

Residence Life Section of the Student Handbook

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The Office of Residence Life regards education as more than a classroom experience. Living within the UE residential community gives students an exciting opportunity to enrich the college experience through the development of friendships and the exposure to new ideas, peoples, and cultures. Our residence halls, apartments, and houses are more than just places to eat and sleep; living on campus offers students an environment that supports a well-rounded education.

Residence Life Staff

Your Residence Life Staff 2019-20



Michael Tessier
Director of Residence Life
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of Residence Life

Live-In Residential Coordinators



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Assistant Director of
Campus Programs



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Assistant Director of
Student Engagement

The Office of Residence Life is staffed by a team of professional administrators and paraprofessional student staff who collectively assist students in making the most of the on-campus experience. Our team works collaboratively with students, faculty, and staff to offer quality programs and services for student residents.

- **Director of Residence Life/Assistant Vice President for Student Affairs.** Provides vision and direction for the Office of Residence Life as well as several other areas within Student Affairs.
- **Assistant Director of Residence Life.** Oversees operational functions for the department including housing assignments, check in and check out, early arrival requests, room changes, damage assessment and billing, and department budget tracking. Acts as liaison with maintenance, housekeeping, and other key campus offices to provide quality facilities and services.
- **Coordinator of Student Life Operations.** Provides support for both the Office of Residence Life and the Center for Student Engagement. Coordinates staffing for the Ridgway Information Desk, schedules guest room reservations, point person for student organization registration, reserves rooms for student groups, provides billing functions for residential properties and Greek organizations, and coordinates

mail services for campus residents. Students, staff, and parents can obtain important information and resources through the Coordinator of Student Life Operations.

- **Residential Coordinators / Assistant Directors for Student Engagement.** The residential coordinator (RC) is a full-time professional who lives in the residence halls in a staff apartment. Each RC has a bachelor's or a master's degree and has significant experience in residence hall living. Their responsibility includes resident assistant staff supervision, hall committee advising, and the overall management of their residence hall. RCs work closely with students handling crisis, mediating conflicts, and establishing a solid residential community. A substantial portion of an RC's time is spent serving as an active resource to students, assisting with both academic and personal matters and serving as a link to a variety of campus resources. Each RC also serves as the Assistant Director of one of the following core Student Life areas:
 - Student Engagement
 - Campus Programs
 - Civic Engagement and Community Service
 - Greek Life
- **Head Residents.** The head resident (HR) is responsible student leader who has been selected for their leadership and maturity to help manage a residential area. HR responsibilities can include coordinating the efforts of a resident assistant staff, advising a hall committee, planning activities, and helping to maintain an environment that encourages student learning. HRs are supervised by residence life professional staff.
- **Resident Assistants.** One of the most valuable resources on campus is the resident assistant (RA). Students serving in these positions have been selected based on their maturity, interpersonal skills, and sense of commitment. The RA can be a primary resource for information and assistance. Their major responsibilities include getting to know residential students and helping them become familiar with how the University of Evansville works. They assist students in maintaining an environment that encourages student learning. As peers, RAs are available to help students with personal or academic concerns. RAs also plan a number of educational and social activities for members of their floors

Housing and Food Service Contract

Completion of the Housing and Meal Plan Registration on WebAdvisor constitutes a legal and binding agreement between the student and the University of Evansville. By submitting this electronic form, the student acknowledges that he or she has read and understands the terms of the contract and agrees to all of its terms and conditions, including payment of charges and forfeitures when due. The signature of a parent or guardian is required if the student is not yet 18 years old. This contract will be valid for the balance of the academic year indicated.

To provide student housing at the highest value and lowest possible cost, there must be a consistent occupancy level in our residential facilities. For this reason, all housing contracts are binding for the duration of the academic year.

Students should carefully read the terms and conditions of their Housing and Food Service Contract. **It is a legal and binding agreement with the University of Evansville.** It is a student's responsibility to become knowledgeable of and abide by University policy related to housing.

A personalized and dated contract is generated upon completion of the online agreement on WebAdvisor. A copy of this contract can be downloaded from WebAdvisor at any time. Students should refer to this document to gain an understanding of their rights and responsibilities. Information related to this contract and policies related to living on campus are conveniently located within this publication and within the Residence Life section of the University website: www.evansville.edu/residencelife.

Contract Cancellations There are specific provisions and restrictions regarding contract cancellation requests. Information regarding these requests are found within this publication and on the residence life website under [Contract Cancellations and Refunds](#).

University Housing

University housing refers to all University residence halls, apartments, houses, townhouses, and University-managed fraternity houses.

Residency Requirement – Freshman and Sophomore Housing

The University of Evansville guarantees residence hall rooms for all freshmen and sophomores. Typically, housing for freshmen and sophomores is available in University residence halls as well as approved Greek housing.

Students must reside on campus for a minimum of two academic years or the equivalent of four full term semesters. Freshmen and sophomores who meet one of the following criteria may request an exemption:

- The student has attained the age of 21 prior to the start of the academic year.
- The student's local residence is with parents or legal guardians.
- The student is married and/or must live with a dependent.

The exemption form must be filed with the Office of Residence Life.

International students who have participated in the Intensive English Program may count their semester(s) in residence toward this requirement. Other exceptions and modifications to residence requirements are determined by the director of residence life.

Residency Requirement – Transfer Students

Transfer students with less than 60 academic credit hours earned at previous institutions (excluding bridge, early-college, dual-credit, and advanced placement credit) are required to live on campus or in University-sponsored housing unless they meet one of the following:

- The student has attained the age of 21 prior to the start of the academic year.
- The student's local residence is with parents, legal guardians, or immediate family over the age of 21.
- The student is married and/or must live with a dependent.

The exemption form must be filed with the Office of Residence Life. See more on the Residency Requirement policy here: www.evansville.edu/residencelife/requirements.cfm

Housing for Juniors, Seniors, and Graduate Students

Juniors, seniors, and graduate students who have met their residency requirement are welcome and encouraged to live on campus. This makes for a positive mix of fresh ideas, peer mentoring, and the passing down of community traditions. A range of housing options are available including residence halls and Village apartments.

Returning Student Housing Registration Process

The application process for fall housing for returning students occurs during the preceding spring semester.

- **Returning students currently residing on campus.** For students who are currently on campus, their present housing and damage deposit can be carried over into the new contract year. Students should follow all procedures and due dates related to the room selection process to obtain or retain their housing assignment. This information will be made available in late February.
- **Returning students not currently residing on campus.** For students who do not reside on campus, a contract should be submitted through WebAdvisor by published deadlines. If the housing deposit was previously refunded, a new deposit will be charged to the student's account.

Village and Greek Housing

The Villages. Village housing refers to all University apartments, houses, townhouses, and University-managed fraternity houses that are owned and operated by the University. These units, located adjacent to the campus, are under the supervision of the assistant director of residence life, a Senior RA, and three RAs. Village space is reserved for upperclassmen with 60+ credits as space allows. Policies regarding Village housing fall under the Office of Residence Life.

Greek Housing. Several of our students live in Greek housing. There is a mix of upperclassmen and freshmen in these houses. Freshmen who have signed a bid may request to move into a Greek house if they are in good academic and disciplinary standing with the University. The residency requirement may be fulfilled by students choosing to live in university approved Greek housing.

- Students living in **TKE, Phi Tau, FIJI, and DOZ** live within University Approved Housing and fall under the standard University Housing Contract as a Village property.
- Students living in **SAE, Lambda Chi, and Sig Ep** live within University Approved Housing in houses owned and operated by the Fraternity. Housing contracts for these properties are administered by the Fraternity.

Refer to University-approved housing [Appendix A](#) at the end of the residence life section of this handbook for a description of policies and benefits of University-approved housing.

Housing Assignments, Placements, and Fees

Deposit

The University housing deposit will hold a student's space in any of the University's residential facilities. This deposit may be transferred from year to year so long as the student remains in University housing or is temporarily studying abroad or at Harlaxton College.

Once a student leaves University housing, the deposit will be refunded in full, minus any charges for damages or fines, and minus any balance left on their student account. When a student cancels his or her contract, the housing deposit shall be refunded in accordance with the contract cancellation guidelines outlined in this handbook, in the residence life section of the University website, or in other materials published by the University.

Assignment of Housing

An individual must be enrolled full time with the University and must be making progress toward completing enrolled hours to reserve a space in housing. Most residence hall space is assigned as double occupancy. Village spaces are assigned as one-, two-, three-, four-, five-, and six-person units. Vacancies within individual Village units are the responsibility of unit residents.

The University of Evansville operates under a nondiscriminatory policy with regard to race, color, gender, gender identity and expression, creed or religion, national origin, age, disability, veteran status and all federally protected groups/classes.

