



STUDENT HANDBOOK

2024-25

Section 2 – Services, Activities and Organizations

Student Development Services

Student Activities and Organizations

University Services



Table of Contents

Student Development Services	1
Student Life.....	1
New Student Orientation	1
Counseling Services	1
Information Disclosure	2
Students with Disabilities.....	2
The Center for Career Development	2
The Center for Innovation & Change.....	4
Center for Inclusive Excellence.....	4
Religious & Spiritual Life	5
International Support Services	6
Assistance to International Students.....	6
Opportunities to Study Abroad	6
University Services	8
University Bookstore	8
Library Services and Resources	8
Student Fitness Center	8
Crayton E. and Ellen Mann Health Center.....	9
Medical Involuntary Withdrawal Policy	10
ATM.....	10
Check Cashing.....	11
Student Activities and Organizations	11
Center for Student Engagement.....	11
Greek Life	11
Community Service Initiatives	12
Leadership Programs	12
UEngage Transcript.....	13
Student Government Association	13
Director of Community (Ombudsperson).....	13
Student Government Association Constitution	13
Policies for Student Activities and Organizations.....	14
Membership	14
Scheduling an Event.....	14
Publicizing Events On and Off Campus.....	15
General Publicity Information	15
Table Reservations in Ridgway University Center	15
Outdoor Tables in Front of Ridgway University Center	15
TV Screens in Ridgway University Center	15
Fliers and Posters.....	16
Chalking	16
Game of Chance Policy	16

Student Development Services

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

Student Life

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

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

New Student Orientation

Student orientation and academic registration (SOAR) programs are held for all new students. During these programs, new students have an opportunity to become acquainted with the campus, meet faculty members, administrators, and other students, and to learn about academic procedures and student life. During SOAR, each new student will also meet with an academic advisor and finalize their course enrollment. Orientation program sessions are also provided for supportive adults and families of new students.

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

Counseling Services

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

Mental Health Counselors address a variety of issues including depression, anxiety, homesickness and

adjustment, stress and positive coping strategies, time management, and various relationship concerns. Mental Health Counselors can provide assistance in helping students become connected with Academic Services to receive help with academic difficulties.

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

The Office of Counseling Services is located in Room 200, Ridgway University Center. Appointments can be made by calling 812-488-2663. Crisis intervention and on-call emergency services are available by calling the Office of Public Safety at 812- 488-2051.

Information Disclosure

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

The office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, and mental health counselors are on call for emergencies. During the months of June and July, limited counseling services are available, and counselors do remain on-call for emergencies. For more information about available counseling services, call 812-488-2663.

Students with Disabilities

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

The Center for Career Development

The mission of the Center for Career Development is to facilitate educational opportunities that engage students in self- discovery, development, and professional transformation. Promoting the big picture – each student’s academics, involvement, experience, and goals – the career center staff fosters an active partnership among students, faculty members, alumni, employers, and the community. We adhere to an End-to-End Career Development Model. Starting during the first year, students are directed to the services and support provided by the Center for Career Development. UE’s career staff helps students discover their pathway to becoming work-ready professionals to serve responsibly and live meaningfully in a changing world.

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

On-Campus Networking and Recruiting. Opportunities are available throughout the school year to attend career fairs and forums. To prepare, our career coaches work with students on projecting a positive image through developing a clean, professional résumé and cover letter, and conducting mock interviews. Students will be ready to explore the living and learning laboratories of internships, co-ops, jobs, and study abroad adventures.

Experiential Education. The opportunity to explore possible career directions is a valuable part of any educational experience. Credit and non-credit opportunities such as internships, cooperative education, undergraduate research, practicums, clinicals, student teaching, and service learning constitute the laboratory component of college. Putting theory into practice is a tried-and-true method to test classroom

knowledge and skills, and it exposes students to the realities of professional employment in a safe and exploratory manner. UE's career center staff assists students with all the details of locating internship or co-op options and directly supports them in taking the first steps of their professional journey.

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

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

Graduate School Connection. Twenty-two percent of 2023 graduates stated they were attending or would attend graduate school within the next three years – some at such prestigious schools as IU School of Medicine, Columbia University, Case Western Reserve University, and University of Rochester. The career development staff has the expertise to assist in developing a graduate school search plan that will improve the application process and lead to a more informed decision.

