WE WANT TO HEAR FROM YOU!

The University of Evansville Office of Religious Life needs your input to create more meaningful, inclusive programming. We invite you to take a three-minute survey and share your world-view with us! All survey answers are anonymous.

Survey Link Religious Life SOAR Survey

For More Information

JillAnn Knonenborg Office of Religious Life jk383@evansville.edu 812-219-2526



ACCOUNT LOG IN PROCEDURE FOR NEW STUDENTS

1. Change your password

You must change the password for your account before you will be able to access e-mail.

Go to acelink.evansville.edu.

Your username is the first part of your UE e-mail address. For example, if your UE e-mail address is xx01@evansville.edu, your username is xx01.

If this is the first time you have logged in to AceLink, your password will be Ue###### where ###### is your seven-digit student ID number. This number is printed on the front of your UE ID card.

 Look toward the bottom left corner of the screen and click Change My Password.

Once changed, this is the password you will use for accessing WiFi, Blackboard, e-mail, Self-Service, MyUE, and other internal tools.

2. Get on secured WiFi

Right now you are probably using our guest network to access the Internet while on campus. You should instead use UEWiFi, which is a secured network and, once set up, will automatically connect whenever you are on campus. Connecting to UEWiFi is easy – just use your UE username and the password you set on AceLink. If you need help, see the tutorials on the OTS website (ots.evansville.edu/support/network) or bring your device to the OTS helpdesk in the basement of the library.

3. Check your e-mail

Check your e-mail at acemail.evansville.edu, using your full UE e-mail address as the username and whatever you chose as your password. If you have not already changed your password, go back to Step 1 and do it now. E-mail is the only UE site where your username is your full e-mail address instead of just the first part.

4. Get e-mail on your phone

Find a step-by-step tutorial at ots.evansville.edu/support/ telephones or bring your phone to the OTS helpdesk in the basement of the library for help.

How to access Blackboard

Your instructors use Blackboard to distribute course content. To access Blackboard, go to **bblearn.evansville.edu** and sign in with the first part of your UE e-mail address as the username and whatever you set for your password.

If you don't see all of your classes, don't panic. Blackboard use isn't mandatory and your professor may not intend to use it.

6. How to access Self-Service and MyUE

We use Self-Service and MyUE to share information about incoming student orientation, student accounts, financial aid, housing and meal plans, registration, and academic profile (where final grades are distributed). To access Self-Service, go to selfservice.evansville. edu/Student and sign in with the username and your newly-reset password. MyUE can be found at myue.evansville.edu.

7. How to get your game consoleonline

Game consoles cannot be connected to UE's wireless networks. In order to use your game console from the residence halls, you must e-mail your MAC address to help@evansville.edu.

You can find your MAC address in your console's network settings. For instructions specific to your console, visit one of the following:

- support.xbox.com
- us.playstation.com/support
- nintendo.com/consumer/systems/wii

8. Free software

The University of Evansville Office of Technology Services is providing Microsoft Office 365 ProPlus free of charge to all students!

How to get it:

- Visit
 - portal.microsoftonline.com/OLS/MySoftware.aspx.
- Sign in with your UE e-mail address and password.
- Select Office.
- Select your language.
- Click install.



ots.evansville.edu/support

^{*}Note: You must uninstall previous versions before installing.

UNIVERSITY OF EVANSVILLE

Center for Career Development (CCD)

Services provided to University of Evansville students and alumni.

Career Advising/Major Exploration/CAP Program

Work one-on-one with a career advisor to create a personalized career development plan, whether you are a current or prospective student.

TruTalent Personality: Self-Assessment

TruTalent Personality helps students identify strengths and explore career options.

Handshake

One-stop shop for posting résumés and accessing jobs, internships and co-ops. Keep informed on recruiting activities, career fairs, networking, and more. Update your account, learn about employers, and be career ready!

Website

Find answers to your career questions at your convenience. The site is full of samples, suggestions, and information to supplement your interaction with the career development team.

Career Guide/Resources

Extensive online materials are available at **evansville.edu/careercenter** Electronic and paper copies available.

On-campus Recruiting

During the academic year, employers come to campus to conduct interviews with our students. Go to Handshake for more information.

Internships/Co-ops

Internship and co-op search process assistance is available; contact the Career Center for more information.

Career Fairs/Forums/ Connections

Health Careers Fair, Career Day, and the Teacher Recruitment Fair are the main University sponsored career fair events. Career forums and connections events give students the opportunity to network with alumni and professionals in their chosen fields.

Graduate School Assistance

Assistance includes, but is not limited to, resources, entrance exam preparation help, and personal statement or essay creation.

ACE Pathway

The ACE Pathway allows students to identify and track their engagement in a series of activities that require self-evaluation, skill development, networking, self-marketing, experiential education and professional employment and graduate school goal setting.

Career Advocates

Student leaders provide outreach and initial career development support to undergraduates. Conveniently available in the Career Center on a walk-in basis, no appointment necessary!

Résumé/Cover Letter Help

Receive feedback or assistance with your résumé or cover letter to help you with your professional presentation.

Workshops

The Center for Career Development offers a variety of workshops. Please contact us with your idea and we will partner with you to make it happen for your student organization or group!

