

**Department of Housing and Residential Life**  
***Residence Hall Handbook***  
**2020-21**

**Student Creed**

Vincennes University is a community dedicated to personal and academic excellence and growth. In joining this learning community, I commit to a code of civilized behavior.

I will practice personal academic integrity,  
I will respect the dignity of all persons, including  
myself, I will respect the rights of others, I will not  
condone bigotry.

I will strive for the openness to learn from differences in people, ideas and opinions,  
I will demonstrate concern for others, their feelings, and their need for conditions which support their work  
and development.

Allegiance to these ideals requires me to refrain from behavior that threatens the freedom and respect every  
individual deserves.



**VU Residential Life Community standards**

I understand that trust must be earned by others, but I realize it is my responsibility to respect all, including  
community members and all students, University officials in positions of authority, campus police, hall  
staff, and faculty.

I pledge:

- I will respect my floor/wings need to study by following courtesy and quiet hours.
- I will go to class regularly. I will contact professors if I miss class to gather information on materials missed, assignments due, and class expectations.
- I will be prepared for class each day. I will arrive early to class, bring all required materials, and actively participate in class discussions.
- I will seek out resources such as, professor help, tutoring, or study groups.
- I will study and prepare for tests and quizzes.
- I will check my email daily. My preferred email account as I have given to the University is the University's preferred mode of communication.
- I will check my mailbox in the residence hall each day to make sure any information or letters sent are read and answered in a timely manner.
- I will communicate with all VU staff by using appropriate language.
- I will close and lock my door every time I leave my room.
- I will keep my key and VU ID on me at all times and refrain from allowing others to use them.
- I will report any suspicious behavior I see on campus to hall staff and campus police.
- I will take advantage of opportunities to gain independence from home, realizing college is a time to grow and develop.

- I will use critical thinking skills to solve problems, realizing there are appropriate times to turn to staff and my family for help and there are time where I need to solve my own problems.
- I will address conflict in a respectful and positive way, not using language that is abusive or offensive, as well as, not resorting to physical or verbal violence.
- I will refrain from initiating or responding to conflict via social media.
- I will seek help from hall staff if I do not believe I can resolve the conflict.
- I will gain an understanding of people who are different from me.
- I will refrain from using language or actions that may be offensive to other's beliefs and lifestyles.
- I will respect my room by cleaning up after myself, not damaging University property, respecting my roommate(s) belonging's and treating maintenance and custodial staff with respect.
- I will contribute to a positive environment by keeping with personal hygiene, as well as, respecting public areas by keeping my living space clean.

**Housing and Residential Life Office**

Location: Clark Hall (Entry Level)  
 Phone: 812-888-4225

The Housing and Residential Life Office administers services related to students and the residence hall staff. Areas of concentration are academic development, social and educational programming, and Residence Hall Association (RHA). The office also monitors the Residential Life Conduct System, serving as a referral agent to the Dean of Students and/or Campus Police. The Housing and Residential Life Office conducts the selection, training, supervision, and evaluation of Residential Life Staff. Housing assignments are also made through this office.

**\* Who we are \***

**Housing and Residential Life Staff:**

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**Table of Contents**

WELCOME TO RESIDENTIAL LIFE ..... 6

**SCHEDULE OF OCCUPANCY and MEAL SERVICE ..... 7**

    FALL 2020 ..... 7

    SPRING 2021 ..... 7

RESIDENCE HALL STAFF ..... 8

RESIDENCE HALL ASSOCIATION (RHA) ..... 9

PROGRAMS AND ACTIVITIES ..... 9

RESIDENT RESPONSIBILITIES AND CONDUCT ..... 9

RESIDENTIAL LIFE BASICS ..... 9

    CHECK IN AND CHECK OUT ..... 9

    ROOM ASSIGNMENT ..... 10

    ROOM CONSOLIDATION ..... 10

    ROOM/HALL CHANGES ..... 10

RESIDENT ACADEMIC RESPONSIBILITIES ..... 11

STUDENT FINANCIAL RESPONSIBILITIES ..... 11

ROOM INSPECTION ..... 11

ROOM ENTRY BY STAFF PERSONNEL AND RIGHT TO ACCESS ..... 11

MEDICAL EMERGENCIES ..... 11

EYEGLOSS INFO ..... 12

ROOM FACILITY ..... 12

EQUIPMENT MAINTENANCE, REPAIR, AND REPLACEMENT ..... 12

OCCUPANCY ..... 12

STUDENT ROOM REGULATIONS ..... 12

SERVICE AND ASSISTANCE/EMOTIONAL SUPPORT ANIMALS (ESA) ..... 15

REFRIGERATORS ..... 15

LOFT GUIDELINES ..... 16

KEYS ..... 16

LIABILITY ..... 16

PEST CONTROL ..... 17

VACATION CLOSINGS ..... 17

COMBUSTIBLES ..... 17

BICYCLES, SKATEBOARDS, ROLLERBLADES, AND SCOOTERS ..... 17

HOVERBOARDS-SWAGWAYS, IO HAKS, SKYWALKERS AND OTHER SIMILAIR DEVICES .... 17

STEREOS AND SOUND EQUIPMENT ..... 18

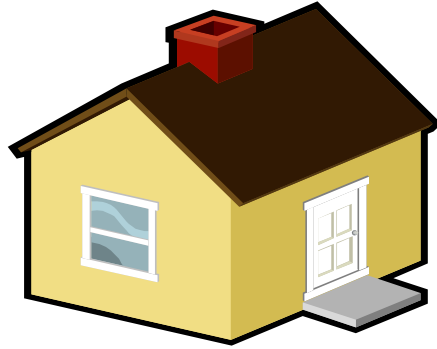
MUSICAL INSTRUMENTS ..... 18

TELEVISION ..... 18

INTERNET GUIDELINES/RULES ..... 18

Residence Hall Network Connection Contract for Vincennes University .....	18
General .....	19
Private Computers Connected to the University Network.....	19
Copyright Violations .....	19
Limitations of Liability.....	20
Damages & Penalties.....	20
Waiver of Liability .....	20
Additional Items .....	21
MAIL SERVICE .....	21
PUBLIC AREAS.....	21
LAUNDRY FACILITIES .....	21
KITCHENETTES.....	21
ALCOHOL, DRUG AND WEAPON POLICIES/GUIDELINES .....	22
ALCOHOL POLICY.....	22
DRUG POLICY .....	22
WEAPON POLICY.....	22
TOBACCO POLICY.....	23
STUDY/QUIET HOURS .....	23
COURTESY HOURS.....	24
VISITATION POLICY .....	24
**VISITATION HOURS ARE SUBJECT TO CHANGE AS NEEDED** .....	25
ROOMMATE CONFLICT RESOLUTION.....	25
THE CAMPUS SEXUAL VIOLENCE ACT.....	26
I. New Reporting Requirements .....	26
Victims' Rights.....	26
Conduct Proceedings .....	27
SEXUAL ASSAULT POLICY .....	27
AQUAINTANCE RAPE .....	27
SEXUAL HARASSMENT POLICY .....	28
RACIAL, ETHNIC, AND RELIGIOUS HARASSMENT POLICY .....	28
HARASSMENT/FRAUD.....	29
RESIDENTIAL LIFE DISCIPLINARY/JUDICIAL BOARD PROCESS .....	29
HALL DISCIPLINE.....	29
HALL PROBATION.....	29
JUDICIAL BOARD/POINT SYSTEM.....	30
HOUSING CONTRACT INFORMATION .....	32
HOUSING DEPOSIT/PREPAYMENT .....	32
COSTS.....	33

CONTRACT RELEASE .....	33
HOUSING CONTRACT RELEASE COMMITTEE.....	33
DAMAGES, INDIVIDUAL, GROUP, AND ANONYMOUS .....	33
OVERNIGHT GUESTS.....	33
PARENTS AND OTHER RELATIVES .....	34
SAFETY AND SECURITY .....	34
Vincennes University Emergency Blue Lights.....	34
SHELTER IN PLACE.....	35
REGISTRATION OF PERSONAL PROPERTY .....	35
SOLICITING.....	35
NIGHT SECURITY .....	36
FIRE ALARMS, DRILLS, AND EMERGENCY EQUIPMENT.....	36
FIRE PREVENTION.....	36
TORNADO WATCH/TORNADO WARNING .....	37
JEFFERSON STUDENT UNION.....	37
FOOD SERVICE.....	37
Hours of Operation .....	37
Residential Dining Services.....	37
Off Campus Meal Plans.....	37
Be My Guest.....	38
Bite By Sodexo .....	38
Tecumseh Dining Center Rules & Conduct Code .....	38
Special Needs .....	38
Sick Trays.....	38
Sack Meals.....	38
We want to hear from you! .....	38
FLEX Dollars .....	39
UNIVERSITY PRIMARY CARE CENTER (812-888-7777).....	39
SHARPS CONTAINER .....	39
IMPORTANT NUMBERS.....	40
Fall Semester 2020 (202110).....	41
Spring Semester 2021 (202120) .....	42



## **WELCOME TO RESIDENTIAL LIFE**

Vincennes University regards residential life as an integral and important part of your total educational experience. Living in a residence hall is an experience in which cooperation must occur. This living situation presents the opportunity to develop social skills, self-discipline, and a sense of responsibility.

Educational and social programs complement academic programs and can help you learn to live and work with others. Each residence hall is a small community where you will become acquainted with students who are equally interested in succeeding and developing social responsibility.

Your cooperation is necessary if the residence halls are to remain attractive, orderly, and comfortable places to live. You are to conduct yourself according to the regulations of the university and the laws of the city, state, and federal governments. In addition, it is expected that each student honor the student creed in and around the residence halls. Included among the many responsibilities you have as a student are working to the fullest of your capacity to achieve your educational goals and respecting the rights of other citizens in your community. This handbook provides guidelines for developing community and maintaining community standards.

Your success as a student and growth as a person depends upon your willingness to recognize and accept these challenges and responsibilities. With this acceptance, you will find life in the residence halls to be an enjoyable and valuable experience.

# SCHEDULE OF OCCUPANCY and MEAL SERVICE

## FALL 2020

Halls will open August 13<sup>th</sup> 8:00 am

Meal service begins with the evening meal on August 13th and will continue through the evening meal on October 9, 2020.

**THE RESIDENCE HALLS WILL REMAIN OPEN OVER MIDTERM BREAK.**

**No meals served October 10-11-13 – Midterm Break.**

Meal service begins with the evening meal on October 13th and will continue through the evening meal on November 24, 2020.

**THE RESIDENCE HALLS WILL REMAIN OPEN OVER THANKSGIVING BREAK.**

**No meals served November 25 through November 28 – Thanksgiving Break.**

**Meal service begins with the evening meal on Sunday November 29 and will continue through the evening meal on December 11, 2020**

***THE RESIDENCE HALLS WILL CLOSE ON FRIDAY DECEMBER 11th AT 7 PM FOR SEMESTER BREAK UNLESS WEATHER RELATED POSTPONEMENT IN FINALS OCCURS.***

## SPRING 2021

Halls will open Jan 7<sup>th</sup> 8:00 am

**Meal service begins with the evening meal on January 7<sup>th</sup> and will continue through the evening meal on March 5, 2021**

**THE RESIDENCE HALLS WILL CLOSE ON FRIDAY March 5th AT 7 PM AND REOPEN ON SUNDAY MARCH 14<sup>TH</sup> AT 8 AM**

**No meals served March 6 through March 13 – Spring Break.**

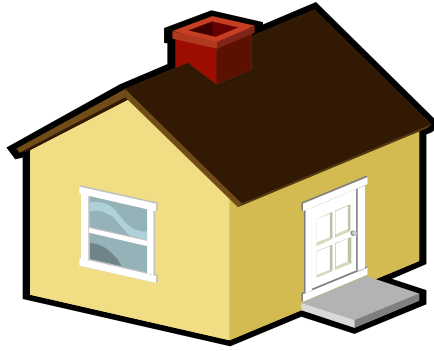
Meal service begins with the evening meal on March 14<sup>th</sup> and will continue through the evening meal on April 1, 2021

**No meals served April 10-11**

The Residence Halls will remain open over Easter Break

Meal Service will begin with the evening meal on April 4<sup>th</sup> and continue through the lunch meal on May 8, 2021.

