

STUDENT GUIDE

Bachelor of Science or Arts University Studies

**2017-18
Policies and Services**

IMPORTANT NOTE

This guide has been compiled as an overview of campus policies for students enrolled in the University Studies degree completion program.

The information contained in this document does not supersede official University policies and guidelines or rulings made by specific University departments. The following resources and departments should be referenced for detailed, specific information regarding the most current policies and procedures of the University of Evansville.

General Campus Policies including

Students' Rights and Responsibilities

University of Evansville Student Handbook

Access this document online at

<https://www.evansville.edu/offices/deanstudents/downloads/handbook.pdf>

Financial Aid Award Guide

Contact the Office of Financial Aid 812-488-2364

Student Accounts Issues

Contact the Office of Student Accounts 812-488-2565

If you are unsure of a policy or procedure, please contact the Center for Adult Education (CAE) at 812-488-2981 for personal assistance.

CAMPUS EMERGENCY PHONE NUMBER

If you have an emergency on campus, pick up a campus phone and dial

6911

Ambulance, Police, Fire

Campus Security (non-emergency): 2051

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INSTITUTIONAL INFORMATION

University Profile

The institution now known as the University of Evansville originated in 1854 in a little building, which was once a United Methodist Church in Moores Hill, Indiana. Originally named Moores Hill Male and Female Collegiate Institute, the school became Moores Hill College in 1887. It was one of five coeducational colleges in the United States at that time.

After an ambitious community fund-raising effort, the school was moved in 1919 to Evansville, Indiana, where it was renamed Evansville College. The college achieved its first major academic goal in 1931 by receiving accreditation from the North Central Association of Colleges and Secondary Schools. After rapid growth and reorganization of schools and colleges, the State Legislature approved the renaming of the school to the University of Evansville in 1967.

With a commitment to global education, the University of Evansville operates a British campus, Harlaxton College, in Grantham, England. Studies abroad at Harlaxton or in another country through one of the University's exchange programs is supported and encouraged. The University of Evansville has retained its United Methodist Church affiliation throughout its history.

A Mission of Learning

The University of Evansville is dedicated to active learning and scholarship. We are committed to the liberal arts and sciences as a basis for intellectual and personal growth.

The University endeavors to prepare women and men for lives of personal and professional service and leadership. The University is aware of the challenges of living in an international community and therefore adopts a global view in its programs and its vision.

The University of Evansville preserves its independent nature and values its ties to the United Methodist Church. It emphasizes undergraduate education and supports an array of liberal arts and sciences and professional programs. The University selects talented and motivated students and faculty. The student-faculty ratio promotes individual attention and optimal learning. The University values learning as a means of attaining freedom from ignorance and prejudice. Because education is a lifelong process of critical inquiry, the University commits resources to continuing education programs in the greater community.

Accreditation

The University of Evansville has been fully accredited since 1931 by the North Central Association of Colleges and Schools to award associate, baccalaureate, and master degrees.

Educational Objectives

The following educational objectives reflect the mission and character of the University of Evansville as well as nationally-recognized best practices for a liberal education that equips students to compete and thrive in an increasingly complex global society. Recognizing that a well-rounded education has important curricular and co-curricular components, the University envisions integrative learning that emphasizes connections within and between general education and the major course of study and that brings together diverse experiences from campus, community, and the larger world.

Graduates of the University of Evansville will:

- Acquire broad foundational knowledge of the liberal arts and sciences through the general education program, including:
 - Appreciation for creativity and artistic expression
 - Knowledge of historical and cultural developments
 - Insight into human behavior and social relations
 - Understanding of the physical and natural world
 - Cultivation of an international perspective
- Develop and improve intellectual and practical skills, including:
 - Written and oral communication
 - Critical and creative thinking
 - Quantitative literacy
 - Problem-solving and research
 - Collaboration and leadership
- Understand, develop, and demonstrate personal and social responsibility, including:

- International citizenship
- Intercultural competence and appreciation of diversity
- Ethical reasoning and behavior
- Civic engagement, local and global
- Commitment to mental, physical, and spiritual well-being
- Commitment to lifelong learning
- Gain a depth of knowledge and competency in one or more disciplines of their choice.

A University of Evansville education goes well beyond these objectives, which are intended merely to establish the common core of knowledge and skills upon which our students will build as they address contemporary and enduring questions, pursue personal growth, and prepare to engage the world as informed, ethical, and productive citizens

ACADEMIC INFORMATION

The academic information included in this student guide regarding course work is not a substitute for the individual requirements of your instructors. Information in this guide regarding course work is not to be regarded as creating a binding contract between the student and the University. All students are responsible for familiarizing themselves with the requirements of their course of study and for seeking assistance from the Center for Adult Education (CAE) staff as needed.

Change of Address and/or Name

If your permanent address changes at any time, it is essential that you make that change on your WebAdvisor account and notify the Center for Adult Education. Please call 812-488-2981 or email Tammy Flanagan at tf62@evansville.edu if any of your contact information changes. In addition, you must contact the Office of the Registrar at 812-488-2601 to have your name changed in the Student Information System. A change of name requires proof of legal name change.

Class Attendance

The University expects regular class attendance by all students. Students are expected to appreciate the necessity for regular and punctual attendance, to accept this personal responsibility and to accept the consequences of failure to attend. When absence occurs due to emergency or medical reasons, students are expected to notify their instructor of the absence prior to the class or seek the assistance of their academic advisor.

The University invests students with the responsibility of regular class attendance. An instructor and/or academic unit may make attendance mandatory in particular courses. Each instructor is expected to maintain an attendance policy in keeping with the nature of the course and may consider it in evaluating performance in their courses.

