

Schroeder Hall is a coed residence hall that can house up to 150 students. The hall office is open two hours every night, and there is a resident assistant (RA) available for each floor. A full-time Residential Coordinator (RC) manages all staff and the daily operations of the building. Residential staff provide support to residents, assist with questions, provide resources essential to the community, and help establish an environment that supports the academic and social needs of residents.

## Get Involved in Your Residential Community!

### The Resident Students Association

(RSA) is the student organization that supplements hall programming and helps provide upgrades to residential buildings.

They advocate for students, recognize the work of involved students, and encourage involvement at regional and international leadership conferences. Whether you are looking for a leadership role on campus, have an interest in planning events, or want to meet new people, RSA would be thrilled to have you. RSA has three standing committees to help boost your residential experience:

- **The Programming Committee** puts on fun and memorable events open to everyone in the building.
- **The Improvements Committee** focuses on community enhancements.
- **The Marketing Committee** creates unique ways to inform students about all that is happening.

Meetings are open to all residents and will start up shortly after the beginning of the school year. If you have questions about hall committees, contact your RC. Questions about RSA can be directed to [rsa@evansville.edu](mailto:rsa@evansville.edu).

### Mailing and Building Address

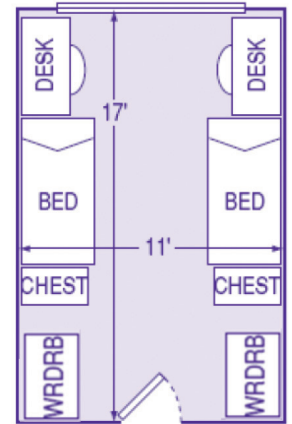
Student's Name \_\_\_\_\_  
1700 E Walnut Street  
Room # \_\_\_\_\_  
Evansville, IN 47714

### Package Address

Student's Name \_\_\_\_\_  
Schroeder Hall, Room # \_\_\_\_\_  
1 South Frederick Street  
Evansville, IN 47714

### Quick Reference Room Measurements

- **Room Size:** 11' x 17"
- **Window:** 48" x 84" x 7"
- **Door:** 84" x 35.5"
- **Mattresses:** 80" x 36"
- **Metal Bed Frame w/ Wood Bed Ends:** 84.5" x 38"  
Adjustable heights - 2" increments
- **Max Loft Height:** 58.5" floor to bottom of frame
- **Desk:** 30" x 42" x 24"
- **Wardrobe:** 49" rod to floorboard
- **Wardrobe Shelf:** 8" x 37" x 21.5"
- **Two Chests of Drawers Per Student:** 30" x 24.5" x 24"  
The three-drawer chest can be stacked on top of the two-drawer chest, or they can be positioned beneath the bed.
- **Need more measurements?** Find detailed measurements and photos of Schroeder [here!](#)



(all dimensions L/H x W x D)  
(all sizes approximate)

### All Things Tech

- Learn how to get connected. Visit the Amenities and Services webpage and select [Computing and Digital Streaming](#).
- Each room is set up for wired internet access, and the entire building has wifi.
- There are corner lounges on each floor that serve as study and social lounges. Each of these lounges has a streaming TV, and the first floor corner lounge serves as a center for computing and printing. Residents can conveniently print from any of the hall PCs and even their own computer/laptop via PaperCut. Your PaperCut account can be refilled by visiting the Office of Student Financial Services in Olmsted Administration Hall.

### Ace Cinema and Streaming

Check out the [free movie channel](#) on your laptop brought to you by RSA! To set up your streaming device or game console, start a chat with [OTIS!](#) Click "Ask a question" and type: Smartnet. Then proceed with your request.

### Keys and ID Cards

In Schroeder Hall, you will be issued a physical key that gives you access to entrances, stairwells, the elevator, and your bedroom. It is important you do not lose this key. Replacement keys are \$40. Your student ID card provides access to campus dining. Replacement ID cards can be obtained from Public Safety for \$15.

Check the [Residence Life section](#) of the Student Handbook for more details about policies and processes.

At check-in, all students will fill out and sign an online Room Condition Report. Room damages are recorded on this form, and it is updated at checkout. New damages are billed to residents.

