

2022-23

STUDENT HANDBOOK

Section 2

Student Development Services

Student Activities and Organizations

University Services



**University
of Evansville**

Table of Contents

Student Development Services	1
Student Life	1
New Student Orientation	1
Counseling Services	1
Information Disclosure	1
Students with Disabilities.....	2
The Center for Career Development	2
The Center for Innovation & Change	3
Crayton E. and Ellen Mann Health Center.....	3
Medical Involuntary Withdrawal Policy	4
Center for Diversity, Equity, and Inclusion.....	4
Cultural Engagement.....	5
Religious Life	5
International Services.....	5
Assistance to International Students	5
Opportunities to Study Abroad	6
Student Activities and Organizations.....	7
Center for Student Engagement	7
Greek Life	7
Community Service Initiatives	7
UEngage Transcript	8
Student Government Association	8
Enhancement Chair (Ombudsman).....	8
Student Government Association Constitution	8
Policies for Student Activities and Organizations.....	9
Membership	9
Scheduling an Event	9
Publicizing Events On and Off Campus.....	10
General Publicity Information	10
Table Reservations in Ridgway University Center	10
Outdoor Tables in Front of Ridgway University Center.....	10
TV Screens in Ridgway University Center.....	10
Fliers and Posters	10
Chalking.....	11
Game of Chance Policy.....	11
University Services.....	12
University Bookstore.....	12
Library Services and Resources	12
Student Fitness Center	12
ATM.....	13
Check Cashing	13
Campus Telephone Directory.....	13
Crayton E. and Ellen Mann Health Center.....	13

Student Development Services

In keeping with the mission of the University, a variety of programs and services are offered to students as part of the total educational process. The goal of this developmental effort is to assist all students in reaching their maximum potential. Both out-of-class learning experiences and support services are part of this effort. The information in this section of the Student Handbook is intended to acquaint the student with these services as well as the many programs that have been created to meet students' needs. Students who desire more detailed descriptions are encouraged to call the Office of Student Affairs or stop by to meet the staff for information or assistance.

Student Life

Because the college years are so important, both now and in later years, the University of Evansville has established the Office of Student Affairs, which brings together a variety of programs important to university life. The office also assists in the creation of a campus environment outside the classroom that is conducive to the development of students' mental, social, spiritual, and physical well-being.

The Office of Student Affairs includes the Student Fitness Center, the Crayton E. and Ellen Mann Health Center, the Center for Student Engagement, and the Offices of Counseling Services, Disability Services, International Services, Residence Life, Public Safety, and the Center for Career Development. Under the direction of the vice president and dean of students, the office is dedicated to the philosophy that student development begins upon entry into the University, includes both in-class and out-of-class activities, and continues through graduation and commitment to a life plan.

New Student Orientation

Student orientation and academic registration (SOAR) sessions are held for all new students. During this program, new students have an opportunity to become acquainted with the campus, meet faculty members, administrators, and other students, and to learn about academic procedures and student life. During SOAR, each new student will also meet with an academic advisor and register for classes. Orientation programs are also provided for parents of new students.

An additional "Welcome Week" orientation takes place just prior to the start of fall classes. This three-and-a-half-day program provides students with an opportunity to meet new students as well as upper-class students. Orientation participants are exposed to a variety of involvement opportunities available throughout the college experience. Information on campus life, academic assistance, and college adjustment issues is readily accessible for students through this special orientation program.

Counseling Services

The University of Evansville 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 success. The University of Evansville 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 two program areas offered within the Office of Counseling Services include individual counseling for personal or psychological problems with health education and wellness programs, and Disability Services.

Counselors address a variety of issues including depression, anxiety, homesickness and adjustment, stress and positive coping strategies, time management, and various relationship concerns. Counselors can provide assistance in helping students become connected with Academic Services to receive help with academic difficulties.

Health education and wellness programs are offered to assist students in making healthy lifestyle choices during their college careers. 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 200, 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 Public Safety 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. During the months of June and July, regular counseling services are not available, but counselors do remain on-call for emergencies. For more information about available counseling services, call 812-488-2663.

Students with Disabilities

The Disability Services staff members of the Office of Counseling Services coordinate the provision of appropriate and reasonable academic accommodations and support services for any qualified student with a properly documented disability. Additional information on policies and procedures for students with disabilities can be found under the General Campus Policies.

The 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. We adhere to an End-to-End Career Development Model. Starting during the first year, students are directed to the services and support provided by the Center for Career Development. UE’s career staff helps students discover their pathway to becoming work-ready professionals to serve responsibly and live meaningfully in a changing world.

Career Advising and Exploration. With the innovative “TruTalent Personality” assessment program, first year students start to discover, and then focus, their potential. The career center staff works directly with students and collaborates with academic advisors in the integration of career and academic plans.

On-Campus Recruiting. Career Days, and Job Fairs. To prepare for career recruitment, career professionals work with students on projecting a positive image, writing a résumé and cover letter, and conducting mock interviews. Students will be ready to explore the living and learning laboratory of internships, co-ops, jobs, and study abroad adventures.

