



STUDENT HANDBOOK

2024-25

Section 3

Residence Life

Safe Living

Dining Services



Openings, Closings and Breaks



Campus Housing



Campus Dining



Applying for Housing for New Students



Applying for Housing for Returning Students



Residency Requirements

Table of Contents

Residence Life	1
Residence Life Staff	1
Housing and Food Service Contract	2
University Housing	2
Residency Requirements – Current Policy for Students entering Fall 2022 or After.....	2
Housing for Fourth-Year Students and Graduate Students	4
Village and Greek Housing	4
Housing Assignments, Placements, and Fees	4
Housing Registration Fee.....	4
Assignment of Housing.....	5
Returning Student Housing Registration Process	6
Period of Occupancy.....	6
Moving Out of Housing	7
Financial Aid and Housing	7
Student Responsibility of Charges.....	7
Contract Cancellations and Refunds	7
Acceptable Housing Cancellation Requests	8
Unacceptable Housing Cancellation Requests.....	8
Withdrawing for Academic or Medical Reasons	8
Cancellations for Fraternity Move-Over.....	8
Food Service Plan	9
Residence Life Policies	9
Alcohol and Drugs within Student Housing.....	9
Appliances, Cooking, Refrigerators, and Allowable Items	10
What to Bring and What to Leave Behind.....	11
Approved Animals	13
Decorating.....	13
Furniture and Equipment.....	14
Furniture/Beds/Lofts	14
Heating/Air Equipment - Reducing the Potential for Mold	14
Equipment Available in the Office.....	15
Overnight Guests, Visitation, Minors, and Escort Policies.....	15
Harassment	16
Hazardous Behavior	16
Health and Safety Inspections	16
Keys and Access Cards	17
Mandatory Meetings	17
Motor Vehicles, Parking, and Bicycles	17
Noise – Living in a Community.....	18

Personal Property.....	18
Roommates and Room Changes	18
Smoking, Tobacco Use, and Electronic Smoking Devices in and around Campus Residences.....	18
Solicitation.....	19
Sports, Roughhousing	19
Students’ Right of Privacy (Entry of Students’ Rooms).....	19
Administrative Policies and Codes	20
(Non-Behavioral Policies)	20
Community Standards and Residential Discipline	21
Residential Discipline Process	21
(Behavioral Policies)	21
Due Process in a Residential Discipline Case	22
Services and Resources	23
Computing	23
Laundry.....	23
Mail Services/Distribution Services.....	23
Repairs.....	23
Storage	24
Healthy Living on Campus.....	24
Group Living.....	24
Immunizations and TB Guidelines.....	25
Required Immunizations	25
Disposal of Medical Waste in Residential Facilities.....	25
Emergency Procedures and Safety Guidelines	25
Fire Safety in Residential Facilities.....	26
Residence Life Appendix A	26
University-Approved Housing	26
Safe Living	28
Public Safety.....	28
Services Provided through Public Safety	29
Theft Prevention by Identification	29
Safety Escort Service	29
Emergency Notification - Rave Guardian Mobile App.....	29
Emergency Contact Registration.....	29
Fire.....	29
Inclement Weather – Closings or Delays	30
Severe Weather and Tornado Watches and Warnings	31
Earthquake	32
Shelter-in-Place/Run, Hide, Fight.....	32
Electrical Shock	33
Emergency Medical Response	33
Missing Persons.....	33
Missing Persons Confidential Contact.....	33
Missing Persons Protocol	34

Jeanne Clery Act	34
Emergency Telephones	34
Dining Services	35
Introduction	35
UE ID	35
Meal Plans	36
Using Meals and Ace Bucks	37
Meal Swipes in The Eatery	37
Ace Bucks	37
Dietary Requirements	37
Sack Lunches and Sick Trays	38
Dining Locations and Hours of Operation	38
The Eatery	38
Ace’s Place and On the Go	38
Rademacher’s Café	38
Chick-fil-A	38
Special Events and Offers	38
Campus Dining Employment	38
Contact Information	39
List of Hours and Locations	39
Dining Services Telephone Numbers and Websites	39

Residence Life

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

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.
- **Associate Director of Residence Life.** Supervises Residential Coordinator Staff and 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 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.** 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 supervision of a Head Resident or Lead RA, supervision of resident assistant staff, hall committee advising, and the overall management of residence halls assigned to them. RCs work closely with students handling crises, 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.
- **Head Residents.** The Head Resident (HR) is an undergraduate or graduate student staff member within the Office of Residence Life and are considered senior members of the RA staff providing leadership, assistance, and support to fellow Resident Assistants and to the students living in their area. Head Residents serve in a supervisory role within their area, and reports to their supervising RC.
- **Lead Resident Assistant.** A Lead Resident Assistant is an RA who helps coordinate the efforts of the RA staff, helps in delivery of hall programs and activities, and assists the RC in managing the building.
- **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 and for the building.

Housing and Food Service Contract

Completion of the Housing and Meal Plan Registration on Self Service constitutes a legal and binding agreement between the student and the University of Evansville. By submitting this electronic form, the student acknowledges that they have 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 Self Service. A copy of this contract can be downloaded from Self Service 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. The University of Evansville guarantees residence hall rooms for all Freshmen, Sophomores, and Juniors. Typically, housing for Freshmen and Sophomores is available in University residence halls, Pod Housing, and approved Greek Housing. Some housing is set aside in Jones Hall for Sophomores transitioning from Pod Housing. Housing in apartments, houses, and townhouses are typically reserved for Juniors, Seniors, and Graduate Students.

Residency Requirements – Current Policy for Students entering Fall 2022 or After.

Residency Requirement – Freshmen, Sophomore, and Junior Housing

Students entering as freshmen (includes transfer freshmen entering UE after one semester at another institution) must reside in either University Housing or University Approved Housing for a minimum of three academic years or the equivalent of six fall/spring semesters.

Credit hours from bridge, early college, dual credit, or advanced placement do not qualify for calculating the number of semesters required.

Students may request an exemption at the beginning of an academic year if they meet one of the following criteria:

- Student's local residence is with a parent or legal guardian and is located within a 35-mile radius of the University of Evansville.
- Student has attained the age of 22 prior to the start of the semester.
- Student is married and/or must live with their dependent.

The Residency Exemption form must be submitted to Residence Life for review and approval prior to the start of the term.

Students who have not met the residency requirement or who do not have an approved exemption will be billed the equivalent of the Schroeder Hall double-occupancy room rate and assigned and billed for the Aces 12 meal plan.

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's local residence is with parents or legal guardians and is located within a 35-mile radius of the University of Evansville.
- The student has attained the age of 22 prior to the start of the semester.
- The student is married and/or must live with a dependent.

The Residency Exemption form must be submitted to Residence Life for review and approval prior to the start of the term.

Students who have not met the residency requirement or who do not have an approved exemption will be billed the equivalent of the Schroeder Hall double-occupancy room rate and assigned and billed for the Aces 12 meal plan.

Grandfathered Residency Requirement for students who entered prior to Fall 2022

Students must reside on campus for a minimum of two academic years or the equivalent of four full term semesters. Credit hours attained at UE or from bridge, early-college, dual-credit, or advanced placement do not qualify for the number of semesters required.

Freshmen* and sophomores who meet one of the following criteria may request an exemption:

- The student's local residence is with parents or legal guardians in a 35-mile radius of the University of Evansville.
- The student has attained the age of 21 prior to the start of the academic year.
- The student is married and/or must live with a dependent.