Job Search Strategies

The Center for Career Development will help you negotiate through the ambiguity of a job search and develop a personalized strategy with your success in mind.

Mock Interviews

Practice makes perfect! Sign up for a simulated job interview to practice your questions and answers for interviews.

Stipend

Students completing unpaid internships for nonprofit organizations may be eligible for a stipend. Certain restrictions apply.

UE Connect

The Center, in partnership with the Office of Alumni and Parent Relations, assists students with career-related needs and links them with engaged alumni who will support and champion their professional networking and mentoring opportunities.



Office of Counseling Services

Counseling, outreach, and consultation services to help students achieve personal and academic success

Mental Health Services and Disability Support Services

The University of Evansville offers counseling services designed to help students with a variety of life issues as they make their way through college. Interpersonal, psychological, and developmental issues can interfere with learning and ultimately, personal success. The University of Evansville provides a counseling program with nationally-certified and licensed professional counselors to respond to the unique needs of University students so they can achieve maximum benefit from their UE experience.



Mental Health Counseling

- Adjustments and transitions
- Depression, anxiety, sexual assault/trauma, grief/loss, self-esteem
- Stress/positive coping strategies
- Relationship issues
- Crisis intervention
- On-call emergency services
- Information on community resources
- Consultation for faculty, administrators, or student groups
- Group counseling
- Substance abuse education
 - Prevention
 - Intervention

Disability Support Services

- Academic accommodations
- Textbook conversion to alternative format
- Assistance for faculty with effective accommodations
- Proctoring accommodated exams
- Physical access issues
- Assistive technology
- Coordination of note-takers, interpreters, and assistants

Access to Services

Location: Room 200, Ridgway University Center

(inside the Student Life Center)

Hours: 8:00 a.m. - 5:00 p.m., Monday-Friday

Contact: Office – 812-488-2663

Emergency services or

on-call counselor - 812-488-2051

Free to UE students



Office of Counseling Services

Office: 812-488-2663

Emergency services: 812-488-2051

evansville.edu/counseling

counselingservices@evansville.edu



Frequently Asked Questions

Books

How do we know what books to buy?

The bookstore has book requirements on their website, listing all materials needed for classes, both required and optional. The bookstore staff will be happy to assist. There is more information about this process in the SOAR folders.

How/when are books available for purchase?

The bookstore website is ready for fall book orders now. It will show all options available for the books required for each class, including new, used, rental, and e-book versions, if available. We encourage students to place their orders online ahead of classes, as it drastically cuts down on wait time in the store. Bookstore staff will pull and process the orders at the beginning of August and hold them for students in the store. If students are doing classes remotely, the bookstore also ships textbooks. Should you wish to purchase books in-store when you arrive in August, please have a printed copy of your schedule.

Can financial aid be used to pay for books?

All students may charge up to \$1,000 per semester to their UE student account for any textbooks and supplies needed.

If your student has financial aid in excess of the semester's charges, the credit will be applied toward the book charges.

Any remaining balance will be due by the 15th of the following month.

Roommates

Can my student name a certain roommate if they have a friend attending?

Both students would need to contact the housing assignments coordinator in the Office of Residence Life at residencelife@evansville.edu. Roommate requests must be mutual and submitted by June 27.

How are roommate assignments made?

We attempt to match students as roommates with similar lifestyles (as presented on your housing and food service registration form).

When are roommate assignments made?

Final housing confirmation notices will be available on Self-Service during the second week of July. Your student will receive an email once confirmation notices are available. The confirmation letter will contain hall assignment, room number, and roommate name (along with contact information).

What if my student does not get along with the roommate he has been assigned?

In the event of a roommate conflict that appears beyond discussion, your student can contact the resident assistant or residential coordinator. Our general policy restricts room changes/roommate changes during the first three weeks of the semester. After three weeks, room changes may be requested if space is available and the student has made a reasonable effort to resolve the conflict. More information about living with a roommate can be found online: https://www.evansville.edu/residencelife/roommate/

Meal Plans

Is a meal plan required?

As part of the Housing and Food Service Contract, all students residing in UE residence halls must participate in the Purple 7 Prime 7, Orange 5, or Aces 12 meal plans. Seniors living in the residence halls can elect to have the Aces 7 Plan.

What are the differences between the meal plans?

You can find a description of the different meal plans online: www.evansville.edu/residencelife/mealplans.cfm.

What rolls into the next semester vs. what is forfeited?

Ace Bucks conveniently carry over to the spring semester with the continuation of a UE campus meal plan. Meals, however, must be used within the existing semester.

Transferring of Dual Credits/AP Credits

Will UE accept dual college credits taken while in high school?

Yes, we accept dual credit courses with grades above a D if UE offers an equivalent course and the course applies to your degree.

How do these credits transfer to UE?

An official college transcript must be requested from the college where the credit was earned. This is typically done online at that college's website. Request that electronic transcripts be sent to registrar@evansville.edu. Official paper transcripts from another college or university should be directed to the Office of the Registrar, University of Evansville, 1800 Lincoln Ave, Evansville, IN 47722.

Is there a limit to how many credits UE will accept?