Gender Placements and Gender Neutral Housing. Housing placements are made by same sex/legal gender. Gender neutral housing can be made available in support of students who identify as transgender, gender non-conforming, or of varied sexual orientations. Depending on the specific needs of the student, this type of housing may take the form of private rooms, private or semi-private bathrooms, and/or designated mixed gender suite or apartment configurations. For more information on Gender Neutral Housing refer to the Residence Life section of the University Website under Student Housing Options.

Accommodation requests. Students who have a documented disability or health concern should submit a Request for Accommodation in Housing available within the Residence Life section of the University website under Applying for Housing for New Students or Applying for Housing for Returning Students. The completed request and documentation should be forwarded to the Disability Services Coordinator. The Disability Services Coordinator will review the request with Residence Life in order to determine the appropriate accommodations.

Exceptions and modifications. The director of residence life determines exceptions and modifications to housing policy. This includes, but is not limited to, space allocation, credit hour requirements, filling vacancies, temporary assignments, consolidations, gender assignments, disability accommodations, reserved housing, theme living, and contract cancellations. With the approval of the director of residence life, individuals who are not full-time students (i.e., part-time students or a student's spouse, domestic partner, or child) may be assigned and billed according to standard unit occupancy levels and rates on a space- available basis.

Rights of the University. The University reserves the right to make or change assignments, assign a new roommate, or consolidate spaces at any point of the academic year based on the needs of the program. The

University also reserves the right to cancel a housing contract for academic failure, non-payment for services, breach of contract, criminal behavior, or violation of rules of conduct or housing regulations as outlined in the Student Handbook, in the residence life section of the University website, and in other materials published by the University.

Single rooms and consolidations. Except for rooms specifically built for single occupancy, all assignments in residence halls are intended for double occupancy. Students may obtain private rooms when space permits for an additional cost.

Single rooms are limited in Powell and Schroeder Residence Halls. Single rooms are not usually available on the first floors of Morton, Brentano, or Hale Residence Halls.

Students requesting a single room because of a documented disability or health concern should submit a Request for Accommodation in Housing, available in the residence life section of the University website under Disabilities. www.evansville.edu/residencelife/disabilities.cfm

Vacancies – Residence halls. When a student is without a roommate, there are a number of options:

1. Move into another room with a chosen roommate.
2. Have a new roommate move in.
3. Accept the placement of a new roommate if made by the Office of Residence Life.
4. Pay extra to keep the room as a single if space permits.

In matters of vacancy consolidation, the Office of Residence Life reserves the right to reassign space or assign a new roommate at any time.

Vacancies – Village units. Students who collectively contract for a Village unit are financially responsible for any vacancy that occurs within that unit. The remaining residents may identify a qualified replacement (with the appropriate number of hours and good standing with the University) or they may share the cost of the empty space as outlined by the Office of Residence Life.

Payment plans. Students should contact the Office of Student Financial Services to make adjustments if they move to another building or pay for a single room. This may have an impact on payment plans.

Period of Occupancy

To provide student housing at the highest value and lowest possible cost, there must be a consistent occupancy level in our residential facilities. For this reason, **all housing contracts are binding for the duration of the academic year.** UE will provide campus housing for the 2019-20 academic year (or the balance thereof) to the student who enters into a Housing and Food Service Contract.

Occupancy for each semester begins on [published dates](#) and ends 24 hours following the last final of a student's final exam schedule (see residence life section of the University website for dates).

Residents are not permitted to move into and occupy their rooms prior to published dates, or to remain in their rooms after published dates without specific advance approval from the Office of Residence Life. Students who receive approval may be required to pay an early arrival or extended stay fee.

Winter Break. For Winter Break, the residence halls officially close at noon of the day following the last day of final exams and reopen on published dates (see residence life section of the University website) before the first day of spring classes. While students may leave their possessions in their rooms at their own risk during this period, all students living in the residence halls are required to vacate their room during Winter Break. Any student approved to stay on campus during Winter Break will be required to move into a facility designated for winter housing. Additional housing fees and contracts for winter housing will be determined by the Office of Residence Life on an annual basis.

Summer Break and summer housing. Residents may not leave personal belongings in their rooms during the summer. Storage is available on a limited basis. Students may elect to enter into a summer housing contract and reside on campus in a facility designated for summer housing. Food service is usually not provided over the summer. Additional housing fees and contracts for summer housing periods will be determined by the Office of Residence Life on an annual basis.

Moving Out of Housing

Students must officially depart within 24 hours following their last exam. Graduating seniors and those participating in graduation may remain in housing until noon the day following commencement if they complete an extended stay request. Personal property left after checkout times will be removed by the University.

When moving out of housing, students must schedule a checkout appointment with an RA 48 hours in advance. At a checkout appointment, the room and hallway must be vacated and clean, and all room furniture must be reassembled in posted standardized configurations at checkout.

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 checkout form during their checkout appointment. Students whose rooms require extra cleanup after checkout will be charged a minimum of \$40. An additional fine of \$50 will be charged for failure to check out properly, and \$25 will be charged for failure to return room keys. Additional charges may be assigned as necessary.

Information regarding this process is shared during mandatory closing meetings at the end of each semester. Information is also available within the closing edition of the residence life e-newsletter and in the residence life section of the University website.

Financial Aid and Housing

Full renewal of UE gift assistance for students who live on campus is dependent on continued living in UE housing. Students wishing to reside off campus after fulfilling their residency requirement (effective at their point of entry to UE) should consult with the Office of Student Financial Services about the effect on their UE gift aid.

Student Responsibility of Charges

Students are responsible for all institutional charges. If any payment is not paid when due, the entire balance, including accrued interest, shall, at the option of the University of Evansville, become due and payable on demand. In the event of any default, the student will be obligated to pay all collection costs and attorney fees incurred by the University of Evansville in the collection of these charges.

Contract Cancellations and Refunds

There are specific guidelines regarding contract cancellation requests.

New students. Deposited students who choose to not attend the University forfeit their housing deposit.

Continuing students. Students have until published deadlines to cancel their housing contract for the next academic year/semester. Cancellation requests are reviewed in accordance with University residency requirements.

Cancellation Deadlines and Penalties

By April 5 for Fall Semester	Cancellations can be made for the Fall for any reason. (No Late Fees)
After April 5 for Fall Semester	Cancellations can be made for the Fall Semester for reasons listed under Acceptable Housing Cancellation Requests . Includes loss of deposit and \$200 late fee. May include reduced refund if cancellation is after the beginning of the Semester.
By November 1 for Spring Semester	Cancellations can be made for the Spring for reasons listed under Acceptable Housing Cancellation Requests . (No Late Fees)
After November 1 for Spring Semester	Cancellations can be made for the Spring for reasons listed under Acceptable Housing Cancellation Requests . Includes loss of deposit and \$200 late fee. May include reduced refund if cancellation is after the beginning of the Semester.

Acceptable Housing Cancellation Requests

The only reasons that a housing contract can be cancelled after published deadlines for the next academic year/semester are for the reasons listed below:

- Attending Harlaxton College or studying abroad during the semester
- Residing locally with parents or legal guardians (Students/parents/guardians must complete a verification form from the Office of Residence Life).
- Participating in any of the following that are outside the Evansville area: a full-time internship, a required clinical, an approved co-op, or student teaching
- Transferring, withdrawing, or graduating (student must notify the DOS office).

Students who have approved cancellations after the start of the semester will receive refunds as outlined under the [University refund policy in the Student Handbook](#). Exceptions include cancellations for fraternity move-over.

Unacceptable Housing Cancellation Requests

Housing contracts will not be cancelled after April 5 because a student has found an off-campus property or has entered into another housing agreement or lease with a private landlord. Students who are not approved to cancel their contract are still financially responsible for their housing contract.

Withdrawing for Academic or Medical Reasons

A student who is permitted or required to withdraw from the University for significant academic or medical reasons will receive refunds as outlined under the [University refund policy in the Student Handbook](#).

Cancellations for Fraternity Move-Over

Individuals moving into fraternity houses must cancel their housing under guidelines for fraternity move-over. These guidelines can be obtained from the Office of Residence Life. Students who choose to move into a fraternity house, yet fail to terminate their housing as required in the guidelines for fraternity move-over, will be responsible for housing charges up until the date of their cancellation request. Students who fail to move into their chosen Fraternity within the posted window of time for move-over forfeit their privilege to move into the fraternity for the Semester.

See more on Housing Cancellations at www.evansville.edu/residencelife/cancellationsAndRefunds.cfm

Food Service Plan

As part of the Housing and Food Service Contract, all students residing in UE residence halls must participate in one of the following [meal plans](#):

- Anytime Prime 7
- Anytime Purple 7
- Anytime Orange 5
- Aces 12

Village residents, fraternity house residents, and seniors living in residence halls have the option of purchasing the Aces 7. Meal plans are optional for Village residents, fraternity residents, or commuters.