Experiential Education. The opportunity to explore possible career directions is a valuable part of any educational experience. Credit and non-credit opportunities such as internships, cooperative education, undergraduate research, practicums, clinicals, student teaching, and service learning constitute the laboratory component of college. Putting theory into practice is a tried-and-true method to test classroom knowledge and skills, and it exposes students to the realities of professional employment in a safe and exploratory manner. UE’s career center staff assists students with all the details of locating internship or co-op options and directly supports them in taking the first steps of their professional journey.

Handshake. Handshake is the direct connection with employers and the Center for Career Development and makes it easier than ever for students and alumni to search for internship, co-op, part-time, and full-time positions. It is a modern, convenient career development platform and is now your one-stop-shop for launching your career at the University of Evansville. An account in Handshake offers access to personalized job recommendations based on your major and interests, employment opportunities with seamless application submission, career fair registration, on-campus interview sign-ups, and online appointment scheduling.

UE Connect. The Center for Career Development strives to provide ample opportunity for students to get connected. Students have access to many tools and resources to help them as they enter their professional career search. Through UE Connect, students can network with successful alumni who will support and champion their career goals. In addition, UE students and alumni have access to 33,000+ alumni in the UE directory; and groups on LinkedIn where many alumni come together to share opportunities and experiences.

Graduate School Connection. Thirty-seven percent of 2021 graduates stated they were attending or would attend graduate school within the next three years – some at such prestigious schools as IU School of Medicine, Vanderbilt University, and University of Surrey. The career development staff has the expertise to assist in developing a graduate school search plan that will improve the application process and lead to a more informed decision.

Career Resources. Directories, books about specific majors, graduate school guides, free career magazines, and job bulletins are all housed in the career center resource room. Local, part-time job opportunities are posted on the bulletin board located on the second floor of Ridgeway University Center, outside of the Student Life Suite. Our expanded website is full of valuable information and is available any time of any day.

Career Advocates. Career Advocates are student leaders who provide outreach and initial career development support to undergraduate students. The advocates offer advice/support on career related topics such as résumé development, interview preparation, and job search. Advocates are conveniently available in the career center on a walk-in basis, no appointment necessary!

ACE Pathway. The job market is becoming more and more competitive, and our career development staff are prepared to offer students even more opportunities to transform into savvy, work-ready, and capable employees. The Advanced Career Education (ACE) Pathway allows students to increase their ability to easily communicate professionalism, a valuable skillset, and relevant career focus to potential employers or graduate schools. The Pathway is easily accessed and managed through the University’s Blackboard System.

Job Search Strategies. Beginning a full or part-time job search can be overwhelming. Developing personal career goals, résumés, cover letters, and interviewing skills are just a few of the ways that the career center staff can help students negotiate the ambiguous process and develop a personalized and effective job search strategy.

Success Rate. Ninety-five percent of 2021 graduates were employed or seeking further education within six months of graduation. Results are not guaranteed. Through an active partnership, however, the career center staff can help students understand and communicate how their academic and co-curricular experiences have prepared them to be successful professionals. For more information, visit www.evansville.edu/careercenter or call 812-488-1083. The Center for Career Development is located within the Student Life Suite on the second floor of Ridgway University Center.

The Center for Innovation & Change

The University of Evansville, recognized as an Ashoka Changemaker Campus, is committed to providing its students, staff, and faculty opportunities to make a difference in the world. The Center for Innovation & Change helps coordinate those activities and serves as a resource for the campus and community to innovate for a more just, prosperous, and sustainable world. The center coordinates the following programs:

- **ChangeLab:** Courses designed to allow students to test their skills and make an impact by connecting the classroom and the real world. Multidisciplinary teams innovate and collaborate to create positive change for businesses, nonprofits, and the community. Students can propose their own ChangeLab course or join an existing one. Courses can be found in the catalog under ChangeLab (CHNG).
- **Changemaker Challenges:** Programs designed to motivate people to share their own ideas to solve challenges in the world around them.
- **Changemaker Incubator:** A physical space in the Clifford Memorial Library (Room 461) designed to foster creativity and offer a place for collaboration and inspiration to develop ideas and create measurable impact for the common good.
- **Design Thinking Training:** Staff members in the Center for Innovation & Change conduct campus workshops to increase our innovation ecosystem and provide students marketable creative problem-solving skills.
- **Global Scholars:** A program offering support for faculty members engaged in scholarship or curriculum development that helps prepare our students and community for global leadership, citizenry, and success.
- **Changemaking Student Executives:** As funding permits, the center manages several paid internships each semester for students wanting to increase their skills in project management, event planning, outreach, program design, and design thinking.

For more information or to talk about an idea you have to make the world a better place, contact the Center for Innovation & Change at 812-488-2455, <mailto:centerforinnovation@evansville.edu>, or visit <http://www.evansville.edu/centerforinnovation>.

Crayton E. and Ellen Mann Health Center

General Information. The University of Evansville Crayton E. and Ellen Mann Health Center has partnered with Ascension St. Vincent TriState Clinics to provide basic health services for acute and chronic medical conditions by appointment to all full-time students. In addition, walk-in service is provided on an as-available basis. For more information, please visit [the Health Center website](#).

The Health Center and Ascension St. Vincent TriState Clinic providers welcome and respect the needs of a diverse student population within a safe, supportive, and confidential environment.

Disclaimer. Medical services are provided by an independent company, Ascension St. Vincent TriState Clinics, which is not affiliated with the University of Evansville.