***THE HALLS WILL CLOSE ON SATURDAY MAY 8, 2021 AT 2 PM FOR SUMMER BREAK UNLESS WEATHER RELATED POSTPONEMENT IN FINALS OCCURS.***



## **RESIDENCE HALL STAFF**

Residence Hall Coordinators (RHC), Assistant Residence Hall Coordinators (CM) and Resident Assistants (RA) are employees in the residence halls and are familiar with the residence hall system and the campus. The RHC, CM and CAs can provide valuable assistance in your orientation to college life and group living. If unable to answer your questions, they will refer you to the appropriate person or office on campus.

Residence Hall Coordinators (RHC)-The Residence Hall Coordinator is a dedicated professional who creates and maintains a residential community conducive to student learning, development, and retention. The RHC is responsible for recruitment, selection, training, supervision, and evaluation of Residential Life staff; in addition, he/she coordinates the discipline system while interpreting and enforcing University policies and procedures.

Community Development Manager (CM) works with the Residence Hall Coordinator and Residential Life staff to create a positive living and learning environment. The Community Development Manager is directly responsible to the Residence Hall Coordinator and represents the RHC as needed in his/her absence.

Community Development Advisor (CA)-Community Development Advisors (CA) are student staff members who develop communities, plan activities and events, and hold regular wing/floor meetings. CAs provide guidance to all residents and facilitate regular interaction between residents on the floor and within the hall. CAs are on duty certain evenings and weekends, monitor their respective front desks, and assist with various retention and recruitment activities. CAs must maintain a high standard of behavior, meet GPA requirements, and pass background checks.

Members of the residence hall staff are to do their assigned duties free of harassment, intimidation, or threatening behavior from those with whom they work. When a staff member is engaged in the performance of authorized duties, the following behavior will result in disciplinary action, removal from the residence halls, or other action:

1. Verbal abuse (including, but not limited to biased slurs).
2. Physical intimidation or menacing behavior directed at the staff member.
3. Display of visual materials that demean or humiliate a staff member.
4. Interference with a staff member while he/she is performing assigned duties.
5. Failure to comply with the reasonable request of a staff member.
6. Failure to respond to questions/instructions of a staff member performing assigned duties (including, but not limited to, opening a room door, giving information, or showing university or state ID). Failure to show ID will result in loss of privileges: visitation, equipment checkout, and/or use of hall facilities.
7. Failure to acknowledge or comply with a staff member's request to enter a resident's room when that staff member announces that they are acting in the performance of their duties.



The Residence Hall Coordinator (RHC) and/or Assistant Residence Hall Coordinator (CM) are responsible for the total environment of the hall. Toward this end, the RHC and/or CM will help you by interpreting and enforcing regulations set forth by students and staff. The entire residence hall staff is available to help make your residence hall stay a positive and enjoyable experience.

### **RESIDENCE HALL ASSOCIATION (RHA)**

Residence Hall Association is comprised of students from all residence halls. Your participation in this association is vital if you want input into programming and residence hall life. You can have an active role in this organization by being a member of RHA or talking with a representative from your hall. Representatives and interested people form a group to plan social, recreational, and educational programs within the residence halls. See your RHC, CM, or CA for information.

### **PROGRAMS AND ACTIVITIES**

The residence hall community is the forum for many activities, recreational programs, and programs of an educational nature. Staff members will help you in organizing hall activities.

The scope of residence hall activities is very wide, including but not limited to participation in the annual Tube Race, Blazerfest activities, Fall and Spring Family Weekends, intramural sports, attending basketball games, and other activities. The possibility exists for many other programs. Your imagination and participation in developing new programs can provide many opportunities to become involved.

### **RESIDENT RESPONSIBILITIES AND CONDUCT**

Vincennes University seeks to balance the needs and the rights of the individual with the welfare of the community as a whole. Students are expected to conduct themselves in a manner that is consistent with the Residence Hall Handbook and Standards of Student Behavior.

## **RESIDENTIAL LIFE BASICS**

### **CHECK IN AND CHECK OUT**

Upon the resident's move-in, a staff member will go over a Room Inventory card describing the condition of the room at the time of arrival. The card will then be filled out, signed and dated by both the resident and staff member at that time. No check-ins or checkouts will be done between the hours of 12 midnight and 7 am.

The residence hall staff will conduct a room inspection after the resident has officially checked out of the room to detect any damages not previously noted on the room inventory card. The resident(s) of the room will be accountable for additional damages, individually or jointly.

A check-out approval form is needed before checking out of a student room. Students must visit the Housing/Residential Life Office to obtain this form. Failure to check out of the room with a residence hall staff member will result in a \$25 charge plus any incurred damages. All hall check IN/OUT procedures shall be followed or result in various charges. Students will be charged to clean rooms or discard items left.

Any possessions left in a room after the resident(s) have checked out, or after resident(s) fail to complete the checkout process will be discarded. This includes students who have fallen to zero hours and have failed to complete the checkout process. The Housing/Residential Life Office assumes **no responsibility** for any item(s) left behind.

**Student items will not be released to any other individuals without a signed letter from the student authorizing the person to remove items from the student's room. This letter must include the student's name, hall address, and authorization to remove items and name and birthdate of the individual who will be removing items from room. Person removing items will have to provide proof of identity and sign the in/out card indicating they have removed items and to document the condition of the room.**

## **ROOM ASSIGNMENT**

Returning students, after completing all housing requirements during the advance registration period during the spring semester, are eligible for priority residence hall assignments if all housing requirements have been completed by April 1st. After advanced registration and throughout the summer, returning and new students are assigned by the date of their completed contract and deposit (Housing Contracts are not considered completed if the damage deposit has not been paid). Housing assignments are temporary and contingent upon completing registration.

## **ROOM CONSOLIDATION**

As outlined in the terms and conditions of the housing contract, residents who occupy an under assigned room are asked to consolidate or pay to maintain the room as a private room. Residents who do not have a roommate or a resident whose roommate leaves must consolidate. The RHC will send a letter to the student outlining their choices.

**Students may elect to**

- 1. Find their own roommate or**
- 2. Allow the hall to find them a roommate or**
- 3. Pay the additional fee to keep the room private.**

**Students must complete the letter and return to their front desk by the due date.** Decisions for relocation are based on the date of receipt of the completed housing contract and damage deposit. Students with the later date will be asked to move to an under assigned room. Residents have three (3) days to complete the move. If the resident does not meet the move deadline, private room charges will be assessed to his/her account. **Failure to respond to the letter by the due date will result in private room charges being assessed to the student's account. Students must return the letter with their chosen option indicated by the due date.**

## **ROOM/HALL CHANGES**

Room/hall changes can be considered **AFTER THE FIRST TWO WEEKS OF CLASSES**. This process originates with your present RHC and follows with the new hall RHC's approval. Housing Office Staff must give the final approval. If the change relates to personal incompatibility, all parties involved should contact their CA for advice and assistance. The CA will then contact the RHC if necessary.

All moves must be completed within 48 hours of approval; otherwise, the move is void. An administrative charge of \$10 will be charged for each room/hall change. This payment is made at the Housing/Residential Life office once both RHC signatures have been obtained on the form. Housing Office Staff approval will be obtained once all signatures and fees have been paid. The receipt for room change should be taken to the front desk of the residence hall along with the room/hall change form.

Under no circumstances should a resident make a room change without following the proper procedure. Unauthorized changes cause confusion. The unauthorized move charge is \$25.

## **RESIDENT ACADEMIC RESPONSIBILITIES**

Residents falling below the full-time student status (12 credit hours) must meet with their Residence Hall Coordinator to discuss their academic progress and plans for improvement. Residents who fall below hours because of non-attendance and who have a history of non-attendance and residence hall infractions could face removal from the residence halls. Students who fall to zero hours must vacate the residence hall immediately.

## **STUDENT FINANCIAL RESPONSIBILITIES**

**Failure to satisfy the financial obligations as listed in the Housing Contract in accordance with the University Room and Board Rates and Payment Schedule may result, at the sole option of the University, in the denial of further meals. There is no credit given for services (e.g. meals) withheld due to late or non-payment of fees.**

## **ROOM INSPECTION**

Room inspections occur before, during, and/or after occupancy. Damages are the responsibility of the room's residents. Health and safety inspections are conducted pursuant to the university's contractual right (see ROOM ENTRY BY STAFF PERSONNEL AND RIGHT TO ACCESS), to prevent rooms from becoming health and/or safety hazards. If a room is significantly substandard, the occupant(s) will be given a reasonable amount of time to correct the situation. The Hall Coordinator will meet with the student(s) and discuss this matter outlining the timetable for correcting the situation. If the situation has not been corrected in stipulated time, an outside cleaning company will be contracted to clean the room. The Hall Coordinator will meet with the student(s) to determine a date and time at which the student must be present while the room is cleaned. A charge determined by the cleaning company will be assessed to the student's room and board account.

During announced vacation periods, residence hall staff may inspect your room to find any damages or safety concerns. Inspectors do not open drawers or search through personal belongings. Apparent violations of regulations or statutes go to the RHC. If the inspectors discover damages, missing furnishings, or irregularities in your room during inspections, both you and your roommate(s) are jointly responsible if individual responsibility is not apparent at that time. You are both jointly responsible for the state of your room and for any damages you cause or allow.

## **ROOM ENTRY BY STAFF PERSONNEL AND RIGHT TO ACCESS**

To protect the health, safety, and welfare of the residents, the university reserves the right to have its authorized personnel (including but not limited to residence hall staff) enter student rooms to make necessary inspections for service, maintenance and repair, and/or for emergency purposes. University personnel may also enter a resident's room in the event of illegal activity or when the residents of the room are violating university or residence hall rules and regulations. The residence hall staff can/will conduct monthly health and safety inspections.

## **MEDICAL EMERGENCIES**

**If you encounter a medical emergency, please following these steps:**

1. Call 911 or have someone call for you. If someone else calls, have the person report back to you to verify that he/she have called 911.
2. If it is possible and safe to do so:
  - 1) Protect victim from further injury by removing any persistent threat to the victim. Do not move the victim unnecessarily. Do not delay in obtaining trained medical assistance.
  - 2) Provide first aid until help arrives if you have appropriate training and equipment.

- 3) Send someone outside to escort emergency responders to the appropriate location.

Housing/Residential Life staff do not transport students to the hospital due to liability issues. For additional information, contact the Vincennes University Police at (812) 888-5555.

## **EYEGLOSS INFO**

Students with glasses or contacts should keep their prescription in a safe place in the event they need to purchase contacts and/or new glasses from a local vendor near campus.

## **ROOM FACILITY**

The university supplies beds, blinds, study desks, closets, chest of drawers, and waste baskets in each room. The University does not store student room furniture. Upon checkout, all furniture must be in student room and the room setup as it was at check-in. Students will be charged for missing furniture. Do not place furniture in the hallway. All furniture must remain in student rooms. Room-cleaning services are not provided. The University does provide cleaning services for all public areas in the residence halls only.

## **EQUIPMENT MAINTENANCE, REPAIR, AND REPLACEMENT**

It is the desire of the university to maintain and improve the condition of each residence hall facility. As a member of the community, you should take the responsibility to report items in need of repair to the front desk personnel. Prompt reporting increases the efficiency of repairs.