Students with a meal plan who move to Villages or fraternity housing after the meal plan change deadline must wait until the beginning of the following semester to change or drop their meal plan.

UE provides meals according to the plan selected during the period of occupancy. No meals are provided during the Fall, Thanksgiving, Winter, Spring, or Easter Breaks. No meal plan is available over the Summer terms.

Meal plans can be changed at semester breaks as posted within the Residence Life section of the University website.

The residence life section of the University website provides additional details on plans and options. More information regarding the food service plan is also available under Dining Services in this publication. It includes general information regarding policies and services, including:

- UE ID card
- Meal plans
- Using meals and Ace Bucks
- Definition of meals
- Definition of Ace Bucks
- Dietary requirements/accommodations
- Sack lunches and sick trays
- Dining locations and hours of operation
- Chartwells employment
- Contact information

Residence Life Policies

Alcohol and Drugs within Student Housing

Drugs. The University prohibits the possession, consumption, use, production, or sale of illegal drugs or unauthorized prescription drugs. Violations of policies related to drugs will result in University disciplinary action.

Alcohol in Residence Halls, Villages, and Approved University Housing. Except as indicated under 21+ guidelines, the possession, consumption, use, production, or sale of alcohol is prohibited in all university student residences and common areas inside and outside of all university residential properties. All members of the campus community and guests are expected to abide by Indiana State Law and university policies governing the possession, consumption, use, production or sale of alcohol.

While no alcohol is generally allowed in any university student residences, students of legal age who have been approved for 21+ status are allowed to possess and consume alcohol within certain university guidelines. Students living in residence halls are not able to obtain 21+ Status.

For information about 21+ Status policies, see the Residence Life section of the University Website.

Students may be subject to disciplinary action for unauthorized possession, consumption, use, production, or sale of alcohol. Action may also take place for unauthorized possession of empty alcohol containers or if present where violations of the alcohol policy occur. Persons found in violation of the alcohol policy are subject to a range of disciplinary action as outlined under the Residential Discipline Process and /or in accordance with the Student Code of Conduct.

Approved Greek Social Events. Students who are of legal drinking age may possess and consume alcohol within university guidelines for Approved Greek Social Events. See details regarding Approved Greek Social Events available in the Student Organization Guide.

Resources for Students. The Drug and Alcohol Abuse Policy and Prevention Program for Employees and Students found under General Campus Policies in the Student Handbook covers information related to:

- Legal sanctions for alcohol and drug use
- Disciplinary action
- Drug and alcohol violation disclosures
- Suspension of eligibility for drug-related offenses
- Health risks
- Resources and assistance
- Crisis lines available

Responsible Good Neighbor Exemption. If students find themselves in a situation where they believe someone's health and safety is at risk due to excessive alcohol consumption, they should always call for emergency assistance, regardless of concern about the university disciplinary process. Students should call the Office of Safety and Security at 812-488-6911 (or ext. 6911 from campus phones) immediately if there is any possibility that professional medical assistance is necessary for the health and safety of another person. The University has made

an amnesty provision for students through the Responsible Good Neighbor Exemption. This exemption provides students the opportunity for University disciplinary action to be waived if medical or other emergency assistance for another has been sought. The decision to grant the exemption shall be at the discretion of the dean of students or her appointee and may be contingent upon participation in an educational program focusing on risky behaviors in college. Students should also be aware that the State of Indiana provides similar immunity from some alcohol-related criminal charges under the Indiana Lifeline Law. More information about the Indiana Lifeline Law can be found at indianalifeline.org/.

NOTE: The Responsible Good Neighbor Exemption does not apply to any criminal charges that might be incurred as a result of an offense.

Appliances, Cooking, Refrigerators, and Allowable Items

Appliances. All appliances and fixtures used in student rooms must be UL approved. Total amperage per room should not be excessive.

Cooking. A full kitchen is provided in each residence hall. For safety and health reasons, most food preparation that requires cooking is permitted only in the kitchen areas of our residential facilities. Any food stored in rooms should be kept in sealed containers to avoid attracting pests.

Refrigerators. Students may bring small refrigerators and microwaves.

<p>Compact refrigerator (2.5 amps max.) Approximate Dimensions should be no more than: 34"h x 20"w x 20"d</p>	<p>Microwave (10 amps max.) Approximate Dimensions should be no more than: 11"h x 19"w x 15"d</p>
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A MicroFridge (refrigerator, microwave, freezer) may be available for rent through a recommended vendor as a fundraiser for RSA.

Items Approved in Student Rooms:

- Power strips with fuse and surge protection
- Grounded UL approved heavy duty extension cords (used in a safe manner)
- Christmas lights (recommended only around windows)
- Hair dryers / curling irons / straighteners
- Clothes irons
- Radios and sound equipment (played at reasonable levels)
- Coffee and espresso makers (no steam attachments)
- Toasters, electric tea kettles, and low heat crock pots / rice cookers
- 4 oz or less of properly handled Zippo Refill fluid

Note: Prolonged use of moisture producing appliances (such as rice cookers, crock pots, coffee pots, tea kettles, humidifiers, diffusers, etc.) can cause additional moisture to build up in the room. Care must be taken to not create an environment where condensation creates problems.

Items Not Approved in Student Rooms:

- Ungrounded light duty extension cords / octopus plugs (ungrounded or without a fuse)
- Toaster ovens, induction ovens/plates, electric griddles, or hot plates
- Open-coil or high heat cooking appliances (including George Foreman grills and sandwich-makers)
- Candle warmers, burning / burnt candles or incense
- Flammable Liquids / Lighter Fluid / Match Light Charcoal
- Portable heating or air-conditioning units
- Halogen lamps
- Tapestries, posters, or other flammable materials draped across the ceilings
- Christmas lights wrapped around furniture or doors, touching wood surfaces, or against the ceiling
- Radio transmitters and exterior antennae

Some kitchen appliances can be approved on a case by case for use in common area kitchens or in apartment kitchens. Check with a Residence Life staff member for more information.

Approved Animals

Tropical and freshwater fish that are legal to own in the state of Indiana, approved service animals, and approved emotional support animals are the only animals permitted in student rooms. All other animals, including pets and lab specimens, are prohibited. Violations of this policy will result in a \$50 initial fine. The student will be given appropriate time to remove the animal unless immediate removal is warranted due to safety concerns. Periodic room checks will follow. There is a double fine for a recurrence + daily fines for non-compliance.

For information regarding approval of emotional support animals, contact Debbie Brenton, Disability Services Coordinator and ADA Coordinator for students, at 812-488-2663. You can also find our policies online under our [Disability Services Webpages](#).

Approved Use of Residential Space

University residences are reserved for the sole purpose of residential living. Unless otherwise specified, living spaces cannot be used for the purpose of conducting a business (including contract work from a third party or baby sitting).

Common areas in residence halls are reserved for specific uses as designated by residence life. Reservation of common areas can be made through the building residential coordinator or head resident.

Unauthorized Access. Students and their guests may not enter any unauthorized or unapproved areas within any residential facility or its exterior areas. This includes, but is not limited to, maintenance or custodial areas, construction zones, roofs, windows, or window ledges.

Care and Condition of Room and Common Areas

Students are to provide normal housekeeping and to use reasonable care within their assigned residence, including all furniture and equipment. All furniture is to be left in designated locations except where allowed.

Students must complete a room condition report (RCR) at check-in and check-out. Charges will be assessed for damages and unauthorized alterations to rooms, furniture or equipment. Charges will also be made for special cleaning necessary due to improper care of the room, furniture, or equipment. Generalized fees are outlined on posted handouts in the halls. Specific fees will be assessed after check-out. Students who do not follow the formal check-out procedure will be assessed an improper check-out fee.

Students are jointly responsible for care of public areas, including furniture and equipment. Charges for damages to public areas may be made to all students assigned to specific wings, floors, halls, or areas as appropriate. Any student who causes damage (or whose guest causes damage) to residential space, furniture, or equipment will be assessed for such damages.

Rooms may be periodically inspected for housekeeping, damage and maintenance problems. Charges for cleaning and damages are based upon labor, repair and replacement costs to restore the room to its original condition. All charges must be paid at the Office of Student Financial Services prior to registration for the following semester. In some situations, disciplinary action can be taken in addition to cleaning and replacement costs.

Decorating

Room decorations are encouraged as long as they do not create health or fire hazards or cause damage to the room or furnishings.

When decorating, the use of nails, screws, or tacks on or in the walls, doors, furniture, or fixtures is prohibited. Duct tape, two-sided foam tape, contact paper, and wall decals are also prohibited.

Most residence hall properties are constructed using cinder block walls and semi-gloss paint. Village properties are typically constructed with sheet rock painted with flat coat or satin paint. Additional care must be taken to

maintain clean and undamaged walls in Village properties. Avoid contact that would result in soiling or damaging the wall. The use of poster putty is not approved for use in Village properties.