Contact Information, Hours of Operation and Appointments.

During the fall and spring semesters, the Health Center operates Monday - Friday 8:00 a.m.-5:00 p.m. with the exception of University closures. Reduced hours of service are offered during the summer, Monday - Friday from 8:00 a.m.- noon with nurse only appointments. Appointments can be made by calling 812-488-2033 or visiting the Health Center, located in Sampson Hall.

Services/Fees. Provider visits at the Health Center are offered at no cost to the student. Additional services are offered at a low-cost at the time the service is performed. The Health Center does not submit claims to insurance for visits or services provided. Students can choose to independently submit a claim with their insurance by submitting their receipt for services provided.

Services include, but are not limited to the following:

- Evaluation, diagnosis, and treatment for acute, chronic, and mental health care needs
- Select antibiotic medications are available on site: \$10/medication
- Physical exams – \$20
- Immunizations: MMR, Meningitis, Tdap, Meningitis B, Influenza – cost varies

- Labs: CBC, CMP, TSH, URINE CULTURE: \$10/lab
- In-house point of care tests: strep, flu, glucose, pregnancy, urine dip, and mono – no cost
- Allergy injection administration: \$10 (Please visit [the Health Center website](#) for more details)
- TB skin test: \$25
- Referrals to local pharmacies, medical providers, support agencies, medical specialties
- Sharps containers: Students who self-administer medical injections may receive sharps biohazard containers from the Health Center to properly dispose of sharps.

Health Information Required: All full-time students must submit their health records to the University of Evansville through MedProctor. This is communicated to all new, incoming students through the SOAR/STAR/International Student Orientation processes. Documentation is required for two MMR (mumps, measles, rubella) dates, current TDAP (diphtheria/tetanus) within the past 10 years, a Meningococcal Quad (ACWY) booster at age of 16 or older, a TB skin test given and read in the United States within 6 months preceding the start of classes, and a physical exam performed within 12 months preceding the start of classes. Information regarding religious or medical exemptions to immunization requirements is available upon request from the Health Center.

It is the law! Indiana state law (IC-21-40-5) requires students to provide proof of immunization status to be a college student. <http://iga.in.gov/legislative/laws/2018/ic/titles/021#21-40-5>

Health Insurance: The University of Evansville recommends that all full-time students carry health insurance. The student may rely on their own or their family’s personal insurance policy. If the student does not carry health insurance, the University of Evansville cannot assume financial responsibility for any medical expenses necessitated by an illness.

Student Accident Insurance: For the 2021-22 academic year, all full-time undergraduate and graduate students will automatically have student accident insurance with a per-occurrence limit of \$5,000. This coverage is included as part of the UE Service fee. This accident insurance will typically cover costs associated with accidents occurring on campus, not illnesses. This insurance program will act as a secondary coverage if the student has personal insurance or as primary if no other insurance is in effect. The Insurance will typically cover a deductible that the primary insurance may not cover and coinsurance percentage, if any, that are in excess of expenses payable by any other health care plan, regardless of any coordination of benefits provision contained in such health care plan. Students needing to make a claim should contact the Risk Management Office at 812-488-2011; it is important contact be made as soon as possible following a potential claim.

Advance Directives: Students with advance directives (i.e.) power of attorney or a healthcare representative appointment may place copies on file with the Academic Services office.

Medical Involuntary Withdrawal Policy

Upon consultation with the University physician or the Director of Counseling Services, a medical involuntary withdrawal can be authorized by the president of the University, or the dean of students as the delegate of the president, for any student with a physical or psychological illness or condition in which the well-being of the University or members of the University community are threatened or affected. The student will receive a grade of W for each course in which he or she is enrolled. Conditions for reenrollment will be provided to the student by the dean of students in consultation with the University physician or the Director of Counseling Services. A medical involuntary withdrawal by the dean of students in these matters may be appealed in writing to the president from off-campus if the appeal is received within five days of the withdrawal. The University’s refund policy will be followed in the case of medical involuntary withdrawals. (See page 51 for additional information on the refund policy.)

Center for Diversity, Equity, and Inclusion

The University of Evansville is committed to diversity, equity, and inclusion. The Center for Diversity, Equity, and Inclusion (CDEI), located on the second floor of Ridgway University Center, is an innovative centralized office that develops cultural competencies, cultivates values, and produces ethical cross-cultural relationships for the betterment of our community.

The CDEI aims to create a diverse, inclusive, and equitable campus climate that engenders trust and encourages mutual respect and collaboration. The CDEI serves as a resource for students, faculty, and administrators by developing and facilitating diversity training workshops focused on cultural competencies, supporting student and employee recruitment and retention efforts, offering cultural programming, and advising culturally focused student organizations. To meet its goals, the Center for Diversity, Equity, and Inclusion offers the following programs and events:

- William G. and Rose M. Mays Annual Martin Luther King Jr. Lectureship and Symbolic March
- Mosaic Lecture Series featuring visiting scholars and artists from under-represented communities who have distinguished themselves within their professional fields
- History and Heritage Month celebrations and events
- I-house weekly events and presentation series

- Fellow Scholars Program
- Support for all students with attention given to historically underrepresented persons.