Remember:

- Only the instructor may excuse a student from class.
- It is the **student's responsibility** to take the initiative by consulting with the instructor before the absence occurs and to do what is required by the instructor to make up any missed segments and/or examinations.
- Instructors are required to assist students in the rare occasional situations of excused absences.
- It is best to notify CAE prior to the course if the student is aware he/she will have to miss any class time prior to the semester beginning.

Academic Progress

Academic evaluation in any segment of a primary course is determined by the instructor. Grade reports will be available online for the student. Letter grades will be assigned for each five-week course. If an emergency prevents a student from completing some portion of the required assignments, an instructor may give an 'I' or "incomplete" grade. It is the student's responsibility to make arrangements to complete requirements to remove the 'I'. If, after the instructor's designated time limit or one year, the 'I' has not been removed, it will be changed to 'F'. Students receiving an 'F' in any course will be required to repeat the course with a satisfactory grade and overall grade point average to complete the requirements of the OL program. To check your grades and UE record you can log onto: <https://webadvisor.evansville.edu> - Please see the technology information at the back of this handbook for login procedures.

Academic Load

Full-time: A student enrolled in 12 or more hours per semester. Part-time: A student enrolled in fewer than 12 hours per semester. The normal load for a full-time undergraduate student is 12 to 16 hours per semester. If a student elects to carry more than 16 hours, in consultation with his or her academic advisor, the grade point average (GPA) should be a guide in determining the maximum number of hours to be attempted (exclusive of music ensembles and exercise and sport science activity courses). The recommended load limits: Up to 1.99 GPA: 16 hours maximum 2.0 to 2.99 GPA: 18 hours maximum 3.0 to 4.00 GPA: 20 hours maximum Fall/spring Overload: Students in good standing wishing to take 21 hours or more or students on academic probation

wishing to exceed 16 hours must petition the academic deans of their majors for approval and have the support of their academic advisors in doing so. Summer Overload: Students are limited to a maximum enrollment of three courses (maximum 12 credit hours) during a single summer regardless of the number of sessions. If current UE students want to take more than 12 credits, they must petition the academic deans of their majors for approval and have the support of their academic advisors in doing so.

Classification of Students

Students are classified based on the following: Senior: a minimum of 90 semester hours earned Junior: a minimum of 60 semester hours earned Sophomore: a minimum of 30 semester hours earned Freshman: fulfillment of entrance requirements and less than 30 semester hours earned

Drop, Add or Withdraw from a Class

Once enrolled, a student may drop a class only by filing an official drop/add form in the CAE Office. The following add/drop/withdrawal policy applies; before and during the first week of class students may add/drop without penalty to transcript, withdrawal during second through third week of classes will reflect a W on the transcript, & withdrawals after the third week of class will reflect the grade earned at that point on the transcript.

Discontinuation of attendance DOES NOT AUTOMATICALLY constitute a withdrawal.

A grade of 'F' will be assigned if the student stops attending a class without going through the proper procedures. It is the student's responsibility to know their individual financial consequences involved with dropping or withdrawing from a class. The approval of the academic advisor in the CAE office is required in all cases. When a student is absent in three or more classes in a single course, the student must contact CAE to evaluate options for withdrawal from the course. Please contact CAE office at cae@evansville.edu or call 812-488-2981 with any questions.

Withdrawal from the University

A student who finds it necessary to withdraw from all credit classes must apply for formal withdrawal through CAE. This process requires the completion of a University withdrawal form and an exit interview. Final approval is subject to clearance from the Office of Student Accounts. If this procedure is not followed, grades of 'F' will be assigned for all classes involved.

After the official last day to withdraw, approval for withdrawal from the University without grade penalty will be given for one of only three reasons: medical or psychological problems or full-time employment conflicts. A letter or documentation from a doctor, psychologist or employer verifying the situation is required.

Failure to complete a term does not cancel the student's obligation to pay tuition and all other charges in full. See Instructional Refund Policy (available from CAE office and Financial Aid offices) for complete details.

Grades

At the conclusion of each semester, students receive letter grades indicating the adjudged quality of their work in each course. Grade points are assigned for each semester hour of credit as follows:

A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Poor	1.0
F	Failure	0.0
I	Incomplete	
P	Pass	
W	Withdrawal from course	

All A, B, C, and D grades are passing grades. Grades of I, P, and W are not included in computing grade point averages. The grade point average is the quotient resulting from dividing the total points earned by the number of hours attempted, including F grades.

Reports from grades for all students are available after the close of each semester.

Grade Appeals

Students who wish to appeal a final course grade should follow the procedure described below.

1. Contact the instructor and attempt to resolve the disagreement.
2. If the problem cannot be resolved in consultation with the instructor, the student should contact the Director of CAE, who will mediate between the student and instructor and attempt to resolve the matter. At this point, the