Command Strip products are recommended if instructions for application and removal are followed and no damage results – even so, students are still responsible for any potential damage when using these or any other products.

Alcoholic beverage containers are not considered decorative and are generally prohibited.

If you are in doubt about decorations, check with residence life staff within the building. They can provide details regarding holiday decorations too.

Furniture and Equipment

Furniture / Beds / Lofts. Room furnishings for double rooms include twin bed frames and mattresses, shades/blinds, desks, desk chairs, closets, and dressers. In some rooms, these items are built in. Fixed or built-in furniture may not be moved or altered. The residence halls come with beds that are designed to be bunked or lofted. Powell and Schroeder are bunked or lofted by requesting a work order with Campus Facilities. Hale, Morton, Brentano, and Moore can be bunked or lofted by students using lofting supplies within each room (mallets and wrenches are available for check-out in the Hall Office). Student-built lofts are not allowed. Waterbeds are prohibited because of facility limitations and potential for water damage.

Portable furniture may not be removed from the room under any circumstances without the permission of the residential coordinator responsible for the building.

All room furniture must be reassembled in posted standardized configurations at checkout.

Heating/Air equipment. Controlling room climate is essential to the success of managing indoor air quality and comfort.

- **Maintain a 24” clearance around HVAC units.** Reduced air flow to the HVAC system can result in excess moisture and promote mold growth within the system and rooms. Rooms should be arranged so that the unit is not blocked with furniture or other objects.
- **Set thermostat to a reasonable temperature.** Turning the thermostat to medium or 70-75 degrees provides a reasonable temperature within rooms. Turning the unit off or setting it too cold in the summer will cause condensation issues. Set it to a reasonable temperature and allow it to run automatically.
- **Using your blinds** Open blinds during the day. When you do have the shades closed, try to maintain a gap at the bottom of 6-8” to allow for ventilation between the shade and window.
- **Do not open windows.** The condensation created by open windows (hot air) mixing with conditioned HVAC air (cool air) is capable of creating significant mold and moisture problems.
- **Dealing with condensation or other issues.** If you experience minor condensation on window ledges, wipe it clean with a clean cloth or paper towels. Any household cleanser can be used following the proper directions on the container. If you notice any recurring problem, or if you feel your HVAC unit is not functioning properly, contact your Resident Assistant, Residential Coordinator, or the Office of Residence Life. A Residence Life staff member will do an initial inspection and contact the Facilities Office.

The air/heating system in Moore Residence Hall is designed to provide for a continual exchange of fresh air. Opening windows in this building disrupts the air conditioning system. There are no screens supplied for this building. For these reasons, Moore Residence Hall room windows are to remain closed.

For full information on maintaining healthy living spaces, see: [Promoting Healthy Indoor Air Quality in University Housing](#) as provided under Policies on the Office of Facilities Management and Planning Web pages.

Kitchen equipment. Kitchen items are provided in the halls on a limited basis. Students are requested to show consideration for their fellow residents by cleaning and returning kitchen items after use.

Other equipment. In some cases, halls provide other equipment, such as DVDs, video game consoles, board games, tools, sports equipment, and kitchen equipment for student use. The check-out process varies from hall to hall.

Guests, Visitation, and Escort Policies

Guests. With the roommate's consent, residents may have guests of the same gender stay in their rooms, providing the stay is no longer than three days within a 10-day period and that the guests do not disrupt the normal activities of the floor. It is recommended that residents notify the RA when having a guest stay in their room.

In Village properties, a guest of the same gender can stay under the same guideline with the approval of other people living in the unit.

Guests are subject to all University and residence life rules and regulations. Students are responsible for the actions of their guests. Guest rooms are available in select halls as space permits.

Visitation. The room visitation policy on designated floors permits men and women students to meet socially in each other's residence hall rooms on a limited schedule. On restricted visitation floors, visitation is permitted Sunday through Thursday from 10:00 a.m. to midnight, and on Friday and Saturday from 10:00 a.m. to 2:00 a.m. There are also several 24-hour visitation floors available within the residence halls. Village units are 24-hour visitation properties and follow the same guest policies as residence halls.

The following information is added to provide the rationale and approach related to the Visitation Policy:

UE students' primary purpose is to achieve academic success. We strive to create living environments within the residence halls that are conducive to study, sleep and healthy living. The right of any person to sleep, study, or simply enjoy privacy will always take precedence over a person's privilege to host guests/visitors in the room. We believe that a person should not be compelled to leave the room in order to accommodate a guest or visitor, nor should he or she be placed in situations that might cause embarrassment or inconvenience. It is for these reasons that we have set up policies regarding visitation, guests and escorts.

Several floors on the lower levels of the residence halls, on coed floors, and in Powell Hall are designated as 24 Hour Visitation Floors. Having a floor designated as 24 hour visitation is a privilege and not a right. The basic principles outlined in the paragraph above pertaining to the rights of people to be free of feeling compelled to accommodate another person's guest or visitor is highly applicable here. The success of these floors depend on the maturity and responsibility of the students who live on these floors.

There are several floors that are traditionally restricted visitation. Each year we designate a number of restricted visitation floors geared primarily toward new students and those who may feel more comfortable in this setting. In doing so, we believe that the added structure has helped to create a more supportive environment for these students. In preparing for the following year our office projects what the class make-up might be on the floors and make adjustments accordingly. These floor visitation designations are then set for the following year.

At the beginning of the year, if a floor has an upper-class population greater than 50%, a floor can request to change the visitation designation. This must be a unanimous decision of residents of the floor (excluding the RA). If this is successful, a request must be forwarded to the Director of Residence Life for final approval. If approved, the floor will be designated as 24 Hour Visitation for the remainder of the academic year.

Escort. Guests must be escorted at all times by a resident of the building.

Hazardous Behavior

Fire hazards. Starting even small fires, using fireworks, burning candles or incense, pulling pranks involving fire, turning in a false alarm, or tampering with any fire safety equipment poses severe safety hazards to all residents in a building. Anyone caught tampering with the fire safety equipment or violating these regulations can be subject to civil prosecution and significant University disciplinary action.

Explosives and weapons. The Office of Safety and Security enforces all federal, state, local statutes and University regulations pertaining to the possession and/or use of firearms, ammunitions, explosive devices, fireworks, or other potentially lethal weapons. All of these items are strictly prohibited on University owned or controlled property regardless of whether a federal or state license to possess the same has been issued to the possessor. Any violations of these statutes and regulations may result in disciplinary action as well as criminal prosecution.

What is a considered a weapon or explosive?

- Any firearm or device such as a handgun, rifle, shotgun, pistol or blowgun that can launch a projectile.
- Blades over three inches long or any sharp edged item that is used with the intent to threaten or do bodily harm.
- Blunt objects fashioned to cause injury or bodily harm or any blunt object used with intent to threaten or do bodily harm.
- ANY item used with the intent to threaten or do bodily harm.
- Explosives are any device designed to explode, either timed or fused, that would cause serious damage or bodily harm.
- All fireworks are covered under this policy including sparklers.

**Reasonable exceptions for knife lengths are allowable for appropriate usage of standard cooking knives in kitchens in Village Housing.*

Health and Safety Inspections

To ensure compliance with proper health and safety standards, all residence hall rooms, houses, townhouses, and apartments will be inspected at least once each semester. Notice will be given to residents prior to the inspections. Residents who do not pass the inspection will have 48 hours to make the necessary changes. Additional information on the health and safety standards will be provided to all residents.

Keys and Access Cards

Each resident is issued one room key at the time of moving in. All keys and access cards remain the property of the University. No key or access card may be duplicated. Keys must be returned at the time of checkout. Students are not permitted to give their keys or access cards to other persons (\$50 fine).

If a key is lost, students should request a replacement from the Office of Residence Life (open Monday through Friday, 8:00 a.m. to 5:00 p.m.) or through Campus Security (nights and weekends). For security reasons, the lock core will be changed whenever a replacement is needed. There is a \$25 charge for the re-core and a new key.

The roommate's key will be replaced at no cost with the exchange of their old key. Failure to exchange the old key or failure to return an old key found after a re-core has been made will result in a \$25 charge.

If an ID / access card is lost, students should immediately inform the Office of Safety and Security (open 24 hours a day). Cost for replacement ID / access cards are posted on the safety and security website. Temporary access cards are available in the Office of Safety and Security.

Mandatory Meetings

Mandatory meetings are scheduled at the beginning and end of each semester. These are designed to provide essential information regarding important policies and procedures within the residential living areas. Other mandatory meetings may be scheduled to address ongoing issues or concerns on the floor. If it is not possible to attend one of these meetings it is important to contact the Residential Coordinator or Head Resident prior to the meeting to make alternative arrangements. Failure to attend a mandatory meeting without prior approval results in a \$25 fine.