The exemption form must be filed with the Office of Residence Life. Other exceptions and modifications to residence requirements are determined by the director of residence life.

*This policy also applies to students that are "freshmen transfers" (students transferring in after one semester at another institution).

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's local residence is with parents, legal guardians, or immediate family over the age of 21 in a 35-mile radius of the University of Evansville.
- The student has attained the age of 21 prior to the start of the academic year.
- 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.

Students who choose to live off campus without an approved exemption are assigned university housing and a meal plan and are financially responsible for housing and food service fees.

For information regarding financial aid impact for students entering as freshmen, view [On-Campus Residency Requirement for Full Renewal of Aid](#).

Housing for Fourth-Year Students and Graduate Students

Students who have met the three-year residency requirement or are classified as graduate students are not required to live on campus but are welcome and encouraged to remain in campus housing provided availability.

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 associate director of residence life, a Lead 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, and FIJI live within University Approved Housing and fall under the standard University Housing Contract as a Village property or a leased 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.

Students living in Greek Housing who entered the University in Fall 2022 or later will be assigned and billed for the Aces 7 meal plan but are welcome to choose a larger plan. Meal plan adjustments must take place during posted meal plan change periods.

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

Housing Registration Fee

For the 2024-25 academic year, all students will pay a \$75 Housing Registration Fee when submitting their Housing and Food Service Contract. This fee has been established as a direct source of funding for some essential needs that will directly benefit students. This fee will support the following:

- **Online Housing Software:** This upgrade to an online housing software will provide students the ability to search for and select roommates online and browse for and select housing in real time! This is under development and will roll out for selecting housing for the 2025-26 Academic year.
- **Funds for Special Housing Needs or Projects:** Part of these funds will be set aside for planned or unanticipated needs such as installation of new security cameras, updating card access, and other capital expenses. Having dedicated funds for these purposes will directly benefit our residential populations.
- **Funds for Residential Programming and Activities:** Residence Life will have funding for programs and activities geared toward students living on campus. These funds will enhance the campus living experience through added resources for activities, events, and other special initiatives.

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 – New Hall has double occupancy and single occupancy rooms within pod living. Village spaces are assigned as either private or multiple person units. Occupancy can be 1 to 4 people. 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, identity and expression, creed or religion, national origin, age, disability, veteran status, and all federally protected groups/classes.

Gender Placements and Gender Inclusive Housing. The University initially assigns all roommates for students based on legal sex. Within approved Gender Inclusive Housing, students may choose roommates regardless of legal sex or gender upon mutual agreement and as part of this process. Gender inclusive housing is defined as housing options that are supportive of the gender identity and sexual orientation of students. Depending on the specific needs of the student, this type of housing may take the form of private rooms, private or semi-private bathrooms, designated mixed gender suite or apartment configurations and/or a designated gender inclusive floor. For more information on gender inclusive housing refer to the residence life section of the University website under Student Housing Options.

www.evansville.edu/residencelife/campushousing/genderinclusive.cfm

Accommodation requests. Students who have documented disabilities or health concerns should contact Disability Services and submit a Request for Accommodation in Housing available within the residence life section of the University website under Disabilities:

www.evansville.edu/residencelife/housingapplynew/disabilities.cfm.

Disability Services can be contacted by calling 812-488-2663. The completed request and documentation should be forwarded to Disability Services. Disability Services will review the request with Residence Life in order to determine the appropriate accommodation.

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.

Students requesting a single room because of a documented disability or health concern should contact Disability Services and submit a Request of Accommodation in Housing available within the residence life section of the University website under Disabilities. Disability Services can be contacted by calling 812-488-2663. The completed request and documentation should be forwarded to Disability Services. Disability Services will review the request with Residence Life in order to determine the appropriate accommodations.

See More here: www.evansville.edu/residencelife/disabilities.cfm

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

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

Vacancies – Village units. Students who sign up 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.

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

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.

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.** 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 February.
- **Returning students not currently residing on campus.** For students who do not reside on campus, a contract should be submitted through Self Service by published deadlines.
- **Housing Registration Fee.** A non-refundable Housing Registration Fee is charged for each academic year a student resides in housing.

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 2024-25 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 Dates at a Glance www.evansville.edu/residencelife/dates/datesAtAGlance.cfm in the residence life section of the University website for specific 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 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 not available on campus, see our [storage solutions page](#). 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 should 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.

For in-person check-outs, students must schedule their appointment 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.

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 may be charged additional fees at check-out:

- Failure to attend a mandatory closing meeting: \$25
- Rooms that require extra cleanup after checkout: \$40 plus any additional labor costs
- Failure to check out properly: \$50
- Failure to return room keys: \$25
- Additional charges may be assigned, as necessary.

Information regarding the move out 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, on bulletin boards on every floor, 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 may be 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 Admission Deposit and their Housing Registration Fee.

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. See Cancellation Deadlines and Penalties on the next page.

Cancellation Deadlines and Penalties for Returning Students	
After May 1 for Fall Semester	Cancellations can be made for the fall semester for any reason. No late fees.
After May 1 for Fall Semester	Cancellations can be made for the fall semester for reasons listed under Acceptable Housing Cancellation Requests. Includes a \$500 late fee.
By October 5 for Spring Semester	Cancellations can be made for the spring for reasons listed under Acceptable Housing Cancellation Requests. No late fees.
After October 5 for Spring Semester	Cancellations can be made for the spring for reasons listed under Acceptable Housing Cancellation Requests. Includes a \$500 late fee.

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

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 deadlines 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 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* and commuters.

**Sophomores (second year students) approved to live in Village Housing are required to have a full meal plan.*

****** Students living in Greek Housing who entered the University in Fall 2022 and thereafter will be assigned and billed for the Aces 7 meal plan but are welcome to choose a larger plan. Meal plan adjustments must take place during posted meal plan change periods.

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. After deadlines meal plans can be added but not reduced for that given semester.

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 on our [website](#) and within this publication. It includes general information regarding policies and services, including:

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

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. The possession, consumption, use, production, or sale of alcohol is prohibited in all residence halls and all 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. Residential Coordinator and Head Resident Apartments may be approved for 21+ Status.

For more information about 21+ status, see [21+ Status - Alcohol in Residence Halls, Villages, and Approved University Housing](#).

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 Public Safety 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 their 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 a main common area in each residence hall and in New 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. Students in New Hall have access to a full-size refrigerator in their pod but can also rent or bring a small refrigerator and microwave.

Compact refrigerator (2.5 amps max.)	Microwave (10 amps max.)
Approximate dimensions should be no more than: 34”h x 20”w x 20”d	Approximate dimensions should be no more than: 11”h x 19”w x 15”d

A Micro Fridge (refrigerator, microwave, and freezer) may be available for rent through a recommended vendor as a fundraiser for RSA.

Larger appliances like refrigerators and microwaves should be plugged directly into an outlet versus an extension cord or power strip.

What to Bring and What to Leave Behind

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

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
- 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
- LED Strips attached to walls, ceilings or furniture with two-sided tape (New Hall and Villages)
- Radio transmitters and exterior antennae
- Personal Routers

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.

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.

Every student may have different needs, but this list provides a good start.

TIP: Contact your roommate so you don't bring duplicate items.