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

Career Advocates. Career Advocates are student leaders who provide outreach and initial career development support to undergraduate students. The advocates offer advice/support on career-related topics such as résumé and cover letter development, interview preparation, and job search. Advocates are conveniently available in the career center on a walk-in basis, with no appointment necessary! See the website for hours! <https://www.evansville.edu/careercenter/students/careeradvocates.cfm>

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

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

Success Rate. Ninety-seven percent of 2023 graduates were employed or seeking further education within six months of graduation. Results are not guaranteed. Through an active partnership, however, the career center staff can help students understand and communicate how their academic and co-curricular experiences have prepared them to be successful professionals.

For more information, visit www.evansville.edu/careercenter or call 812-488-1083. The Center for Career Development is located within the Student Life Suite on the second floor of Ridgeway University Center.

The Center for Innovation & Change

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

- **ChangeLab:** Courses designed to allow students to test their skills and make an impact by connecting the classroom and the real world. Multidisciplinary teams innovate and collaborate to create positive change for businesses, nonprofits, and the community. Students can propose their own ChangeLab course or join an existing one. Courses can be found in the catalog under ChangeLab (CHNG).
- **Changemaker Challenges:** Programs designed to motivate people to share their own ideas to solve challenges in the world around them.
- **Changemaker Incubator:** A physical space in the Clifford Memorial Library (Room 461) designed to foster creativity and offer a place for collaboration and inspiration to develop ideas and create measurable impact for the common good.
- **Design Thinking Training:** Staff members in the Center for Innovation & Change conduct campus workshops to increase our innovation ecosystem and provide students marketable creative problem-solving skills.
- **Global Scholars:** A program offering support for faculty members engaged in scholarship or curriculum development that helps prepare our students and community for global leadership, citizenry, and success.
- **Changemaking Student Executives:** As funding permits, the center manages internships for students wanting to increase their skills in project management, event planning, outreach, program design, and design thinking.
- **Evansville Promise Neighborhood:** This is a federal grant program with five full-time employees who work in the center. The Promise Neighborhood aims to improve academic and developmental outcomes for children in areas of concentrated poverty, and to transform those communities by identifying and increasing the capacity of eligible entities focused on achieving results for children and youth throughout an entire neighborhood, cradle to career.

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

Center for Inclusive Excellence

The University of Evansville is committed to inclusive excellence, that takes diversity, equity, inclusion, and belonging into account when working with students. The Center for Inclusive Excellence (CIE), located on the second floor of Ridgway University Center, is a human-focused office that helps students develop cultural competencies, cultivates values, and produces ethical intercultural relationships for the betterment of our campus community.

The CIE creates an environment of inclusive excellence that fosters trust and encourages mutual respect and collaboration. The CIE serves as a resource for students and employees by developing and facilitating inclusive excellence training workshops focused on intercultural understanding and competencies, supporting student and employee recruitment and retention efforts, offering cultural programming, and

advising cultural interest student organizations. To meet its goals, the Center for Inclusive Excellence offers the following programs, events, and trainings:

- Think, Act, Serve, Live (TASL) Scholars Program
- Fellow Scholars Program (not accepting new Scholars)
- William G. and Rose M. Mays Annual Martin Luther King Jr. Lectureship
- Dr. Martin Luther King, Jr. Day of Service
- History and heritage month celebrations and events (e.g., LGBTQ+ History Month, Veterans Day, Holocaust Day of Remembrance)
- Understanding Inclusive Excellence, Becoming Anti-Biased, Exploring Micro-aggressions, Safe Zone trainings
- Intercultural Development Inventory to help build intercultural competence
- Support for all students, regardless of background and experiences, with focus on historically underrepresented persons.

The Institutional Equity/Title IX Coordinator works with the CIE as a resource for anyone who has experienced harassment or discrimination, so complaints are addressed promptly and thoroughly. Contact the Center for Inclusive Excellence at 812-488-5260 [Center4dei@evansville.edu](mailto:center4dei@evansville.edu) or visit online at: www.evansville.edu/center-for-diversity-equity-and-inclusion.

Religious & Spiritual Life

The University of Evansville is affiliated with the Christian tradition of the United Methodist Church (UMC). We invite students of all religious and non-religious communities to explore and learn about unfamiliar religious traditions during their time at UE. Students are encouraged to pursue spiritual formation and direction regardless of their religious affiliation.