The Institutional Equity/Title IX Coordinator operates out of the CDEI as a resource for anyone who has experienced harassment or discrimination, so complaints are addressed thoroughly and promptly. Contact the Center for Diversity, Equity, and Inclusion at 812-488-5260, Center4dei@evansville.edu or visit online at www.evansville.edu/center-for-diversity-equity-and-inclusion.

Cultural Engagement

Cultural Engagement assists international and American students in ways related to the international dimensions of education. Programs for the entire student community are designed to help everyone learn more about the world and each other. These programs also help build relationships among American and international students and create a diverse campus atmosphere. Ongoing programs include the following:

International House is open to all students interested in learning about other countries and cultures. Program coordinators are responsible for planning and implementing programs with a global focus throughout the academic year. I-House features country-specific presentations as well as activities that highlight cultures from around the world.

International programs, such as International Week, the International Bazaar, International Food Festival, and bi-weekly social events celebrate the delicious food, exciting entertainment, and cultures from around the world.

UE Global Friends and Families matches an international student with a family in the UE community for intercultural communication and understanding. International students spend long periods of time away from their homes and families, and the Global Friends and Families Program is designed to provide them with an additional support system in which they can also experience another facet of American culture.

Religious Life

As a United Methodist-affiliated institution, the University of Evansville offers an active religious life program. It encourages students of all faith communities or no faith community to explore and learn about all the religious traditions during their time 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 make a difference in that world somehow. 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 the world and pursue a life of peace with justice for the sake of the greater good.

The Office of Religious Life offers support and guidance for students by offering small group experiences, worship opportunities, spiritual direction, and pastoral care.

Prologue, Advent Candlelight Vespers, 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. There is also a Muslim Prayer Room located in Grabill Lounge, in the basement of Neu Chapel. Interested students should request access to the Muslim Prayer Room to the Director of Religious Life via email at religiouslife@evansville.edu. The Office of Religious Life is conveniently located in the Center for Diversity, Equity, and Inclusion on the second floor of Ridgway University Center. For more information, call 812-488-5262 or www.evansville.edu/religiouslife.

International Services

Assistance to International Students

As the central office on campus for matters concerning international students, the office assists students in their adjustment to the University and the Evansville community and provides support services to ensure that each student's educational experience is successful.

- Immigration policies and procedures
- Academic concerns
- Personal issues
- Orientation and adjustment
- Tax preparation
- Health insurance

For more information, call the Office of International Services at 812-488-2279.

Opportunities to Study Abroad

The University of Evansville maintains a strong commitment to internationalization. This commitment is shown in the emphasis on studying abroad for all students, and the ability for UE students to choose locations all over the world to earn credits towards degree completion and to learn to become global citizens. Advisors also assist students with applications for various national scholarship programs, including the Fulbright and Gilman Scholarships. Students are welcome to study abroad through three different types of programs: Harlaxton College, Faculty Led Programs, and International Exchanges. An advisor is available to help students explore these options and select the best fit for a student's field of study and personal goals. Each of these program types are clearly explained on our website and a study abroad advisor will help you through the process of applying and preparing for your time abroad. Although students must be at least sophomores to participate in study abroad, planning should begin as early as the freshman year. Close consultation with the student's academic advisor is essential.

Harlaxton College, housed in a nineteenth-century manor house, is situated in the English East Midlands, just outside Grantham, England, one hour north of London by train. Academic programs are rigorous yet personal to create a learning environment in which experiential learning, changemaking, and community interaction plays a large part. Classes are often complemented by field trips to enhance the classroom setting. Harlaxton College operates a semester-length program each fall and spring and a five-week summer session. Costs of the semester-length Harlaxton program are comparable to charges on the Evansville campus, and UE financial aid applies. The centerpiece of the Harlaxton College curriculum is two three-hour courses in British studies, offering an interdisciplinary introduction to British life and culture. Literature, art history, economics, history, and political science are part of the course, which combines lectures, seminars, and travel. In addition, a wide range of humanities and social science courses are offered each semester to enable students to maintain normal progress in their respective academic programs. Approximately 20 courses are offered each semester from which the student may select two or three in addition to the British studies courses, which are required of all students. Courses are taught both by British faculty and visiting faculty from the United States.

Faculty-Led Programs. The University of Evansville offers a variety of faculty-led programs abroad, usually over Spring Break or the summer term. Locations and course topics change annually, with some programs running biannually. Trips typically range from one week to five weeks. Interested students should look for information on the Study Abroad website throughout the year or come to the office to learn more about programs being offered. Recent faculty led trips have included: Nursing in Jamaica, Habitat for Humanity in Guatemala, and Business in London and Paris.

Exchange Programs. In addition to studying for a semester or summer at Harlaxton College, University of Evansville students can choose from a wide variety of programs in other locations around the world. Through our exchange network, students can study in over 50 countries and a variety of academic areas. Students approved for these programs may be eligible to use their financial aid during the fall and spring, and find a program that fits individual interests, goals, and academic requirements. Students have a wide variety of options in the summer months to study abroad. We will advise students on health and safety as well as course transfer.

Student Activities and Organizations

The University of Evansville places a strong emphasis on student involvement. The University offers more than 100 organizations for students. Students are strongly encouraged to become involved with campus activities and organizations, as these opportunities can provide practical learning experiences that complement the academic classroom experience.