- student should file a written appeal, within 60 calendar days after grades are mailed, with the department chair and send a copy to the instructor.
3. If either the instructor or the immediate supervisor disapproves of the change of grade, the student has the right to appeal to the Admissions and Standards Committee within two weeks of receiving written disapproval. If the student receives no response from either party within 30 calendar days of filing the appeal, the student may appeal directly to the Admissions and Standards committee. Any appeal to the Admissions and Standards committee must be filed during the semester (exclusive of summer terms) immediately following that in which the disputed grade was received.
 4. An appeal may be filed by completing the grade appeal form, which is available from the Center for Academic Advisement (Room 264, Library, telephone 488-2610). The grade appeal form should be completely filled out and any supporting documentation should be attached to the form. At a minimum, supporting documentation must include a course syllabus and a copy of the appeal letter. These materials should be returned to the Center for Academic Advisement.
 5. A hearing will be conducted by the Admissions and Standards Committee to examine the merits of the appeal and either approve or deny the appeal. Both the instructor and the student will be notified of the time and date of the grade appeal hearing.
 6. The instructor and the student will each have equal time in which to present the essence of their case. Normally 10 minutes would be allocated for each presentation. Each presentation will be made without the other party in the room.
 7. After materials have been presented by both parties, they will be excused and committee members will discuss and reach a decision on the merits of the case.
 8. The student will be notified by the chair of the Admissions and Standards Committee of the decision by mail within a week of the hearing. The decision of the Admissions and Standards committee is final; however, a student may request the committee to reconsider its decision if the student has additional, new, and relevant materials to submit. Students who wish to file a request for reconsideration should submit a new appeal form and attach the new materials they wish considered.

Incomplete Grades

All work for credit is expected to be completed within the semester it is attempted. An instructor may give an 'I' or incomplete, grade if a student has done work of a passing grade in a course but has failed to do some portion of the required work because of an emergency. In no case can work be done outside of class as a substitution for class attendance.

Work normally should be completed within six weeks of the next semester of study, but the instructor may grant up to one year from the end of the term for which the 'I' is granted. It is the student's responsibility to have this deficiency removed within the contractually agreed upon time period or within one year following the time of receiving the grade of I, whichever is less. Registering for a course a second time does not remove an incomplete grade. If no change has been made by the instructor after the maximum one-year grace period, the registrar is authorized to change all grades of I to F.

Retention of Tests, Papers, and Final Exams

It shall be the responsibility of the instructor to maintain reasonable and objective criteria and data in the grading and evaluation process. Any student wishing to question a course grade or individual grades on tests, papers, or the final examination may do so and may also review the related materials.

To ensure due process in the event of a grade appeal, faculty must retain all graded materials for a period of one year after completion of the course. In instances where a final grade of I (incomplete) has been submitted, faculty must retain all graded materials for a period of two years. (When an I grade is removed, the instructor is required to retain all related grade materials for only one year from the time of the grade change in lieu of the full two-year period.)

If graded papers, tests, and/or final examinations have been returned to the student, it becomes the student's responsibility to present the related materials in a grade dispute.

Graduation

Only those candidates who have fulfilled all scholastic requirements for a degree and who have met their financial obligations to the University will be recommended for the degree. A candidate for a degree must file an application for the degree in the Office of the Registrar one year prior to the intended date of graduation. While the registrar will conduct a degree audit on behalf of the University, it is the student's responsibility to ensure that all graduation requirements are met.

Commencement exercises are held in December and May. Students completing degree requirements at the end of the academic year or the following summer sessions are required to participate in the May ceremony. Those students completing degree requirements at the end of the fall semester may participate in either the December or the May ceremony but not both.

Graduation with Honors

Students acquiring a grade point average of 3.85 will receive their degree summa cum laude; students acquiring a grade point average of 3.70 will receive their degree magna

cum laude; and students acquiring a grade point average of 3.50 will receive their degree cum laude. Honors will be determined on the basis of all undergraduate course work and will include all transfer grades, whether they apply to UE requirements or not.

FINANCIAL INFORMATION

Office of Financial Aid

Financial assistance and payment plans are available for OL students at the University of Evansville. To qualify for any assistance, students must first be accepted for admission into the program and then must complete the necessary forms for financial assistance. A Free Application for Federal Student Aid (FAFSA) must be filed in order to determine eligibility for federal financial aid and loans. To be eligible for IN state funds you must file by March 10. Information and forms are available from the Office of Financial Aid. You may file the FAFSA on the web: www.fafsa.ed.gov. The University of Evansville School code is 001795.

If you have questions about financial aid, please contact a financial aid counselor at 812-488-2364 for assistance.

Office of Student Accounts

This office will assist students in developing a payment plan appropriate for their personal financial situation. All questions relating to student billing are referred to the Office of Student Accounts. The Student Accounts staff can be reached at 812-488-2565 or you can stop by for a consultation in Olmsted Administration Building, Room 105. Students cannot register for classes until their financing has been arranged and approved by Student Accounts.

Students using employer reimbursement need to supply student accounts with a copy of your approval form and 25% of the tuition at the time the first billing is due each semester. Your account will have 1% per month finance charge added each month. The

full amount is due 30 days after the end of the semester. If you have not settled your account within the time period allowed you will be dropped from your class. To register after being dropped you will be assessed a \$190 late registration fee.

Schedule of Tuition, Fees and Other Charges

University Studies Tuition for 2017-18 Fiscal Year has been set at \$315 per credit hour,* along with a \$50 per semester registration fee and \$90 per semester technology fee. Additional optional costs include an annual parking fee of \$50.00 (if you choose to park on-campus), the cost of textbooks, supplies and required class trips. Students electing to study abroad will accrue additional costs as outlined in an information session for this program. Since travel costs fluctuate, this fee is not quoted in advance.

*Rates are subject to change without notice. Rates typically change each year on June 1.

Student Activity Fee

University Studies students can participate in the student activities on campus by obtaining a student photo identification card from Safety and Security and paying the current student activity fee in the office of Student Accounts. Students must then stop by the Office of Student Life on the second floor of the Ridgway University Center between 8:00 a.m. and 5:00 p.m. to have a valid student activity fee sticker affixed to their student ID.