No more than 60 semester hours of credit from a junior college or community college may be transferred to the University of Evansville except in cases where an articulation agreement has been established.

How does my student get the results of AP exams to UE, and how might they affect the courses already registered for?

Request the scores to be sent to UE via the testing agency. UE accepts AP scores of 3, 4, and 5. Your student should avoid registering for any courses that may be equivalent to an AP course. Once we receive the scores, we try to catch any duplicate registrations and assist the student with a schedule change during the summer.

Financial Aid and Payment

When is our first payment due?

The fall semester statement will be available to view through Student Finance Self-Service by July 1 and the balance is due on August 15. For billing statement accuracy, students need to finalize all financial aid offered via Financial Aid Self-Service. Families must have a financial settlement plan in place (payment in full, UE monthly payment plan, student loans, or a combination thereof) by the August 15 due date.

	FALL	SPRING
9	SEMESTER 2019	SEMESTER 2020
First Statement available	July 1	December 1
First payment due	August 15	December 15
Final payment due	September 15	January 15

Payment options

- By the semester: Families may pay the entire semester balance by August 15, or carry over half the August balance, plus a 1.5 percent monthly finance charge into September. The spring semester balance will be due on December 15, or carry over half the spring balance, plus a 1.5 percent monthly finance charge to January 15.
- Loans: Federal Parent PLUS Loans or private student loans may be requested up to the Cost of Attendance less other financial aid.
- Enrollment in the UE Monthly Payment Plan: Annual balance less financial aid is divided over 10 or 8 monthly payments. Payments begin in July, or August, respectively. Single-semester payment plans are also available.

How/when are outside scholarships applied to my student's account?

Once your student becomes aware of such awards, they should report the name and amount within Financial Aid Self-Service. Outside scholarships will be applied to the student's UE account once the funds are received. Some organizations will send a co-payable check to the University that must be endorsed by the student before it can be applied. Unless otherwise directed by the donor, scholarships are divided equally between the fall and spring semesters.

How does my student find employment on campus?

Students who have been offered on-campus employment via Financial Aid Self-Service will receive detailed instructions during the summer about obtaining employment. The award amount offered reflects the maximum the student may earn over the course of the semester; however students' earnings are paid bi-weekly based on actual hours worked. If a student is not offered work-study as part of their financial aid award, they may apply for available positions through WebAdvisor – Student Employment.

For more information about Financial Aid and Payments:

Office of Student Financial Services Room 105, Olmsted Administration Hall Phone: 812-488-2364 or 800-424-8634 Making Payments: 812-488-2565

Fax: 844-433-7153

Email: studentfinancialservices@evansville.edu

Move-In and Welcome Week

When is New Student Move-In?

Freshman students who attended SOAR in June will arrive Saturday, August 21, 2021, between 8:00 a.m. and 3:00 p.m. at their assigned residence hall for move-in. Volunteers will be available to help from 8:00 a.m. to 2:00 p.m.

When is Welcome Week?

All incoming freshmen should save the date and plan to attend Welcome Week from August 21 - 24, 2021. Check-in for Welcome Week will be on Saturday, August 21, 2021, from 3:00 to 5:00 p.m. CST in Ridgway University Center.

What sort of activities will occur during Welcome Week?

This required program will help students prepare for a successful first semester at UE. The fun activities and informational sessions will allow students to connect with other freshmen, hear from faculty and staff across campus, and learn about support services and resources available at UE. The Welcome Week program runs over the course of four days, so students should not plan to work or commit to other activities during this time. All incoming freshmen are automatically registered and expected to attend Welcome Week. Additional information about Welcome Week will be emailed to students in late July.

Granting Proxy Access to Self-Service

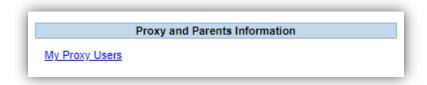
Students may wish to grant proxy access to family members or friends, so that those designated individuals can – using their own credentials to the UE systems – access a student's billing, financial, or tax information. The proxy user might need to pay a bill, or access the 1098-T tax documentation.

To grant proxy access to an individual, a student should first locate the link for "My Proxy Users" in WebAdvisor. We ask that students start here, so that they can add or update address, phone, date of birth, and email information for the potential proxy users.

WebAdvisor has two versions – the "stand alone" version found on https://webadvisor.evansville.edu, and the version found on MyUE https://myue.evansville.edu.