BEDROOM/SLEEPING

- Sheets (twin size X-long length)
- Comforter
- Blankets
- Pillow(s)/pillowcase(s)
- Mattress pad/cover
- Alarm clock
- Hangers

STUDYING/ELECTRONICS

- Textbooks (available at UE bookstore)
- Backpack/bookbag
- Binders/folders
- Notebooks
- Pens/Pencils/highlighters
- Calculator
- Scissors/stapler/tape
- Index cards
- Personal calendar or planner
- Laptop or computer and chargers
- Headphones/earbuds
- Power strip w/surge protector (UL approved)
- Grounded three-prong extension cords (UL approved)
- Ethernet cables for computer or gaming systems

TOILETRIES/PERSONAL

HYGIENE PRODUCTS

- Towels/washcloths
- Shower caddy
- Shower shoes/flip flops
- Bathrobe
- Shampoo, conditioner, soap etc.
- Deodorant
- Toothbrush/toothpaste
- Hair dryer/curling irons/flat irons
- Shaving items
- Eyecare products – contacts/glasses
- Prescription/OTC medications
- Tissues

EATING

- Microwave (10 amps max.) dimensions not to exceed 11" h x 19" w x 15" d
- Compact refrigerator (2.5 amps max.) dimensions not to exceed 34" h x 20" w x 20" d
- Snacks and Drinks
- Dish soap and towels
- Coffee maker, electric tea kettle, toaster
- Plates/cups/dishes/utensils
- Storage containers/Ziploc bags
- Paper towels

CLEANING

- Disinfecting wipes/hand sanitizer
- Multipurpose cleaner
- HE laundry detergent/softener
- Lint brush
- Waste basket/trash bags
- Air freshener
- Laundry bag/basket

EVERYTHING ELSE

- Room decorations
- Message board/dry erase board
- Rug
- Lamp (no halogen lights)
- Television/gaming systems
- Digital antenna for local stations
- Phone charger
- Flashlight and batteries
- Storage bins/crates
- Umbrella/rain gear/train boots
- Credit/Debit card
- Driver's license/insurance cards
- First aid kit and an Emergency Bag

In short, bring what you need to make yourself feel at home.

Remember there is limited space in the room.

WHAT TO LEAVE BEHIND

- ⊘ Quarter Rolls – Not necessary as our laundry services are free with your cost of housing!
- ⊘ Portable heaters/AC units
- ⊘ Hot plates/deep fryers/toaster ovens/open coil cooking appliances
- ⊘ Oil lamps/candles/candle warmers/wax warmers/incense
- ⊘ Pets (except service animals or fish in 10-gallon tank or smaller) Emotional support animals must be approved through the Office of Disability Services.
- ⊘ Alcohol (prohibited except in 21+ approved housing)/alcohol containers/alcohol decorations
- ⊘ Drugs /drug paraphernalia
- ⊘ UE campus is a tobacco-free environment. Tobacco use or the use of e-cigarettes will not be allowed in any University residence hall, Village properties, or Greek housing, as well as any adjacent grounds or parking areas.
- ⊘ Weapons/ammunition
- ⊘ Bed risers (Lofting supplies are in your room)
- ⊘ Nails, tacks or screws, double-stick tape (wall damage will result in charges at the end of the year). Poster putty only acceptable in Moore, Hale, Powell, and Schroeder. We advise the limited use of Command Strip products – care must be taken when removing.

Approved Animals

Tropical and freshwater fish that are legal to own in the state of Indiana, service animals, and emotional support animals that have been approved through the Office of Disability Services are the only animals permitted in residential facilities. 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 Disability Services 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 babysitting).

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.

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 flyers. 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.

Powell, Hale, Schroeder, and Moore Halls are constructed using cinder block walls and semi-gloss paint. 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.

New Hall and 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. Follow detailed [Wall Decoration Guidelines](#) for New Hall and Village Properties.

Command Strip products are recommended **if instructions for application and removal are followed and no damage results** – students are 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. All residence halls can be bunked or lofted by students using supplied lofting equipment (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 - Reducing the Potential for Mold

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

Follow these guidelines to reduce the potential for mold growing in your room:

- **Maintain adequate clearance around HVAC units.** Clearance measurements are found in your building's Move-In Guide found under [Hall Descriptions](#). 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 potential mold, 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 will assist you in contacting 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.

Equipment Available in the Office

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.

Overnight Guests, Visitation, Minors, and Escort Policies

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. A person should not be compelled to leave their room in order to accommodate a guest or visitor, nor should they be placed in situations that might cause embarrassment or inconvenience. It is for these reasons that we have set up policies regarding overnight guests, visitation, minors, and escorts.

Overnight Guests

Students may have guests stay in their rooms, providing that:

1. The roommate has fully agreed to the guest visit
2. Others living within the shared unit (pod, apartment, or house) have fully agreed to the guest visit
3. The guest is properly escorted in the living unit and common areas and uses a restroom that corresponds to their gender identity.

Guests include registered UE students or non-UE visitors. Guests are allowed to stay no longer than three days within a 10-day period. Guests should not disrupt the normal activities of the floor. Any disruptions can result in the guest being asked to leave.

Guests are subject to all University and residence life rules and regulations. Students are responsible for the actions of their guests.

It is recommended that residents notify the RA when having a guest stay in their room.

Visitation

24-Hour Visitation Floors Most floors in the residence halls are designated as 24-hour visitation floors. Having a floor designated as 24-hour visitation is a privilege and not a right. Roommates should never feel compelled to accept or accommodate another person's guest or visitor. The success of 24-hour visitation floors depends on the maturity and responsibility of the students who live on these floors. All Village units are 24-hour visitation properties and follow the same guest policies as the residence halls.

Restricted Visitation Rooms Student rooms where a minor resides are automatically considered a restricted visitation room. The hours for visitation for this student and their roommate default to the hours outlined below.

Sunday through Thursday
10:00 a.m. to midnight

Friday and Saturday
10:00 a.m. to 2:00 a.m.

Minors If a resident hosts a guest/visitor who is under the age of 18, that host is responsible for the proper care and supervision of the minor. See the [University of Evansville Protection of Children Policy](#) for more information.

Escort Visitors and guests must be escorted at all times by a resident of the building. We ask that all students, visitors, and guests adhere to this policy to help secure the privacy and safety of building residents.

Harassment

Harassment of any kind is unacceptable at the University of Evansville and is in conflict with the policies and interests of the institution. Harassment is defined as verbal or physical conduct which has the intent or effect of unreasonably interfering with the individual's or group's educational and/or work performance, or creating an intimidating, hostile, or offensive educational and work environment.

Instances of sexual harassment and gender-based harassment falls under the Title IX and other Sexual Harassment and Misconduct Policy. Instances of harassment or discrimination related to race, color, gender, gender identity and expression, sexual orientation, creed or religion, national origin, age, disability, veteran status and all federally protected groups/classes falls under the Harassment and Discrimination Policy.

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 Public Safety 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 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 four 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 The Office of Public Safety (nights and weekends). For security reasons, the lock core will be changed whenever a replacement is needed. There is a \$40 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 \$40 charge.

If an ID/access card is lost, students should immediately inform the Office of Public Safety (open 24 hours a day). Cost for replacement ID/access cards are \$30. Temporary access cards are available in the Office of Public Safety.

Mandatory Meetings

Mandatory meetings are usually 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 prior to the meeting to make alternative arrangements. Failure to attend a mandatory meeting without prior approval results in a \$25 fine. These meetings may be in person or delivered in a virtual setting.