Motor Vehicles, Parking, and Bicycles

The University requires that any vehicle that will be used as transportation to and from campus must be registered with the Office of Safety and Security whether or not the vehicle will be brought onto campus. There is no charge for this registration.

Parking permits. All students must have a current and valid University parking permit to park on campus at any time. Parking permits may be obtained by registering for a permit with the Office of Safety and Security. Color-coded permits will be issued indicating the specific areas in which they are eligible to park.

Motorcycles. Motorcycles are governed by University motor vehicle regulations. Motorcycle permits can be obtained through the Office of Safety and Security. Motorcycles may be parked only in areas designated for motorcycle parking. Any motorized cycle found inside a residential facility will be considered a fire hazard and must be removed.

Bicycles. There are bike racks located across the campus in all the most convenient locations. We also offer two bike locker hubs where bikes can be locked inside a secure locker, safe from the elements and any other negative issues that may arise. Students may store their bicycle inside their residence hall room, assuming that there is enough space and roommates agree on this solution. We ask that students do not ride their bikes inside residence halls. Bicycles are permitted anywhere on campus, except inside academic and administrative buildings. Bicycles may be registered through the Office of Safety and Security. While this will not prevent theft, it may help in recovery.

Village parking. All apartment complexes and townhouses have parking areas dedicated for use only by the residents of these facilities who have a valid University Villages permit designated for that facility. All other vehicles from the campus community parked in these lots are subject to issuance of a University parking violation citation.

University houses have limited parking available in drives or designated parking areas. Parking is not guaranteed for all residents of the house. No parking is allowed on sidewalks or lawns. Vehicles parked on sidewalks or lawns are subject to parking citations and charges for damaged landscaping. If additional parking is required, we recommend using a University parking permit in a student parking lot.

Residents of apartment complexes with assigned parking areas will be issued color-coded permits allowing them to park in the parking areas assigned to the complex.

For more about parking regulations see the safety and security website: www.evansville.edu/safety.

Noise – Living in a Community

Quiet hours. Community living in an academic setting requires that residents respect the rights of others to study and sleep. Primary quiet hours are from 10:00 p.m. to 10:00 a.m. The duration of quiet hours may be increased by vote of the residents and approval of the residential coordinator. Each student has the responsibility to ask another to be quiet, close doors, turn down sound equipment, etc., to maintain quiet hours. During Reading and Study Day and finals week, residential facilities are under continuous quiet hours.

Sound equipment. Sound equipment may be brought to campus and to rooms. However, the right of residents to study and sleep is more important than any right to play music. If you like your music loud, you may want to consider using headphones.

Personal Property

The University of Evansville and the Office of Residence Life assume no responsibility for theft, damage, or loss of money, valuables, food stuffs, or personal belongings of any student or guest. It is recommended that students make arrangements to insure any property brought to school through homeowners insurance or private property insurance.

Roommates and Room Changes

Living with a roommate can be a rewarding experience and may lead to a lasting friendship. This experience will be enhanced by following a few basic suggestions:

- Establish some ground rules and keep communication open.
- Make an honest attempt to get to know each other.
- Discuss likes and dislikes openly.
- Share and respect your roommate's feelings.

In the event of roommate conflicts that appear beyond discussion, contact your resident assistant or residential coordinator.

No room changes, including roommate changes, will be made during the first three weeks of the semester. After three weeks, room changes may be requested if space is available.

To make a room change, residents must first consult the resident assistant and residential coordinator of the floor and hall they are assigned to. If the residential coordinator decides there is a legitimate reason for a room change, the student will be referred to the assistant director of residence life. The assistant director will work with the student to coordinate the room change and set completion dates. The student initiating the room change is responsible for notifying the current roommate of the room change.

For tips and pointers on living with a roommate, see our Living with a Roommate resources:

www.evansville.edu/residencelife/roommate.cfm .

Smoking, Tobacco Use, and Electronic Smoking Devices in and around Campus Residences

All University residences and buildings are designated as tobacco-free facilities. Smoking in any form, the use of any tobacco products (smoked and smokeless), and the use of electronic smoking devices (e-cigarettes) are prohibited in residential housing, approved University housing, contiguous grounds, parking lots, and vehicles in parking lots. Reasonable evidence that smoking, tobacco use, or vaping occurred in a student room will be considered a violation of this policy.

The campus policy further restricts the use of tobacco products and electronic smoking devices anywhere on campus property and at any school sanctioned and/or sponsored activities or functions on campus. For a full description of the campus Tobacco-Free policy and available resources, please refer to the University Website:

www.evansville.edu/tobaccofree/ .

Students seeking information about smoking cessation resources should contact the University Counseling Center's health and wellness coordinator at 812-488-2663 or seek out Tobacco-Free resources on our Website: www.evansville.edu/tobaccofree/resources.cfm .

Solicitation

To protect residents from unreliable, illegal, and meddlesome peddlers, soliciting is not permitted in the halls. Special permission for student fundraising projects may be obtained from the dean of students.

Residents should report any solicitation in the residence halls or Villages to residential staff, the Office of Residence Life, or the Office of Safety and Security.



Sports, Roughhousing

The University encourages positive social interaction and the ability to recreate within the residence halls. However, any activity that poses potential harm to person or property has no place in a residential facility. For this reason any sports or roughhousing that is likely to be harmful is not allowed within residential facilities.

Students' Right of Privacy (Entry of Students' Rooms)

The University of Evansville recognizes and respects students' right to privacy in their rooms. However, the entry into a room or room search of any student may be conducted by the following people for the following purposes:

- By law enforcement officials in the performance of statutory duties and in accordance with legally defined procedures for search and seizure
- By University maintenance or custodial personnel to make repairs and to provide routine service
- By authorized University personnel in emergency situations to provide for the health and welfare of students or to prevent damage to property of the student and the University
- By a resident assistant, residential coordinator, or other appropriate University official when there is probable cause to believe a violation of University or civil regulations is being committed

Violations of Administrative Policies and Codes / Residential Discipline

As a condition of the Housing and Food Service Contract, the student agrees to be aware of and abide by all published rules of conduct and housing regulations as outlined in this handbook which can be found in the residence life and dean of students section of the University website. The student also agrees to maintain a proper standard of behavior and not disrupt the residential community.

Violations of the terms of the Housing and Food Service Contract or of any of the rules and regulations outlined in the Student Handbook may be handled through the campus judicial system, the residential judicial system, or addressed as an administrative violation. The University also reserves the right to treat such violations as a breach of contract.

Student housing assignments may change due to disciplinary action. Students removed from residential housing during the semester for disciplinary reasons are not entitled to a refund.

Administrative Policies and Codes (Non-Behavioral Policies)

The Office of Residence Life has the authority to address violations of non-behavioral policies or codes that fall within the terms of the Housing Contract. Administration of these policies and codes are typically handled by a professional member of the residence staff. This may or may not include an administrative meeting. Examples of these types of actions are listed below.

Policy / Code Infraction	Potential Action
Early Arrival / Extended Stay Fees	\$35 per night / \$50 per night after posted request deadlines
Missed Mandatory Meetings (opening and closing meetings / other meetings posted as needed)	\$25 (Student given reasonable opportunity to meet with RAs to make up attendance)
Lock-Out Fees	\$5 per lockout
Lost Key	\$25 for replacement of core
Non-Return of 2 nd Key by roommate after lockout	\$25 assessed
Misuse of Room Key or ID Sharing key or access card	\$50 assessed / possible confiscation of key or card
Health and Safety Inspection Issues / related to appliances, cooking, and items in student rooms	Action and penalties depend on item identified Student given appropriate time to correct issue
Animal Policy	\$50 initial fine (doubled for recurrence) Double fine for recurrence + daily fines for non-compliance. May be referred for disciplinary action
Window Policy (Moore Residence Hall)	Warnings, fines, and disciplinary action if necessary First fine is \$5 (doubles for each occurrence)
Damage and Cleaning Assessments	Appropriate restitution, cleaning charges, or damage charges
Improper Checkout Fines	\$50 assessed

The above actions may be handled through the Residential Discipline Process if necessary.

Appeals should be requested in writing to the director of residence life within five working days of action taken based on:

1. Evidence that staff did not substantially follow administrative procedures.
2. New evidence that will materially impact the action taken.
3. That the sanctions imposed by the RC are believed to be either too severe.

All appeals must be emailed within five business days to the Director of Residence Life (mt28@evansville.edu). All appeal requests must be accompanied by a written statement identifying the criteria for appeal (1, 2, or 3 above) and explaining the rationale for the appeal under the selected criteria and evidence to support that rationale. The decision to hear the appeal will be made by the Director of Residence Life and Assistant Director of Residence Life.

In the case of a check-out assessment, students have 30 working days to appeal in writing to the building supervisor (RC). The determination of the director of residence life in appeal cases is final.