Center for Student Engagement

Students have access to a variety of activities at the University, including student organizations. There is something for virtually everyone. Organizations include national and local social fraternities and sororities, honor societies, community service, and political and religious groups. There is also a large number of special interest clubs such as club sports teams, Black Student Union, Pride, International Club, and Student Activities Board.

Major campus events are also sponsored by the center with the assistance of student organizations and other campus offices. Some of the traditional events are Homecoming, Winter on Walnut, Musical Madness, and Bike Race. Volunteers are always needed to assist with these programs.

Information about existing student clubs and organizations as well as event details for students can be found on UEngage.evansville.edu. This site provides students with information on existing organizations and how to join them as well as upcoming events. It is also the location for all organizations to register and manage their organization information and membership. The department also communicates event dates through Instagram at [@theueflash](https://www.instagram.com/theueflash) and in the weekly Flush Flash across campus.

Information regarding student organizations or events is available in the Center for Student Engagement located in Ridgway University Center. You may also call 812-488-2371 or email cse@evansville.edu.

Greek Life

Fraternities and sororities have made tremendous contributions to the University of Evansville since 1871 by complementing the academic and co-curricular facets of the University's community life. The Greek system offers a vital source of leadership, academic, and social support for members while they pursue their educational goals.

Today approximately 28 percent of undergraduates are affiliated with the Greek system. Formal recruitment is conducted in the fall and is open to all students. Joining a fraternity or sorority is a lifetime commitment that does not end with college graduation. Members join a family of brothers or sisters who provide a permanent support network. The University of Evansville's Greek system consists of the following local, national, and international fraternities and sororities:

Lambda Chi Alpha	Alpha Omicron Pi
Phi Gamma Delta	Chi Omega
Phi Kappa Tau	Phi Mu
Sigma Alpha Epsilon	Zeta Tau Alpha
Sigma Phi Epsilon	
Tau Kappa Epsilon	

Students interested in historically African American fraternities and sororities may contact the Greek Life advisor for information. For students interested in Pan-Hellenic and Latino fraternal opportunities, the University can assist students with connecting to city-wide chapters of Kappa Alpha Psi, Delta Sigma Theta, Alpha Phi Alpha, and Gamma Phi Omega. These chapters are run in partnership with city partners and the University of Southern Indiana.

Additional information may be obtained from the Center for Student Engagement. Stop by the office in the Ridgway University Center or call 812-488-2371.

Community Service Initiatives

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

- Adopt-a-Family
- Freshman Service Project
- Habitat for Humanity
- UE Gives Back

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 do service? Giving only one hour a week of your time can provide the positive change desperately needed in the life of a child struggling with schoolwork, an elderly woman 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 community responsibility characteristic of the well-rounded individual.

Service activities are coordinated by professional staff and a team of work-study students. Additional information may be obtained from the Center for Student Engagement.

UEngage Transcript

The UEngage transcript is UE's experiential transcript. It provides a record of a student's co-curricular experiences including organizations, event attendance, approved community service hours, and other experiences tracked or self-imported by students. Students can access their UEngage transcript at any time by logging into UEngage.evansville.edu.

Student Government Association

The University of Evansville Student Government Association (SGA) endeavors to promote student interests throughout the University. SGA's main branches are Student Congress and the executive board.

The student government offices house the officials of the SGA, who provide focus and leadership for all areas within the organization. The SGA president is the chief student spokesperson and acts as a liaison between the student body and the University administration. The president and vice president are elected annually, along with a senior trustee in the spring, through campus-wide elections. The senior trustee serves a three-year term on the University's Board of Trustees.

Student Congress consists of representatives from organizations on campus. As the campus-wide legislative body, the Student Congress provides a forum for student ideas and policy. The Student Congress also budgets student activity fee money.

Key organizations who are funded annually by SGA include the Student Activities Board (SAB), the Resident Students Association (RSA), International Club, Intramurals, and the University of Evansville Leadership Academy (UELA).

SAB provides entertainment and campus-wide programming for students with free admission. Events include weekly movies, comedians, musicians, entertainers, Homecoming, PurplePalooza, and speakers. RSA is a programming and advocacy organization for students of University sponsored housing. The International Club is an organization whose mission is to provide cultural interactions between international and domestic students. Intramural activities and fitness center programs are recreational activities and classes open to all full-time students.

UELA is the premier leadership development program on campus. The organization membership is determined through an application and interview process and is a two-year commitment. Students who complete UELA are awarded a medal to be worn at commencement.

Enhancement Chair (Ombudsman)

The chair's role is to act as a liaison between students, faculty, and staff. The chair has regular office hours and is available to all students. It is the responsibility of the chair to investigate and attempt to determine a solution for any problem that may arise with a student regarding the University.

Assuming the role of mediator as well as a neutral spokesperson, the chair is the individual to contact if a student is uncertain of the proper channels to work through when dealing with a problem. Although the chair does not have direct authority to reverse or alter decisions made by other University officials, the power to influence lies in the ability of the office to approach faculty members, staff members, and administrators. The chair is there to ensure that all students receive due process. The office operates independently of the University administration and faculty and is part of the Student Government Association.