## **OCCUPANCY**

Rooms will be ready for occupancy at 8:00 a.m. on the official Residence Hall opening day. The residence halls are open for student occupancy throughout the academic year with the exception of breaks when one hall remains open. Please refer to the Schedule of Occupancy listed in the Residence Hall Handbook.

The university reserves the right to assign accommodations when considered necessary. A student whose roommate leaves must consolidate or pay the current private room rate. The university also reserves the right to make reassignments and adjustments as necessary to resolve problems or situations that may adversely affect the academic or general environment of a residential area.

**Residents must vacate rooms by noon on the day following their last final examination or by the date and time the residence halls are scheduled to close.**

## **STUDENT ROOM REGULATIONS**

- A. Alarms are not allowed to be placed on student doors.
- B. Residents may not take any university owned furnishings out of their assigned location, whether it is a student room or public area. We prohibit removing chairs, cushions, or any type of furniture from the study areas or other public areas. All student room furniture must remain in student rooms.
- C. Students may not enter or use empty rooms for their private use. Students must only occupy their assigned room.
- D. Room decorations that affix to or suspend from the ceiling tiles or light fixtures are not allowed. Ceiling tiles cannot be removed by the resident for any reason.
- E. Residents may not alter, change, or rewire any of the electrical facilities in residence hall rooms including telephone jacks, outlets, fixtures, etc. The fire and safety hazards are obvious.
- F. Residents may not paint their rooms in the residence halls. Only university personnel will do painting. If a resident feels his/her room is in need of painting, report it to the front desk of their residence hall.
- G. Beds in student rooms, specifically designed for such, may be bunked or unbunked. Do not place mattresses on the floor. Positioning and reconstructing beds other than by original design are health and safety hazards and reduce usability of the beds (no cinder blocks, etc.).

- H. Residents are not to burn candles or other substances producing open flames or embers, including incense, in resident rooms. For reasons of safety, report all fires, no matter how small, to the RHC, CM, or student staff immediately. Any resident found responsible for causing a fire in university residence halls will pay the cost of repairs and face legal ramifications.
- I. All windows are equipped with screens. For reasons of health and safety, never remove or damage a screen in any way. The screens are secured in place for your own safety and removal will result in a \$50 reinstallation charge.
- J. Resident room windows should be kept clear of all opaque material such as aluminum foil, black plastic, posters, flags, signs, etc. Windows should be kept free of debris to help fire fighters locate the source of the fire and affect any rescue efforts.
- K. Residents may not display pornographic material outside their room doors.
- L. No alcoholic cans or bottles containing or once containing alcoholic beverages may be in the rooms as they can attract insects and/or suspicion.
- M. For health and humane reasons, there are no pets allowed in the residence halls except small fish in aquariums (10 gallon or less). Lab specimens are also not allowed in resident rooms. All other animals, reptiles, or birds violating this policy are subject to impoundment.
- N. Waterbeds are not allowed in student rooms or the residence halls.
- O. Below are guidelines residents should follow to help in controlling problems with pests or insects:
  - Keep all food in sealed containers.
  - Wash dishes and utensils promptly after use.
  - Keep the trash can clean and do not let trash build up.
  - If you have a refrigerator, keep it clean inside and out.
  - Clean your room regularly. If you have a problem with pests, inform the front desk staff.

**\* Residence hall staff will conduct monthly health and safety inspections. \***

**Do not use tacks, nails, staples, screws, other adhesives or pins, on/in the walls, ceiling, floors, doors, window trims, or furnishings of rooms. These items can alter, mar, scratch, or deface the facilities. Use only masking tape or poster tack. Students should be careful when removing tape or poster tack to ensure damage is not done to the premises. Duct tape or electrical tape is not allowed.**

- O. No sports activities are allowed in the hallways. Such activity could lead to the possibility of personal injury, damage, and creates disturbances.
- P. The following policies adhere to fire and safety laws of the state of Indiana regarding public buildings.
  - No live Christmas trees or greenery are allowed in resident rooms or in the residence hall. Artificial trees with lights are allowed; however, lights are not allowed on aluminum trees.
  - All decorating materials used in residential areas must be flame proof. No displays and/or decorations made of paper, dried vegetation, straw, corrugated cardboard, or light plastics are allowed.
  - During holidays, doors may be covered with flame-proof material. The materials are to be attached with tape (no tacks) on the sides, top, or bottom of the door. Do not cover peephole or glass insert in doors.
  - Use UL approved lights only. If in room windows, take care to see that lights and draperies do not touch.
  - There should be nothing in the hallways that at any time impedes the flow of traffic or egress. This includes bicycles.
  - Never cover glass inserts in the fire door.
  - Light bulbs and light fixtures must not be covered with paper, cellophane, or paint.

- Do not overload extension cords or electrical outlets. Only use approved electrical cords.
- Q. Blocking stairways or entrances will result in a \$50 fine.
- S. Electrical appliances such as irons, hair dryers, curling irons, and coffeepots are allowed in resident rooms only if they have an automatic shut off feature.
- T. Electrical appliances with an exposed heating element or exposed heating surface are not allowed to be used in student rooms. They may be used in the kitchen area of the residence hall. Please contact your Hall Coordinator with questions. This includes, but is not limited to:
- Deep fryers
  - Indoor electric grills
  - Electric skillets
  - Foreman-type grills
  - Toasters and/or toaster ovens
  - Crockpot
  - Wok
- U. Electrical appliances such as computers, printers, scanners, refrigerators, microwaves, etc. should be unplugged during any break longer than a week when the residence halls are closed to prevent damage in case of a power outage. Note—please make sure the refrigerator is defrosted and all water etc. is cleaned up before leaving for break or at the end of the semester.

We have compiled the list below that includes many of the items students inquire about bringing. If you do not see your item, please contact the Housing/Residential Life Office before bringing to campus.

- --Panini or sandwich maker (also known as the George Foreman Grill): Use in your kitchenette
- --Toaster: Use in your kitchenette
- --Toaster Oven: Please do not bring to campus
- --Coffee Maker: Use one with automatic shutoff feature; can use in your room
- --Hot Plates/Candle Warmers: Please do not bring to campus
- --Clothes Iron: Use one with automatic shutoff feature; can use in your room with an ironing board
- --Microwave Oven: Must be 800 watts or less
- --InstaPot, Air Fryer, other steam cooking appliances: must be used in your kitchenette

--Other Items: Please call our office for guidance before purchasing or packing.

Housing/Residential Life staff reserve the right to require students to remove an appliance that does not fit the above requirements or that may be a foreseeable danger to the safety and security of the residents.

Student rooms are periodically checked for health, safety, and maintenance issues.

## **SERVICE AND ASSISTANCE/EMOTIONAL SUPPORT ANIMALS (ESA)**

**In compliance with the Americans with Disabilities Act, the Fair Housing Act, HUD and other applicable local, state, and federal laws, Vincennes University generally permits students in University housing to have a service or assistance/emotional support animal if it is shown to be necessary to afford a student with a documented disability an equal opportunity to use and enjoy University housing. Specific requirements and guidelines concerning service and emotional support animals on campus can be obtained by contacting the Office of Diverse Abilities and Accommodations at 812-888-4501.**

In order to bring a service or assistance/ESA animal to campus, the Owner must contact the Office of Diverse Abilities & Accommodations as early as possible to allow time to gather and review all necessary documentation. If possible, the Owner should make their request at least 30 days prior to the start of the academic term (Fall, Spring, and/or Summer). Vincennes University and the Housing/Residential Life Office have the discretion to determine where an Owner will be housed (hall, room, etc.). If a request is made after this 30-day period, or during the term, the Owner may be required to relocate to a different room and/or building in order to accommodate their request. Service or assistance/ESA animal may not be in the Residence Halls until all paperwork and approval have been obtained by the Office of Diverse Abilities and Accommodations. An Agreement for Service/Assistance Animals Residing in University Housing and Residence Halls must be completed in the Office of Diverse Abilities and Accommodations before the animal may enter the residence hall. This agreement will outline conditions the student may have the Service/Emotional Support Animal. Student should be aware of all conditions. These conditions will be enforced.

**The Owner must provide a letter granting their request for a Service/Emotional Support Animal from the Office of Diverse Abilities and Accommodations to the Office of Residential Life. Roommates must sign a roommate agreement for the animal to share their space. A sign notifying others of the presence of an animal must be placed on the door to the residence hall room. Residence Hall staff will be made aware of the animals' presence information shall be limited to information related to the service or assistance/ESA animal shall not include information related to the Owner's disability.**

**The University reserves the right to remove the service or assistance/ESA animal in accordance with the animal agreement on file with the Office of Diverse Abilities and Accommodations. If this occurs, the Owner will be asked to remove the service or assistance/ESA animal from the residence hall within 48 hours. If the service or assistance/ESA animal bites, scratches or in any way causes harm to a student, staff member or guest of the hall, the student will be required to remove the service or assistance/ESA animal from the residence hall immediately. Should the ESA be removed from University housing for any reason, the Owner is expected to fulfill his/her housing contract obligation.**

*Please note under Indiana Code § 22-9-7-12, which took effect on July 1, 2018, falsely representing the need for an ESA is a Class A infraction.*

## **REFRIGERATORS**

- The capacity of the refrigerator may not exceed 4.4 cubic feet.
- One refrigerator per room is allowed.
- Refrigerators are to be kept clean and defrosted regularly to prevent sanitation and health hazards. The owner is required to remove any refrigerator from the premises if it is a health hazard or for repairs.

- When the residence halls are closed for a week or longer, refrigerators are to be emptied and unplugged in case of power outage. Note-please make sure the refrigerator is defrosted and all water etc. is cleaned up before leaving for break or at the end of the semester.
- Refrigerators must be removed from the residence hall/room at the end of the school year or whenever the owner or renter vacates the residence hall.
- Use of the refrigerators must follow all university and state of Indiana regulations regarding use and possession of alcoholic beverages. Storing of alcoholic beverages or illegal substances is prohibited.
- The university will not be responsible for refrigerator damages or content spoilage in electrical power failure or other circumstances. The university is not liable for the theft of the refrigerator or its contents.
- Residents are responsible for any damage to the building caused by the refrigerator and its use.

## LOFT GUIDELINES

All University beds can be lofted. Please contact the front desk of your residence hall for instructions and to ask for Physical Plant assistance. Student will be responsible for damage to bed frames; bed ends or other University equipment used to loft beds.

Students interested in building their own lofts must contact the Housing/Residential Life Office for Loft Guidelines.



## KEYS

The university provides each resident in the residence halls with a room key(s) and in some halls a mailbox key and key card. The room key may open the door to the wing in which you reside, your room, and in some halls, your mailbox. The key card, if applicable, will gain you entry into your residence hall front doors and in some halls the wing doors. In some instances, residents will have multiple keys. The key(s) and keycard in your possession are very valuable since it allows you access to your home and your neighbors' front door. Therefore, we advise that you keep your room key(s)/keycard with you at all times. Do not share your key(s) with others. Disciplinary action could result in sharing keys with others. All rooms have a spare key that is a privilege to residents. If you are locked out of your room, a spare key may be borrowed through the front desk of your hall. In order to sign-out a spare key, you must provide either your student ID or other picture ID. Before the key will be given to you, you must sign it out on the Key Check-out Card. The spare key is signed out for 5-minutes only unless specified by the RHC or CM. A resident may check-out the spare key five times without penalty, however, after the 5<sup>th</sup> time a lock change of \$35 will be charged to the resident. This lock change can also be assessed if the spare key is not returned. A conference with the RHC or CM may also occur at this time. Keys may not be loaned to others or duplicated. This violation will result in a fine and disciplinary points. A \$35 lock change charge will be assessed for each lock changed. Lost mailbox keys are replaced at a cost of \$15 per key. Lost key cards must be replaced immediately. The cost to replace a key card in all halls is \$15. Key card entry to halls is subject to installation schedule.

