.

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Writing Center

812-488-2391

The Writing Center staff works directly with individual students to shape and refine responses to writing assignments. Trained student consultants provide individual assistance. Emphasis is placed on helping students with the organization, content, and effectiveness of their writing, not simply correcting and editing. Typically, a student brings in preliminary drafts, together with a description of the assignment and of the professor's expectations for satisfactory completion of it. A consultant and a student confer regarding the effectiveness of these drafts and collaborate to determine how best to complete the assignment.

The Writing Center is equipped with Windows-compatible personal computers, one HP laserjet printer, and Microsoft Word. **Connected to the University of Evansville Libraries**, the Writing Center is open every weekday.

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Financial Aid Eligibility

A student must be admitted to UE to receive a financial aid award. Students and parents must reapply for need-based financial assistance every year by completing a **Free Application for Federal Student Aid (FAFSA)**, and listing UE as a recipient of the analysis. The application period is between January 1 and March 10 for the following academic year. **Indiana residents must complete the FAFSA by the March 10 deadline annually to be considered for state aid.**

All other students should file the FAFSA as close to this deadline as possible.

Incoming freshmen will be notified in March or April about action taken on their applications. Returning students will receive their award notification in late June. After the initial year, students must be in good standing academically to continue to receive assistance of any kind, have the specific GPA and hours required to renew an academic scholarship and must continue to demonstrate financial need in order to renew need-based grants, loans, and work on campus.

Policies and Disclosures

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Student Consumer Information

The Student Consumer Information Regulations of the U.S Department of Education require universities to disclose certain consumer information to prospective and enrolled students, parents and employees. This information can be accessed on the University's Web site at www.evansville.edu/financialaid/consumerinfo.cfm.

From the website you can access a PDF document that provides information about the following topics:

Annual Campus Security Report

Athletic Program Participation Rates and Financial Support Data

Family Education Rights and Privacy Act (FERPA)

Financial Aid

General Information on Admissions and Costs

Graduation Rates for General Student Body and for Student-Athletes

Health Insurance Portability and Accountability Act (HIPAA)

Institutional Refund Policy

Satisfactory Academic Progress Policy

Special Services and Facilities for Students with Disabilities

Study Abroad

A paper copy of UE Consumer Information may be obtained by contacting the Office of Financial Aid at 800-424-8634 or 488-2364.

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Moving off campus. All freshmen are required to live in University housing unless they reside at home with their parents. University housing includes the traditional residence halls, UE villages (apartments, houses, and duplexes), and fraternity houses. Students who move out of University housing in subsequent years will have their UE gift aid reduced by the cost of housing their first year at UE. For freshman students entering in 2006-07 through 2008-09, the reduction for moving out of UE-owned housing will be \$3,400. For freshmen entering in 2009-10 and after, the reduction for moving out of UE-owned housing will be \$4,000.

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Summer aid. Work on campus, **the Federal Pell Grant (in some cases) and** Federal Direct Stafford Loans and PLUS loans are the only forms of financial assistance available for students who wish to take summer classes. Students must take a minimum of six credit hours to be eligible for a summer loan. Work on campus is not contingent upon enrollment during the summer, but only students who have not graduated and who will be returning to campus the following year will be eligible to apply.

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The University of Evansville refund policy treats all students the same, regardless of the type of financial aid being received or the absence of such. The policy that determines the return of Title IV funds is defined by federal regulation and calculates earned federal financial aid on a per diem basis up to the 60 percent point in the semester. Federal financial aid that is considered "unearned" is returned to the appropriate source. The amount of earned federal aid is calculated by dividing the number of calendar days completed by the total number of calendar days in the semester. A calendar is developed each year and maintained in the Office of Financial Aid that outlines the percentage of federal aid earned during the first 60 percent of the term. There are no refunds (or return of Title IV funds) after the 60 percent point; Title IV aid is considered to be 100 percent earned after that point.

The University institutional policy for the refund of institutional charges, which are tuition, fees (activity, technology, health and wellness), housing, and meal plan charges will be determined as follows:

- n UE classes begin on Wednesday for **fall semester and Monday for spring semester.** Students who withdraw on **Wednesday [fall] or Monday [spring]** will receive a 100 percent refund.
 - n Students who withdraw or leave during the first week of class (Thursday through Wednesday) will receive an 80 percent refund.
 - n Students who withdraw within the second week of class (next Thursday through **Wednesday [fall] or Monday [spring]**) will receive a 60 percent refund.
 - n Students who withdraw within the third week of class (next Thursday through **Wednesday [fall] or Monday [spring]**) will receive a 40 percent refund.
 - n Students who withdraw within the fourth week of class (next Thursday through **Wednesday [fall] or Monday [spring]**) will receive a 20 percent refund.
 - n After four weeks, there are no refunds for the above listed institutional charges. All financial aid, other than federal aid as described above, will be refunded according to the tuition, fees, housing, and meal refund schedule as indicated above. In other words, all UE financial aid and private financial aid will be refunded according to the 100 percent, 80 percent, 60 percent, 40 percent, or 20 percent determination during the first four weeks. After four weeks, there are no refunds for such aid.
- The State Student Assistance Commission of Indiana (SSACI) policy for refunds dictates that to be eligible for these awards, a student must be enrolled at the end of the first four weeks of a semester.** Hence, if a student completely withdraws from the University before the end of the first four-week period, the student is not eligible for the state award and the University must return 100

percent of the semester's award to SSACI. After the first four weeks, the student's SSACI aid would be 100 percent earned, and like the UE aid and private aid mentioned above, there would be no refund if the student leaves. SSACI aid consists of Higher Education Awards, Freedom of Choice Grants, Twenty-first Century Scholar Awards, Hoosier Scholarships, and [part-time](#) state grants.

Financial and Payment Information

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Returning federal financial aid to accounts. All students who have federal aid will have unearned aid returned according to the 1998 return of Title IV funds policy (Section 668.22 of the HEA) in the following descending order up to the full amount disbursed:

Unsubsidized Federal Direct Stafford Loan

Subsidized Federal Direct Stafford Loan

Federal Perkins Loan

Federal PLUS Loan

Federal Pell Grant

Federal SEOG

[TEACH Grant](#), Title IV Aid Programs (LEAP, if known)

Other Federal, State, Private, or Institutional Aid

Student

After federal aid has been returned to the appropriate accounts according to the federal statute, the University returns state, private, and University aid according to the institutional policy (100 percent, 80 percent, 60 percent, 40 percent, 20 percent, and 0 percent after four weeks). Any refunds of charges will be applied to the student's account, and all adjustments for aid, loans, fines, and nonrefundable fees or deposits will be made before eligibility for a cash refund is determined. If there is a student account balance resulting from the adjustments, the student is responsible for payment.

Financial and Payment Information

Walk-away students. Students who simply "walk away" during a semester without officially withdrawing and who earn all Fs or incompletes will be assessed a \$500 administrative fee for subsequent processing of their refund calculation, once that has been determined. [**The withdrawal date is the later of \(a\) the student's last date of attendance at a documented academically-related activity; or \(b\) the midpoint of the semester for a student who leaves UE without notifying anyone.**](#)

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Adult programs refund policy. If a student in either the [organizational leadership, global leadership](#), or public service administration program finds it necessary to completely withdraw from the University before the end of a semester, the withdrawal process begins in the office of the director of continuing education where an official date of withdrawal is determined for refund purposes.

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