

Residential Life & Explorations

Incoming Student Housing Booklet

2024-2025

**Questions? Email
rle@rollins.edu or
call 407-646-2649**

Important Housing Dates

Incoming Student Housing Application and Housing Exemption Forms Open via MyHousing	February 19, 2024
Incoming Student Roommate Matching Process Opens	March 1, 2024
Incoming Student Roommate Matching Process Closes	June 1, 2024
Deadline to Complete ADA/Medical Accommodation Requests	June 1, 2024
Incoming Student Housing Application or Housing Exemption Request Form Due	June 1, 2024
Housing Assignments Distributed via Rollins Email	Mid-July
Incoming Student Move-In	Individual move-in dates and times distributed via Rollins email. More Info on page 14!

Housing Process Overview

Step #1

Complete Your Housing Application or Exemption

Step #2

Roommate Selection

Note: You are not required to select a roommate but we encourage you to do so!

Step #3

Americans with Disabilities Act (ADA) Accommodation Process

Note: This step is applicable only to those that have been approved or will be applying for a medical housing accommodation.

Step #4

Housing Assignments Distributed

Step #5

Welcome to Campus!

Step #1: How do I apply?

MyHousing on MyRollins

MyHousing is your online source for information related to your housing arrangements. Through MyHousing and the Incoming Student Housing Application, you will be able to sign the housing agreement, edit your personal preferences, make roommate requests, and select your meal plan.

As an incoming student, you have access to MyHousing through MyRollins. Simply search for MyHousing within MyRollins to find the platform. You can also access MyHousing via your new student checklist. Keep reading for more specific information!

Students can submit the 2024-2025 Incoming Student Housing Application OR the 2024-2025 Housing Exemption Application via MyHousing. Incoming students who do not wish to live on campus for the 2024-2025 academic year **must** complete the exemption application.

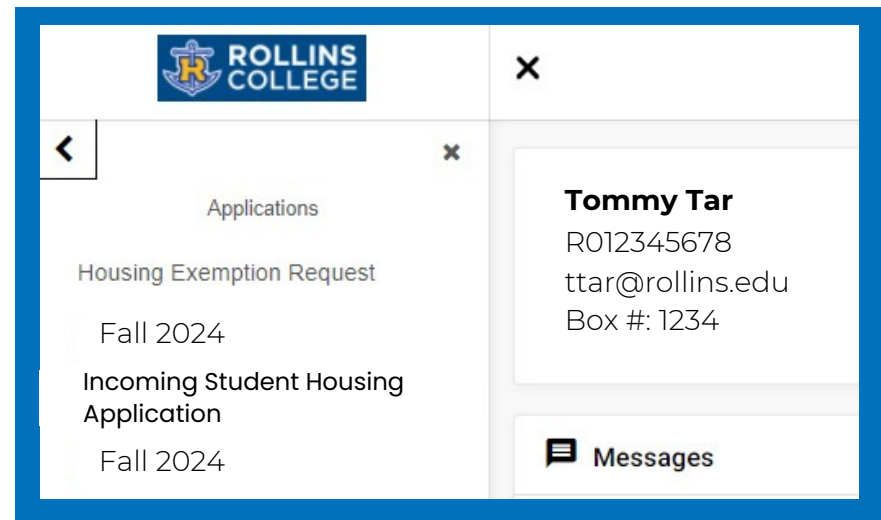
All students wishing to live on campus MUST complete the 2024-2025 Incoming Student Housing Application by the deadline of June 1, 2024.

*Applications for ADA accommodations must be submitted separately to Accessibility Services, in addition to the Incoming Student Housing Application.

Step #1: Completing Your Application

1. Between February 19, 2024 and June 1, 2024, log into your MyRollins account. Locate the search bar at the top and search for "MyHousing." Click and log into MyHousing with your Rollins credentials.

2. Under "Applications" at the top left of your home screen, select "Incoming Student Housing Application" or "Housing Exemption Request."



3. Provide the information as prompted on the application screens, following the "next" or "continue" buttons through the pages. When complete, remember to click "complete application" to submit your housing application or exemption request. If your submission is successfully received, you will receive a confirmation message to your Rollins email address.

Step #1: Complete Your Application

What are the questions you will need to answer?