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 Public Safety 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 through the UE self-service portal link. 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. 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. 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 Public Safety. 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.

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 Public Safety 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 associate director of residence life. The associate 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/.

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.

Indiana State Law restricts people under the age of 21 from possessing tobacco products or vaping instruments (including all tobacco products, e-cigarette devices, e-liquid, etc). These items will be confiscated and disposed of when found within residential properties.

Students seeking information about smoking cessation resources should contact the University Counseling Center for health and wellness resources at 812-488-2663 or seek out tobacco-free resources on our website: www.evansville.edu/tobaccofree/.

Solicitation

To protect residents from unreliable, illegal, and meddlesome peddlers, soliciting is not permitted in the halls. Special permission for student fund-raising 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 Public Safety.

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.

Non-behavioral policy or code	Administrative Response
August Early Arrival fees	Requested before July 1= \$35 per night Requested in July = \$50 per night Requested in August = \$75 per night
Extended Stay Fees	\$35 per night
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	\$40 for replacement of core
Non-Return of second key by roommate after lockout	\$40 assessed
Misuse of room key or ID Sharing key or access card	\$50 assessed/possible confiscation of key or card and disciplinary action if necessary
Tampering with Equipment Unauthorized Access	Up to a \$250 fine. May be referred for further disciplinary action.
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

Appeals may be requested in writing to the Director of Residence Life (or designee) within five business 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 too severe.

All appeals must be emailed within five business days to residencelife@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 may be made jointly by the Director of Residence Life and/or the Associate Director of Residence Life.

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

Administrative policies and codes may be handled through the Residential Discipline Process if necessary (see

next section).

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 Policy
- Violation of animal policies.
- Illegal forms of gambling.
- Failure to comply with the order of a University official acting in accordance with University regulations.
- Failure to comply with health measures published on the University Website, via official email or posted within campus buildings.

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.

Due Process in a Residential Discipline Case

Cases heard within Residence Life are generally handled through an Administrative Meeting. 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.

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 meet with the officer to discuss the incident. If the student fails to schedule or attend such a meeting, a determination can be made in their absence.

During an Administrative Meeting, 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.

Appeal process. Appeals to the outcomes are to be made in writing to the Director of Residence Life or their designee at residencelife@evansville.edu. 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 Appeals will be heard upon review solely for the following reasons:

1. There is evidence that procedures outlined for the Administrative Meeting was not adequately followed.
2. There is new evidence that will materially impact the original decision, and this evidence was not presented during the meeting for good cause as determined by the director of residence life.
3. The sanctions imposed by the Hearing Officer are believed to be too severe for the violation that the person was found to be responsible.

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/or Associate Director of Residence Life. The Director or Associate Director may or may not meet with the student at their discretion. The decision on the appeal may be made based on a general review of the case and the student's written appeal.

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

This level of appeal is final.

In the case of an original hearing being held by the Director of Residence Life, the request for an appeal will be directed to the Dean of Students or their designee.

Services and Resources

Computing

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

Pod Housing has both Wi-Fi access and Ethernet ports in student rooms. Common areas are covered with Wi-Fi.

Villages have similar access as residence halls, with Wi-Fi throughout and an Ethernet port in each student room and apartment living room. Other Village housing (i.e. Fraternity Houses) may not have Wi-Fi or an Ethernet port provided by the University.

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: <https://ots.evansville.edu/support/>.

Laundry

Each residence hall has a laundry room, and there is a laundry room for Jones Hall Apartments. Townhouses and Lincoln Commons have laundry machines within their units. All laundry machines are available to building residents at no cost, though students will need to buy their own soap. Working with Calwell & Gregory, UE laundry rooms provide top loading Speed Queen washers and front load dryers for UE residents.

All residence halls and Jones Hall have access to the [Speed Queen App](#), a monitoring system that displays open machines on campus. This app can notify students when their laundry is done.

See the Residence Life section of the University Website for more information about service repairs and the Speed Queen App 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.

See more about mail at <http://www.evansville.edu/residencelife/services/servicesMail.cfm>

Repairs

Do not attempt to open, modify, change, or fix any building equipment or infrastructure systems. Doing so could damage equipment and/or endanger yourself or maintenance staff. Unauthorized tampering with or altering equipment can result in a significant fine and/or disciplinary action. This includes but is not limited to:

- Electrical systems or panels
- Communication systems or panels
- HVAC systems, panels, vents, or thermostats
- Other items such as outlet covers, switch plates, light outlets, or door / window hardware

Unauthorized tampering with or altering equipment can result in fines up to \$250 and/or disciplinary action.

Minor repairs. Minor repair needs should be requested through a work order available through the Facilities Office (www.evansville.edu/offices/facilities/work-requests.cfm). After submitting a work order, a member of the Facilities staff will contact you to schedule a good time to enter your room to make the repair. Once an available time and permission to enter has been received a member of the maintenance staff will make the repair or assess the problem during standard working hours. While some emergency repairs can be made immediately, please expect a response to happen between three days to several weeks for action on a request.

Emergency repairs. Major problems that require immediate attention (e.g., door lock, water leak, loss of heat, power outage, smoke/fire) should be reported directly to Facilities Services between 8:00 a.m. and 4:30 p.m., Monday through Friday. For additional assistance, it is important to contact the RA on duty or a Residential Coordinator.

If an emergency maintenance situation occurs after hours, call the Facilities Services office at 812-488-2775. You will be directed to a Public Safety Officer or On-Call Maintenance Technician. Please ensure that you describe the maintenance problem/issue with important details such as “water flowing down the hallway” or “power is completely out in my apartment/room”. DO NOT SEND EMAILS OR LEAVE VOICEMAIL FOR THESE TYPES OF WORK ORDERS.

After making telephone contact, please follow up with an electronically submitted work order and include that this is an emergency request in the comments section.

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: www.evansville.edu/residencelife/repairs.cfm

Storage

To ensure the safety of student belongings and to expand storage and shipping options for our students, the Office of Residence Life has transitioned away from on-campus storage. We encourage students to use one of the many local storage facilities in the Evansville area. We have worked directly with two companies that are offering discounts to UE students.

See more about storage options: www.evansville.edu/residencelife/services/servicesstorage.cfm



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 recommendations 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. See our [Website](#) for required Immunizations.

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.
- **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 immunization requirements is available from the Health Center.

**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 at 812-488-2033 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.

Emergency Procedures and Safety Guidelines

For information regarding tips on safe living, refer to Safe Living in this section of 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 Public Safety 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 Security and Emergency Procedures see: www.evansville.edu/residencelife/security.cfm

Fire Safety in Residential Facilities

The University takes a number of precautions to prevent fires 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 in Residence Halls and in each Townhouse unit. Fire drills are held each semester in residence halls and 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 others while you swiftly leave the building. Once you have cleared the building and are in the designated gathering area, Notify the resident assistant, or residential coordinator if possible. Call the Office of Public Safety at 812-488-6911 and provide them with as much information as possible. Read more on fire safety under Safe Living in the Student Handbook.

For more information related to Fire Safeguards, please refer to Safe Living within this Handbook section as well as online: www.evansville.edu/residencelife/security.cfm

Residence Life Appendix A

University-Approved Housing

University-approved housing refers to a housing status available to recognize 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 policies, regulations, guidelines, and all local, state and federal laws. Violations of University policies in fraternity houses will be handled through normal University judicial process. There are policies that govern students' eligibility for fraternity housing and responsibilities assigned to the fraternity.