## LIABILITY

**The university assumes no responsibility for personal injury. The university does not accept responsibility for loss or damage to clothing, valuables or other personal property, including money, suffered by the student occupant during the housing contract period. Student occupants must carry rental insurance or be covered by their family's homeowner insurance for damages, losses, thefts, or personal injuries.**



## **PEST CONTROL**

Controlling problems with insects in the residence halls is a two-fold process that begins with the residents preventing conditions that would invite insects. Below are a few guidelines that residents should follow to help prevent any problems with pests or insects:

- Keep all food in sealed containers.
- Wash dishes and utensils promptly after use and in the appropriate area.
- Keep your trash can clean and empty trash regularly
- If you have a refrigerator, clean it out regularly (inside and out).
- Clean your room regularly
- Accumulating aluminum cans or other food containers for recycling purposes is not allowed in the residence hall rooms.
- If you do have a problem with insects, submit a work order through your front desk. Maintenance will be contacted and an individual will work to resolve the problem.

## **VACATION CLOSINGS**

Most halls close during University vacations. Upon closing, residence hall staff will enter rooms to check to make sure windows are closed and locked, lights are turned off, trash taken out to the hallway container and the room has been locked. Any alcohol or illegal contraband found in the open, as well as, other violations found in the open, will be confiscated by hall staff and a student conduct report will be completed and forwarded to the Residence Hall Coordinator.

**STUDENTS WILL NOT BE ALLOWED TO RE-ENTER A RESIDENCE HALL DURING THE BREAK PERIOD UNLESS AN EMERGENCY SITUATION EXISTS. AT THIS POINT, STUDENTS MUST HAVE ID AND THE ROOM KEY TO RE-ENTER AND RECEIVE APPROVAL FROM HOUSING/RESIDENTIAL LIFE OFFICE.**



## **COMBUSTIBLES**

No explosives, including but not limited to: fireworks, gasoline and other combustible items are allowed in the residence halls. Motorcycles and other fuel driven engines may not be placed anywhere inside the halls or porches. Gas grills are not allowed.

## **BICYCLES, SKATEBOARDS, ROLLERBLADES, AND SCOOTERS**

Many students have bicycles on campus. Parking racks are near the halls, most classrooms, and office buildings. Bicycles that have a detachable front wheel can be stored in student rooms under the bed. The wheel must be detached before entering a building and cannot be reattached until the bike is outside of the building. Bicycles may not be locked to anything other than a bike rack. We remove bicycles, abandoned for 30 days, and donate them to charity. Rollerblading or skateboarding is not allowed in the residence halls. All scooters must be secured outdoors.

## **HOVERBOARDS-SWAGWAYS, IO HAKS, SKYWALKERS AND OTHER SIMILAIR DEVICES**

Recent information has revealed that the batteries in Hover boards, Swagways, IO Hawks Skywalkers, and similar devices are dangerous and prone to explosion, creating a safety and fire risk. Until a time that the safety standards of these devices are improved, the Housing/Residential Life Office has prohibited them from being in any of our Residence Halls and/or University owned properties. Effective immediately, the

use, possession, or storage of Hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices, is prohibited in any of the Residence Halls and/or University owned properties until safety standards for them are developed and implemented.

If you have one of these devices, please remove it from campus. If you receive or purchase one of these devices during the break, please know that you will not be able to have it on campus and if found, it will be confiscated.



### **STEREOS AND SOUND EQUIPMENT**

Continual violations regarding loud stereos and sound equipment will result in confiscation of the equipment. The student must take the equipment home with him/her on their next visit. To avoid this situation, use headphones.

### **MUSICAL INSTRUMENTS**

Do not play musical instruments in the residence halls if their use violates the rules governing Quiet or Courtesy hours. This includes, but is not limited to, the use of drum sets, electric, acoustic, or instrumental guitars and horns. The Humanities Building can arrange the use of practice rooms.

### **TELEVISION**

The university provides cable television outlets in the student rooms and “basic cable plus” cable television service. The type of television you have will decide the number of channels you can receive. HBO, ShowTime, and Cinemax are not available.



### **INTERNET GUIDELINES/RULES**

#### **Residence Hall Network Connection Contract for Vincennes University**

Vincennes University will provide each residence hall student with an Ethernet Network port, allowing students to connect their own personal computer equipped with an Ethernet Network Interface Card to the University’s network with access to the Internet. Users must abide by the following rules to ensure a functional and stable network. Failure to comply will result in the termination of service without prior notice. In addition, any violation may be referred to the appropriate agencies for disciplinary action, where the student is subject to the full range of University and governmental sanctions.

As long as you act responsibly while on the network, you will not have any problems. It is your responsibility to read and understand this contract. **In signing your housing contract and using your network connection, you agree to the terms and conditions set forth in this document.**

## **General**

This service entitles the user to a single user, non-server and non-commercial connection only. The connection supplied will be a minimum 100Mb Ethernet connection; however, Vincennes University is not liable for the inability of the user to connect at this speed. With the existence of the incompatibility of systems, we cannot guarantee that all computers can be connected to the network. Actual speeds may vary depending on total network usage. As such, Vincennes University cannot guarantee you uninterrupted service to either the local network or the Internet. Therefore, this type of access is provided “as is” without warranty of any kind. Vincennes University agrees to supply network service to the best of its ability without any guarantees.

Vincennes University may terminate, restrict or suspend any service to the user if any of the items in this contract are violated. These same results could occur if the user’s equipment causes problems on the network, and/or if any use is deemed by the Management Information Center to have a negative impact on the operation of service. Additionally, Vincennes University owns, operates, and maintains every aspect of the university network and reserves the right to monitor data from any connection on the network as deemed necessary by the Management Information Center.

The network is a shared resource. Therefore, negative use of the network, which inhibits or interferes with the use of the network by others, is not permitted. Any unauthorized use of other IP addresses, applications, or services, or the usage of an unusually high portion of the bandwidth for extended periods of time are not permitted. IP addresses will be assigned dynamically as needed. The addresses will be stored for a period of time as needed for tracking purposes to your computer MAC address for troubleshooting purposes.

The person registered to the residence hall room and its connection is responsible for all devices connected to that port. This includes the actions of any other users using that port and for all network traffic to, from, or through it.

Vincennes University reserves the right to change without notice certain aspects of the service, including but not limited to: access to all Internet or Intranet sites, hours of operation, connection speed, allowed ports, services, etc...

## **Private Computers Connected to the University Network**

A private computer connected to the University Network may not be used to provide network access to individuals who would not have access through official university systems, or as a router or gateway to other networks.

The network itself may not be modified in any way beyond the original intended use, which includes the addition of any hardware or software used to accomplish this. This includes any network wiring modifications, additional equipment, servers, etc... Examples of non-allowed items include, but are not limited to: routers, hubs, switches, gateways (or computers that emulate these items), any servers including the use of FTP, PROXY’s, POP3, SMTP (mail), or any software used for sniffing, scanning, hacking, or ANY other inappropriate and/or illegal uses. Such use can cause a termination of service without recourse.

## **Copyright Violations**

Peer-to-peer (P2P) and other such applications make it easy for users to exchange files with each other over the Internet. While these programs are a good way of sharing information, they are not entirely harmless and can cause problems for your personal system as well as the University network.

While these programs are a good way of sharing information, they are not entirely harmless and can cause problems for your personal system as well as the University network.

It is a violation of federal law and University policy to share and/or distribute copyrighted materials without the permission of the copyright holder. Violators may be subject to civil and criminal prosecution under the provisions of the Digital Millennium Copyright Act (DMCA), as well as personal sanctions specified in University policy.

Industry representatives for the Recording Industry Association of America and the Motion Picture Association of America aggressively monitor the Internet to discover incidents of illegal file sharing. When violations are discovered, they contact the network owner and demand that the offending device be disconnected from the network. To protect the user and the University from further damages under the DMCA or University policy, the University will disable network access for any machine for which the DMCA complaint has been received. This is required to prevent the University from incurring any legal liability due to the student's actions and the University cannot protect you from a copyright complaint.

To restore network service, the user must contact the MIC and arrange to sign a document stating that the user has deleted any illegal files, disabled the file sharing function of their software and has agreed to discontinue all illegal file sharing activity. If the user is named in additional complaints, they will be referred to the appropriate University offices for further review and action. This includes terminating the user's access to the University network. Action taken by the University to remedy a violation does not preclude the copyright holder from seeking civil and/or criminal prosecution.

### **Limitations of Liability**

In no event will Vincennes University and its employees, personally or otherwise, be liable for any damages whatsoever (including damages to the user's computer) from the use or non-use of this service.

### **Damages & Penalties**

The subscriber will be assessed a fee based on time and material for the repair of any damage to University facilities with a minimum charge of \$100 per incident.

Failure to comply with any of the items in this contract may result in termination of your service and/or criminal prosecution.

Vincennes University's Management Information Center reserves the right to terminate any connection without notice should it be determined that network traffic generated from said connections drastically inhibits or interferes with the use of the network by others, or for any reason deemed necessary by the Management Information Center.

### **Waiver of Liability**

In consideration of the service provided by the University hereunder, I assume all risks of connecting my equipment to the University system, and agree that neither Vincennes University nor any of its employees, officers or agents shall be liable for any claims, demands, actions, or causes of action of any sort whatsoever resulting from personal injury (including death), property damage, or economic loss, including incidental or consequential damages, suffered or incurred to me arising out of my use of the services provided hereunder. I do hereby forever release and discharge Vincennes University, its trustees, officers, employees, agents or servants from all such claims, demands, actions, or causes of action.

## **Additional Items**

Additional policies and information can be found in the Computing Policies section of the Student Conduct Code in the University Catalog. Please check with the Management Information Center for updates to these policies.

## **MAIL SERVICE**

Within the halls, each resident room has a specified mailbox located in the public areas near the front desks. Mail is delivered to each residence hall daily except Sunday. It is sorted and placed into the mailboxes by the Residence Hall Staff. Please provide your correct mailing address to friends and family. This will decrease delay in delivery. Your mailing address contains your name, room number, hall name and street address, Vincennes, IN 47591. An example is:

- Mr. John Doe  
000 Morris Hall  
10 E Tecumseh St.  
Vincennes, IN 47591
- Residence hall street addresses are:  
Godare Hall – 1401 Park St.  
Morris Hall – 10 E. Tecumseh St.  
Vanderburgh Hall – 1 W. Sycamore St.  
Vigo Hall – 3 E. Locust St.  
Clark Hall-1101 N. 1<sup>st</sup> St.  
Ebner Hall-1300 Chestnut Street

Packages and mail will not be forwarded after the end of semesters or summer sessions. Mail received for students who have vacated the residence halls will be returned to sender. Mail will not be held for students.

## **PUBLIC AREAS**

The residence halls have lounges and lobbies for use by the residents and their guests. These public areas may contain televisions, game tables, and vending machines. Each hall has designated areas for study.

The lobbies and lounges will close at 12:00 midnight with designated areas that will remain available to residents of the hall for quiet study only. **Please contact the Front Desk about areas designated for study after lobbies close.**

The university has equipped the residence halls with a variety of vending machines that dispense soft drinks, candy, and other snack items. The law prohibits tampering or maliciously damaging coin-operated machines. If a machine malfunctions, please report it to the front desk personnel who will assist in refunds.

## **LAUNDRY FACILITIES**

Each residence hall has coin operated washers and dryers. Residents must provide their own detergents and fabric softeners, etc. It is suggested student bring quarters for machines.

## **KITCHENETTES**

Kitchenettes are available to all residents in most residence halls. A kitchenette generally contains a sink, range, and counters for food preparation. The areas should be cleaned after each use. Students must check out a key for use.