Community Standards and Residential Discipline

Any community must develop standards of conduct that serve as a guideline for fostering a healthy living environment. All University housing residents are expected to:

- Respect the physical and emotional rights of all other residents
- Recognize and respect the educational mission of UE and the need to maintain an environment that supports this mission in a residential community
- Properly care for the residential facilities
- Recognize that academic and personal development are the primary reasons for residing in this community
- Accept responsibility for their own behavior at all times
- Report concerns or possible misconduct to appropriate residence life personnel

Residential Discipline Process (Behavioral Policies)

In cases of behavioral violations of residence life policy or violations of University policy that occur in or near residential facilities, the Office of Residence Life has been given the designated authority to handle residential discipline processes. A listing of University policies can be found under the student Code of Conduct and policy sections of the Student Handbook. Behavioral breaches of policy that may be heard as part of the residential disciplinary process can include, but are not limited to:

- Violation of local, state, or federal laws
- Violation of Alcohol and Drug Policy
- Violation of Tobacco-Free Policy / Fire Safety Policies
- Hazardous behavior as listed under Residence Life Policies
- Destruction of property
- Littering or intentionally harming the appearance of University property
- Theft
- Continued or serious violation of visitation, escort, or key policies
- Quiet Hours / noise policy violations
- Disorderly or disruptive behavior, especially that which disturbs other residents
- Creating, encouraging, or participating in a situation detrimental to the health, safety, or welfare of the University community and its members
- Violation of harassment policies
- Violation of animal policies
- Illegal forms of gambling
- Failure to comply with the order of a University official acting in accordance with University regulations

Some cases, depending on severity, may be automatically referred to the director of residence life or dean of students for University disciplinary action. Administrative action based on breach of contract may conclude some cases without further hearing. Decisions related to breach of contract are final and binding.

Procedures for University discipline can be found in the Student Handbook under Students' Rights and Responsibilities.

Cases being heard within Residence Life can be handled through one of the following methods:

1. an administrative hearing with the residential coordinator or other designated professional staff members within residence life
2. a hearing by the Residential Judicial Council (RJC), a peer board made up of fellow students.

An administrative meeting or hearing by the RJC shall determine if a violation has occurred. Persons found in violation are subject to a range of disciplinary action as outlined under the Residential Discipline Process and /or in accordance with the Student Code of Conduct.

Due Process in a Residential Discipline Case

Students shall be notified in writing regarding alleged violations of policy related to behavioral policies. The notification will request that the student contact an administrative officer within a designated time to schedule an appointment. At that appointment, the student will be provided with the option to meet with the officer to discuss the incident as an Administrative Hearing or have the case be forwarded to the Residential Judicial Council. If the student fails to schedule or attend such a meeting, a determination can be made in their absence.

Administrative Hearing. During an Administrative Hearing, the student accepts responsibility for their actions and waives their right to have their case heard through the Residential Judicial Council. The student will have the opportunity to verbally respond to the allegation of policy violation and provide his or her view of the circumstances. Outcomes and sanctions will vary based on the individual case and the determination of the administrative officer. Disciplinary action may include one or more of the following: no action, a verbal or written warning, educational assignments or referrals, community service, restitution, fines and/or residential probation. The director of residence life may authorize visitation restrictions, mandated room inspections, housing relocation, and/or eviction. The student shall be provided the outcome of the case in writing. If the student disagrees with the action taken, the case can be forwarded to the Residential Judicial Council.

The Residential Judicial Council (RJC). The RJC is called to hear a case at the request of an administrative officer or at the request of the student. The RJC is made up of the following members:

Student Chair (1) A voting member who explains hearing format and due process to resident. Reads incident report. Keeps meeting on the prescribed agenda.

Recorder (1) A voting member who records minutes including pleas, outcomes, and sanctions.

Members (3): At large voting members who listen and asks questions of student and votes on outcomes and sanctions, if any are to be imposed, with the other voting members.

Advisor (1) Non-voting administrative advisor present to answer procedural questions and to ensure due process is maintained throughout the hearing.

The pool of RJC members is established through 1) nominations by RSA, 2) students expressing interest as part of the Fall Student Interest Survey, and 3) appointments by Residence Life staff. Students are selected to the RJC by the Director of Residence Life based on their maturity and impartiality. RJC members are trained on meeting procedures and due process prior to hearing a case.

The incident will be discussed during the RJC hearing providing the student the opportunity to verbally respond to the allegation of policy violation and provide their view of the circumstances. The RJC panel can make a determination regarding the case at that time or can further review the case (i.e., talk with witnesses or other parties involved) before reaching a final decision. The student shall be notified in writing regarding the outcome of the case. Outcomes and sanctions will vary based on the individual case and the determination of the RJC. Disciplinary action may include one or more of the following: no action, a verbal or written warning, educational assignments or referrals, community service, restitution, fines and/or residential probation. Recommendations can be made for visitation restrictions, mandated room inspections, housing relocation, and/or eviction. These recommendations can be authorized by the director of residence Life.

Appeal process. Appeals to the outcomes and/or disciplinary actions of the RJC are to be made in writing to the director of residence life. This final appeal request must be submitted in writing to the Office of Residence Life within five working days from the date of notification of action. Both parties (the person who allegedly violated the policy or the person bringing the case) have the right to appeal the determination, but only for the following reasons:

1. There is evidence that procedures outlined for the RJC were not adequately followed.
2. There is new evidence that will materially impact the RJC's decision, and this evidence was not presented at the RJC hearing for good cause shown as determined by the director of residence life.
3. The sanctions imposed by the RJC are believed to be either too severe or too lenient for the violation that the person was found to be responsible.

All appeals must be emailed within five business days to the Director of Residence Life (mt28@evansville.edu). All appeal requests must be accompanied by a written statement identifying the criteria for appeal (1, 2, or 3 above) and explaining the rationale for the appeal under the selected criteria and evidence to support that rationale. The decision to hear the appeal will be made by the Director of Residence Life and Assistant Director of Residence Life.

After considering evidence and arguments, the director of residence life can do the following:

- affirm the original finding and disciplinary action
- affirm the original finding /adjust the sanction to a higher or lower level
- reverse the original finding / dismiss the charges
- reverse the original finding / order a new hearing

The director's appeal decision is final.

Services and Resources

Cable Television

Students living in Residence Halls have access to digital streaming services and digital cable in common areas.

Village properties will have one or more cable outlets depending on the floor plan. Students are responsible for bringing their own television and digital equipment for streaming.

For more information regarding basic cable services go to the residence life section of the University website, go to "Amenities and Service" and select either "Cable Services" or "Cable Setup and Repair".

www.evansville.edu/residencelife/servicesCable.cfm

For a complete list of what works where, see our "Technology on Campus" page.

www.evansville.edu/residencelife/services/servicesComputing.cfm

Computing

The residence halls have both Wi-Fi access and two hard line Ethernet ports in student rooms. Common areas are also covered with Wi-Fi.

In the Villages, Jones Hall has similar access as residence halls, with Wi-Fi throughout and an Ethernet port in each student room and apartment living room. Other Village housing does not have Ethernet port access provided by the University. Wi-Fi is available, though the strength of signal and speed cannot be guaranteed. Some apartments or houses may not have access to wireless.

For a complete list of what works where, see our "Technology on Campus" page.

www.evansville.edu/residencelife/services/servicesComputing.cfm

For assistance with campus computing see: ots.evansville.edu/support/.

Laundry

Each residence hall has a laundry room, and there are four laundry rooms located throughout the Villages. All laundry machines are available to building residents at no cost, though students will need to buy their own HE (High Efficiency) soap. Working with MacGray, UE provides front loading, high capacity, high efficiency Maytag washers and dryers for UE residents.

All residence halls and Jones Hall have access to LaundryView®, a web-based monitoring system that displays open machines on campus. TextMe™ alerts notify students when their laundry is done.

See the Residence Life section of the University Website for more information about service repairs, LaundryView®, and TextMe™ under Services. www.evansville.edu/residencelife/servicesLaundry.cfm

Mail Services / Distribution Services

Student mail. Upon check-in, each student receives a mailbox assignment. Mailboxes are located in lobbies of residence halls. Village residents have mail delivered to a central bank of boxes for apartments, or delivered to their door if in a house. Mail addressed to students should be formatted as follows:

Name _____
Hall Name (optional) _____
Hall address, room number
Evansville, Indiana 47714

DO NOT include University of Evansville in the address.

USPS Mail – Residence Halls and Jones Hall

USPS letters are delivered to hall offices in residence halls and Jones Hall daily (Monday through Friday). Mail is usually placed in mailboxes in the afternoon or early evening. Questions regarding mail can be directed to Hall staff within the building.

Packages, Registered Mail, FedEx, and UPS Packages – Residence Halls and Jones Hall

Packages, registered mail, FedEx, and UPS are delivered to Mail Services / Distribution Services located in the General Services Building (open 8:00 a.m. – 5:00 p.m. Monday – Friday). Students will be notified via e-mail or telephone when a package arrives for pickup/signature. A valid UE student ID and signature are required before packages are released for student pickup. For security reasons, student IDs are matched to the shipping name prior to package release.