- University [Residency Requirements](#) outline that students who do not live with a parent or legal guardian must live on campus for a specified period of time. Students who have signed a bid may request to move into 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.
- Students living in Greek Housing who entered the University in Fall 2022 and thereafter will be assigned and billed for the Aces 7 meal plan but are welcome to choose a larger plan. Meal plan adjustments must take place during posted meal plan change periods.
- 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. A summary of 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 Commercial General Liability (CGL) that meets or exceeds \$1M per occurrence/\$3M annual aggregate and sufficient real property liability, sexual abuse liability, 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 of Evansville as a certificate holder and additional insured on these policies.

- The Fraternity agrees to the Infectious Disease Addendum to Approved University Housing Rights and Policies (“Addendum”) that further addresses Fraternity responsibilities associated with Infectious Disease which includes but is not limited to Novel Coronavirus (“COVID-19”).

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

- Fraternity houses are considered an approved alternative to living on campus in regard to University residency requirements and Financial Aid.
- Residents of fraternity houses may purchase any of the meal plans through the Office of Residence Life.
- 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 ensure 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 Public Safety 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. Upon request, the Fraternity shall provide a key to the University to allow entry for purposes included, but not limited to, those outlined 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
 - By University personnel to allow access by University approved vendors providing contracted services

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.

Safe Living

Public Safety

The University of Evansville Office of Public Safety is located at One South Frederick Street on the first floor of the General Services building. The non-emergency number is 812-488-2051; the emergency number is 812-488-6911.

Full-time Public Safety officers conduct regular foot and vehicular patrols of the campus 24 hours a day throughout the entire year. Clerical staff members provide additional support the entire year, and student personnel are employed during the school year to assist in a number of services. A select group of the student personnel make up the ACE patrol, which provides campus escorts and patrols around residence halls, academic buildings, and parking lots.

Patrols around residential properties: As part of their routine patrols, University Public Safety personnel monitor 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. Precautions should be taken concerning security for you and your property.

Suggestions for personal safety:

- 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 Public Safety immediately.

On the Telephone

- Never give your name or telephone number to callers until you have positively identified them. Hang up on people who will not identify themselves. If they say, “What number is this?” answer, “What number did you wish?” and refuse to tell your number.
- Never allow yourself to be drawn into a conversation with an unknown caller or survey taker in which you reveal your name, address, marital status, or anything to indicate you are alone. If you receive an obscene call, you can control the situation. Hang up hard. If the caller persists, notify Public Safety at 812-488-2051. A loud whistle blown into the receiver is a good deterrent for obscene telephone calls. Do not encourage a prank or obscene caller by resorting to name calling or participating in any conversation. Ignoring the caller is the best defense.

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 Public Safety.
- If there is a theft or damage to your property, immediately notify the RA, your RC, and the Office of Public Safety.

Services Provided through Public Safety

Theft Prevention by Identification

When stolen property is recovered by police departments, positive ownership must be proven. Manufacturer's serial numbers are recognized as distinctive marks by court decision. Students should record these numbers to make this system work. Students may also inscribe their names or other identifiable marks on the property.

Safety Escort Service

The University of Evansville Office of Public Safety assists students and staff by providing safety escort services after dark. Students are encouraged to use this service to prevent being susceptible to attack. Students can contact the Office of Public Safety at 812-488-2051, or ext. 2051 from an on-campus phone, to request an escort. Students leaving a fraternity house or village residence after dark may also ask the Office of Public Safety to provide an escort. Students should remember that although there is safety in numbers, care should be taken, especially after dark, to avoid situations where harassment might be possible.

Emergency Notification - Rave Guardian Mobile App

The University has partnered with Rave Alerts as a resource to make sure the campus community receives timely alerts regarding emergency situations. All students are encouraged to upload the Rave Guardian Mobile app on their smartphones. This app has several features to enhance personal safety on campus. It provides push notifications for Ace Alerts and will also allow users to communicate directly with the Public Safety dispatcher via the CHAT feature.

All current employees and students are automatically signed up for an email alert and a text message if you have provided your cell phone number to the University. **Please verify this information on Self Service.**

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

Emergency Contact Registration

Each year, the University will request all students, on a voluntary basis, provide the University with an emergency contact person(s). This person(s) would be contacted in case of an emergency, medical or otherwise, occurring with the student. The student has the option to use the same contact person(s) that they selected as their Missing Person contact, or they can select a different person(s). Students can register their emergency contact person(s) at <https://selfservice.evansville.edu/Student>.

Fire

Fire can be a frightening and deadly experience on or off campus. For the protection of resident students, the University of Evansville maintains upgraded fire detection systems in all residence halls. Smoke and heat-sensing units have been installed in all buildings. All halls are equipped with automatic sprinkler systems. Fire alarm pull stations are located throughout the buildings near exits. A central fire alarm panel in the Office of Public Safety is monitored 24 hours a day for any activation of the alarm system in the residence halls. This panel also alerts the Office of Public Safety for any malfunctions in the residence fire alarm systems.

Please remember that misuse of the fire alarm system could lead to injury or death. Do not misuse or tolerate misuse of the equipment by others. Your life may depend upon the system operating properly.

Campus buildings are designed to be "fire-resistant." Prior to their construction, the plans for the buildings are inspected by Evansville Fire Department personnel, and after construction the buildings are inspected annually. The buildings are constructed of fire-retardant materials. Fire doors are constructed to keep fire from spreading between rooms, down hallways, and through stairwells to other floors. The buildings are also equipped with portable fire extinguishers for use on small fires.

While the facilities are fire resistant, people introduce hazards by overcrowding their rooms with combustible items, using electrical extensions that travel between mattresses and springs or around piles of books and papers, by overloading circuits, or by smoking in bed.

Buildings and rooms designed to be fire-resistant can become ovens when overloaded with flammable materials. A misplaced cigarette ash, an electrical short, or a prank could trigger a fire that could heat to 1,500 degrees in a few minutes. Although the heat and fire are deadly, fumes and toxic gasses from slow-burning fires cause more deaths than fire alone. Asphyxiation often occurs before a person can awaken from sleep, and death may occur from a fire that “smoked” but failed to produce fatal heat.

Please take the following precautions to prevent fire.

- Do not overload rooms with combustibles, including excessive clothing, decorations, and other possessions.
- Keep rooms in a neat and orderly condition.
- Do not overload electrical circuitry or use unsafe extension cords.
- Keep room, hallway, and stairwell doors closed to prevent the spread of fire.
- Locate all means of escape from your room or workplace so that if fire blocks one exit you may use a second one.
- Do not tamper with fire emergency equipment or permit others to risk your life by improper use of this equipment.
- Report obvious fire hazards to security or the residential coordinator.
- Alarm pull-stations and fire extinguishers should be located **now**. They are often difficult to find during a crisis.
- These rules of fire safety are just as valid at home as they are at school. Be aware of fire safety. If you discover a fire on campus:
 - Pull the fire alarm to warn others.
 - Call Public Safety, if possible, at 812-488-6911, and provide them with as much information as possible.
 - Attempt to extinguish the fire only if it is very small and you know how to do it safely. If the extinguisher does not put out the fire within a minute, leave immediately.
 - If not in immediate danger, remain at the scene to direct security officers or firefighters to the fire.