Some activities included in the student activity fee include access to the Student Fitness Center, pool, and tennis courts. Other benefits include one free ticket to all athletic events, all plays and music concerts, and student board events. Please note that tickets are always limited in number and are distributed on a first come, first served basis until the supply is exhausted. The fee also covers the cost of the LinC yearbook and the Crescent student magazine, available in all campus classroom buildings.

Most campus activities, lectures, plays, concerts and athletic events are posted on the University of Evansville website. Access current schedule of events by visiting www.evansville.edu

Participation in the student activities and paying the student activity fee is an optional choice for University Studies students. The current activity fee is \$163 per semester and that amount is subject to change.

Institutional Refund Policy

If a student in the University Studies program finds it necessary to completely withdraw from the University before the end of a semester, the withdrawal process begins in the CAE office where an official date of withdrawal is determined for refund purposes.

A student's withdrawal date is determined using the same process as the regular refund policy as outlined in the Financial Aid Award Guide (available from the Office of Financial Aid). The director of CAE may determine a different date due to extenuating circumstances if such conditions exist and can be documented.

All other information relative to the withdrawal process is described in the regular policy and conforms to it.

*Students receiving Title IV federal aid will have their refund of aid calculated according to the established federal guidelines using the per diem calendar that determines aid earned in a particular term. The percentage of aid earned will depend upon how much of the term has been completed when the withdrawal occurs. (Note: Title IV federal aid recipients are responsible for any student account balance resulting from federal aid adjustments due to withdrawal.) Please refer to "Returning Financial Aid to Accounts" located in the *Financial Aid Award Guide* for additional details regarding conditions of financial aid.

Non-refundable Fees

Special fees are non-refundable and include the admission deposit & application fee, payment plan fee, and late registration fee. No federal financial aid will be used to cover these fees if a refund is calculated. UE also retains a \$100 administrative fee when calculating a refund for all students.

Institutional Charges vs. Non-institutional Charges

When implementing the UE Refund Policy, the following are considered institutional charges: tuition, activity fee, and registration fee. All other fees and costs (special fees, books, off-campus living expenses, transportation expenses, and the like) are considered non-institutional costs. Sample Return of Funds calculations are available in the Office of Financial Aid.

STUDENT SUCCESS

Academic Support Services

The Center for Academic Advising offers a variety of academic support services. Students are encouraged to contact the office for tutoring, supplemental instruction and time management skills. Students may contact the office by calling 812-488-2605 or emailing dk26@evansville.edu

The Writing Center

An invaluable resource to all UE students and provides access to writing resources and assistance with any stage of the writing process. Writing Center tutors are available to help students with every step of the writing process. Call 812-488-2218 for more information.

Technology Support

UE students use the learning management system, Blackboard, for all of the online classes and a majority of the on campus classes as well. Blackboard guides are available through AceLink. This information can be found quickly in the online orientation course available to all University Studies students.

If the student experiences a technical issues with Blackboard or other University systems, contact the Office of Technology Services (OTS). <https://www.evansville.edu/offices/ots/>
The student may also email the help desk at help@evansville.edu

Student Activities and Organizations

The University of Evansville places a strong emphasis on student involvement. Students are strongly encouraged to become involved with campus activities and community organizations, as these opportunities can provide a practical learning experience which complements the academic classroom experience. The Adult Education Society is one example of a student organization and was developed for our adult students.

Center for Student Engagement

Students have access to a variety of activities, including student organizations, at the University. There is virtually something for everyone. Organizations include national

social fraternities and sororities, service organizations, political organizations, religious organizations, and honor societies. There is also a large number of special interest clubs.

Major campus events are also sponsored by the Center for Student Engagement with the assistance of student organizations and other offices on campus. Some of the traditional events are Homecoming activities for students, Musical Madness, and the Bike Race. Volunteers are always needed to assist with these programs. All full time UE students with a current student activity fee sticker are invited to participate in these events.

Information regarding student organizations or events is available in the Center for Student Engagement located in the Ridgway University Center, or by calling 812-488-2371 or email cse@evansville.edu.

Counseling Services

The University offers counseling services that are designed to help students with a variety of life issues as they make their way through the college experience. It is recognized that interpersonal, psychological, and developmental issues can interfere with learning, and ultimately, personal access. The University provides a counseling program with nationally certified and licensed professional counselors to respond to the unique needs of University students so they can achieve maximum benefit from their UE experience. The three program areas offered within the Office of Counseling Services include individual counseling for personal or psychological problems, health education and wellness programs, and disability support.

Counselors address a variety of psychological issues including depression, anxiety, stress and positive coping strategies, and various relationship concerns. Counselors also assist with academic difficulties by providing individual or group programs related to time management, effective study skills, and test-taking strategies.

Health education and wellness programs are offered to assist students in making healthy lifestyle choices during their college careers and throughout their lives. These programs provide students with education, prevention, and intervention programs related to alcohol/substance abuse, stress management, and other lifestyle issues.

The Office of Counseling Services is located in Room 204, Ridgway University Center. Appointments can be made by calling 812-488-2663. Crisis intervention and on-call emergency services are available by calling the Office of Safety and Security at 812-488-2051.

Information Disclosure

The counselors in the Office of Counseling Services abide by the professional ethical standards of the National Association of Social Workers. A counselor may not reveal information to anyone about a client unless the client gives written permission to do so.

The office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, and counselors are on call for emergencies. For more information about available counseling services, call 812-488-2663.

Center for Career Development

The mission of the Center for Career Development is to facilitate educational opportunities that engage students in self-discovery, development, and professional transformation. Promoting the big picture – each student’s academics, involvement, experience, and goals – the career center staff fosters an active partnership among students, faculty members, alumni, employers, and the community.