# **ALCOHOL, DRUG AND WEAPON POLICIES/GUIDELINES**

## **ALCOHOL POLICY**

Alcohol is prohibited in all Vincennes University Residence Halls and University property. Students are prohibited from consuming, transporting, and distributing alcohol; possessing or being in the presence of alcohol; or exhibiting disruptive behavior influenced by the use of alcohol. Alcohol found by staff will be disposed of immediately. Persons found in violation of this policy will be subject to the Vincennes University Housing/Residential Life disciplinary process. The following sanctions may be required based on the violation and/or situation:

- Contact with parent/guardian
- Referral to Education/Support Programs. This could include but is not limited to Counseling, Drug and Alcohol Referral etc.
- Other educational sanctions
- Termination of Housing Contract
- University Disciplinary action
- Possible arrest or fines according to state alcohol laws

In addition, no empty alcohol containers may be displayed at any time or in any location. No public notices promoting or advertising alcohol is permitted in student residence hall windows or doors. Policies are subject to University approved changes.

## **DRUG POLICY**

Vincennes University prohibits the use of drugs and/or controlled substances that are illegal and that may involve psychological or physiological hazards or that may lead to interference with the rights and privileges of others. It is unlawful to use, manufacture, possess or sell illegal drugs and controlled substances in the Residence Halls or on University premises or as part of any University activity. Students who violate this policy will be subject to the Vincennes University Housing/Residential Life disciplinary process and action by the University Dean of Students Office and/or law enforcement agencies. Contact with parents/guardians, referral to education/support programs, other educational sanctions, termination of Housing contract or possible arrest or fines may also be administered to violators. Paraphernalia is not allowed. This includes, but is not limited to, roach clips, bongs, pipes, blow tubes, bowls, any type of water pipe or any object filled with water through which smoke is drawn. Further, use, manufacture, possession, or sale of illegal and/or controlled substances by Vincennes University students not on campus can lead to disciplinary actions under the University Standards of Student Behavior Policy. Students who have been prescribed controlled medications must maintain possession of the medication in the original prescription bottle. Policies are subject to University approved changes.

## **WEAPON POLICY**

It is against University Policy to possess a weapon on university property. If a weapon is found in violation of this policy, it will be treated as a suspendable offense. This policy is included in the Standards of Student Behavior. Students may not possess or use firearms or lethal weapons on university property at any time, under any circumstances. The storage of firearms or weapons in an automobile brought to campus is prohibited. Note—Policies are subject to University approved changes.

## **TOBACCO POLICY**

VU is a tobacco-free campus except for designated tobacco use areas. Please help us maintain a healthy environment for our students, employees, and visitors. Smoking of any type, including e-cigarettes, is prohibited in university facilities and is limited to designated areas and private vehicles.

The policy is in place to promote a healthy environment in which to work, study, and live. The enforcement of this policy will depend upon the cooperation of all faculty, staff, and students not only to comply with this policy but also to encourage others to also comply. Accordingly, tobacco users are expected to voluntarily comply with the policy.

Anyone who observes a possible violation may courteously and without confrontation inform the individual of the tobacco policy and attempt to offer an information card which outlines the tobacco-free campus policy. Those who suspect another is violating the policy may report it to the appropriate unit for possible disciplinary action.

If the person is an employee and that person continues to use tobacco products in a prohibited area, report the incident. On the Vincennes Campus, contact the Office of Human Resource (888-5848); if the person is a student, report him or her to the Dean of Students (888-4301). If on the VUJC campus, please contact the Office of the Dean at 812.482.3030 or Director of Student Services (812) 482-3030.

## **S-h-h-h-h-h \***

### **STUDY/QUIET HOURS**

The university believes that residents have the right to be able to study or sleep quietly in their residence hall rooms. Therefore, quiet hours are in effect for all residence hall floors from 8:00 p.m. until 8:00 a.m., Sunday through Thursday and from 12:00 a.m. until 11:00 a.m. Friday and Saturday and during vacation periods.

The residence hall staff has a shared responsibility with residents to insure that the residence halls are positive environments for studying and sleeping.

During study/quiet hours, the following guidelines will be in effect:

- A. The noise level resulting from stereos, radios, television, etc. in any area (rooms, rest rooms, lobbies, laundry rooms, etc.) should not be audible a door away from its source. Also, no stereo should be audible outside the residence hall. The use of headphones is encouraged when playing a stereo.
- B. Doors must be completely closed if any type of sound equipment or conversation is occurring in the room no matter the noise level or volume.
- C. There should be only low conversation in the hallways for short periods. This is also true for public areas and courtyards.
- D. Floor lounges are for quiet activities (cards, games, eating, etc. and any program approved by the residence hall staff)
- E. Public areas are for quiet activities and conversations. The primary responsibility for enforcement of these guidelines shall rest with those individuals who object to the noise. Residence hall staff will intervene in reports of noise violations or when a resident is unable to accomplish a successful intervention.
- F. Designated study areas are available in all halls. Please contact the Front Desk of your Residence Hall for details and locations.

**Quiet hours will be in effect twenty-four (24) hours per day during Midterm and Finals Weeks each semester.**

## **COURTESY HOURS**

Courtesy hours will be in effect (8:00 a.m. until 8:00 p.m.) during all times not covered by study/quiet hours. This is a period during which residents and guests must act with consideration toward others concerning noise. This does not mean residents can disrupt the environment by “blasting out” others with their stereos, etc. There will be no tolerance for irresponsible behavior concerning noise during study/quiet or courtesy hours.

Enforcement of courtesy and/or quiet hours is not solely the responsibility of the hall staff. You must exercise restraint and use self-discipline to assure an atmosphere in the residence halls that is conducive to study.

Residents are to be considerate of their neighbors at all time and respond to courteous requests by other residents and staff members regarding noise.

## **VISITATION POLICY**

The Residence Halls of Vincennes University offer student room visitation; visitation gives residents who desire it the privilege of entertaining guests of the opposite sex in their rooms during specified hours.

Members of the opposite sex may visit in the living areas only at the times specified by residence hall guidelines. Guests must be at least eighteen (18) years of age, unless there is relationship verification and then must be accompanied by a parent or guardian.

- All guests must check in at the front desk with their host and present their valid VU ID, picture ID with a birth date, or a driver’s license. Both the guest and their host must present ID. Visitation cards will be issued to all parties. These visitation cards must be returned when host and guest are checked out.
- TWO GUESTS MAY BE CHECKED IN PER HOST (In University Residence Halls)
- The host is responsible for the conduct of his/her guest(s) at all times in all places. Guests are to observe all regulations of the residence halls in which they are visiting.
- The host must escort the guest at all times.
- It is the responsibility of each resident to report any violation of the visitation policy, particularly the presence of an unescorted guest, to the appropriate person.
- Visitation does not imply cohabitation. The host must be present in the room during visitation.
- All guests must check out through the front desk at the end of their visit.
- Use of shower/bath facilities by guests is prohibited. They must be escorted to either a public rest room or a bathroom designated for their use.
- Appropriate clothing is required. This includes shirt, shorts /pants and shoes.
- To preserve the academic environment of the residence hall, the RHC reserves the right to suspend visitation at any time.

\*\*\*\*\*Students residing in University owned off campus properties may only have 3 guests per apartment resident. (ex. 4 bedroom units-capacity 16-this includes residents of property). Students who desire to host numbers gatherings with more residents than allowed above must submit a request in writing to the Property Manager. This request must be submitted 48 hours in advance and be approved and signed by the Property Manager. Residents in violation of this policy will be sanctioned. Possible removal from University owned Off-Campus Properties could result.



**Visitation options:**

**Maximum visitation hours**

Monday – Thursday noon – midnight  
Continuously - noon Fri. – midnight Sun.

**Halls**

Vanderburgh  
Godare  
Clark  
Morris  
Vigo  
Ebner

**\*\*VISITATION HOURS ARE SUBJECT TO CHANGE AS NEEDED\*\***

Hosts and guests who violate the visitation policy subject themselves to disciplinary action up to and including suspension. Expect withdrawal of the visitation privilege in any violation and disciplinary point.

- First violation: suspension of visitation for 2 weeks and disciplinary points.
- Second violation: suspension of visitation for 3 weeks, disciplinary points and placement on hall probation.
- Third violation: suspension of visitation for 4 weeks, disciplinary points, hall probation and moved to another residence hall of the RHC's choosing.
- Fourth violation: suspension of visitation for the remainder of the contract period with possible expulsion from the residence halls.

The suspension of privileges begins after the resident is notified by the RHC or CM. The suspension of visitation applies to all of the residence halls.

If multiple violations occur, the suspension runs consecutively not concurrently.

The suspension of visitation shall not include any periods of class breaks, as these days DO NOT count toward the suspension period.

**ROOMMATE CONFLICT RESOLUTION**

Most conflict situations that occur between individuals are a result of a misunderstanding or a lack of communication. It is important to realize that direct communication about the issues of concern can result in a mutually agreed alternative.

Within any living environment, conflict situations may arise between individuals sharing the same space. If you and your roommate are in conflict, it is important that you accept initial responsibility to discuss your concerns and reach an amiable solution. Follow these steps in dealing with conflict with your roommate:

- A. Roommates should discuss their differences with each other and try to reach a compromise.
- B. If a compromise or mutually acceptable agreement cannot be reached, a roommate should contact the Resident Assistant (CA). The CA will request individual meetings with all roommates to obtain information regarding the dispute. The CA may respond in the following manner:
  1. Establish a meeting with the roommates to discuss alternatives and possible expectations that would lead to a resolution.
  2. Refer the issue to the Residence Hall Coordinator for discussion.

Despite attempts to maintain agreed upon expectations, some roommate conflicts may result in an unacceptable outcome for either roommate. If a roommate conflict, not involving a confirmed violation of Residence Hall policy, is unresolved, The RHC will assume responsibility for completing a room change. This change is done at the discretion of the RHC.

## **THE CAMPUS SEXUAL VIOLENCE ACT**

The Violence Against Women Reauthorization Act (“VAWA”), which President Obama signed into law on March 7, imposes new obligations on colleges and universities under its [Campus Sexual Violence Act \(“SaVE Act”\) provision, Section 304.](#)

Under VAWA, colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates;
- Adopt certain student discipline procedures for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

### **I. New Reporting Requirements**

VAWA’s SaVE Act provision imposes new reporting requirements:

A. The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. VAWA’s SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery. Parsed for clarity, these offenses are defined:

1. “Domestic violence” includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
2. “Dating violence” means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
3. “Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

### **Victims’ Rights**

Institutions must afford any student or employee who reports that they have been the victim of an incident of sexual violence, either on or off-campus, with the following information and rights:

- Possible sanctions or protective measures that may result from an institutional disciplinary proceeding (see Conduct Proceedings below for additional information);
- Procedures that should be followed in the event of an incident of sexual violence including –
  1. The importance of preserving evidence for proof in criminal proceedings;
  2. To whom the offense should be reported;
  3. Options for reporting to law enforcement including the right to be assisted by campus authorities;

4. The right to decline to report to law enforcement; and
  5. Information about no contact orders issued by a court.
- Notification about existing counseling, health, mental health, victim advocacy, legal assistance and other services available on and off-campus.
  - Institutions must make changes to the academic, living, transportation, and working situations of any victim if requested and reasonably available whether or not a formal report is made.

## **Conduct Proceedings**

In addition to reporting to law enforcement, victims also have the option to seek protective or disciplinary action directly with their institution. Institutions must adopt and disclose policies that –

- State the standard of evidence (which under current Title IX guidelines is “preponderance of the evidence” or more likely than not);
- Provide a “prompt, fair and impartial investigation and resolution”;
- Provided proceedings must be conducted by officials who receive annual sexual violence training, including on how to conduct an investigation, protect the safety of victims, and promotes accountability;
- Require that both accuser and accused are entitled to the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice (an institution may not meet this requirement by denying both parties the right to an advisor);
- Require that both the accuser and accused shall be simultaneously informed, in writing, of –
  1. The outcome of any institutional disciplinary proceeding;
  2. The procedures for the accused and the victim to appeal the results of the proceeding;
  3. Any change to the results; and
  4. When such results become final.