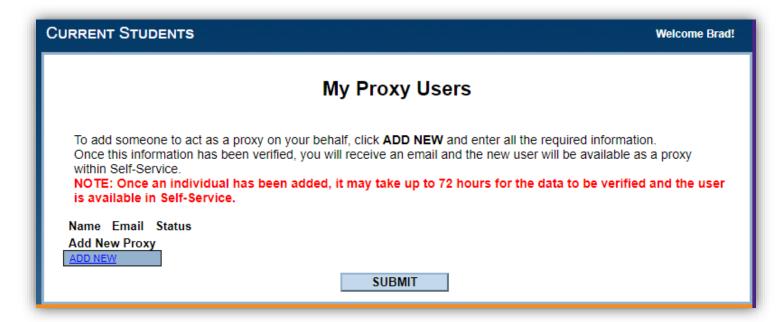
Stand-Alone version:

After logging in, select the "Students" menu, and click the "My Proxy Users" link under "Proxy and Parents Information"

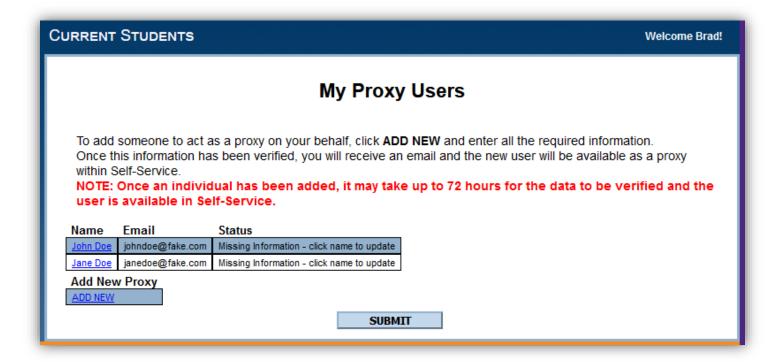


Some information about the proxy access process is included on this page, as well as a listing of any current parent records. NOTE: A proxy does not have to be a parent – it can be any person to whom the student wishes to grant proxy access.

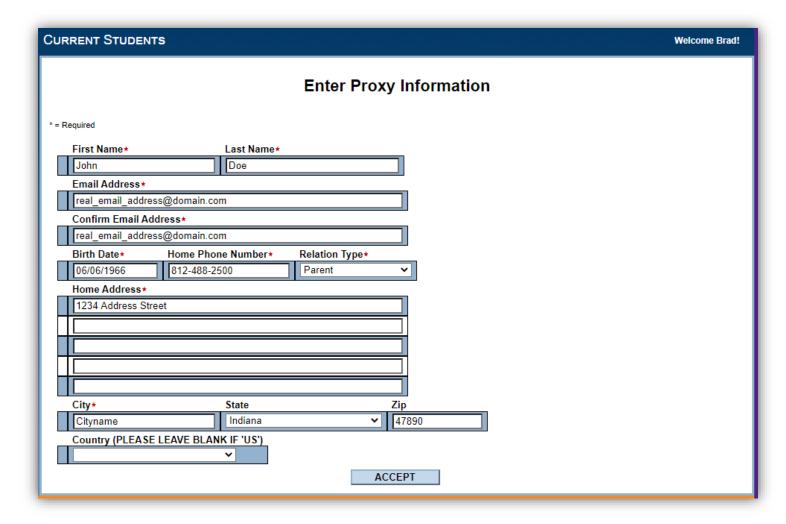
If there are no current proxy users, the student will see the following screen – clicking "ADD NEW" will allow them to begin adding a new proxy.



If the student already has a parent or other relation defined in our systems, they will be displayed on this form. To begin the process of granting one of these existing persons the ability to be a proxy, the student should click on that person's name in the left column.



Whether creating a new user, or confirming an existing user as a proxy, the student needs to provide all information below, including full name, a valid email address, date of birth, home phone number, relation type, and a valid address.

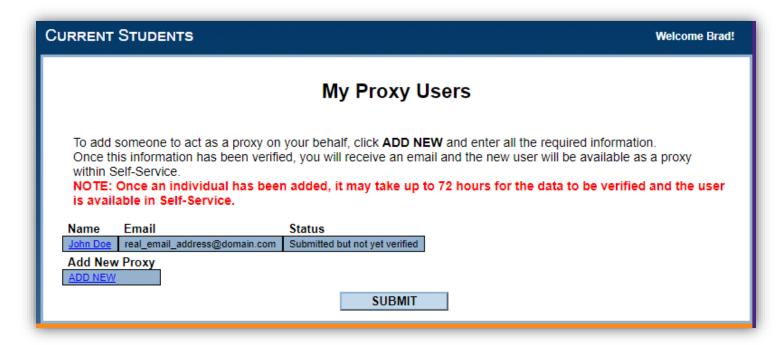


The date of birth tool allows the student to use a calendar tool. The student should <u>first</u> choose month and year, and upon clicking the day number, the tool will update the form.



After completing the form, the student should click "ACCEPT".

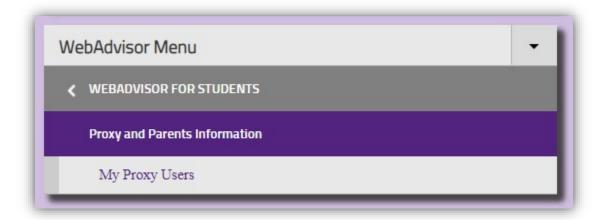
After submitting, the Student Financial Services team will verify the information. This process can take up to 3 days. But once that is completed, the student will receive an email saying the user is ready for proxy access.