College is a time of discovery. Just as your mind makes that important journey, so too does your spirit. Your college experience will invite you to become interested in the world around you and to make a difference in that world somehow. When you suddenly find yourself more interested in doing your part to eliminate pain and suffering in the world than you are in the latest trends, you may conclude that you have grown spiritually. We hope all students at UE, on some level, will seek to find solutions to problems in their neighborhoods and the world and pursue a life of peace with justice for the sake of the greater good.

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

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

Important traditions and practices such as Prologue, Advent Candlelight Vespers, and Convocation held in Neu Chapel.

Neu Chapel also provides prayer and meditation space for all students in the Kell Interfaith Prayer Room located on the southwest corner of the building. There is also a Muslim Prayer Room located in Grabill Lounge, on the lower level of Neu Chapel. Interested students should request access to the Muslim Prayer Room to the Chief Inclusion and Equity Officer via email at center4dei@evansville.edu. The Office of Spiritual Life is conveniently located in the Center for Inclusive Excellence on the second floor of Ridgway University Center. For more information, call 812-488-5265 or www.evansville.edu/spiritual-formation.

International Support Services

Assistance to International Students

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

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

For more information, call the Office of International Support Services at 812-488-5607.

The Office of International Support Services assists international and American students through coordinating internationally focused student engagement opportunities. Programs for the entire student community are designed to help everyone learn more about the world and each other. These programs also help build relationships among American and international students and create a diverse campus atmosphere. Ongoing programs include International Ambassadors, International Education Week, the International Bazaar, International Food Festival, and periodic social events celebrating the delicious food, exciting entertainment, and cultures from around the world.

Opportunities to Study Abroad

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

Harlaxton College, housed in a nineteenth-century manor house, is situated in the English East Midlands, just outside Grantham, England, one hour north of London by train. Academic programs are rigorous yet personal to create a learning environment in which experiential learning, changemaking, and community interaction plays a large part. Classes are often complemented by field trips to enhance the classroom setting. Harlaxton College operates a semester-length program each fall and spring and a five-week summer session. Costs of the semester-length Harlaxton program are comparable to charges on the Evansville campus, and UE financial aid applies. The centerpiece of the Harlaxton College curriculum includes a variety of signature courses taught by the British faculty. The two British Studies options in history and literature are classic Harlaxton courses for students to take, and there also often architecture, music, Shakespeare, and other history and literature seminars unique to Harlaxton. In addition, a wide range of other courses are offered each semester to enable students to maintain normal progress in their respective academic programs. Approximately 20 courses are offered each semester from which the student may select 12-18 credit hours of coursework, with at least one signature course highly recommended.

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

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



University Services

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

University Bookstore

The University Bookstore serves the many different needs of students, faculty members, administrators, and the broader UE community. The bookstore provides the most complete and convenient source for necessary textbooks and supplies for all University classes.

With the introduction of the **Purple Pack**, students enrolled in the program will receive all Required textbooks for their courses for one low fee, applied to their student account. For more information, visit the Purple Pack landing page at www.evansville.edu/PurplePack.

Students not enrolled in the program can still purchase or rent physical and digital textbooks from the bookstore. We also welcome special orders for general reading books of all kinds.

We accept many different forms of payment, including the use of scholarships, financial aid, and Barnes & Noble gift cards (Ace Bucks and personal checks excluded).

T-shirts, sweatshirts, athletic clothing, casual wear, and outerwear are customized with the University's name or logo and provide the perfect expression of your UE pride.

The University Bookstore is located in the Ridgway University Center on campus. Visit us online at evansville.bncollege.com to view our regular store hours and purchase textbooks, clothing, and gifts. To speak with a member of our staff, call the University Bookstore at 812-488-2678.

Library Services and Resources

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

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

The library offers assistance to students who need help locating materials to ensure their success at UE. Library faculty members are available to offer research assistance in one-on-one consultations. Appointments need to be arranged in advance using an online form:

www.evansville.edu/libraries/rapSignup.cfm.

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

Student Fitness Center

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

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

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

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

Crayton E. and Ellen Mann Health Center

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

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

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

Contact Information, Hours of Operation and Appointments.