- **Logistical Information:**

- Emergency Contact Information
- Gender Identity
- What is your room type preference? (this is a preference, not a guarantee)
- Meal plan selection

- **Lifestyle Questions (We ask these to help match compatible roommates!):**

- Do you smoke or vape? (Smoking and vaping are not permitted on campus but are allowed off campus for students of legal age.)
- If approved by an Area Coordinator, are you open to having your roommate(s) have their significant other or friends sleep over?
- What do you generally plan to use your room for? (sleeping, studying, etc.)
- What level of cleanliness do you keep your room/personal space at home?
- In the event that your roommate(s) is approved for an Emotional Support Animal (ESA), would you feel comfortable having an ESA living in your room?
- When studying or doing homework, what environment do you prefer?
- How do you recharge your energy?
- When are you most active? Keeping in mind potential class schedule, athletic training, etc.
- What time do you expect to go to sleep on weekends?
- What noise level do you generally prefer in your room during the day?
- What noise level do you generally prefer in your room during the night?
- If applicable, what level of relationship do you anticipate having with your roommate(s)?

Step #2: Roommate Selection

Once you have completed the incoming student housing application, you may **begin selecting roommates beginning March 1, 2024.**

Students should plan to **select either one or two roommates.** Students are not able to select suitemates (for Strong Hall) or neighbors. You are not required to select a roommate, but we do strongly encourage you to do so.

Hall placements for first year students are assigned based upon RCC class, selected roommates, and hall capacity; therefore, students should prepare to be placed in a double or triple occupancy room. This means that it is best to select two roommates if you are concerned about being placed in a triple room with a random roommate. The number of roommates you select does not guarantee placement in a certain type of room.

Step #2: Roommate Selection

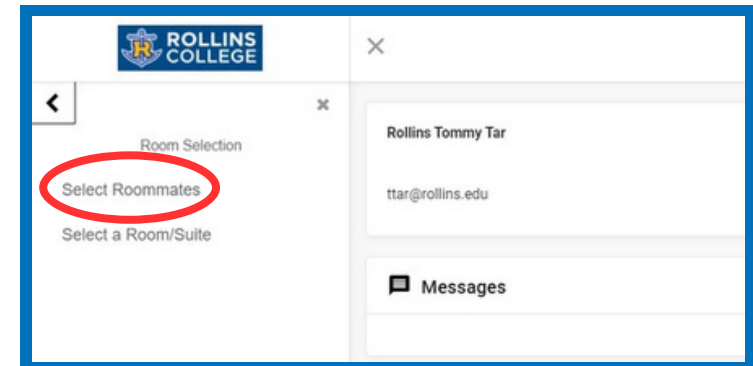
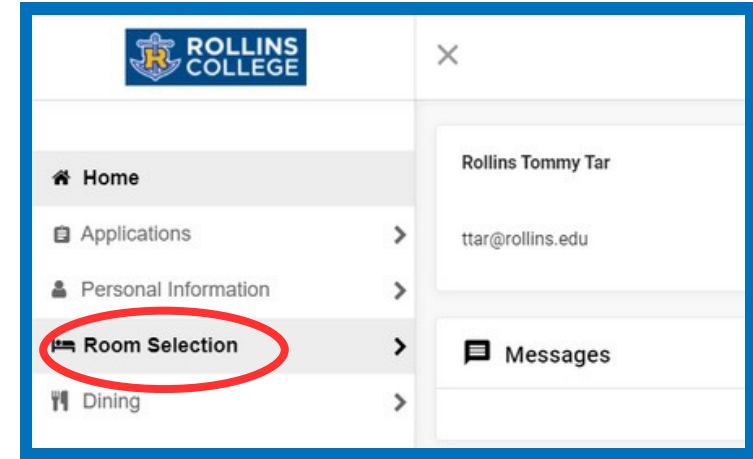
To request a specific roommate:

1. Log into MyHousing on or after March 1, 2024. At the top left of the screen, select "Room Selection" then "Select Roommates" This will bring you to the "Roommate Requests" page.

2. Make sure "Fall 2024" is selected from the drop down at the top of the page as that is the semester you are requesting roommates for. You can search for your roommates by name, email or responses to the questions collected in the housing application (cleanliness, what time you go to bed, etc.).