## **SEXUAL ASSAULT POLICY**

It is the policy of Vincennes University that sexual assault will not be tolerated. The university is committed to a firm and timely response to any report of sexual assault and to the education of the university community about the reality and the consequences of such acts. The university defines sexual assault in accordance with the Indiana State Law and, as such, makes no distinction between sexual assault by strangers and assault by acquaintances. Contact University Police at 812-888-5555 for assistance.

## **AQUAINTANCE RAPE**

Acquaintance rape is forced, manipulated or coerced sexual intercourse by a friend or acquaintance. It is an act of violence, aggression, and power. It is a situation where a person is forced to have sex; no one gives consent. Acquaintance rape can happen anywhere and anytime to anyone. Studies show that acquaintance rape occurs more frequently among college students, particularly first year students, than in any other age group. If you have a friend who comes to you for assistance, here is some pertinent information:

1. The residence hall staff is a primary resource and can provide assistance.
2. The student counseling services provides free and confidential interviews. With acquaintance rape, consulting a counselor does not mean reporting the incident legally. For advice or assistance, they can be reached at 812-888-4374 or through the residence hall staff.
3. If your friend wants legal assistance, help is available through the University Police. Their number is 812-888-5555.

## **SEXUAL HARASSMENT POLICY**

Sexual harassment is against federal law and against university policy. Vincennes University is committed to providing a positive, discrimination-free educational environment. Sexual harassment is unacceptable conduct that is not condoned. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical, written, or verbal intimidation of an offensive and sexual nature. Some examples that may constitute sexual harassment are:

- Subtle pressure for sexual activity
- Unnecessary brushes or touches
- Offensive sexual graffiti
- Disparaging remarks about one's gender
- Physical aggression such as pinching or patting
- Verbal sexual abuse disguised as humor
- Whistling
- Obscene gestures
- Obscene or offensive jokes

### **What can you do?**

- Try saying "no" directly to your harasser. This sounds simpler and easier than it may be. Be direct, firm, and positive.
- Keep a record or journal of times, places, dates, and descriptions of each incident as it occurs. Include witnesses to the event(s), if there are any.
- Don't be afraid to ask for help. Contact the Dean of Students, the Counseling Center, your CA/CM/RHC, your department chair, or the Dean of Faculty.
- Even though you may feel guilty, feelings of guilt are normal. You are not at fault.
- Women may suffer from sexual harassment regardless of their appearance, age, race, marital status, and occupation or socio-economic class.
- Women may also sexually harass men.
- Same sex harassment may also occur.
- Women or men do not invite sexual harassment by their behavior and/or dress. As with rape, sexual harassment is not a sexually motivated act. It is an assertion of hostility and/or power expressed in a sexual manner.

## **RACIAL, ETHNIC, AND RELIGIOUS HARASSMENT POLICY**

Vincennes University expressly prohibits racial, ethnic, and religious harassment of its students, employees, and those who seek to join the campus community in any capacity.

Racial, ethnic, and religious harassment shall include, but not be limited to:

- Physical, psychological, verbal, and/or written abuse with regard to race, creed, ethnicity, or religion (examples would include unequal academic expectations, physical harm, written abuse on papers or records, personal verbal insults, or jokes based on a person's race, ethnicity, or religion).

- Any harassing activity (one time or multiple times) which acts to deny an individual the full rights and privileges which are inherent in living, studying, working, and visiting on the campuses of Vincennes University.

Anyone having a complaint of racial, ethnic, or religious harassment should notify University Police, the Affirmative Action Officer, or the Dean of Students.

### **HARASSMENT/FRAUD**

Harassment is against the law and against university policy. Vincennes University is committed to providing a positive educational environment. Harassment is unacceptable conduct and not condoned. Such behavior is subject to the university and residence hall discipline procedures.

You may not charge long distance telephone calls or collect calls to a residence hall number. For your protections, new equipment and procedures enable the telephone company to detect and investigate fraudulent calls. State law provides that no person shall defraud or attempt to defraud the telephone company of its lawful charges. Violators are subject to imprisonment of up to one year or a fine of up to \$10,000 or both.

### **STUDENTS RIGHT TO KNOW AND OTHER FEDERAL COMPLIANCE INFORMATION**

Federally required disclosures are mandated by the Higher Education Act of 1965 as amended 2008 (HEOA), the Family Educational Rights and Privacy Act of 1974 (FERPA), the Clery Act (formerly known as the Student Right-to-Know and Campus Security Act), and the Violence Against Women Act. Under these laws, universities are required to provide information regarding enrollment, financial, retention and graduation rates, student outcomes data, and campus crime statistics to assist all potential and currently enrolled students in making responsible decisions regarding their education.

<https://www.vinu.edu/student-right-to-know-and-policies>

## **RESIDENTIAL LIFE DISCIPLINARY/JUDICIAL BOARD PROCESS**



### **HALL DISCIPLINE**

Hall discipline falls under the guidance of the Residence Hall Coordinator (RHC) of each residence hall. All reports of violations, etc. are made by student staff and turned in to the RHC who then will meet with the resident to discuss the incident and access points.

### **HALL PROBATION**

Residents who violate University Housing and Residence Hall regulations may be placed on Hall Probation by the Residence Hall Coordinator (RHC). Hall Probation is a trial period in which the resident has the

opportunity to redeem or remedy inappropriate behavior and refocus his or her goals toward a more successful college living experience.

The student, who violates the terms of Hall Probation, faces relocation in his or her Hall or into another Residence Hall of the RHC's choice, where the RHC reviews the Hall Probation terms. Both Residence Hall Coordinators and the Director of Housing/Residential Life must concur. Conditions of the hall probation may be forwarded to the Dean of Students. Members of an entire wing may be relocated if the group behavior violates terms of hall probation.

When a resident moves to another Residence Hall under these conditions, the resident cannot visit in the former Hall without the consent of that RHC. The RHC may refer violations after resident relocation to the Director of Housing/Residential Life or Dean of Students for further disciplinary action.

## JUDICIAL BOARD/POINT SYSTEM

Vincennes University Residence Halls fall under the following point system in disciplinary cases. Each resident can accrue no more than 24 total points. If a resident reaches or goes over the 24 points, then he/she is asked to vacate the residence hall. The resident has the right to appeal the decision to the University Judicial Board within 24 hours of receiving notice. The board then meets to hear the appeal and makes a decision. The decision is final.

### POINT SYSTEM

Level	Offense	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
I	Visitation violation	2	4	5	7
	Failure to appear	2	3	4	5
	Inappropriate behavior	3	4	6	8
	Violation of Student Room Regulations	3	4	6	8
	Noise	3	4	8	10
	Trash/general uncleanliness	3	4	5	8
	Candles/Incense	3	4	6	8
	Tobacco use in nontobacco area	5	7	9	11
	Failure to comply	6	10	15	20
	II	Combustible items	9	13	18
False fire alarm		10	15	20	24
Vandalism		10	15	18	22
Tampering w/ Fire protection equipment		11	16	18	20
Alcohol		13	18	24	
III	Threatening behavior	12	15	20	24
	Harassment	18	24		
	Intimidation	18	24		
	Assault	20	24		
	Theft	20	24		
	Drugs/paraphernalia	22	24		
	Arson	24			
	Bomb threat	24			
Firearms/weapons	24				

Level I

Notification of sanctions from residence hall staff or appointment set to review infraction with RHC/CM.  
(3 level I = level II)

Level II

Appointment set to review infraction with RHC.  
Points are calculated with sanction opportunity.  
Referral to the Dean of Students Office is at the discretion of the RHC.  
(2 level II = level III)

Level III

Written report from the residential life staff to the RHC.  
Points are calculated.  
Mandatory referral to the Dean of Students Office.

**NOTE: Students who drop below full-time status (12 credit hours) must leave the residence halls or University Owned off-campus properties if they are involved in a residence hall handbook or Standard of Student Behavior violations. Students below full-time status (12 credit hours will be required to meet with their Hall Coordinator or Property Manager. At this meeting, academic performance, attendance and conduct records will be discussed. Students who are not attending classes, show poor academic progress, or possess several disciplinary reports may be asked to leave the Residence Halls or University owned off-campus apartments. The Hall Coordinator or Property Manager at his or her discretion can require the student to provide evidence of classroom attendance and performance to remain in the residence halls/University owned off-campus apartments.**

Additionally, these infractions will be referred to the Dean of Students:

1. Threats against staff or others
2. Possession or sale of dangerous drugs (any quantity)
3. Repeated suspicion of drug usage or sale
4. Repeated possession of alcohol
5. Theft or attempted theft
6. Fire/bomb threat
7. Possession of weapons
8. Repeated disorderly behavior
9. Violent behavior
10. Illegal entry



## HOUSING CONTRACT INFORMATION

The university requires all students who do not live with parents or a legal guardian to live in university housing when accommodations are available, unless they are 21 years of age or over, military veterans, married, or have a dependent.

Please read the entire housing contract and the Terms and Conditions of Residency. Upon receipt by the housing office, the signed/electronically signed and submitted document becomes legally binding and enforceable.

The housing contract is for the entire or remaining part of the academic school year. By signing/electronically signing and submitting the housing contract, the student agrees to accept/abide by the terms/conditions of residency, and all policies, procedures, and regulations established by the university.

University residence hall accommodations and University owned off-campus properties are reserved for the exclusive use of enrolled or enrollment eligible students at Vincennes University. Other students, visitors, and guests specifically authorized or approved by the housing office may reside as well.

The residential life student agrees to conduct himself/herself in a way that does not interfere with the use and quiet enjoyment of the premises by others.



### HOUSING DEPOSIT/PREPAYMENT

All residents pay a \$150 deposit when the housing contract is filed. The whole or any portion of the deposit may be forfeited for damages to the residence hall resulting from lack of care or any assessed additional charges. Any charges will be placed on the student account. The deposit can also satisfy the cancellation fee, if necessary. Each student pays a prorated charge for anonymous damages to the residence hall. ***THE UNIVERSITY IS NOT OBLIGATED TO REFUND THE DEPOSIT IF AT THE TIME OF TERMINATION, THE STUDENT IS IN DEBT TO THE UNIVERSITY.***

A prepayment is also required for anyone requesting a single room. This prepayment must be paid in full before a single room is potentially assigned. This prepayment will be placed on the students' account as a credit. In the event the student is not granted a private room, this prepayment remains on the account and will be used for room and board costs or other charges to the account.



## **COSTS**

Refer to the Vincennes University catalog supplement entitled “Schedule of Fees” for current room and board rates. Specific rate and payment information for the upcoming school year are available to all students upon Board of Trustee approval. No refunds will be given the last two weeks of each semester.

## **CONTRACT RELEASE**

The Housing Office will not terminate the residential and financial conditions of the housing contract for the student to change his/her place of residency to a private home, fraternity/sorority house, or other housing, or to commute during the period stipulated by the housing contract. If there is a drastic change in circumstances beyond his/her control, a student may apply to the Housing Contract Release Committee for release from the terms of this contract.

**IN ALL INSTANCES, A CANCELLATION FEE OF \$750 (Aug 15-March 15) or \$500 (After March 15<sup>th</sup>) IS ASSESSED ACCORDING TO THE TERMS AND CONDITIONS OF THE HOUSING CONTRACT, excluding midyear graduation.**

## **HOUSING CONTRACT RELEASE COMMITTEE**

The Committee’s responsibility is to review the student’s application for release from the housing contract. The committee decides if changes in the student’s situation warrant a release from the housing contract. Please contact the Housing/Residential Life Office for details and to obtain the form for completion and consideration.