UPS Drop Boxes are available on campus in two locations on campus.

Perishables: It is not advised to send perishables or medicine for arrival over the weekend or during breaks as there is no service available during those times.

Contact: 812-488-1067
E-mail: mailservices@evansville.edu
Operation Hours: Monday – Friday (excluding holidays)
8:00 a.m. – 5:00 p.m.

Mail and Packages in Village Properties – Village Apartments, Houses, and Townhouses

Mail and packages are delivered to external mailboxes by USPS personnel. USPS, FedEx, and UPS deliveries are handled directly by the corresponding service provider. At times, USPS may leave a small brownish peach and/or green slip that indicates that your package must be picked up at the post office located on Washington Avenue.

Special Deliveries – Flowers, Edible Arrangements, Birthday Muffins, etc.

Special occasion deliveries are best to be scheduled during the standard work week. When placing a special order, vendors should be provided with the student's hall, room, address, and cell phone number for the delivery label. We prefer that the vendor contact the student directly by cell to arrange delivery. Additional support is provided by Student Life staff for Valentine's Day.

Summer - Sending Packages and Mail prior to Move-in Dates

Due to storage and staffing limitations, mail and packages should not be sent any earlier than two weeks before the first day of classes. Items arriving prior to Wednesday, August 7, 2019, may be returned to sender.

Please note that full service mail deliveries may not be made until the Thursday prior to the regular August opening date (on new student move-in day for the August SOAR). As normal mail delivery is not available prior to that date – check with residence life staff to retrieve priority items (medication, essential paperwork, etc.)

Summer address changes. To change your summer address, log on to Self Service and select the [Seasonal Address Form](#). This form should be filled out only if you will be staying somewhere other than the "Home" address during the break. The Start Date and End Date should be month/day (i.e. "05/12" for May 12).

For all other Address Changes:

1. **Log into Self-Service**
2. Locate the "UE Forms" location of the menu on the left-hand side.
3. Click the link under "Students" for "Contact Information"

Village residents. Village residents must change their address through the US Postal Service office. The Internet link for the USPS change of address form is: moversguide.usps.com.

Bulk mail/Magazines. Bulk mail and magazines will not be forwarded. Students must contact organizations that send bulk mail and magazines regarding their summer address. Musical recording packages will be forwarded with postage due. If a Seasonal or Permanent Forwarding Address is not provided, all first class mail will be forwarded to the home address on record.

See more about mail at www.evansville.edu/residencelife/servicesMail.cfm

Repairs

Minor repairs. Minor repair needs should be requested through a work order available through WebAdvisor. After submitting this work order, a member of the maintenance staff will make the repair or assess the problem during standard working hours. While some repairs can be made immediately, two or three days should be allowed for any action on a request.

Emergency repairs. Major problems that require immediate attention (e.g., door lock, water leak, loss of heat) should be reported directly to the Physical Plant between 8:00 a.m. and 5:00 p.m., Monday through Friday. For additional assistance, it is important to contact the RA on duty or an RC.

If an emergency maintenance situation occurs after hours, call the Office of Safety and Security at 812-488-2051 and ensure that your message is clear about the emergency work order. **DO NOT SEND E-MAILS OR LEAVE VOICEMAIL FOR THESE TYPES OF WORK ORDERS.**

After making telephone contact, please follow up with an electronically submitted work order via WebAdvisor and mark the emergency work order priority as Immediate.

Please note on the work order the time you called in the request and with whom you spoke (include this in the description of work to be done).

See more about repairs and refunds here: www.evansville.edu/residencelife/repairs.cfm

Storage

Each hall offers a limited amount of storage space for students. During the school year, students can store empty suitcases, trunks, and boxes. During summer months, students can store other personal belongings with the exception of standing fans, lamps, cinder blocks, furniture, and carpets.

Items can be left in storage only during the designated period outlined on the storage waiver form. Property stored in University residence halls is done so at the sole risk of the owner. The University does not insure items left in storage. We recommend that students add stored items to their parent's homeowners insurance or secure independent personal property insurance.

All items placed in storage must be stored in boxes and properly identified with the ID slips provided. If items are not properly identified and labeled, ownership will be relinquished and items will be removed as stated on the storage waiver form.

When the storage period is terminated, all stored articles must be removed. Items that are left behind will be removed and disposed of by the University (the student may be charged if there are any fees associated with that disposal).

Limited storage space is available during summer months for personal belongings of students who are returning to campus. There is no storage for standing fans, cinder blocks, lamps, furniture, or carpets.

Telephones

Room telephones are not provided in residential housing. However, phones required for special needs will be made available by contacting the Office of Technology Services.

Hallway Phones. Located on every floor is a hallway phone for emergency service and local calls. Dial 9+812+local number to complete a local call. Long distance calls can be made with the use of calling cards. To make a long distance call, dial 9 and follow the instructions for your calling card.

Healthy Living on Campus

Group Living

When living on campus, students live in proximity to one another. There are health issues and risks that can accompany close living arrangements. The following list includes tips of how students can stay healthy in a group living environment.

Residential Healthy Living Habits	Reduced Risks
Bring flip-flops to wear in the bathroom and shower. Do not share shoes.	Athlete's foot and plantar warts
Change bedding frequently. Do not share combs, brushes, hats, etc.	Head lice
Wash hands after using computer labs.	Conjunctivitis, also known as "pink eye"
Refrigerate all necessary food items. Do not eat food that has not been refrigerated.	Food poisoning
Do not eat or drink from same dishes or containers. Do not share eating utensils.	Meningitis (See CDC recommendation below)
Do not share bath towels, washcloths, or clothing. Launder frequently.	Impetigo, skin rashes, and infections like MRSA

When entering into any group living situation, it is always a good idea to discuss vaccination recommendations with a family physician or local health department. Specific questions should be addressed by your family physician, or you may call the University of Evansville Crayton E. and Ellen Mann Health Center at 812-488-2033. Good nutrition, an adequate amount of sleep, along with general cleanliness and good hygiene will help all students have a healthy year at UE.

Immunizations and TB Guidelines

Visit [Med+Proctor](#) to obtain the required Immunization Certificate form. A licensed healthcare professional must complete and sign these forms. Alternatively, students may upload a copy of their complete immunization record, so long as it is signed by their medical provider.

Required Immunizations

- **MMR** (measles, mumps, and rubella) – Two doses are required. The first MMR must be given on or after 12 months of age. The second MMR must be given at least 28 days after the first dose. A positive MMR titer will be accepted in lieu of this vaccination series if no records are available.
- **Tdap/Td** (tetanus, diphtheria) – The Tdap or Td must be given within the last 10 years. The Tdap (tetanus, diphtheria, and pertussis) vaccination is preferred.
- **Meningococcal Quad** (MenACWY/Menactra) – Students 21 years of age or younger are required proof of one dose on or after the 16th birthday.
- **Meningitis B** (Bexsero, Trumenba) – Students 23 years of age or younger require two doses. The same vaccine must be used for both doses. Bexsero: 2 doses at least one month apart. Trumenba: 2 doses at least 6 months apart.
- **TB skin test/ QuantiFERON or TSpot** - Must be performed and read in the United States within 6 months from the start of the semester. If a student has a positive TB skin test, further actions will be required.

Information regarding religious or medical exemptions to immunizations can be found on the [Immunization Exemption](#) web page.

***Some programs of study have additional immunizations requirements. Please contact the program director for more specific guidelines for the program of study.*

****Students NOT in compliance with these requirements before the start of classes, risk their eligibility to attend class, live in residential campus housing, and a hold will be placed on the student's account until all requirements are met.**

Please Contact the Health Center with any questions regarding these required records.

Disposal of Medical Waste in Residential Facilities

The following instructions for the disposal of medical waste have been developed by the Office of Residence Life and the Crayton E. and Ellen Mann Health Center. Following these instructions will maximize the safety of students and staff members who live and work in residential facilities.

Medical waste (including needles, needles with syringes, IV tubing, lancets, etc.) or any sharp object that comes into contact with blood or other body fluids contaminated with blood, must be disposed of properly.

Students must use sharps needle containers and biohazard waste bags available through local pharmacies. If assistance is needed in obtaining a sharps container or biohazard bag, please contact the health center.

Filled sharps needle containers and filled biohazard waste bags must be returned to the health center for disposal.

Security and Emergency Procedures

Security on Campus

Uniformed security officers are on duty on campus 24 hours each day. During evening hours, uniformed or student security guards patrol outside the residence halls. As part of their routine patrols, University safety and

security personnel patrol the areas around the houses, townhouses, and apartment buildings that make up the University Villages.

