From my desk to your desktop, I'm sharing helpful information as we head into the end of the year!

I've included information and important dates about checking out of housing. Please be sure to read through this information carefully. If you have any questions, be sure to ask any member of my staff. In this Issue:

- Mandatory Floor Meetings
- 24 Hour Quiet
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- Summer Housing
- How to Check Out
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- Resident Assistant of the Month
- Dining Links
- Other Helpful Links

Sincerely,

Michael Tessier
Assistant Vice President for Student Affairs
Director of Residence Life

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**Mandatory Floor Meetings**

The semester is winding down. Soon everyone will be preparing for finals and moving out. The RAs in the residence halls will be holding floor meetings between April 19 and April 28 to review the checkout process. Be sure to attend your floor meeting so you are informed.

Watch for postings and announcements in your residence halls for when your floor meetings will be.

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**24-Hour Quiet Hours**

Please be kind to your neighbors!

Beginning Tuesday April 26, at 10 p.m., 24-hour quiet hours will be in place for all residential facilities.

This includes building exteriors.

Vacuum/Reset Furniture Hour: 9 - 10 pm daily

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**Final Exam Packages**

RSA Care Packages are coming! For those of you who had a special someone order a Finals Care Package, you will be notified through your hall mailroom when it arrives. Pick up your packages during finals week (all packages are to be picked up prior to checking out). Village residents will be notified by e-mail about package pick-up. Any packages not picked up by May 5 will be donated. UE ID is required for pick-up.

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**You May Want to Know...**

**Resident Assistant of the Month**

Congratulations to César Guitunga for being selected as RA of the Month for the entire campus!

César is a second year RA and has worked in Schroeder and Moore Hall. César was selected for his willingness to always help students, and for his support to his fellow staff. He is seen by many as their “big brother.”
Important Dates and Deadlines

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>Summer Housing Applications Due</td>
<td>Friday, April 22, 5 p.m.</td>
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<tr>
<td>24 Hour Quiet Hours Begin</td>
<td>Tuesday, April 26, 10 p.m.</td>
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<tr>
<td>Pancake Study Break in Ridgway</td>
<td>Tuesday, April 26, 10 p.m.-midnight</td>
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<tr>
<td>MicroFridge Return</td>
<td>Wednesday, April 27, 10 a.m. – 3 p.m. Hale Loop</td>
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<tr>
<td>Electronics Recycling</td>
<td>Wednesday, April 27, Time TBA Hale Loop</td>
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<tr>
<td>Paper Shredding</td>
<td>Wednesday, April 27, 10 a.m. – 1 p.m. Koch Parking Lot.</td>
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<tr>
<td>Extended Stay Requests Due</td>
<td>Wednesday, April 27, 5 p.m.</td>
</tr>
<tr>
<td>Exam Treats in Ridgway</td>
<td>Wednesday April 27, Thursday April 28, Monday May 2</td>
</tr>
<tr>
<td>Last Meal (Dinner) in Café Court</td>
<td>Wednesday, May 4, 4:30 – 5:30 p.m.</td>
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<tr>
<td>Halls Close</td>
<td>Thursday, May 5, Noon</td>
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<tr>
<td>Early Arrival Request Deadline</td>
<td>Friday, May 27, 5 p.m.</td>
</tr>
<tr>
<td>Halls Reopen for Fall 2016</td>
<td>August 21, 2016 between 10:00 a.m. and 10:00 p.m.</td>
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</table>

You can nominate your RA [here].

UE Dining

Get Papa John’s Pizza!

Have a comment about food? Contact us through the Online FAB Comment Card

Check Your Meal and Ace Bucks Balance Check your balance or add Ace Bucks [here].

Planning your Semester? Dates at a Glance! This page has helpful dates for this year and next!.

Questions & Comments

If you have any questions, please feel free to e-mail them to ResidenceLife@evansville.edu. Also, be sure to like us on Facebook and follow us on Twitter!

Summer Housing

Are you staying in Evansville over the summer? If so, we offer summer housing in Powell Residence Hall. You can find more information about summer housing online. Stop by the Office of Residence Life to pick up your summer housing application. Applications are due April 22.

How to Check Out

Closing – All UE residential facilities officially close at noon on Thursday following the last day of finals. Students must officially check out of housing within 24 hours following their last exam – no later than noon on Thursday, May 5.

Village Check-Out - Village residents follow Village Check-Out Procedures found on the residence life website.

Residence Hall Check-Out - To check out, all students must schedule an appointment with an RA 48 hours in advance (please remember that RAs have finals too).

The RA will check the room and furnishings for damages. Students will provide the RA with the room keys, fill out all paperwork and sign the check-out form during their check-out appointment.

Standard Fees - Students whose rooms require extra cleanup after check-out or require furniture arrangement may be charged a minimum of $50. An additional $50 will be charged for failure to check out properly, and $25 will be charged for failure to return room keys*.