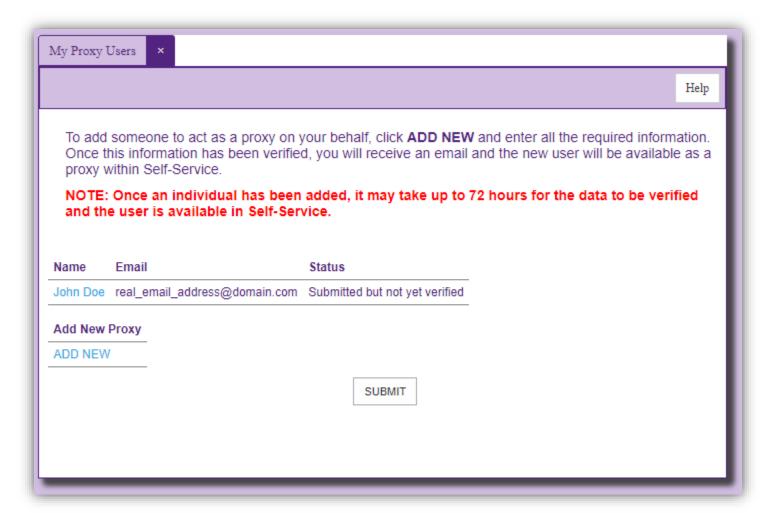
After receiving that email, the "Status" of the entry will be changed to "Available for Proxy". The student should click this link, which will take them to the Self-Service system.

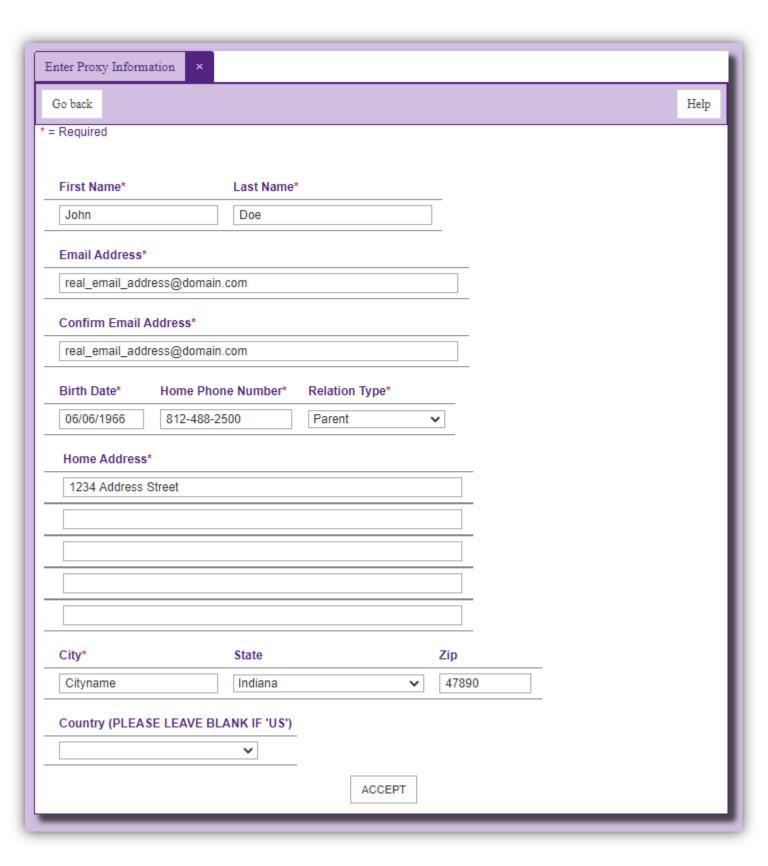


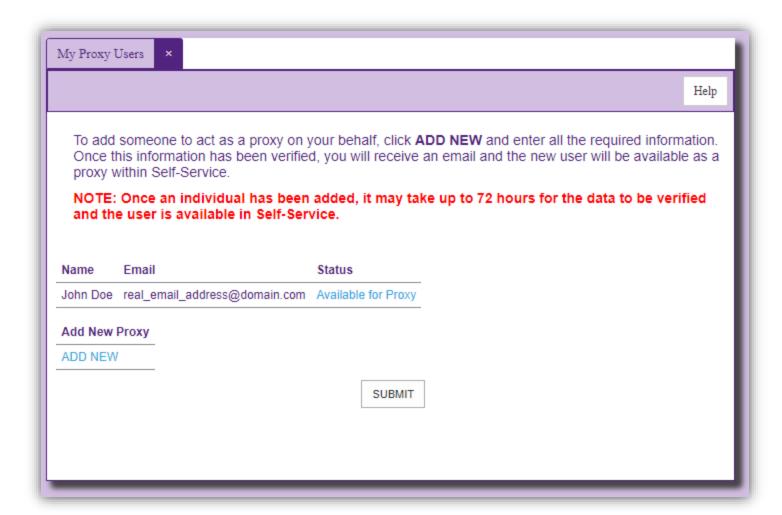
If the student uses the version of WebAdvisor that can be found on the MyUE portal (myue.evansville.edu), the screens will look slightly differently.



But the process is the same as detailed above.