While taking every precaution, the University cannot assume responsibility for your personal security or the security of your possessions. Evansville is a good city in which to live while attending college. However, certain precautions should be taken concerning security for you and your property.

Suggestions for personal security:

- Lock your door when you sleep and each time you leave your room.
- When leaving your room at night, tell someone when to expect your return.
- If you should be the victim of an attack or other incident, notify the Office of Safety and Security immediately.

Suggestions for security of possessions:

- Record serial numbers and makes of all your items of value. Record the numbers of your credit cards (or make copies) and bank accounts.
- Keep money and valuables in a secure place. Do not keep large amounts of cash in your room.
- Keep your room locked. Keep your key with you. Do not let others borrow your key or ID card.
- Report strangers in the building to the RA, residential coordinator, or Office of Safety and Security.
- If there is a theft or there is damage to your property, immediately notify the RA, your RC, and the Office of Safety and Security.

For a listing of all Security and Emergency Procedures see: www.evansville.edu/residencelife/security.cfm

Fire Safety Procedures

The University takes a number of precautions to prevent fire in our residential facilities. The use of electrical appliances is regulated. Regular inspections are made by fire safety personnel. Fire extinguishers are placed on each floor. Fire drills are held each semester in residence halls and University-managed Greek housing. Participation in all fire drills is mandatory. Upon hearing a fire alarm, the following procedures must be observed:

- Close your room door, leave it unlocked, and proceed to the nearest exit quickly without running
- Clear the building by at least 50 feet

In the event of an actual fire, pull the fire alarm and warn other residents by knocking on doors and shouting as you leave the building. Notify the resident assistant, head resident, or residential coordinator if possible. Call campus security at 812-488-6911 from a safe location, and provide them with as much information as possible. Read more on fire safety under Safe Living in the Student Handbook. For a listing of all Emergency procedures see: www.evansville.edu/residencelife/security.cfm

Tornadoes and Severe Weather

Notification. The Office of Safety and Security monitors a weather alert radio. If a tornado warning is issued for the campus area, students will be notified through the campus AceAlerts emergency notification system. Students in all residence halls, townhouses, and Jones Hall will be notified by the AceAlert system in the following manner:

- Text message if cell phone is registered with your profile
- E-mail messages
- AceAlerts system speakers on each floor or within each unit

Students in the Villages properties will be notified by the AceAlert system in the following manner:

- Text message if cell phone is registered with your profile
- E-mail message

Take responsibility for your own safety. During severe weather, do not wait for notification by the University to evacuate to a safe zone. Tornadoes can strike with little or no warning and can travel at high speeds. When in doubt it is always advisable to proceed to your building’s safe zone.

Tornado guidelines – inside a building. Move to the safest area in the building. This will be on the lowest level of the hall. Clear stairwells as quickly as possible to avoid wind tunnel effects common in stairwells during tornadoes. Attempt to warn others and stay clear of glassed areas. Do not evacuate the building unless fire ensues or until you receive an “all clear” from security or an approved residence life staff member. Stay away from windows, doors, and outside walls. Protect your head. **Suggested areas during tornado warnings include:**

Brentano	West ground floor hallway
Hale	East ground floor hallway
Moore	North and south basement main hallways
Morton	East ground floor hallway
Jones Hall	Lowest floor in corridors away from exterior doors and windows
Powell	Lower level hallways
Schroeder	Lower level hallways
Villages and fraternity houses	Lowest level if available, closets, bathrooms without windows, interior rooms away from windows.

Tornado guidelines – outside. If you are in a vehicle when you observe a tornado approaching, do not remain in the vehicle. If there is a sturdy structure nearby, go to the lowest level of the structure to obtain protection. If in the open, lie down in the lowest area possible. Be sure to move as far away from the vehicle as possible to avoid being struck by it.

Inclement Weather – Closings 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
- AceAlerts system speakers on each floor or within each unit of the residence halls, in the townhouses, and Jones Hall
- A message posted to the main page of the campus website
- Tune in to local radio and TV broadcasts when weather looks severe

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

Ace Alerts 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. A test of the AceAlert system will be conducted in the Fall and Spring semester each year.

Students living in the Villages or fraternity houses or commuting from home should update their profile to make this resource available. AceAlerts is the primary form of emergency communication. Update your profile through AceLink or by following this link: www.getrave.com/login/evansville

Other Emergency Procedures and Safety Guidelines

For more information regarding tips on safe living, refer to Safe Living in the Student Handbook. It provides additional information on theft prevention, the campus escort service, telephone safety, fire safety, inclement weather, tornado watches and warnings, earthquake procedure, electric shock, ambulance service, missing persons, emergency telephones, and emergency contact numbers.

Emergency protocols are also available on the safety and security and the residence life section of the University Website. They are also available on evacuation fliers posted in residential rooms and common areas. For a listing of all Emergency procedures see: www.evansville.edu/residencelife/security.cfm

Residence Life Appendix A

University-Approved Housing

University-approved housing refers to a housing status available to recognized fraternities that own houses as a form of alternative housing for students and that request such status from the University.

Policies for University-approved housing. While fraternity houses operate under their own house policies, residents are subject to all University regulations. Violations of University policies in fraternity houses will be handled through the normal judicial process. There are policies that govern students' eligibility for fraternity housing and responsibilities assigned to the fraternity.

- University policy requires all single freshmen and sophomores who do not live with a parent or legal guardian to reside in University residence halls. Students who have signed a bid may request to move in to the fraternity house if they are in good academic and disciplinary standing with the University. In addition, the fraternity must be in good disciplinary standing and must facilitate the required paperwork as described by the University to expedite the move-over process.
- During the academic year, the fraternity house is to be occupied for residential use by full-time students. Exceptions may be made for part-time graduating seniors. Any other part-time students may be housed on a space-available basis and with the prior approval of the University.
- As a result of University disciplinary action taken against an individual student or the fraternity, eligibility for fraternity housing may change at any time. The University also reserves the right to remove students from residing in the house if it believes the welfare of the student(s) would be better served living in University housing or other facilities.
- The University expects the fraternity to adhere to the same health and safety guidelines that are prescribed for University housing. These guidelines are updated annually and can be obtained from the Office of Residence Life. The fraternity assumes responsibility for conducting safety inspections of individual rooms on a routine basis and for enforcing health and safety guidelines as prescribed by the University.
- The fraternity will carry sufficient real and personal property insurance and/or require occupants to carry personal property insurance to cover up to 100% of the value lost due to accidents or catastrophic events. Also, personal liability coverage at least equal to the maximum liability limits set by the State of Indiana will be purchased. Evidence of such insurance shall be provided to the University on an annual basis, August 1, in the form of an insurance certificate that lists the University as a certificate holder.

Benefits of University-approved housing. There are certain benefits to the fraternity that accompany status as approved University housing. A few of these include:

- Unlike any other students moving off-campus, undergraduates who wish to reside in fraternity housing will not experience merit-scholarship reduction despite moving out of a University-owned housing facility.
- Fraternity houses are considered an approved alternative to living on campus in regard to the two-year University residency requirement.
- Residents of fraternity houses may purchase meal plans through the Office of Residence Life but are not required to do so.

- During the summer, fraternities that own their own house may rent rooms to non-students who are eligible to be on university property, without approval from the University. However, those occupants and the fraternity will still be subject to and held responsible for the policies and rights of the University. A list of all occupants must be presented to the assistant director for Greek Life prior to move-in. The fraternity is responsible for updating the list, as needed, throughout the summer session.

Rights reserved by the University. In addition to the policies and benefits listed above, the University reserves all rights necessary to insure the proper safety and protection of its students placed in any Approved University Housing facility. Those rights are:

1. The University may conduct monthly safety inspections of common areas and provide a written copy of the report to the chapter and to the housing corporation.
2. The University's office of safety and security and administration may serve as the first response team to any complaints regarding the behavior of the fraternity. Note: This does not eliminate or replace the authority of local or state law enforcement.
3. The University of Evansville recognizes and respects a student's right to privacy. However, all approved University housing can be entered without prior notification of fraternity members for the purposes listed below:
 - By law enforcement officials in the performance of statutory duties and in accordance with legally defined procedures for search and seizure
 - By University personnel in emergency situations to provide for the health and welfare of students or to prevent damage to property of a student, the fraternity, or the University
 - By University personnel when there is probable cause to believe a violation of University or civil regulations is being committed
 - By University personnel conducting monthly fire and safety inspections of common areas
4. Nothing in these rights and policies is intended to diminish the fraternity's ultimate liability to provide a safe environment for students. That liability resides solely with the fraternity and not with the University.

Failure to allow immediate access to an approved University unit upon request, or creating, encouraging, or participating in a situation detrimental to the health, safety, or welfare of the University community and its members will lead to severe sanctions, including the possible revocation of approved housing status. Any violation of the policies and rights listed above may result in the fraternity's loss of "approved University housing" status and all benefits related thereto.