Starting during the first year, students are directed to the services and support provided by the Center for Career Development. UE’s career professionals help students get on the path toward a successful career by directing them to the stepping stones of the Evansville Experience.

Library Services and Resources

University Libraries provide an expanding array of information resources and services, which underwrite the curricular and research programs of the University. These resources range from traditional library collections and individualized reference assistance to access to full text electronic databases. Electronic databases as well as the online catalog, known as ACE, are readily accessible across the campus from networked PCs located in computer labs, dormitories, and of course, the library.

University of Evansville Libraries are open 116 hours in a typical week during fall and spring semesters. (57 hours weekly during summer.) Research Assistance is scheduled by appointment in face-to-face meetings and in online sessions (using Skype) with credentialed librarians. Librarians also provide research assistance to “walk-in” users until 9 p.m. Sunday-Thursday (and until 6 p.m. on Friday) during fall and spring semesters. Hours of building operation are extended for late-night study during fall and spring semesters from midnight to 4 a.m. Sunday through Thursday.

The Libraries currently provide access to 22,000 unique e-journal titles, 160,000 ebooks, and 230,000 print volumes. The electronic resources are available 24/7; the print collection is available during normal building operation hours.

Specialized services and resources include the Music Listening Library and the University Archives as well as the Multimedia Center, which is located in Graves Hall. Visit www2.evansville.edu/libweb/ for current information.

Volunteer Activities

University of Evansville students enjoy a rich tradition of volunteerism within the Evansville community. A sample of the most popular programs include:

Adopt-a-Class
Adopt-a-Grandparent
Big Brothers/Big Sisters
Habitat for Humanity

Humane Society
Indiana Reading Corps
National Make a Difference Day (fall)
UE Gives Back (spring)

Whether you are volunteering for the first time or you have volunteered before, we want to assist you in finding an experience that matches your interests and talents.

Why volunteer? Giving only one hour a week of your time can provide the positive change desperately needed in the life of a child struggling with school work, an elderly person in need of companionship, or a puppy starving for attention and care. Your gift of love and compassion can make all the difference to those who need it most. In addition, volunteers gain a sense of civic duty and the community responsibility characteristic of the well-rounded individual.

Volunteer activities are coordinated by the coordinator of student activities, a full-time AmeriCorp member, and a team of work-study students. Additional information may be obtained from the Center for Student Engagement or you may contact the volunteer activities team at 812-488-2538.

CAMPUS FACILITIES

University Bookstore

The University Bookstore serves many different needs of students, faculty, administration and the Evansville community. The bookstore provides the most complete and convenient source for necessary textbooks and supplies for all University classes. The general book selection includes current best sellers as well as poetry, history, reference books, and books of local interest. Textbooks and general books are arranged for self-service but our staff is always ready to help. We welcome special orders for books of all kinds. Many computer software programs are available at academic discounts.

The bookstore also provides the University community with collegiate spirit clothing and gift items. T-shirts, sweatshirts, athletic clothing, casual wear, and outerwear are customized with your University's Name or logo, and provide the perfect expression of your UE pride. Special discounts are available for students of the UE student discount card, available in the Offices of Student Life.

The University Bookstore is located on the first floor of the Ridgway University Center. The year-round hours are 8:00 a.m. to 6:00 p.m. Monday – Thursday, 8:00 a.m. to 4:30 p.m. on

Fridays, and Saturdays from 10:00 a.m. to 2:00 p.m. For additional information, call the University Bookstore at 812-488-2678 or email staff at bookstore@evansville.edu

Carson Student Fitness Center

The Carson Student Fitness Center has racquetball courts, an indoor track, aerobic areas, basketball and volleyball courts, lighted tennis courts, and weight training areas. Some of the programs offered through the Carson Student Fitness Center are personal fitness assessment, individualized training, aerobics classes, Fitness and Health Awareness Week, Big and Little 39 Bike Race, Women on Weights, water aerobics, Wander Indiana, Rape aggression Defense Class and Intramurals.

The intramural program provides opportunities for students of all abilities to get involved in a variety of activities. Opportunities for involvement include administration and supervision, officiating, and competition for individuals and teams of all abilities and interest levels. Check the intramural update board in the Student Fitness Center or the UE website under Student Life for dates and entry deadlines.

Students are expected to register to use the facilities and to present a valid student identification with a current student activity sticker (\$163 per semester* – see page 14 for details) or pay \$190 (annual) user fee* for Carson Center only. Adult guests may be accompanied by students, faculty, or staff and will be expected to pay a guest fee of \$3.00*.

*Fee subject to change without notice

Campus Telephone Directory

The campus telephone directory is completed in October and is available online. Any student who desires that his or her directory information not be released and therefore excluded from the Campus Telephone Directory must inform the Office of the Registrar in writing no later than the end of the first week of the fall semester.

Student Photo Identification

All full time students at the University of Evansville can obtain a plastic student photo identification card *free of charge* by visiting the Office of Safety and Security between the hours of 8:00 a.m. and 4:00 p.m. The first student identification card is provided free of charge, but there is a fee assessed to replace a lost or stolen card.

Parking

On campus parking is by permit only and is strictly enforced. All current students wishing to park on campus must purchase a University of Evansville parking permit through the Office of Safety and Security. Safety and Security distributes parking permits between 8:00 a.m. and 4:00

p.m., Monday through Friday. It is advised that students become familiar with the designated parking available for their individual permit. There is no charge to park on city streets in the area.