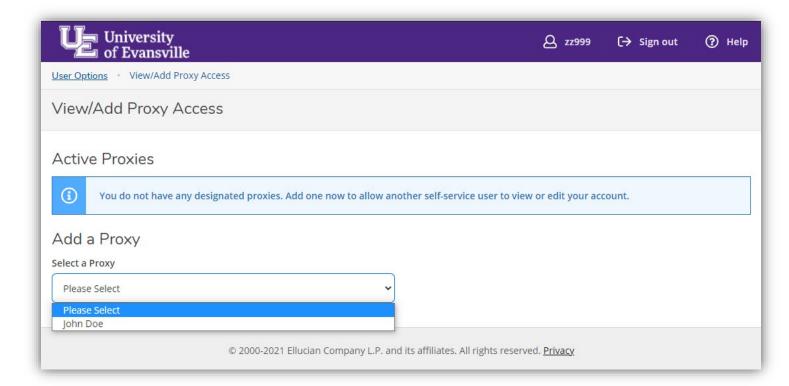






After clicking "Available for Proxy", the user will login to Self-Service if not already logged in, and will be taken to the "View/Add Proxy Access" form.

If there are existing proxy users defined, they will be listed. If no proxy users are present, the student should select from available choices using the dropdown "Select a Proxy".

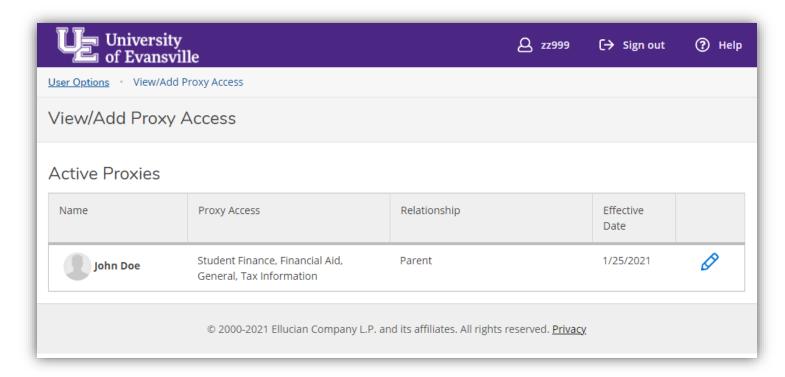


The student can now grant whichever access items they wish to share with this proxy user. "Allow Complete Access" puts a checkmark in every item. Conversely, the student can select "Allow Select Access", and can then choose each individual item. NOTE: If a student wishes to allow their proxy to pay their bills, at a minimum, they should check "Account Activity", "Account Summary", and "Make a Payment" within "Student Finance". Additionally, if the proxy does pay the bills, they should be granted access to "Tax Information" so they can obtain the annual 1098-T document.

Select a Proxy	
John Doe	v
Email Address	Relationship
rs146@evansville.edu	Parent
Access	
Allow Complete Access	
O Allow Select Access	
Student Finance (i)	Financial Aid 🗓
Account Activity	✓ Offer Letter
Account Summary	Financial Aid Home
Make a Payment	Request a New Loan
	✓ My Awards
	FA Required Documents
	Satisfactory Academic Progress
General (i)	✓ Tax Information (i)
✓ Notifications	▼ Tax Information
Disclosure Agreement	
Understanding my privacy rights under The Family Educational Righ grant access to the person listed above.	its and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), I consent to
I authorize the institution to disclose my information to this part	ty
Cancel	
Cancel	

At the bottom is a statement about FERPA privacy rights. Students are encouraged to familiarize themselves with these laws. https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html. Students should put a checkmark next to "I authorize....", then click "Save".

Once the proxy access has been granted, the student will see that user, and the access they were granted. The information can be modified at any time by clicking the pencil in the right-hand column.

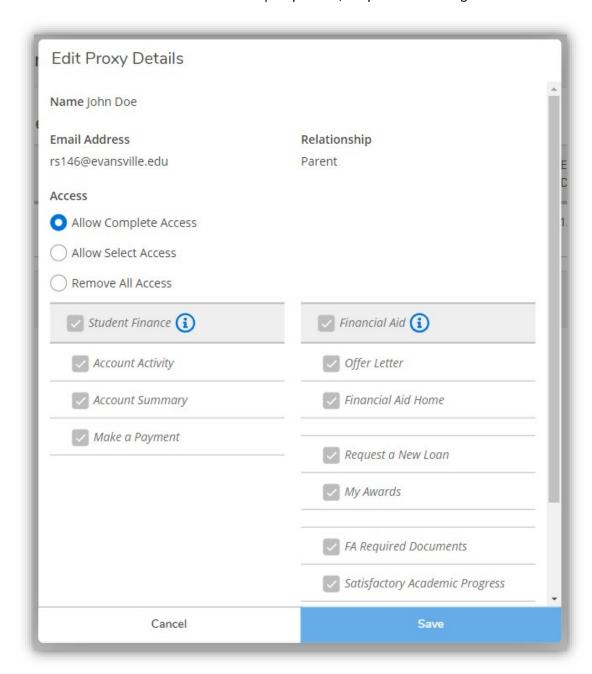


Immediately after approving a proxy, that user will receive an email from UE regarding their proxy access. For this reason, it is utterly imperative that the email address entered is accurate.