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

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

- Evaluation, diagnosis, and treatment for acute, chronic, and mental health care needs
- Select antibiotic medications are available on site: \$10/medication
- Physical exams – \$20
- Immunizations: MMR, Meningitis, Tdap, Meningitis B, Influenza – cost varies
- Labs: CBC, CMP, TSH, URINE CULTURE: \$10/lab, Sickle Cell testing: \$20
- In-house point of care tests: strep, flu, glucose, pregnancy, urine dip, and mono: no cost, in-house Covid testing \$20
- Allergy injection administration: \$10 (Please visit [the Health Center website](http://www.evansville.edu/offices/healthcenter) for more details)
- TB skin test: \$25

- N95 Respirator fit testing: \$20, 10 panel urine drug testing: \$20
- Referrals to local pharmacies, medical providers, support agencies, medical specialties
- Sharps containers: Students who self-administer medical injections may receive sharps biohazard containers from the Health Center to properly dispose of sharps.

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

It is the law! Indiana state law (IC-21-40-5) requires students to provide proof of immunization status to be a college student. <https://iga.in.gov/laws/2023/ic/titles/21>

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

Student Accident Insurance: For the 2023-24 academic year, all full-time undergraduate and students will automatically have student accident insurance with a per-occurrence limit of \$5,000. This coverage is included as part of the UE Service fee. This accident insurance will typically cover costs associated with accidents occurring on campus, not illnesses. This insurance program will act as a secondary coverage if the student has personal insurance or as primary if no other insurance is in effect. The Insurance will typically cover a deductible that the primary insurance may not cover and coinsurance percentage, if any, that are in excess of expenses payable by any other health care plan, regardless of any coordination of benefits provision contained in such health care plan. Students needing to make a claim should contact the Risk Management Office at 812-488-2011; it is important contact be made as soon as possible following a potential claim.

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

Medical Involuntary Withdrawal Policy

Upon consultation with the University physician or the Director of Counseling Services, a medical involuntary withdrawal can be authorized by the president of the University, or the dean of students as the delegate of the president, for any student with a physical or psychological illness or condition in which the well-being of the University or members of the University community are threatened or affected. The student will receive a grade of W for each course in which they are enrolled. Conditions for reenrollment will be provided to the student by the dean of students in consultation with the University physician or the Director of Counseling Services. A medical involuntary withdrawal by the dean of students in these matters may be appealed in writing to the president from off-campus if the appeal is received within five business days of the withdrawal. The University's refund policy will be followed in the case of medical involuntary withdrawals. (See pages 7-12 of section 4 for additional information on the refund policy.)

ATM

One ATM is located in Ridgway University Center.

Check Cashing

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

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

Student Activities and Organizations

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

Center for Student Engagement

Students have access to a variety of activities at the University, including student organizations, leadership development programs and community service/civic engagement opportunities. There is something for virtually everyone. Organizations include but are not limited to national and international fraternities and sororities, honor societies, political groups, religious and spiritual organizations, and academic affiliated groups. There is also a large number of special interest clubs such as club sports teams, Black Student Union, Pride, Ace Scholars, International Club, and Student Activities Board.

Major campus events are also sponsored by the Center with the assistance of student organizations and other campus offices. Some of the traditional events are Homecoming, Winter on Walnut, Catapult Leadership Conference, Purple Palooza, and Bike Race. Volunteers are always needed to assist with these programs!

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

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

Greek Life

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

Today approximately 30 percent of undergraduates are affiliated with the Greek system. At the University of Evansville, students have access to organizations in four governing areas- PanHellenic Council, Inter Fraternal Council, National Pan Hellenic Council, and National Association for Latino/a Fraternal Organizations. Formal recruitment for PanHellenic and Inter Fraternal Council organizations is conducted in the fall and is open to all students. Membership Intake for NPHC and NALFO organizations is conducted

at various times throughout the year. Joining a fraternity or sorority is a lifetime commitment that does not end with college graduation. Members join a family of brothers or sisters who provide a permanent support network. The University of Evansville’s Greek system consists of the following local, national, and international fraternities and sororities:

Interfraternity Council		PanHellenic Council	Multicultural Organizations
Lambda Chi Alpha	Phi Gamma Delta	Alpha Omicron Pi	Alpha Phi Alpha Fraternity, Inc.
Sigma Alpha Epsilon	Phi Kappa Tau	Chi Omega	Kappa Alpha Psi Fraternity, Inc.
Sigma Phi Epsilon	Tau Kappa Epsilon	Phi Mu	Delta Sigma Theta Sorority, Inc.
		Zeta Tau Alpha	Gamma Phi Omega Intl Sorority, Inc.