Inclement Weather – Closings or Delays

The Office of Public Safety monitors a weather alert radio at all times. Decisions regarding school delays or closures shall be issued through the AceAlert Rave Guardian emergency notification system.

- Push notifications through Rave Guardian
- Text message if cell phone is registered with your profile
- Email message
- 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.

Severe Weather and Tornado Watches and Warnings

The Office of Public Safety monitors a weather alert radio. In the event a tornado or severe thunderstorm warning is issued by the National Weather Service for the campus area, AceAlerts will be activated. Warnings will be sent out in the following ways:

- Rave Guardian push notifications
- Text message if cell phone has been updated in your profile.
- IP office telephones.
- Email message.
- Electronic messages displayed on campus TVs and message boards.
- Campus PCs with installation of AlertUs software.

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.

A **Tornado Watch** is issued when conditions are favorable for tornadoes in the area. Keep tuned to an emergency channel or television or radio station for information on watches as they are updated. Watch for weather changes and cloud formations that may indicate that a tornado or high wind is approaching.

A **Tornado Warning** is issued when a tornado has been spotted or indicated on radar and might be approaching. Warn others and move to the suggested place of safety in your building. It will be located in a low point in your building, away from glass and preferably in a well-supported room. Be prepared to sit or lie on the floor, under a heavy table or desk if one is near, until the warning is over.

Severe Thunderstorm Warning In the event of a **Severe Thunderstorm Warning** with a threat of damaging winds, proceed to the safest area of the residence hall. Residents in village housing should seek safety in the safest area of the building.

All severe weather warnings should be treated seriously. Extensive wind damage can occur during thunderstorms where strong straight-line winds are present. Falling limbs and trees pose serious threats regardless of the type of active warning.

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 safer areas in residential areas:

New Hall	First floor residential hallways away from windows – First floor pod bathrooms
Hale	East ground floor hallway
Moore	North and south basement main hallways
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
Jones Hall and Lincoln Commons	Lowest floor in corridors away from exterior doors and windows (bathrooms are best)
Townhouses	Lowest level away from windows (laundry room and bathrooms are best)

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.

Earthquake

Evansville is located near a fault zone. Should substantial shaking occur, please observe the following guidelines.

During an Earthquake. Do not attempt to exit a building or vehicle. If you are in your office, take one of the following actions:

- Get under a sturdy table or desk or brace yourself in an interior doorway.
- If there are no sturdy tables or desks, drop to your knees, with back to window; fold arms on floor close to knees, bury face in arms; close eyes. If notebooks or jackets are handy, hold over head for added protection.
- Stay clear of windows, bookcases, refrigerators, light fixtures, or other heavy objects that might slide or fall.
- If you are in a hallway, take one of the following actions:
 - Get in an interior doorway, brace yourself against the side jambs.
 - Drop to your knees with back to windows or exterior doors, fold arms on floor close to knees, bury face in arms, close eyes. If notebooks or jackets are handy, hold over head for added protection.

If outdoors, move quickly away from buildings, power lines, utility poles, and other structures.

If in an automobile, stop in the safest place available, preferably an open area away from power lines, light poles, and trees. Stop as quickly as safety permits but stay in the vehicle for the shelter it offers.

Aftershock Actions. Most importantly, remain calm.

After the initial shock, when things have settled down, evacuate the building, stay alert to the possibility of aftershocks, and move to one of the two designated assembly points on campus. These areas are:

- The Sesquicentennial Oval away from trees.
- Black Beauty Field at Arad McCutchan Stadium.

As you are evacuating the building, take your coat with you if weather conditions dictate you will need it. Remain at the assembly point until you have been given further instructions by University emergency personnel.

Do not attempt to re-enter your building until you have been authorized to do so by University emergency personnel.

Shelter-in-Place/Run, Hide, Fight

In the case of a potential threat to the campus community, a campus-wide “shelter in place” order may be given at the request of local law enforcement or campus Public Safety officials. Doors will only be locked if the occupants inside a building feel they can do so safely. Therefore, it is important that each individual consider what the best option is for them personally – Run, Hide, or Fight.

Note: If the doors are able to be locked safely, it is recommended they not be reopened until law enforcement or a UE Public Safety officer issues an official “all clear.”

Occupants should consider the information they “know” about the possible threat before considering opening a door for someone. For example, if the threat has been identified as a 50-year-old male, then opening a door for an 18-year-old female student may be considered IF the action does not jeopardize the safety of the individuals within the building. During a shelter- in place order, individuals outside of buildings should assume that doors may be locked, and University ID access cards may not work. Folks who are outside of buildings are encouraged to “Run” from the campus to avoid the potential threat.

To maximize your safety during a shelter-in-place order, please consider the following recommendations:

RUN, HIDE, FIGHT

- **RUN:** Flee the building if you can do so safely based on what you know is taking place within the building. (i.e., if you hear gunshots on the other side of the building and you are close to an exit, law enforcement recommends running from the building). If you are outside, get as far away from the threat area as possible.
- **HIDE:** Consider the above recommendations; additionally, turn ringers and other tones off on cellphones and turn off lights.
- **FIGHT:** You (and those with you) stand a better chance of surviving if you do something rather than nothing.

Remember: All exterior doors to buildings may be locked if the occupants within the building can do so safely. Electronic Card access may also be shut off. Use your best judgment in determining the safest course of action to protect yourself.

If the threat is inside the building and you cannot run from the building

- Seek shelter inside of the building (classroom, closet, office, etc.) If there is a lock on a given door and you can safely reach it, lock yourself in the space. All classroom doors are equipped with locksets that can be locked from the inside.
- Go to a location in the room where you cannot be seen and stay in place until you are notified the threat is over.
- Turn ringers and other tones off on cell phones and turn off classroom lights.

If the threat is in the neighborhood

- If you are in a building that can be locked, remain there, and take shelter. If the door has an internal lock, lock it. Those in common areas of the building should immediately move into a classroom or other safe area if possible.
- If you are outdoors on campus grounds, take shelter as best as possible or proceed off campus. For additional information regarding campus emergency protocols, visit www.evansville.edu/safety.

Electrical Shock

Rescue tactics are needed immediately if a person is rendered unconscious by electrical shock.

- Disconnect the plug from the electrical device if it is safe to do so.
- Call 911 for emergency medical response
- Make a follow-up call to 812-488-6911 for a Public Safety officer. All officers are certified in basic first aid, CPR, and the use of automatic external defibrillator units.
- Begin CPR or rescue breathing on the victim if you are certified, then treat for shock.

Emergency Medical Response

If a medical emergency arises, call 812-488-6911 and a Public Safety officer will be dispatched. If the officer determines it is a minor emergency, he will transport the injured or ill person either to the health center or to a hospital. If the responding officer or the dispatcher receiving the call, determines it is a more serious emergency the dispatcher will call for an ambulance.

Missing Persons

Missing Persons Confidential Contact

Students living in on-campus University housing, including University-approved housing, have the option to identify a confidential contact person or persons whom the institution shall notify within 24 hours of the determination that the student is missing by the Office of Public Safety or by the Evansville Police Department. This information will be kept confidential and will be accessible only to authorized campus officials and law

enforcement personnel in the furtherance of a missing person investigation. Students living in on-campus University or University approved housing may register their confidential contact person(s) at <https://selfservice.evansville.edu/student>.