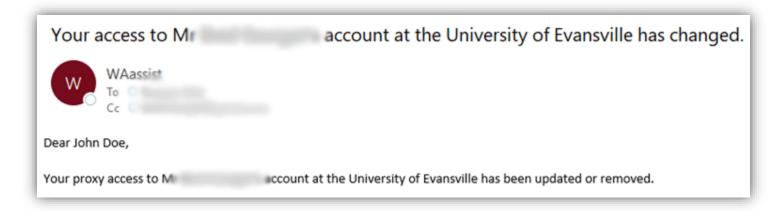


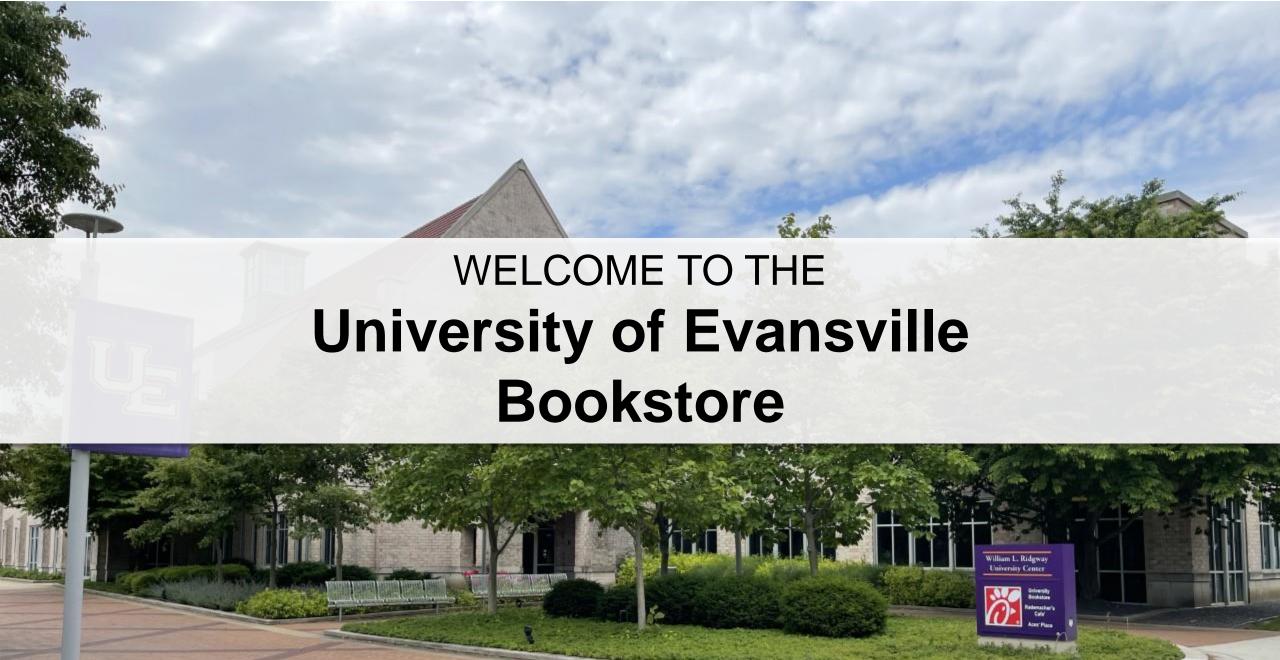
That email will contain the username the proxy user should use. A separate email will follow with the first temporary password, and a link to the Self-Service system. The proxy user should login using those credentials, and will be asked to choose a new permanent password. Proxy users should take care to remember or save their credentials in a safe place. If they should ever have difficulty logging in, they should contact the OTS Helpdesk at 812-488-2077 during regular business hours, Monday through Friday, 8:00 AM to 5:00 PM.

Should the student wish to edit or revoke proxy access, they can do so using the method described above.



Upon submitting those changes, the proxy user will receive another email informing them of the changes.





THE UE BOOKSTORE IS YOUR ONE-STOP SUCCESS SHOP



To get all your course materials quickly and easily



To find all the essentials needed to succeed



To get all you need to show your school spirit



To give back to your school and community





YOUR Campus Store

ADDRESS

Located inside the Ridgway University Center

HOURS

 Our hours vary, so visit us online to view them, or they are posted in the store

WE'RE OPEN 24/7 ONLINE

- <u>evansville.bncollege.com</u>
- My College Bookstore App









GETTING YOUR COURSE MATERIALS IS EASY

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THE RIGHT COURSE MATERIALS: We worked directly with your professors to ensure the right course materials are available for all of your classes.

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FIRST DAY™

UE proudly offers faculty the option to use our First Day™ program, providing first day-of-class access to affordable, high-quality course materials that are included in your tuition*

YOU'RE PREPARED: You're 100% prepared with course materials for the FIRST DAY of class.

CONVENIENCE: Access digital materials directly through Blackboard. No access code required.

PREFERRED PRICING: Below market value pricing reduces the required material cost.

PRINT OPTION: We have optional value print versions of digital course materials. Available at the bookstore based on publisher availability.