## **DAMAGES, INDIVIDUAL, GROUP, AND ANONYMOUS**

Repair or replacement costs decide damage charges. Replaced items are still the properties of the university and must stay on university property.

**INDIVIDUAL:** Residents will be individually charged for damages they cause. The student who causes the damage to his/her room is the one who pays for them – not those who maintain their room properly.

**GROUP:** Damages occurring in the public or semi-public areas of the halls are charged to the individuals or groups responsible when this responsibility is established.

**ANONYMOUS:** Any vandalism of unknown responsibility may be charged to all residents of the residence hall.

## **OVERNIGHT GUESTS**

Overnight guests of the same sex are welcome in your room only if they have been registered at the Front Desk. Guests may stay for no more than 2 consecutive nights and no more than 5 nights in a 30-day period.

\* All guests are to register at the front desk so they may be located easily in case of an emergency. \*

Failure of the guest to be registered will result in a \$30/night per person charge. Violation of this policy could result in relocation to another residence hall or possible removal from all Housing/Residential Life

facilities. You, as the host, are responsible for all charges. In addition, the resident is responsible for his/her guest's conduct and/or damages. Plan visits in advance to provide for adequate sleeping arrangements.

## PARENTS AND OTHER RELATIVES

Parents may visit in the private living areas any time the residence hall is open. Students are responsible for escorting their parents to and from the private living area.

# SAFETY AND SECURITY

Security in the residence halls requires your cooperation and active participation. Your room key is your basic means of security. For your protection, we lock all residence halls doors at 12:00 midnight. DO NOT PROP DOORS OPEN. Use your key card/key for entry after front lobbies are closed. **Report stolen/lost keys immediately to receive a new key; this provides continuous security for your residence hall.**

1. KEEP YOUR ROOM DOOR LOCKED even if you “just step out for a minute.” It helps to deter unwanted intrusion. Unlocked doors enable theft. Be especially careful of textbooks, medications, stereo equipment, televisions, and other electronic items.
2. Do not allow strangers or casual acquaintances into your room unless there is someone else present. Use the peephole before opening your door.
3. When leaving the residence hall, let your roommate or someone know where you are going and when you expect to return.
4. Do not overload yourself with books, packages, bags, etc. Leave one hand free. Dress for freedom of movement.
5. Avoid walking alone at night. Keep with a group or companion, even for short trips.
6. Use the evening escort service. It is available 24 hours a day, seven days a week. Campus Police provides free walking escort service from various locations around campus to students who may feel uncomfortable walking after dark or have other safety concerns. CALL 812-888-5555.
7. When walking at night, avoid dark buildings, doorways, and shrubbery whenever possible. Try to stay in well-lit areas and concentrate on your surroundings. Know who and what is around you always.

## Vincennes University Emergency Blue Lights

Corresponding Building	Building Address	Blue Light Location
Dayson Foundation Center / Alumni	1009 N. 3 <sup>rd</sup> Street	Parking Lot Side of Building
Learning Resource Center / Library	130 E. College Avenue	2 <sup>nd</sup> Street and College Avenue
Shircliff Humanities Center	130 E. Harrison Street	1 <sup>st</sup> Street and Harrison Street
Health Occupations Building / Nursing	27 W. Harrison Street	Between Water Tower and Building
Beless Gymnasium	116 W. Indianapolis Avenue	Along Indianapolis Avenue
Tecumseh Dinning Center / TDC	15 E. Rosedale Avenue	Back of TDC / TDC Lot
Vanderburgh Residence Hall	20 W. St. Clair Street	Corner of Vanderburgh Hall
Construction Technology	121 E. St. Clair Street	Red Skelton Blvd. and Highland Street
Red Skelton Performing Arts Center	20 W. Red Skelton Blvd.	Red Skelton Blvd. and Short Street
Phillip Summers Center / Social Science	118 E. St. Clair Street	1 <sup>st</sup> Street and Red Skelton Blvd.
Vigo Residence Hall	3. E. Locust Street	Corner of Vigo / 1 <sup>st</sup> and Rosedale
Coming Soon – Jefferson Student Union	1379 N. Chestnut Street	Between JSU and Chestnut Street

VU Interactive Map: <https://map.concept3d.com/?id=1168#!ct/30384,30385,27749>

8. When approaching a group, look at the people in the group. Walk at a steady, confident pace. Remain alert and do not daydream.
9. Do not keep large sums of money. Open a local checking account or purchase traveler's checks. Be careful not to expose sums of money, particularly when paying for a purchase.
10. Do not carry your purse or wallet haphazardly. Carry it close to your body, especially in large crowds. Distribute your money throughout your purse if someone steals your wallet, all is not lost.
11. Always carry identification. This is important in case you are involved in an accident.
12. Always carry a card that informs people of any special medical conditions. Examples would be if you have any allergies, or even if you wear contacts.
13. Use common sense. Engrave your Indiana Driver's License number on your valuables. It can help police trace stolen items statewide.
14. Check with your family to see if their insurance policy covers your belongings while you are living away from home. If your homeowner's insurance policy does not cover your personal property while on campus, information concerning insurance coverage can be obtained from the Housing/Residential Life office.
15. Please be responsible when using Social Media. If you should receive posts that are threatening or do not recognize the sender do not reply. If posts are threatening or disturbing, please contact University Police immediately.

### **SHELTER IN PLACE**

This action may be taken when warned about, or during, a natural or man-made emergency event. Students/individuals should seek shelter in a university building or residence hall, listen to instructions given by University staff and proceed to location instructed. Do not leave the building unless instructed to do so by a University official. Students/individuals who elect to leave building are risking their safety. Remain in a central hallway or below ground floor and stay away from windows, mirrors, and unsecured objects. An all clear order will be given when it is safe. Failure to proceed to designated area could result in disciplinary action.

### **REGISTRATION OF PERSONAL PROPERTY**

Personal Property registration cards are available at the front desks of each residence hall. We strongly encourage all residents to obtain a card(s) in order to document personal property. The residence halls of Vincennes University are not liable for replacing residents' lost, stolen, or damaged/destroyed personal property. The information provided on the cards can be submitted to Campus Police and the residents' or their parents' insurance providers.

Completed Personal Property registrations cards are to be turned in to the front desk where they will be stored for future reference.

### **SOLICITING**

Door to Door Solicitation, fund raising, sales or commercial activity is not permitted within the residence halls. A student may however by express invitation invite a distributor, solicitor, fundraiser, or salesperson to the students' room for distribution, solicitation, fundraising, sales to that student and the students' invited guests in the privacy of his or her own room. Invited guests are by invitation only—not by mass advertising within the hall(s) or campus. Student must be reminded products and offerings must not violate the Vincennes University Standards of Student Behavior, University, state or federal laws. All solicitors must contact the Student Center and obtain the appropriate paperwork and signatures before any activity may take place. In addition, students must contact the Hall Coordinator of the hall the activity will be located with information regarding date time and place, as well as, present a copy of the signed solicitation forms with all appropriate signatures obtained from the Student Center.

**QUESTION STRANGERS WANDERING ON YOUR FLOOR. ASK TO SEE IDENTIFICATION. TELL A STAFF MEMBER IMMEDIATELY OR CONTACT THE FRONT DESK PERSONNEL.**

PROTECT YOURSELF AND OTHER RESIDENTS, USE COMMON SENSE AND PREVENT YOURSELF FROM BECOMING A VICTIM.

## NIGHT SECURITY

All halls have night desk clerks stationed at the front desks. They are part of the security protection during the evening and need your support. Outside doors are locked nightly at designated hours. **YOU MUST PROVIDE SOME FORM OF PHOTO IDENTIFICATION TO A NIGHT DESK CLERK OR STAFF MEMBER WHEN REQUESTED TO DO SO.** Phone the front desk if you see someone lurking around entrances. A resident must escort a nonresident guest while inside the residence halls. Access to each hall after 12 midnight is via the security door using the issued key card.



## FIRE ALARMS, DRILLS, AND EMERGENCY EQUIPMENT

False reporting of an emergency is unlawful. We prohibit unauthorized use of, or tampering with, emergency or safety equipment. Interference with and/or non-adherence to emergency evacuation procedures is unlawful. Blocking open any fire door, locked door, or passing through any door where security alarms are set is prohibited. Tampering with emergency equipment and/or safety equipment can result in suspension and/or a \$100 fine. Illegally opening a fire door will result in a \$50 fine. When a fire alarm sounds you should evacuate the building via the nearest exit immediately.

**Do not use the elevators during a fire or a fire drill.** Fire drills, false alarms, and genuine fire alarms are indistinguishable. **YOU MUST EVACUATE THE BUILDING WHENEVER THE FIRE ALARM SOUNDS.** Even in a “fireproof” building, a small wastebasket fire can quickly fill an area with smoke and/or deadly gases. Smoke is a major cause of death in residence hall fires. Failure to evacuate will result in a \$50 fine.

To retard smoke, be certain to close your room door and windows when you evacuate the building. Always keep hallways and stairwell smoke doors closed. Do not reenter the building until you hear an all clear signal.

General rules for fire drills are:

- Wear shoes and a coat.
- Walk calmly when exiting the building.
- Check out with the designated fire marshal at the assigned fire exit. If you are in another part of the building at the time of the alarm, use the nearest fire exit. When you are outside the building, report immediately to your fire marshal, so that the staff is aware that you have left the building.
- Remember others will be using the same exit, so remain calm and orderly.
- Remain at your assigned place outside the building until you are given the signal to return.
- If you see a fire or smoke, pull the nearest alarm and notify someone on staff, then evacuate.
- Failure to evacuate results in a \$50 fine.
- Blocking any exit/stairway results in a \$50 fine.

## FIRE PREVENTION

Do not use any appliance that may create a fire or safety hazard in student rooms. Take care using all electrical cords and overloading sockets. Take special care with all extension cords. All electric cords should bear the label “Approved by Underwriters’ Laboratories.” Smoking is not allowed in any residence hall. Designated Smoking areas have been established across campus. Smokers must go to these areas if they wish to smoke. Smoking in bed, not extinguishing a cigarette completely or emptying ‘hot’ butts into

wastebaskets are sources of fire. Flammable products are not allowed in the residence halls. Fire doors prevent fire, smoke, and fumes from spreading through the building and are to be kept closed at all times. They keep routes clear for safe exit. Turn off equipment in kitchenettes and laundry rooms when you finish using it. Make sure access to doors and windows are clear. Furniture may not be placed in front of the door or in such a way to obstruct evacuation from the room.

## **TORNADO WATCH/TORNADO WARNING**

March through October is “tornado season” in Indiana. Media and emergency agencies use the following terms about tornadoes:

- Tornado Watch: Weather conditions are ripe to produce these storms. You should be alert to changing weather conditions; be prepared to seek shelter if a Tornado Watch is announced.
- Tornado Warning: A tornado has been sighted in the area. In the residence halls, you will hear a continuous blast from the Outdoor Warning System located atop several campus buildings or beeps of the fire alarm.

Upon receiving such notice:

1. Do not open room windows. There is no time.
2. Grab a pillow, blanket, or coat to protect your head from flying objects.
3. Vacate your room, closing the room door moving to designated hallways, bathrooms, or to the first floor.
4. Follow specific instructions posted on bulletin boards and given by staff.
5. Listen to a portable radio for weather bulletins.
6. Refrain from using the telephone or entering your room during the danger period.
7. Be as fully dressed as possible and take a flashlight.
8. Do not panic.
9. Staff will notify you when the danger has passed.

## **JEFFERSON STUDENT UNION**

Sodexo Campus Services is proud to offer Vincennes University students, faculty and staff a convenient and unique dining experience in the Jefferson Student Union (JSU). Visit the JSU Café or Jazzman’s. All food may be ordered to go or eaten in the beautiful 150 seat dining area. The public is welcome to dine during all hours.