Missing Persons Protocol

If a student, residing in an on-campus University or University approved housing, is believed to be missing for a period of 24 hours, the Office of Public Safety should be immediately notified at 812-488-2051. The Office of Public Safety will prepare a Missing Person’s Report and initiate an investigation, including an internal search of the campus. This may include using residence life staff, verifying class attendance with faculty members, and interviewing friends of the missing student.

All reports of missing students made to the University Office of Public Safety will be investigated. If the internal investigation determines that the student has been missing more than 24 hours, the University will, within 24 hours:

- Notify the individual(s) identified as the missing student’s confidential Missing Person contact.
- If under 18 years of age, and not emancipated, notify a parent or guardian and any other designated person(s)
- Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the University will contact the Evansville Police Department.

Jeanne Clery Act

The Jeanne Clery Act is a federal law that requires US colleges and universities to provide information to members of the campus community, prospective students, and employees outlining campus fire and security policies and procedures along with fire and crime statistics that have been reported on campus during the past three calendar years.

In compliance with this law, the University of Evansville provides this information on the web at www.evansville.edu/safety. Click on the Security Brochure link under the Resources section to find the required information in the most current Annual Security and Fire Safety Report. You may print a copy of this report, or one can be provided to you upon request.

Emergency Telephones

To enhance the safety of the campus, the University of Evansville has installed 17 emergency telephones in strategic locations around campus. These telephones provide immediate contact with the Office of Public Safety if you have an emergency situation. Thirteen of these telephones are located in outside areas and are easily recognizable by the blue light at the top of the pole where they are located. The telephones are ADA compliant; each contains an autodial mechanism which calls the Office of Public Safety upon activation. The autodial mechanism is activated by pushing a clearly labeled red emergency button located on the face of the telephone.

Emergency telephones have also been installed in the laundry rooms of the Lincoln Park and Weinbach Apartments, in the natatorium of Carson Center, and in the lower level of the Krannert Hall of Fine Arts near the practice rooms. These telephones have been installed on a wall in an easily accessible location. They are bright yellow, with a clearly labeled red emergency button on the face of the telephone. They are activated in the same manner as the outside emergency telephones.

All emergency telephones are answered on special emergency lines in the Office of Public Safety. Upon answering a call on one of the lines, the location of the activated emergency telephone is displayed on the telephone console, and an officer is dispatched.

EMERGENCY NUMBERS

812-488-6911 Ambulance, Police, Fire (emergency calls)	812-488-2051 Public Safety (non-emergency)	812-488-2033 Crayton E. and Ellen Mann Health
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Dining Services

Introduction

The Office of Residence Life issues meal plans for students as part of the Housing and Food Service Contract.

Dining services are provided by Chartwells.

Students living in a campus residence hall are required to purchase one of the following meal plans:

- Anytime Purple 7
- Anytime Orange 5
- Aces 12

To provide student dining services at the highest value and lowest possible cost, there must be a consistent level of participation in our four basic plans (Purple, Orange, and Aces 12) by students living in the residence halls. As cooking facilities in the residence halls are limited, it is also important to minimize the number of individuals with reduced plans or no plans. For these reasons, all students living in the residence halls must participate in one of these meal plans.

Students living in Greek Housing who entered the University in Fall 2022 and thereafter will be assigned and billed for the Aces 7 meal plan but are welcome to choose a larger plan.

Village residents*, fraternity house residents, and seniors living in residence halls have the option of purchasing the Aces 7 as well as any of the other full meal plans. Meal plans are optional for commuters, Village residents, or fraternity residents (except as outlined in the paragraph above).

**Sophomores (second year students) approved to live in Village Housing are required to have a full meal plan.*

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.

UE ID

- The University of Evansville ID card serves as the dining debit card for meals and Ace Bucks. A valid UE ID must be presented at all meal periods. The identity of the person presenting the ID must match the ID.
- Since this University ID serves as identification, gives access to meals and Ace Bucks, and provides security door access, it should never be loaned to another student.
- If an ID card is lost or stolen, notify the dining services office immediately. It will be placed on lost status and no one else can use it. Replacement cards may be purchased from the Office of Public Safety (for a cost of \$30). Chartwells and the University are not responsible for charges on a card if it is not immediately reported as lost or stolen.

Meal Plans

Each meal plan offered to UE students is accounted for on a declining balance debit system to offer flexibility and ease to students. Meal plans for fall can be adjusted up until 5:00 p.m. on Friday of the first full week of school. Meal plans for spring can be adjusted up until 5:00 p.m. on the first Friday following the first day of class.

Below is a listing of residential meal plans. For pricing, please see Campus Dining in the Residence Life section of the UE website.

Residential Meal Plans (Available to all students.)		
<p>All students living in residence halls must sign up for one of these four plans.</p> <p>*Seniors living in residence halls have the additional option of choosing the Aces 7.</p>		
<p>Anytime Dine Purple 7</p>	<p>Unlimited Meals 7 Days a Week + 200 Ace Bucks</p>	<p>The meal credits in this plan combined with 200 Ace Bucks easily cover all meals served in a semester and a smaller number of Ace Bucks for purchases at campus venues of Chick-fil-A, Starbucks, Ace’s Place, and on-the-go locations.</p> <p>Continuous dining is available breakfast through dinner in The Eatery. Six guest passes allow students to treat friends and family in this location.</p>
<p>Anytime Dine Orange 5</p>	<p>Unlimited Meals 5 Days a Week (M-F) + 200 Ace Bucks</p>	<p>Unlimited weekday meals combined with 200 Ace Bucks provide a balance of meals and Ace Bucks for purchases at campus venues of Chick-fil-A, Starbucks, Ace’s Place, and on-the-go locations. This plan works well for students who eat less on the weekend. Weekend meals can be purchased with Ace Bucks.</p> <p>Continuous dining is available breakfast through dinner in The Eatery. Four guest passes allow students to treat friends and family in this location.</p>
<p>Aces 12</p>	<p>12 Meals Per Week + 300 Ace Bucks</p>	<p>The meal credits provided in this plan cover up to 12 meals per week plus an additional \$300 in Ace Bucks for purchases at campus venues of Chick-fil-A, Starbucks, Ace’s Place, and on-the-go locations. Meals can be accessed any time during breakfast through dinner in The Eatery. Each meal swipe is deducted from the weekly meal card balance. Four guest passes allow students to treat friends and family in this location. Meal counts reset each Sunday.</p>
<p>Aces 7</p> <p>Optional plan for students living in Villages or Fraternities, and for Seniors living in residence Halls. Students living in Greek Housing who entered the University in Fall 2022 and after are assigned the Aces 7 meal plan but are welcome to choose a larger plan.</p> <p>Also available to commuters.</p>		
<p>Aces 7</p>	<p>7 Meals per Week + 200 Ace Bucks (No Meal Exchanges)</p>	<p>A plan for select groups of students: Students living in Villages or Fraternities, Seniors living in residence halls, and/or Commuters.</p>
<p>Ace Bucks</p> <p>An option for purchase for Commuter Students.</p> <p>Supplemental for students with a Residential Meal Plan or the Select Plan.</p>		
<p>Students living on campus (residence halls, Villages, or Greek Housing) who have an existing Residential Meal Plan can add Ace Bucks at any time. Students can purchase any number of Ace Bucks in \$25 increments.</p>		

Using Meals and Ace Bucks

Students present their dining cards to the cashier indicating if they want to use a meal swipe or Ace Bucks.