Student Government Association Constitution

For a complete description of SGA organizations and functions, refer to the Student Government Association Constitution found here: UEngage.evansville.edu.

Policies for Student Activities and Organizations

Any club or organization associated with the University of Evansville or seeking to be associated with the institution will be subject to final approval by the Center for Student Engagement. The governing regulations and conditions of each and all clubs or organizations will also be subject to approval by the Center for Student Engagement.

The University of Evansville reserves the right to approve or disapprove the use of the name of the University in the proposed or continuing designation of clubs or organizations as well as the use of University logos, property, or any institutional buildings by clubs or organizations.

Additionally, Student Congress will determine final recognition of all student organizations seeking recognition for representation in SGA and in seeking SGA funds.

All policies and procedures for student activities and organizations can be found in the Student Organization Guide. The Student Organization Guide can be accessed by logging into the UEngage website at uengage.evansville.edu. This guide includes information regarding publicizing events on and off campus, general publicity guidelines, fliers, and posters, chalking, and digital promotion screens.

Membership

Student organizations reserve the right to accept or decline membership applications in conjunction with the purpose of their organization. Each organization should have specific membership requirements outlined in their constitution. Student organizations are expected to observe UE's nondiscrimination policy regarding membership selection. The policy states that the University of Evansville does not discriminate against individuals and specifically prohibits harassment based on race, color, gender, gender identity and expression, sexual orientation, creed or religion, national origin, age, disability, veteran status, and all federally protected groups/classes. Organizations do reserve the right to list GPA requirements, academic major, and number of total hours.

Notwithstanding such policy, organizations that are exempted from the application of federal nondiscrimination laws are permitted to limit membership or leadership in such organizations consistent with the limits provided under such federal exemptions.

- Membership is open only to full-time UE students. Part-time UE students are approved on a case-by-case basis through the Center for Student Engagement.
- Organizations are responsible for updating their membership rosters with the Center for Student Engagement as changes occur through the UEngage System.
- Organizations may not be open to students who have been disciplined by the Office of the Dean of Students and are ineligible for campus involvement.
- Students enrolled full time at Harlaxton College or at an approved study abroad site are eligible for membership.
- Students enrolled in a University-approved cooperative education program or internship are eligible for membership.
- Alumni are not considered organization members by the University.
- Membership disputes are to be handled, as directed by the organization's constitution, with the organization's advisor and members.

Scheduling an Event

The Center for Student Engagement receives telephone calls from students, faculty, and the community seeking information about events on campus and holds the master calendar for each organization's activities that are open to the campus. Each activity open to the UE community must be registered through this office. The application process for scheduling events enables organizations to communicate more effectively with the general campus through adequate advance publicity on planned events.

An activity registration form must be completed by the organization and must be approved by the Center for Student Engagement before any student organization activity can be recognized as an official University event. All activities are centrally recorded to minimize conflicts in scheduling or confusion regarding logistics for the program. The event submission requires the sponsoring organization to list the date(s), events, alternative dates, admission cost (if any), and location. No facilities on campus for events or activities can be reserved without an approved submission. Due to the lack of facilities on campus, social programs are only open to the University community. The handbook for student organizations is available on UEngage.

Publicizing Events On and Off Campus

All student organizations publicizing campus-wide activities must have their events registered through the Center for Student Engagement. All publicity (fliers, posters, banners, etc.) must be approved and stamped by the Center for Student Engagement.

The Student Organization Guide can be accessed by logging into the UEngage site at <https://uengage.evansville.edu/>.

General Publicity Information

- The Center for Student Engagement must approve all publicity materials.
- Organizations wishing to publicize in the residence halls must get residential coordinator or head resident approval. This includes stuffing mailboxes, door hangers, and sliding information under or posting on individual doors.
- Items hanging from trees or other structures on campus is not permitted.
- Publicity in the University of Evansville Libraries or the Student Fitness Center must be approved for placement by the directors of those facilities.
- Student organizations may post activities on their own websites and social media with a disclaimer stating that the programs are offered only to members of the University community (UE ID required). All publicity posted online should be respectful in format and content.
- Organizations wishing to post AceNotes announcements must submit a marketing request form in AceLink. AceNotes will only be approved after the event submission is approved.
- Some additional policies may be provided by the Center for Student Engagement relative to certain events such as social parties.

Table Reservations in Ridgway University Center

- In order to make table reservations available to more groups in Ridgway University Center, there is a maximum number of days a group can reserve tables.
- Reservations can be made for no more than three days (including lunch and dinner).
- Exceptions are made for University and departmental events (e.g., education book sale)
- Tables are reserved on a first come, first served basis.

Outdoor Tables in Front of Ridgway University Center

- In the case of rain, any outdoor tables can be re-assigned to an indoor location (not necessarily Ridgway University Center) at an organization's request.
- If there are no indoor locations available, the table reservation will be cancelled and will need to be rescheduled by the organization.

TV Screens in Ridgway University Center

- Events hosted in Ridgway University Center are eligible for advertisements on the television screens.
- An email should be sent to Student Engagement with event information and any appropriate graphics. The request will be checked to ensure proper event registration.