"Flex Dollars" are another special feature at the JSU. The Flex Dollar program enables commuters and resident students as well as faculty and staff to purchase menu items using their VU I.D. card rather than using cash. For further details, contact Sodexo Customer Service at 888-5841 or 888.5089. Flex Dollars may be purchased as part of the resident dining program or independently.

## **FOOD SERVICE**

**VINCENNES UNIVERSITY DINING SERVICES**

**[www.vinu.sodexomyway.com](http://www.vinu.sodexomyway.com)**

**812-888-4365**

### **Hours of Operation**

Our hours of operation for all dining locations can be found on our website, [vinu.sodexomyway.com](http://vinu.sodexomyway.com).

### **Residential Dining Services**

Meal plans for resident students are contracted through the Housing and Residential Life office in Clark Hall.

### **Off Campus Meal Plans**

Meal plans are available for off campus students. These off campus plans offer meals at the Tecumseh Dining Center and Simply To Go, as well as Flex Dollars that can be used at the JSU Café and Jazzman’s

Brew & Bakery. These may be purchased through Sodexo or through the Student Financial Services office and deducted from any financial aid refund a student may have coming. Contact dining services at 888-5841 or 888-4127 for more program information.

#### **Be My Guest**

Our doors are open to the public, so please feel free to invite your family and friends to dine with you. Meal rates are posted on our website and at the cashier stand.

#### **Bite By Sodexo**

Interested in knowing what will be offered on the menu and their nutrients and allergens? Download our free app, "Bite By Sodexo" and know what the dining center is serving a week in advance.

#### **Tecumseh Dining Center Rules & Conduct Code**

1. Students are required to have their VU student I.D. to enter the Dining Center. Your VU Student ID is the only way to access your meal plan. If you lose or misplace it, you will need to go on line to [www.BlazerOneCard.com](http://www.BlazerOneCard.com) or stop by the Student Financial Services Office. The use of your ID by another student is not permitted.
2. The university "Student Conduct Code" applies to behavior in the dining center. Please be courteous to other students. Loud, disruptive behavior or vulgarity is not acceptable behavior.
3. Although you pay for a meal plan, utilizing the dining facility is a privilege that can be revoked due to misconduct.
4. **Do not remove plastic cups silverware or dishes from the dining center.** Disposable cups are available.
5. Appropriate dress is required; shirts and shoes are a must.
6. Service Dogs are allowed in the Dining Center.
7. Seconds are allowed on all foods with the exception of special meals. Although seconds are allowed, you will be served only one entree at a time. If you are still hungry you are welcome to return for seconds. Try not to waste food.
8. Throwing of food, beverages, paper, etc. is not permitted.
9. Do not leave dishes or trays on tables. Please place trays on the dish belt and remove silverware from tray.
10. All food and beverages are to be consumed in the Dining Center. No food items can be taken from the Dining Center. Removing food from the dining center, without authorization, could result in the loss of your dining privileges.
11. Enter the dining center from the main entrances ONLY. You may not enter through the exit doors.

#### **Special Needs**

Need a special diet? We'll do our best, but at your doctor's request. We encourage you to bring as much support material as necessary from your doctor in reference to your dietary needs.

#### **Sick Trays**

If you are ill, and cannot make it to the Dining Center, sick tray request cards are available through your Residence Hall Director. Simply send a friend with your student I.D., and a sick tray request card signed by your Residence Hall Director or Assistant Residence Hall Director. The sick tray will be assembled and delivered to you by your friend.

#### **Sack Meals**

If your academic schedule prohibits you from attending a meal, have your professor or instructors contact our office, and we will provide sack meal including beverage, for your convenience.

#### **We want to hear from you!**

We try to do our best to serve you. If you have any comments or questions, please contact us in person or by phone. We're here to please and are happy to talk to you at any time or you can write us a comment

card, leave your comment and phone number, and we will contact you. Also, comments are welcome on our website at: [www.vinudining.com](http://www.vinudining.com).

### **FLEX Dollars**

Flex Dollars is a declining balance program available to all V.U. students and employees. It is an easy and secure way to dine when and where you want. You purchase an account with as many Flex Dollars as you want \$25, \$50, \$100, etc. This account is coded on your student I.D. Any time you want to eat at the JSU cafe, Jazzman's Coffee Shop or the Dining Center, you simply present your student I.D. and your purchase amount is deducted from your account. It's simple, and because you don't have to carry cash.... It's secure! Parents can add to the plan over the phone with a credit card. Flex Dollars may be purchased at the Dining Services Information Desk located inside Tecumseh Dining Center, or call 888-5841.

## **UNIVERSITY PRIMARY CARE CENTER (812-888-7777)**

Vincennes University has a student health office located within the University Primary Care Center to serve the acute and minor health care needs of our students. Our goal is to help students maintain or improve their health, allowing students to reach their highest potential both in and out of the classroom. The student health office is a "by appointment" only clinic available to students residing in the residence halls and University owned apartments. The fee is included in the room and board fee for residence hall students.

The University Primary Care Center is located on campus in the University Primary Care Center in the Young Building. (The Young Building is located on 4th Street). The hours are Monday through Friday from 8:30 a. m. - 4:00 p.m. during the academic year. \*

The University Primary Care Center University Primary Care Center is staffed with nurses and services are administered under the supervision of the University Primary Care Center (UPCC) staff. The University nurses are available for assessment of illnesses and injuries by appointment. They may provide over-the-counter medications, initial care and follow-up care of injuries, and tetanus/diphtheria injections following an injury when indicated. Chronic disease management, diagnostic tests, pre-existing conditions, vaccinations, procedures, and physicals are not covered under this plan. Services needed beyond the scope of the Health Office, including but not limited to, prescriptions, x-rays or laboratory fees are the responsibility of the student. Services provided at the University Health Office do not replace the need for a primary care physician.

We recommend that all students have some type of health insurance to cover medical treatment. If you do not have coverage, it is recommended the student purchase health insurance from the company of your choice. Please note that the University does not offer a student group health plan.

**\* The University Primary Care Center is closed on weekends and all University holidays. \***

### **SHARPS CONTAINER**

Residence hall students who give self-injections MUST obtain a sharps container at the front desk of their respective residence hall. The container provides for the proper disposal of needles, etc. Once the container is full, return it to the front desk and request a replacement. If you are not familiar with sharps containers, your CA will be able to inform you of how to use it. It is important to understand failure to dispose of needles properly in a sharps container can pose a risk to our students, custodians, and maintenance staff. Students not properly disposing of needles could be asked to vacate the residence halls.

\*\*\*\*\*Vincennes University may withdraw or amend this document in the case of public health guidance (ex. CDC, etc.) or other extenuating circumstances.

# IMPORTANT NUMBERS

## LIST OF IMPORTANT NUMBERS:

On-campus calls = last 4 digits

Local calls = 9 + the 7-digit number

Long distance = 9 + 1 + area code + number

Vincennes area code = 812

Campus prefix = 888-xxxx

## CAMPUS INFORMATION 4000

1. Residence Halls:
  - Morris 4387
  - Vigo 5500
  - Godare 6601
  - Vanderburgh 4252
  - Clark 4283
  - Ebner 4231
2. Housing Office 4225
3. University Police 5555
4. Student Health Office 7777
5. Counseling Center 4374
6. Academic Areas:
  - Business 4285
  - Health Sciences 4242
  - Human Performance 5090
  - Humanities 4480/5117
  - Public Service 4420
  - Science/Math 4370
  - Social Sciences 4286
  - Technology 4447
7. Jefferson Student Union
  - Food Court 4415
  - Bowling Lanes 4393
8. Bookstore 4334
9. Campus Ministries 812-882-1261
10. Student Financial Services 4361
  - Bursars Office
  - Financial Aid
11. Food Service
  - Sodexo 4365
  - TDC INFO 5841
12. Study Skills Lab 4209
13. Records 4220
14. Library 4165, 4423



## LOCAL NUMBERS OF INTEREST

<b>Dominoes</b>	<b>812-886-4200</b>
<b>Papa John's</b>	<b>812-882-6262</b>
<b>Pizza Hut</b>	<b>812-885-0500</b>
<b>Bobo's Pizza</b>	<b>812-882-2992</b>
<b>Walmart</b>	<b>812-886-0312</b>
<b>Medical Center</b>	<b>812-882-1106</b>
<b>Good Samaritan Hospital</b>	<b>812-882-5220</b>
<b>Vincennes City Police Dept.</b>	<b>812-882-1630</b>
<b>Knox County Sheriff's Dept.</b>	<b>812-882-7660</b>



## Fall Semester 2020 (202110)

First day of Faculty Contracts .....	Monday, August 10
New Faculty/Professional Staff Meeting.....	Monday, Tuesday, August 10, 11
Opening University Meeting .....	Wednesday, August 12
START VU, Late Registration .....	Thursday, August 13
New Student Orientation begins.....	Friday, August 14
Classes begin .....	Monday, August 17
Drop and Add .....	Monday-Friday, August 17-21
Labor Day (No classes – University closed) .....	Monday, September 7
Last day for students to withdraw from first 8-week courses without appropriate college dean's approval.....	Friday, Sept 18
Midterm Examinations .....	Monday-Friday, October 5-9
Midterm Break (No classes).....	Monday, Tuesday, October 12-13
Classes resume .....	Wednesday, October 14
Begin Advising and Registration for Spring .....	Monday, October 19
Last day for students to withdraw without appropriate college dean's approval.....	Friday, October 30
Graduation Application Deadline .....	Friday, October 30
START VU, New Student Registration.....	Saturday, November 14
Last day for students to withdraw from second 8-week courses without appropriate college dean's approval.....	Friday, November 20
Last day for faculty to withdraw students for non-attendance.....	Tuesday, November 24
Thanksgiving Break (No classes) .....	Wednesday-Sunday, November 25-29
Classes resume .....	Monday, November 30
Midyear Commencement (Vincennes Campus).....	Saturday, December 5
Final Examinations .....	Monday-Thursday, December 7-10
Fall Semester ends.....	Friday, December 11

## Spring Semester 2021 (202120)

Full-Time Faculty Report .....	Monday, January 4
(Professional Development Workshops are scheduled during this week)	
	Monday-Friday January 4-8
START VU, New Student Registration.....	Friday, January 8
Late Registration .....	Friday, January 8
Classes begin 8 a.m. ....	Monday, January 11
Drop and Add .....	Monday-Friday, January 11-15
Martin Luther King Day (No classes - University closed) .....	Monday, January 18
Last day for students to withdraw from first 8-week courses without appropriate college dean's approval.....	Friday, February 12
Midterm Examinations .....	Monday-Friday, March 1-5
Midterm Break (No classes) .....	Monday-Sunday, March 8-14
Classes resume .....	Monday, March 15
Begin Advising and Registration for Fall and Summer.....	Monday, March 15
Last day for students to withdraw without appropriate college dean's approval.....	Friday, March 26
Graduation Application Deadline .....	Friday, March 26
Good Friday (No classes – University closed) .....	Friday, April 2
Last day for students to withdraw from second 8-week courses without appropriate college dean's approval.....	Friday, April 16
Last day for faculty to withdraw students for non-attendance.....	Friday, April 23
Commencement (Vincennes Campus) .....	Saturday, May 1
Final Examinations .....	Tuesday-Friday, May 4-7
Commencement (American Sign Language – Indianapolis) .....	Thursday, May 6
Commencement (Aviation Technology Center – Indianapolis) .....	Friday, May 7
Spring Semester ends after last final exam.....	Friday, May 7
Commencement (Jasper Campus) .....	Saturday, May 8
Last day of Faculty Contracts .....	Friday, May 14