Meal Swipes in The Eatery

- Students on Anytime Plans can access an unlimited number of meals in The Eatery. A meal swipe constitutes an entry pass into The Eatery.
- Students on the Aces 12 or Aces 7 plan may use up to three meals per day. Each meal swipe is deducted from the meal allocation balance. Any unused meals left at the end of each semester are forfeited.

Meal swipes are not valid for guest meals in The Eatery. Guest passes or Ace Bucks can be used to treat friends and family to a meal.

Buying a Meal in The Eatery with Ace Bucks, Cash or Credit. A meal can be purchased with Ace Bucks or a credit card in The Eatery. To do so, students simply tell the cashier their preference.

Only credit cards or Ace Bucks are accepted at Chick-fil-A. The card is scanned, and the account is updated. Students may request a receipt at the register.

Carry Out Meals from The Eatery. Up to one carry out meal a day can be obtained with a meal swipe from The Eatery. This is done through the To-Go Program, using re-usable containers. Students must sign up to be a part of the program. Upon entering The Eatery, students simply tell the cashier that they will be taking their meal to go, and they will receive the box. Then the student fills up their box with the menu items of their choosing (box must be able to close) and take their meal to go. There will be a tracking system in place so that guests may only have one box in their possession at a time. They will be able to turn in the box for a fresh clean one or if they do not want to carry the box around, it can be turned in and tracked so they may continue in the program. For full details please visit www.dineoncampus.com/ue

A carry out from The Eatery is limited to once per day.

Meal Exchange. Up to one meal a day can be obtained with a meal swipe at Rademacher's Café or at Ace's Place. This is called a meal exchange. A meal exchange will consist of a combo meal and will be made up of a qualified entree, drink, and a side. To do so, students simply tell the cashier they want to use a meal exchange to buy a combo.

Limitations on Carry Out and Meal Exchanges. Students are allowed up to one carry out and one meal exchange per day – this must be during different meal periods.

Ace Bucks

All full-time students who have paid their Campus Services Fee get a \$50 allocation of Ace Bucks on their ID Card each semester. If a student has a meal plan, this \$50 will be reflected first as their balance. Once the initial \$50 is used, the remaining balance of Ace Bucks for their meal plan will be displayed.

Ace Bucks transfer to the spring semester when a student continues with a meal plan on UE's home campus. Any unused Ace Bucks left at the end of the second semester will be forfeited. Ace Bucks are nonrefundable when a contract is ended or cancelled.

Additional Ace Bucks can be purchased at any time on the Chartwells Website or in person during office hours in the dining services office in the lower level of the Ridgway University Center.

Dietary Requirements

Whether a student has a restriction as required by a physician, or a cultural, religious, or other dietary need, Chartwells will work with UE students to ensure they maintain a diet consistent with those needs. Chartwells Dining Services offers a variety of options related to dietary needs and interests. Standard food selections are offered that meet the needs of students seeking vegetarian, vegan, or gluten free diets (to name just a few). For more information on these offerings, or to consult with Chartwells management, call 812-488-2400.

Students who have dietary needs or food allergies may request reasonable accommodations related to their meal plan. To do so, students should contact Disability Services and submit a Request for Dietary Accommodation Form available in the dining section of the residence life section of the University website. Disability Services can be contacted by calling 812-488-2663. Request forms and supporting documentation should be forwarded to Disability Services. Disability Services will review the request with Residence Life and Chartwells Dining Services. A follow-up meeting may be scheduled to discuss specific needs and establish a plan. Due to the severity of some allergic reactions, it may be necessary to inform appropriate staff of dietary restrictions.

Sack Lunches and Sick Trays

Students who have an academic or work conflict with mealtimes in The Eatery can order a sack lunch from Chartwells with at least 24 hours' notice.

Sick trays also are available for students who are confined to their rooms by illness. Please contact the health center for authorization, then send both the authorization and the meal plan ID with the person designated to pick up the sick tray.

Dining Locations and Hours of Operation

The Eatery

The Eatery is the food hub on campus. This location offers several different entrée stations. The Student Choice station changes in concept periodically according with student preferences.

Ace's Place and On the Go

Ace's Place is the campus convenience store offering a variety of food supplies. On the Go is a self-service venue.

- Convenience store items are always available, including packaged foods, frozen entrées, bottled beverages, snacks, and toiletries. There are also convenient meal solutions for students that need a food fix in a hurry. The grab and go menu consists of sandwiches, salads, desserts, and fresh fruit and vegetable cups.
- On the Go is a self-service concept. Two locations for On the Go will be available: In Aces Place in Ridgway and in the Koch Center Atrium.

Rademacher's Café

Located in Ridgway University Center, the café features Starbucks drip coffee and espresso beverages as well as an array of sandwiches and salads.

Chick-fil-A

Chick-fil-A serves up their famous chicken sandwiches, nuggets, spicy chicken sandwiches, and their legendary waffle potato fries.

Special Events and Offers

Throughout the year, UE's dining services presents several special dining events and offers. They kick off the school year with specially designed menus to welcome students back to UE. Check out the Events and Offers section of the Chartwells Dining Page for more information.

Campus Dining Employment

Students wishing to earn extra income during the school year may seek a job with dining services. Chartwells will work with student schedules, and the benefits of working close to home cannot be overstated. Interested applicants should contact the Chartwells Management Team.

Contact Information

The dining services staff wants to hear from students. There are a number of ways to communicate with dining services staff.

- Text the “Chat-Back” number for near-immediate assistance during dining hours 812-213-2199.
- Fill out the Chartwells Online Feedback Form: new.dineoncampus.com/ue/feedback.
- Contact the staff through the dining services website at new. dineoncampus.com/ue/staff.
- Call the Chartwells staff at 812-488-2400.
- Stop by the dining services office to discuss suggestions or request an in-person meeting with management. The office is located in Ridgway University Center.

List of Hours and Locations

We offer a variety of dining venues conveniently located in Ridgway University Center. It is easy to use your Student

Location	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Chick-fil-A	Closed	11am – 10pm	11am – 10pm	11am – 10pm	11am – 10pm	11am – 10pm	Noon – 8pm
The Eatery	10:30 – 6pm	7am – 7pm	7am – 7pm	7am – 7pm	7am – 7pm	7am – 7pm	10:30am – 6:30pm
Rademacher’s Cafe	Closed	7am – 5pm	7am – 5pm	7am – 5pm	7am – 5pm	7am – 4pm	Closed
Ace’s Place	Noon – 10pm	8am – 10pm	8am – 10pm	8am – 10pm	8am – 10pm	8am – 10pm	Noon – 10pm

ID to access meals from any of these locations. Hours are adjusted during University breaks, holidays, and closures.

Dining Services Telephone Numbers and Websites

The Eatery	812-488-2064 or 812-488-2063
Ace’s Place	812-488-2951
Rademacher’s Café	812-488-2951
UE Dining Web Pages	www.evansville.edu/residencelife/dining.cfm
UE Chartwells Website	www.evansville.edu/residencelife/dining.cfm
Card Balances (Log in to view account)	evansville.campuscardcenter.com/ch/login.html
Adding ACE Bucks	dineoncampus.com/ue/ace-bucks-purchase
Facebook	www.facebook.com/foodatue
X (Twitter)	mobile.twitter.com/foodatue
Instagram	www.instagram.com/foodatue/
Dining App	Search for DineOnCampus in your App Store