## Check-In and Emergency Info Card

When you check in at your appointed time at your residence hall, staff will provide you with your entrance and room key and other materials. **Be sure to review and sign your online Room Condition Report. This will record any pre-existing conditions so that you are not charged for those damages.**

You will also fill out an online Emergency Info Card.. **Be sure to have your student ID#, two emergency contacts, insurance card, and allergy and health information for this document.**

## In-Hall Amenities

- Laundry room (coin-free, unlimited use)
- Game room
- Kitchen with stove/oven, microwave, and refrigerator
- Computer lab with printer (Honors Lounge)
- TV lounge

## Things NOT to bring

- Multi-plugs (surge protector strips are OK)
- Duct tape
- Contact paper or wall decals
- **Air fryers , sandwich grills, or other cooking appliances with exposed heating elements**
- Halogen lamps
- Candles or candle warmers
- Pets (fish, service animals, and approved emotional support animals are allowed)
- Alcohol, illegal drugs, or tobacco
- Firearms, swords, or other weapons

## Trash

Be sure to bring a trash can and recycling container for your room. There are trash collection areas on each floor

## Recycling in Schroeder Hall

**Located in designated locations within the building.**

EVERYTHING MUST BE EMPTY, DRY, and CLEAN.

### Acceptable Items

- PETE #1 and HDPE #2 plastics (flattened, lids removed)
- Mixed paper: printer paper, brown paper bags, junk mail/ envelopes, thin magazines
- Magazines
- Newspaper
- Aluminum cans
- Flattened cardboard

*Batteries, light bulbs, and ink cartridges can be recycled in the hall office.*

### Unacceptable Items

- Plastic bags
- Aluminum foil
- Pizza boxes
- Cardboard with food residue
- Glass
- Soiled/wet paper, wax paper, napkins/towels, food packaging, wrapping paper, tissues, paper plates

## How to Loft Your Bed

Lofting is great – it provides a lot more floor space so that you can bring a more personal touch to your space.

1. Don't place lofts where you might bump a sprinkler.
2. Refer to the laminated flyer posted on your floor or use our [online instructions](#).
3. Make sure you have a rubber mallet and an adjustable wrench (available from the hall office). Find the four metal pins to connect your end posts. Check the drawers in your room for pins – if none, there are extra in the office.
4. Remove the mattress – the bed is a lot lighter that way.
5. Making sure that both wooden end-posts are oriented correctly (up/down and inside/out), connect them using the two long metal support bars, one on the top rung and one nearer the bottom.
6. Hammer them into the rungs (gently!) with the rubber mallet.
7. Put the small metal pins in holes on the tops of the end-posts. These will secure the loft to the bed frame.
8. Carefully lift the bed frame onto the loft, matching up the pins to the holes in the bottom of the bedposts.
9. Place your mattress on top and attach the safety rails to the side. Installation of the safety rails are important and required! Follow the [illustrated instructions](#) to install them.

## Helpful Tips on Decoration

- Don't block AC/heating vents or window exits.
- Do not nail/screw anything into anything!
- All University furniture must stay in the room.
- Lofting is great – it provides a lot more floor space so that you can bring a more personal touch to your space.
- Nothing should be hung from the ceilings. The plaster damages easily.
- If you loft, feel free to get a loveseat or a futon. These work really well when you have friends over. They provide a great place to sit and you don't have to mess up your bed.
- Rugs are nice because they protect the carpet from stains. **They are also a great** way to bring some coziness and personality into your room without much effort.
- Window shades are included, but curtains on the windows can add character to the room and block more light at night if you face a streetlight. The easiest way to hang them is to use two large 3M Command hooks and a lightweight curtain rod.
- 3M Command Strips work really well and usually don't take off the paint **when you follow removal instructions carefully**. NEVER USE DUCT TAPE OR REGULAR FOAM TAPE!
- It is a violation of the fire code to tamper with or hang anything from the sprinklers or pipes.
- Be creative! Make your space your own – it's your home, so we want you to feel welcome in it!
- If you're worried about a decoration, just ask an RA! We'll be around a few weeks into the semester to do health and safety inspections, so we can let you know whether or not something is a violation of policy.
- When you move out, set your room back to its original configuration.

## Social Media

### Residence Life

 @UEResLife  UEResLife  @residencelife1

### RSA

 @UE\_RSA  UERSA

**Note:** Any new damage at the end of the school year is the responsibility of the student and will be billed appropriately.