Fliers and Posters

- All fliers and posters (22"x14") posted on campus must be approved and stamped by the Center for Student Engagement.
- The name of the sponsoring student organization must be clearly stated on all publicity materials.
- Fliers will only be approved for posting a maximum of two weeks before the date of the event.
- Organizations are responsible for distributing fliers and posters. Posting of materials is only allowed on designated tack strips and bulletin boards. Posting on windows, walls, doors, trees, sidewalks, etc., is not permitted. Organizations are encouraged to use courtesy when posting materials. Please respect other organizations by not covering or removing their postings.
- Scotch tape and staples may not be used for posting. Only thumbtacks or push pins may be used.
- Organizations are expected to remove all outdated materials within two days following the event.

Chalking

- Organizations may use sidewalk chalk to advertise events. Chalking is only permitted on concrete sidewalks. Chalking on buildings, trees, marble, slate, brick, porches, patios, and benches is not permitted.
- Chalking ads are to be text only. No graphics.
- Chalking is not permitted on the walkways in front of Neu Chapel.
- Chalking is not permitted on the East Terrace Lawn or on the brick leading to and around Ridgway University Center.
- Chalking is not permitted on the brick plaza of Walnut Street.
- Chalking should occur no more than five days prior to the event.
- Organizations failing to follow proper guidelines for chalking will be requested to clean the chalked area immediately.
- Additional sanctions may be issued to a student organization by the director of the Center for Student Engagement.

Game of Chance Policy

The Charity Gaming Division of the Indiana Gaming Commission issues licenses for gaming activities of charitable organizations in Indiana. Games of chance requiring a license include bingo, pull tabs, raffles, door prize drawings, charity game nights, water races, and guessing games. Auctions do not constitute a game of chance. The University of Evansville will comply with the regulations set forth by the Indiana Gaming Commission for these types of events. Due to the complexity of obtaining a license for gaming events, the University will limit the types of gaming events that are conducted by the University and its related organizations.

Student organizations are prohibited from conducting any type of game of chance. Other University departments may request permission to conduct a game of chance from the Office of Fiscal Affairs and Administration. Such requests must be received at least 120 days prior to the proposed event date. Approval of the request will depend upon the dollar amount of fundraising anticipated by the event and the

University Services

The University of Evansville offers many services to support students in academic and student life. Administrative offices are normally open Monday through Friday, 8:00 a.m. to 5:00 p.m.

University Bookstore

The University Bookstore serves many different needs of students, faculty members, administrators, and the Evansville community. The bookstore provides the most complete and convenient source for necessary textbooks and supplies for all University classes. Textbooks are available for purchase or rental, with many of them having an e-book option. We accept many different forms of payment, including the use of scholarships, financial aid, and Barnes & Noble gift cards (Ace Bucks and personal checks excluded) We also welcome special orders for books of all kinds.

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 the University's name or logo and provide the perfect expression of your UE pride.

The University Bookstore is located in the Ridgway University Center on campus. Visit us online at Evansville.bncollege.com to view our regular store hours and purchase textbooks, clothing, and gifts. For more information, call the University Bookstore at 812-488-2678.

Library Services and Resources

The University of Evansville Libraries (UEL) is a student-focused research and learning center. Access to the libraries collections, databases, and services are available through the libraries' website: <https://www.evansville.edu/libraries/> or by calling the Information Desk at 812-488-2482.

[QUEST](#) is the library's catalog and discovery service. QUEST allows users to find and access the UEL's books, e-books, e-journals, and many other useful library resources in one searchable interface. [QUILL](#) is UEL's interlibrary loan service which allows students to request any book or article that is not available in the libraries' collection. Interlibrary loan can provide a nearly unlimited range of resources to students and faculty.

The library offers assistance to students who need help locating materials to ensure their success at UE. Library faculty members are available to offer research assistance in one-on-one consultations. Appointments need to be arranged in advance using an online form: <https://www.evansville.edu/libraries/rapSignup.cfm>.

Private and group study spaces are available on the second and fourth floors of the library. Rooms can be reserved online: <https://uelibrary.bookedscheduler.com/Web/>.

Student Fitness Center

The Student Fitness Center has racquetball courts; both an indoor and an outdoor track; aerobics area; cardio conditioning room with ellipticals, treadmills, bikes, and rowing machines; basketball and volleyball courts; a swimming pool; and weight training rooms. Some of the programs offered through the Student Fitness Center are Pilates, Zumba, Yoga, Kickboxing, Fitness and Health Fair, Bike Race, 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 for dates and entry deadlines.

Club Sports at the University of Evansville offer opportunities for students to participate in a structure that supports competitive, recreational and instructional outlets in a non-varsity intercollegiate athletic format. Clubs may compete against other universities' clubs throughout the Midwest and country in general or function as non-competitive recreational/instructional organizations. A significant characteristic of the sports club program is the student organizational structure. Leadership is provided by the students resulting in experiential education opportunities and personal growth. As such, it is an expectation that the clubs are coordinated by the students with advisement offered via a faculty/staff advisor. Clubs may allow themselves an amateur coach, but that coach should limit their responsibilities to on field coaching and advisement.

Students are expected to present valid identification. Guests must be accompanied by students, faculty members, or staff members and will be expected to pay a guest fee of \$3. Student Fitness Center hours are Monday through Friday, 6:30 a.m. 10:00 p.m.; Saturday, 11:30 a.m. 5:30 p.m.; and Sunday, 11:30 a.m. 9:00 p.m.