SAVE
40% – 60%
ON
COURSEWARE

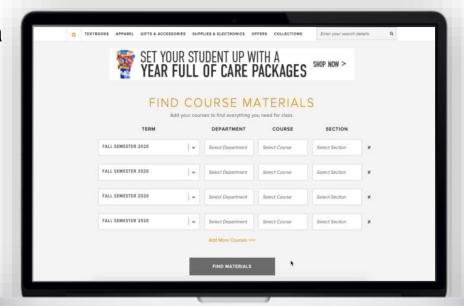
*First Day is only available in classes where the professor has chosen to participate in the program



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No problem, we made it quick and easy for you....

- 1. Access the website at evansville.bncollege.com and select the "Textbook" tab
- 2. Simply add your courses into our course materials tool via the dropdown menus. Your required course materials have been preloaded!
- 3. Choose to Rent or Buy your New, Used or Digital course materials. Options may vary based on availability.
- 4. Select your preferred shipping option & proceed to checkout. We will email you when your order has shipped or is ready for FREE in-store pickup. Please allow up to 48 hours for fulfillment during peak times.





We Accept Student Financial Aid

- Use your funds in store or online to purchase your course required materials. Please have your student ID on-hand.
- Use your aid online: Whether you are using your Student Book Loan, Financial Aid, VA Scholarship, or an Athletic Scholarship, please select "Student Account" when it asks for payment, simply enter your name and student ID number, and you're ready to go! Please note that if you're renting, you will ALSO need to enter a credit/debit card number to secure the rental.



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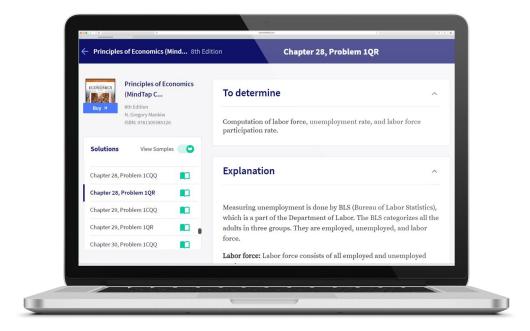
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For more information visit www.bartleby.com.





^{*}Response times vary by subject and question complexity. Median response time is 34 minutes and may be longer for new subjects.

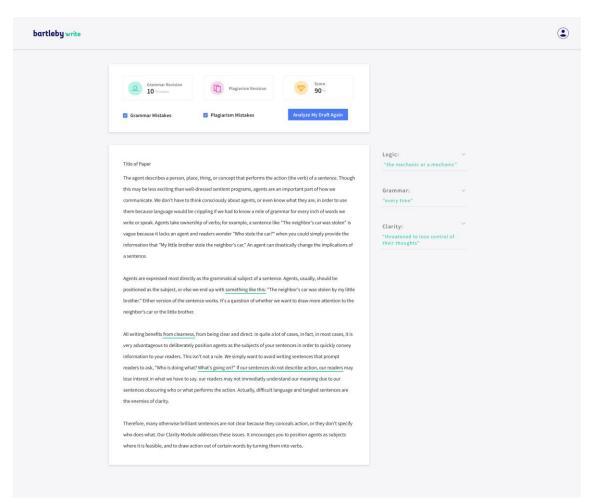
^{**}Trial starts at time of purchase. After your free trial, your subscription will automatically renew at \$9.99/month unless you cancel. You must register to take advantage of all bartleby has to offer. You may cancel at any time.

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*Trial starts at time of purchase. After your free trial, your subscription will automatically renew at \$9.99/month unless you cancel. You must register to take advantage of all bartleby has to offer. You may cancel at any time.





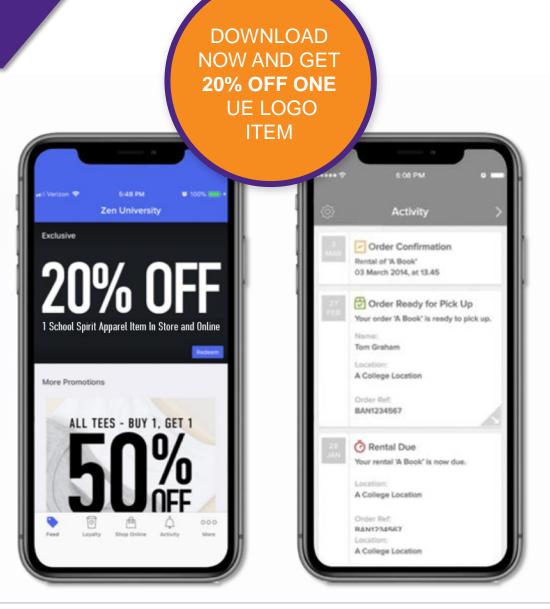






MY COLLEGE BOOKSTORE APP

- How to Download
 - Search for 'My College Bookstore' in the App Store or Google Play, or visit appbnc.com
 - Click on the Get Started button and enter your information
 - Enable Push Notifications to ensure you get the most up-to-date announcements!
- Features of the App
 - Coupons & exclusive discounts
 - Rental due date reminders
 - Order & shipment updates
 - Tips & advice for students
 - Promotion & event notifications





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Employee Discount

Discount on course materials and other Campus Store merchandise

Flexible Schedule

We'll partner with you to create a work schedule that works with your classes

Convenient

We're right on campus, near everywhere else you need to be