Diversity Initiatives

The University of Evansville is committed to cultural diversity and multiculturalism. The Office of Diversity Initiatives strives to create an environment that embraces and celebrates the diversity of all cultures, fosters a broader sense of community, and helps students see the connection between what they learn about other cultures and their own lives. In an effort to do so, the Office of Diversity Initiatives offers the following programs:

- Second Family Program
- William G. and Rose M. Mays Martin Luther King Jr. Lectureship
- Cultural Month Celebrations
- Hispanic Heritage Month
- Gay-Lesbian-Bisexual-Transgender Month
- American Indian Heritage Month
- Black History Month
- Disability Awareness Month
- Asian American Heritage Month

For more information, contact the Office of Diversity Initiatives at 812-488-2413.

Religious Life

As a United Methodist affiliated institution, the University of Evansville offers an active religious life program and encourages students of all faith communities or no faith community to explore and learn about all the religious traditions during their career at UE. In addition, students are encouraged to grow spiritually regardless of their religious affiliation. College is a time of discovery when students are challenged to engage the world around them in order to become global citizens. Just as your mind makes that important journey, so too, does your spirit. Your college experience will invite you to become interested in the world around you and to somehow make a difference in that world. When you suddenly find yourself more interested in doing your part to eliminate pain and suffering in the world than you are in the latest Netflix series, you may conclude that you have grown spiritually. We hope all students at UE, on some level, will seek to find solutions to problems in their neighborhoods and in the world and pursue a life of peace with justice for the sake of the greater good. The Office of the Chaplain and the Office of Religious Life offers support and guidance for students by offering small group experiences, worship opportunities, spiritual direction, and pastoral care. The schedule is: University Worship Sunday 11:00 a.m. Roman Catholic Mass Sunday 1:00 p.m. Wednesday 9:30 p.m. Jummah (Friday prayer) Friday 12:30 p.m. Grabill Lounge, Neu Chapel

Founders Day, Advent Candlelight Vespers, Candlelight Christmas Eve, and other significant University events are also held in Neu Chapel. Opportunities to integrate faith, learning, and practice are offered through religious life. Students are encouraged to engage in acts of service

around the Evansville community, the United States, and the world beyond. Neu Chapel also provides prayer and meditation space for all students of any religious tradition or none in the Kell Interfaith Prayer Room located on the southwest corner of Neu Chapel, open 24/7, 365 days per year. For more information, call 812-488-2235

Photography

The University of Evansville reserves the right to take photos in public spaces. UE students and faculty have always been very cooperative and accommodating during previous shoots. As a result, many great photos have been taken to promote the University in both print and electronic media. Faculty are notified in advance if photos will be taken in a particular class. It is possible that last minute requests will be made. It is the student's responsibility to inform the Center for Adult Education if he or she wishes not to be photographed. If a student agrees to sit for a scheduled shoot in a non-public location, a waiver will be provided, and the student's signature is required for participation.

Food Service

UE Dining provides an exciting and innovative dining services program for the entire UE community. You'll find great food, friendly people, and a comfortable atmosphere in which to enjoy it all. You have a variety of restaurants to choose from, all conveniently located in the brand-new Ridgway University Center.

Cafe Court

Offering all-you-care-to-eat selections including hot entrees, salad bar, deli, grill, and more!
Located in Ridgway University Center



Regular Hours of Operation

Mon-Fri

Breakfast: 7:00am – 10:00am

Continental Breakfast: 10:00am - 10:30am

Lunch: 10:30am – 2:00pm

Lite Lunch: 2:00pm - 4:30pm

Dinner: 4:30pm – 7:00pm

Saturday - Sunday

Brunch: 10:30am - 1:30pm

Lite Lunch: 1:30pm - 4:30pm

Dinner: 4:30pm - 6:30pm

Chick-fil-A

Chick-fil-A serves chicken sandwiches, nuggets, spicy chicken sandwiches and their legendary waffle potato fries.
Ridgway University Center

Chick-fil-A



Monday - Thursday
10:30am - Midnight
Friday
10:30am - 10:00pm
Saturday
2:00pm - 10:00pm
Sunday
Closed

Starbucks We Proudly Serve

Featuring Starbucks drip coffee and espresso beverages as well as an array of sandwiches and salads.
Ridgway University Center



Regular Hours of Operation
Mon – Thurs: 7:00am – 10:00pm
Fri: 7:00am - 4:00pm
Saturday: 8:00am - 2:00pm
Sunday: 3:00pm - 10:00pm

Ace's Place

Ace's Place is the campus convenience store located on the first floor of the Ridgway University Center. A variety of items are stocked here, including Smart Market Products. "Smart Market" is a convenient meal solutions program targeted at customers that need a food fix in a hurry. The grab and go menu consists of sandwiches, salads, desserts and fresh fruit & vegetable cups.

Hours of Operation

Monday - Thursday 10:30 am - 12:00 am
Friday 10:30 pm - 9:00 pm
Saturday 2:00 pm - 9:00 pm
Sunday 3:00 pm - 12:00 am

Gluten Free Options

We now offer a gluten-free area where diners can select their meal options and we will prepare them fresh out of the box. This will eliminate any need to worry about cross-contamination during preparation and allow diners to enjoy a healthy, safe meal.

CAMPUS SAFETY

Office of Safety and Security

The University of Evansville Office of Safety and Security is located at One South Frederick Street. The non-emergency number is 2051; the emergency number is 6911.