*Do not slide keys under the Resident Assistant door.
*All charges will be assessed by the Residential Coordinator following check-out. There is a 30-day period to contest posted charges.
Prior to your check-out appointment be sure to have all your items packed up and out of the room. Have the room in a clean condition. Plan ahead and set aside time to adequately clean and prepare your room to avoid charges for improper check-out or cleaning.

Preparing Your Room - Prior to your checkout appointment, your room must be vacated, clean, and configured to standard move-out configurations. Re-assemble all room furniture to standard configurations. Click here for standard configurations.

Unclaimed Personal Property - Personal property left after checkout times will be removed from rooms and disposed of by the University.

Mail Forwarding - Don't forget to fill out your summer address on WebAdvisor! There is a special place on WebAdvisor to enter your summer address. See details under Mail & Mail Forwarding. Be sure to check your mailbox before you leave! The last day for mail in the halls is May 7.

Extended Stay Requests

All UE Residential facilities officially close at Noon on the Thursday following the last day of Finals. (May 5)

Students needing to stay beyond closing must submit an Extended Stay Request.

The deadline to request an extended stay is 5:00 p.m. on Reading and Study Day. There may be a $35 per night fee depending on the reason for staying.

Graduating seniors and those participating in graduation may remain in housing until noon the day following commencement - but need to have an Extended Stay Request on file as well.

Early Arrival Requests

Returning students may move into their assigned housing on Sunday August 21, 2016. If you need to arrive prior to this date, please submit an Early Arrival Request.

The deadline to request an early arrival for returning students is 5:00 p.m. on May 27, 2016. This deadline is important in order to set cleaning and repair schedules. Students may be charged up to $35/night depending on the reason for coming in early.

Requests received after the deadline may be subject to a higher rate of $50 per night. Late requests are not guaranteed: Approval is subject to room availability related to cleaning and repair schedules.

Early arrivals are primarily granted to students who live outside of the Evansville area (students who live in the Evansville area will be considered on an individual basis).

Getting Rid of Your Stuff

Campus Storage – Schedule a time with your hall staff by posted deadlines if you want to store belongings in one of the storage closets for the summer. See Storage for more information on what can be stored.

Recycling Ends – Tuesday, April 26, will be the last day of the spring semester to drop off recycling in your halls. The last pick-up is April 30. Anything left in recycle areas after this date will be thrown away.

Don't Trash Electronic Devices! – An obsolete electronics recycling day is scheduled for Reading/Study Day on the Hale Loop. Details on times will be coming soon in AceNotes.

Accepted Items: LCD displays, LCD TV’s and LCD monitors, computers, printers, fax machines, laptops, cell phones, PDAs, cables, circuit boards, connectors, electrical equipment, audio video equipment, DVD players, stereos, radios, calculators, speakers, VCRs. Small quantities of batteries will be accepted.
Items NOT accepted: CRT TV's and CRT computer monitors; fluorescent light bulbs (including compact bulbs), refrigerators, freezers, microwaves, stoves, vacuum cleaners, dehumidifiers, leaking batteries; electronics owned by the University.

Free Paper Shredding - Get rid of your old papers in an environmentally friendly way. Come by the Koch Lot between 10am and 1pm on Reading Study Day. Drop off your paper at the Piranha truck. Paper will be shredded off-site.

Dumpster Arrivals – Be sure to dispose of trash items in the dumpsters placed around the residence halls. Locations will be near Hale, in the Lagoon Parking lot, and near North Hall.

Donate Your Things – The Office of Community Service Initiatives will be accepting donation items to benefit the St. Vincent DePaul thrift store. Watch for recycle containers in Hall Lobbies. Students in Village properties can take their items to a residence hall lobby as well. Accepted items are clothing, shoes, household items, small appliances, un-opened personal care and hygiene items, and un-opened non-perishable food.

Returning your MicroFridge

All rented MicroFridges must be returned on Wednesday, April 27. Collection will be between Hughes and Hale from 10:00 a.m. – 3:00 p.m. (by the basketball courts). When returning your MicroFridge:

1. Defrost, clean, and dry your refrigerator prior to retuning it.
2. If you cannot make the schedule, a friend or roommate may return your unit (make sure they provide your name).
3. After passing inspection, proceed to the MicroFridge rep to check your name off the list. Deposits will be returned pending no damage and all steps to return unit are completed.

Dining Services

Dining Services will be closing for the summer.

* Tuesday, May 3 – Ace’s Place and Jazzman’s will both close for the year at 2:00 p.m.
* Wednesday, May 4 – Last meal served is dinner in Café Court. You can use Ace Bucks at Papa John’s until 5:30 p.m. on May 4.

Ace Bucks and Meals Expire – Meals and Ace Bucks do not carry over to the fall semester. If you have extra, consider inviting a friend to lunch or stocking up on supplies from Ace’s Place.

Exam Treats – watch for flyers about the following special exam treats from Sodexo.

* Tuesday – April 26 – Late Night Breakfast (10pm-Midnight)
* Wednesday – April 27 – Ultimate Nachos
* Thursday – April 28 – Funnel Cake Fries with toppings
* Monday – May 2 – French Fry Bar (assorted with toppings)