For students interested multicultural Fraternal opportunities, the University can assist students with connecting to city-wide chapters of Kappa Alpha Psi, Delta Sigma Theta, Alpha Phi Alpha, and Gamma Phi Omega. These chapters are often operated in partnership with the University of Southern Indiana. Students interested in other multicultural fraternities and sororities not currently at the University may contact the Assistant Director for Student Engagement for information.

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

Community Service Initiatives

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

- UE Gives Back ● New Student Day of Service Project ● Habitat for Humanity ● MLK Day of Service

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

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

The Center for Student Engagement also employs Federal work-study students that are placed at different partner sites across Evansville. These positions assist non-profit organizations such as Girl Scouts, Big Brothers Big Sisters, the YMCA and others with their day-to-day operations. These positions allow students to give back to the community while also earning funds for their educational goals.

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

Leadership Programs

University of Evansville students have access to multiple leadership programs and activities. A sample of some of our most popular programs include:

Catapult Leadership Conference The leadership conference is held annually for students of the university and guests/ visitors. Each year the conference focuses on a different topic to support individuals in their leadership development. Presenters include faculty, staff and students from the University of Evansville and other college campuses, as well as business professionals and community leaders who are experts in their fields.

Student Leadership Retreat The annual student leadership retreat is held before the start of classes in the fall for executive members of registered student organizations. This retreat is meant to support the executive teams through their year of service with sessions focused on budgeting, strategic planning, marketing and communications and more.

Focused on meeting our institutional core value of education for the whole person, we want to assist you in your development and set you up for success in the future.

UEngage Transcript

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

Student Government Association

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

The student government offices house the officials of the SGA, who provide focus and leadership for all areas within the organization. The SGA president is the chief student spokesperson and acts as a liaison between the student body and the University administration. The president is elected annually through campus-wide elections. Additionally, several members of the SGA serve, or appoint students to serve, on the Board of Visitors.

Student Congress consists of representatives from organizations on campus. A chairperson of Student Congress is elected annually through campus-wide elections. As the campus-wide legislative body, the Student Congress provides a forum for student ideas and policy. The Student Congress also approves budget requests utilizing the Student Activity Fee.

Director of Community (Ombudsperson)

This student leadership position is responsible for acting as a liaison between students, faculty, and staff. The student Director of Community has regular office hours and is available to all students. It is the responsibility of this position to assist campus community members through conflict resolution by gaining context through an informal inquiry to seek understanding of a situation and attempt to suggest possible solutions for student problems regarding the University.

Assuming the role of mediator as well as a neutral spokesperson, this individual is a resource for students who are uncertain of the proper channels to work through when dealing with a problem or issue related to their University experience. Although the Director of Community does not have direct authority to reverse or alter decisions made by University officials, the power to influence lies in the ability of the individual to approach faculty members, staff members, and administrators. This position helps to ensure due processes are followed for resolving student concerns. The Director of Community operates independently of the University administration and faculty and is part of the Student Government Association.

Student Government Association Constitution

For a complete description of SGA organizations and functions, refer to the Student Government Association Constitution found at UEngage.evansville.edu or visit the SGA office - 2nd floor of Ridgway University Center (215) during SGA office hours.

Policies for Student Activities and Organizations

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

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

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

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

Membership

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

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

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

Scheduling an Event

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

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

Publicizing Events On and Off Campus

All student organizations publicizing campus-wide activities must have their events registered through the Center for Student Engagement. All publicity (fliers, posters, banners, etc.) must be approved and stamped by the Center for Student Engagement. The Student Organization Guide can be accessed by logging into the UEngage site at <https://uengage.evansville.edu/>.

General Publicity Information

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

Table Reservations in Ridgway University Center

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

Outdoor Tables in Front of Ridgway University Center

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

TV Screens in Ridgway University Center

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

Fliers and Posters

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

Chalking

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

Game of Chance Policy

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

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