Full-time security officers conduct regular foot and vehicular patrols of the campus 24 hours a day throughout the entire year. The full-time staff is supplemented by a part-time officer, who is assigned to provide supervision in the Ridgway University Center during the school year between the hours of midnight and 4:00 a.m. Clerical staff members provide additional support the entire year, and student personnel are employed during the school year to assist in a number of services. A select group of the student personnel make up the ACE patrol, which provides campus escorts and patrols around residence halls, academic buildings, and parking lots.

Theft Prevention by Identification

When stolen property is recovered by police departments, positive ownership must be proven. Manufacturer's serial numbers are recognized as distinctive marks by court decision. Students should record these numbers to make this system work. Students may also inscribe their names or other identifiable marks on the property.

Security Escort

The University of Evansville Office of Safety and Security assists students and staff by offering escort after dark. Students are encouraged to use this service to prevent being susceptible to attack. Non-coin operated campus telephones in each building at UE provide immediate communication with the Office of Safety and Security. On campus, **dial 2051** to describe your location and to ask for an escort. Students should remember that although there is safety in numbers, care should be taken, especially after dark, to avoid situations where harassment might be possible.

Fire

Fire can be a frightening and deadly experience on or off campus. Smoke and heat-sensing units have been installed in all buildings. All halls, with the exception of Hughes Residence Hall, are equipped with automatic sprinkler systems. Fire alarm pull stations are located throughout the buildings near exits. A central fire alarm panel in the Office of Safety and Security is monitored 24 hours a day for any activation of the alarm system in the residence halls. This panel also alerts the Office of Safety and Security for any malfunctions in the residence fire alarm systems.

Please remember that misuse of the fire alarm system could lead to injury or death. Do not misuse or tolerate misuse of the equipment by others. Your life may depend upon the system operating properly.

Campus buildings are designed to be “fire-resistant.” Prior to their construction, the plans for the buildings are inspected by Evansville Fire Department personnel, and after construction the buildings are inspected annually. The buildings are constructed of fire retardant materials. Fire doors are constructed to keep fire from spreading between rooms, down hallways, and through stairwells to other floors. The buildings are also equipped with portable fire extinguishers for use on small fires.

Inclement Weather – Closing or Delays

The Office of Safety and Security monitors a weather alert radio at all times. Decisions regarding school delays or closures shall be issued through the AceAlert emergency notification system.

- Text message if cell phone is registered with your profile
- E-mail message
- Messages sent to Twitter @AceAlerts and AceAlerts Facebook account
- AceAlerts system speakers on each floor or within each unit of the residence halls, in the townhouses, and North Hall
- An AceNote will be sent to the campus community
- A message posted to the main page of the campus website
- Tune in to local radio and TV broadcasts when weather looks severe
- If classes are cancelled during the day that cancellation applies to evening classes as well

Students, faculty, staff, and visitors should use personal discretion when deciding to travel in inclement weather and should contact the appropriate persons in case of an anticipated delay or absence from work, class, or event.

AceAlert – Update Your Profile

AceAlerts is the University of Evansville’s emergency alert system. We have partnered with Rave Alerts as a resource to make sure you get alerts in a timely manner when they are sent out. All current employees and students are automatically signed up for an e-mail alert and a text message if you have provided your cell phone number to the University. Please verify this information on AceLink. You will receive a weekly test in your e-mail, but you will only receive a text message to your cell phone during an actual emergency.

AceAlerts is the primary form of emergency communication. Update your profile through AceLink. Please feel free to follow AceAlerts on Twitter @AceAlerts and like us on Facebook www.facebook.com/acealerts to receive alerts via those media.

Tornado Watches and Warnings

A **Tornado Watch** is issued when conditions are favorable for tornadoes in the area. Keep tuned to an emergency channel or television or radio station for information on watches as they are updated. Watch for weather changes and cloud formations that may indicate that a tornado or high wind is approaching.

A **Tornado Warning** is issued when a tornado has been spotted or indicated on radar and might be approaching. Warn others and move to the suggested place of safety in your building. It will be located in a low point in your building, away from glass and preferably in a well-supported room. Be prepared to sit or lie on the floor, under a heavy table or desk if one is near, until the warning is over.

Emergency Medical Response

If a medical emergency arises, call 6911 and a security officer will be dispatched. If the officer determines it is a minor emergency he will transport the injured or ill person either to the health center or to a hospital. If the responding officer or the dispatcher receiving the call, determines it is a more serious emergency the dispatcher will call for an ambulance.

Emergency Telephones

To enhance the safety of the campus, the University of Evans- vile has installed 18 emergency telephones in strategic locations around campus. These telephones provide immediate contact with the Office of Safety and Security if you have an emergency situation. Thirteen of these telephones are located in outside areas and are easily recognizable by the blue light at the top of the pole where they are located. The telephones are ADA compliant; each contains an autodial mechanism, which calls the Office of Safety and Security upon activation. The autodial mechanism is activated by pushing a clearly labeled red emergency button located on the face of the telephone. When the telephone is activated, the blue light on top of the pole begins to flash.

Emergency telephones have also been installed in the laundry rooms of the Ramona, Lincoln Park, and Weinbach Apartments, in the natatorium of Carson Center, and in the lower level of the Krannert Hall of Fine Arts near the practice rooms. These telephones have been installed on a wall in an easily accessible location. They are bright yellow, with a clearly labeled red emergency button on the face of the telephone. They are activated in the same manner as the outside emergency telephones.

All emergency telephones are answered on special emergency lines in the Office of Safety and Security. Upon answering a call on one of the lines, the location of the activated emergency telephone is displayed on the telephone console, and an officer is dispatched.