ATM

Two ATMs are located in Ridgway University Center.

Check Cashing

The Office of Student Financial Services located in Room 105G, Olmsted Administration Hall, cashes checks for enrolled students. The following conditions apply:

- Checks shall not exceed \$30 (\$75 for UE payroll checks).
- Checks are to be made payable to 'Cash'. A check not exceeding \$30 drawn by a parent or guardian and payable to a student will also be cashed.
- Students must present a valid UE ID. The student's ID number and address must be imprinted or written on checks. Scheduled hours are Monday-Friday, 8:00 a.m. 4:00 p.m.

Campus Telephone Directory

An online campus directory is available on AceLink. Call the campus operator by dialing "0" for new on-campus telephone or room numbers.

Any student who desires that their directory information **be excluded from the campus telephone directory** can do so by logging into WebAdvisor and select the "Address On File" link.

Crayton E. and Ellen Mann Health Center

General Information. The University of Evansville Crayton E. and Ellen Mann Health Center has partnered with Tri-State Community Clinics (TSCC) to provide basic health services for acute and chronic medical conditions by appointment to all full-time students. In addition, walk-in service is provided on an as-available basis. The Health Center website is: www.evansville.edu/offices/healthcenter.

The Health Center and Tri-State Community Clinic providers welcome and respect the needs of a diverse student population within a safe, supportive, and confidential environment.

Disclaimer. Medical services are provided by an independent company, Tri-State Community Clinics, which is not affiliated with the University of Evansville.

Contact Information, Hours of Operation and Appointments.

During the fall and spring semesters, the Health Center operates Monday-Friday from 8:00 a.m.-5:00 p.m. except when the University is closed. Reduced hours of service are offered during the summer, typically Monday through Friday from 8:00 a.m.-noon (nurse only). Appointments can be made by calling 812-488-2033 or visiting the Health Center, located in Sampson Hall.

Services/Fees. Services offered by the Health Center are generally offered at no cost. Some services are being offered at a low cost to the student. Students choosing to independently submit a claim with their insurance may request a receipt for services provided. The Health Center does not bill insurance companies.

Services include, but are not limited to the following:

- Evaluation, diagnosis, and treatment or referral for care for illness and/or injury
- Physical exams – \$20
- STD concerns, treatment, etc., are referred to local agencies.
- Some lab tests and medications are available on site for a small fee (\$10/medication, \$10/lab)
- Allergy injections: \$10 fee per injection (ask TSCC staff at clinic for instructions)
- TB skin test: \$25 fee
- Referrals (local pharmacies, medical providers, support agencies, etc.)
- Sharps containers: Students who must give themselves insulin or other medically related injections in their room may receive a sharps biohazard container from the Health Center to dispose of needles. When the container is full, the student should return it to the Health Center in exchange for a new one.

Health Information Required: All full-time students must submit their health records to the Health Center. This is communicated to all incoming students through the SOAR/STAR/International Student Orientation processes. Documentation is required for two MMR (mumps, measles, rubella) dates, a TB skin test given and read in the United States within 12 months preceding the start of classes, DT/tDAP (diphtheria/tetanus) within the past 10 years, a Meningococcal Quad (ACWY) booster at age 16 or older, and a physical exam performed within 24 months preceding the start of classes. Information regarding religious or medical exemptions to immunization requirements is available from the Health Center.

It is the law! Indiana state law (IC-21-40-5) requires students to provide proof of immunization status to be a college student. <http://iga.in.gov/legislative/laws/2018/ic/titles/021#21-40-5>

Health Insurance: The University of Evansville recommends that all full-time students carry health insurance. The student may rely on their own or their family's personal insurance policy. On the required student health form, students provide their health insurance information. Any changes or updates are made by the student on WebAdvisor. This is important so that in case of an emergency, the University can provide the health care provider with accurate information.

Note: if the student does not carry health insurance, the University of Evansville cannot assume financial responsibility for any medical expenses necessitated by an illness. Students opting not to carry insurance should check the waiver box on the required student health form.

Student Athletes: All student athletes (including cheer and dance team members) are required to carry personal health insurance. Because of participation in a NCAA Division I sport; the inherent risk of injury is greater.

International Students: All international students are required to purchase health insurance due to the professional, physical, and logistical demands of the program.

UE programs: Students may be required by their program of study to carry health insurance. This is often a requirement of partners such as educational or medical facilities where the student will be participating in educational activities.

Student Accident Insurance: For the 2021-22 academic year, all full time undergraduate and graduate students will automatically have student accident insurance with a per-occurrence limit of \$5,000. This coverage is included as part of the UE Services fee. This accident insurance will typically cover costs associated with accidents, not illnesses. This insurance program will act as a secondary coverage if the student has personal insurance or as primary if no other insurance is in effect. The insurance will typically cover a deductible that the primary insurance may not cover and coinsurance percentage, if any, that are in excess of expenses payable by any other health care plan, regardless of any coordination of benefits provision contained in such health care plan. Students needing to make a claim should contact the Risk Management Office at 812-488-2011; it is important contact be made as soon as possible following a potential claim.

Advance Directives: Students with advance directives (i.e.) power of attorney or a healthcare representative appointment may place copies on file with the Academic Services office.