EMERGENCY NUMBERS

812-471-6911

Ambulance, Police, Fire 812-471-6911 Off-Campus

812-488-2051 Campus Security (non-emergency)

812-488-2033 Crayton E. and Ellen Mann Health Center

UNIVERSITY POLICIES

Non-discrimination statement

The University of Evansville expects all members of its community to treat each other with respect and civility. Harassing behaviors directed towards any member of our community will not be tolerated. As part of its commitment to non-discrimination, the University specifically prohibits harassment based on any other characteristics set forth in its nondiscrimination statement as follows: including race, color, gender, gender identity and expression, creed or religion, national origin, age, disability, veteran status and all federally protected groups/classes. Any form of harassment undermines the mission of the University and negatively impacts the University community as a whole.

Harassment

The University specifically prohibits harassment based on any other characteristics set forth in its nondiscrimination statement including race, color, gender, gender identity and expression, creed or religion, national origin, age, disability, veteran status and all federally protected groups/classes. Harassment based on any of these protected characteristics undermines the mission of the University and negatively impacts the University community as a whole. Prohibited harassment is conduct based on one of these characteristics when such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile, or offensive environment for work or learning. The University will not tolerate retaliatory behavior against any individual(s) who reports harassment.

Behaviors that could be considered harassment based on these characteristics include any patterns of conduct aimed at another because of a protected characteristic that would degrade, distress, or humiliate a reasonable person, such as:

- Physical intimidation, assault, or vandalism.
- Exhibits of pictures or reading materials in print or electronic form containing negative information about a person's protected class.
- Verbal abuse or degrading conversations regarding a person's protected class.
- Name-calling, jokes, or negative comments about a person's protected class.

Sexual harassment is a violation of Title IX and is addressed specifically in the Policy Prohibiting Sexual Misconduct (students) and Policy Prohibiting Administrators, Faculty, and Staff from Engaging in Sexual and other Unlawful Harassment.

Formal Grievance and Complaint Procedures for Students

The University of Evansville embraces a culture that encourages students to seek informal resolution to issues or concerns by directly contacting the faculty member or administrator who has the authority to respond. The University recognizes, however, that not all concerns can be handled effectively or efficiently by one individual and therefore provides formal processes by which students may pursue a more formal resolution to their concerns. Students seeking counsel about such processes may contact the student ombudsman or the Office of the Dean of Students. Students wishing to file a formal grievance regarding an academic matter should submit a written and signed statement, as well as the resolution sought, to the vice president for academic affairs, except where other procedures specific to the concern are in place (e.g., grade appeals).

Students wishing to file a formal grievance regarding a nonacademic matter should submit a written and signed statement, as well as the resolution sought, to the vice president responsible for that particular area except where other procedures specific to the concern are in place (e.g., sexual harassment). The student ombudsman or staff in the Office of the Dean of Students can help direct students to the appropriate vice president. Students may also complete the Ace Answers form as well as file a complaint with a particular department on WebAdvisor to provide suggestions and input regarding University issues and concerns.

How to File a Complaint with the University

Students or employees who wish to share a matter of concern or file a complaint with the university may do so by utilizing “Ace Answers.” “Ace Answers” can be accessed via WebAdvisor and allows for comments to be officially logged at the University. The comment will be forwarded to the appropriate department.

Academic Honor Code

In its mission, the University clearly states the intention to be value-oriented in all endeavors. The academic honor code was created by the University community, students and faculty alike, to create an atmosphere conducive to the high ideal and to academic integrity.

The primary purpose of the honor code is to enable students and faculty to conduct their academic duties in an atmosphere of freedom - an ideal that requires the commitment of both students and faculty. Student commitment to this ideal of honor is first affirmed when the student signs and returns the Pledge of Honor. Members of the faculty affirm a commitment to the academic honor code by clearly defining what is or is not unauthorized aid. No student may

matriculate at the University of Evansville without subscribing to the academic honor code, appropriate for all academic work, which is to be submitted for credit. The code is stated below:

I understand that any work, which I submit for course credit, will imply that I have adhered to this academic honor code: I will neither give nor receive unauthorized aid, nor will I tolerate an environment, which condones the use of unauthorized aid.

Commitment to the University of Evansville honor code is a condition of matriculation at the University. All first-time students must sign a statement, the Pledge of Honor, indicating that they understand the academic honor code and know that all their academic work will be done in accordance with the academic honor code.

Disabilities

The University of Evansville is strongly committed to providing an accessible and supportive environment for students with disabilities. It is the policy and practice of the University to comply with the Americans with Disabilities Act of 1973. Students who want to request accommodations should meet with one of the counselors in the Office of Counseling and Health Education. They will be asked to provide diagnostic information or documentation of the disability. After meeting with a student who requests services, the counselor or reasonable academic accommodations for the student. If the student chooses to receive recommended services that require assistance from an instructor or other staff members about the student's needs. It is the student's responsibility to follow-up with the instructor or OL program administrators to receive written notification of accommodations.

Any student who wishes academic accommodations must contact the Office of Counseling and Health Education at the beginning of each semester so that the counselor can make appropriate arrangements and communicate with the necessary faculty.

For more information, contact the Office of Counseling and Health Education at 812-488-2663.

Classroom Visitors

Only registered students, faculty and other UE personnel are authorized to be present in any UE class. If a student wishes to bring a visitor to class, advance approval is required from both CAE and the faculty member involved. A written waiver of liability may be required for classroom guests.

Additional Student Resources

A complete copy of the Students' Rights and Responsibilities, General Campus Policies, and the Student Government Association Constitution can be reviewed online at www.evansville.edu, search for the Undergraduate Student Handbook.