3. Once you find your desired roommate(s), click "Request This Student." The assignment system will immediately send an email (Rollins Email account) to the student(s) you have requested, letting them know that you have requested them as a roommate/suitemate(s). Since only MUTUAL requests can be considered, the student(s) you requested MUST have also submitted an Incoming Student Housing Application. Your chosen roommate(s) will have to reciprocate by logging into their MyHousing account and requesting you. Only mutual requests will be considered. We will NOT honor your roommate request if it is not mutual.

4. Confirm that the name(s) you entered appear under "Roommate Requests."



Step #2: Roommate Selection

How can I find a roommate?

You have several options to find a roommate:

1. Find a roommate yourself! We find that many students end up connecting via social media, their athletic team, admissions events, or perhaps they have a friend who is also attending Rollins. These are great places to start.
2. Use our roommate search feature! When you log into MyHousing (pro-tip: you can find it via your New Student Checklist or by searching MyRollins), you can follow the steps on the previous page and search for roommates. This is a great option because you can search and filter based upon the information collected in your housing application. Remember all those questions you had to answer? You can use those to find compatible roommate(s)! This will give you their name and Rollins email so you can reach out via email or perhaps find them on social media. We cannot give out more information due to privacy laws.
3. If you do not select a roommate(s), RLE will place you in a room with a roommate(s) of the same sex (based upon your legal sex) and who had similar answers to the lifestyle questions in the housing application. This is a great way to meet new people and start fresh in college.

Who can be my roommate?

For first year students: You may select any other first year student who has completed their housing application. Remember, your requests must be mutual! We do allow gender neutral housing, but will only place mixed genders in a room if requested via the roommate matching process.

For transfer students: Housing for incoming transfer students is based upon capacity, so RLE will strive to accommodate any housing/roommate requests, but we cannot guarantee they will be able to be honored, due to capacity limitations.

Step #3: Americans with Disabilities Act (ADA) Housing Selection Process

How does ADA housing work?

The Americans with Disabilities Act (ADA) allows for students with documented medical needs to receive accommodations dictating their specific housing needs. ADA accommodations must be approved in advance by Accessibility Services. Please consult [page 2](#) for details about deadlines for these applications. Students receiving ADA accommodations must still complete the 2024-2025 Incoming Student Housing Application.

Students who are approved for housing accommodations will receive information via their Rollins email about their application status and what type of housing for which they may be eligible. Students can expect to receive an update about the status of their medical housing accommodations by mid-June. Students will then have one week to accept, decline, or appeal their accommodation offers. Students who accept their accommodations will receive additional information at that time.

Step #3: ADA Housing Assignments

Keep in mind:

Students with ADA accommodations and any matched roommate(s) – if relevant – will be assigned to rooms that match their accommodation.

More information about this process will be communicated directly to students who are approved for accommodations.

For questions about this process, contact the Office of Accessibility Services at 407.975.6463 or by email access@rollins.edu

Step #4: Housing Assignments Distributed

Students will receive their housing assignments in mid-July via their Rollins email addresses! Yay!

RLE will not be able to provide housing assignments earlier than this timeframe.

Which room types/halls are available for incoming students?

Ward Hall

- Single Room/Community Bathroom
- Double Room/Community Bathroom
- Triple Room/Community Bathroom

Elizabeth Hall

- Single Room/Community Bathroom
- Double Room/Community Bathroom (1 in entire building)
- Standard Triple/Community Bathroom
- Triple Room/Community Bathroom (larger than standard triple)

Strong Hall

- Double Room/Semi-Private Bathroom*
- Single Room/Semi-Private Bathroom*
- Single Room/Private Bathroom
- Double Room/Private Bathroom

Rex Beach Hall

- Double Room/Community Bathroom
- Single Room/Community Bathroom

Transfer Students

- May be placed in any of the above options or our upperclassman halls, depending upon availability

**Semi-private bathrooms mean that you share one bathroom with either 2 or 4 students.*

Step #5: Welcome to Campus!

Students will receive an individual move-in time and date when they get their assignment in mid-July. Move-in will occur across several days and students may be assigned to any date that is applicable to them.

August 19th – New International Student Move-In Day

August 20-21st – First Year Domestic Student Move-In Days

August 21st – Transfer Student Move-In Day

Please do not arrive outside of your assigned time and date. RLE may not be able to check you in outside of the assigned window.

More info about what to pack and how to ship items to campus can be found in the FAQ section!

Housing Costs for the 2024-2025 Academic Year

Room Type	Rate Per Semester	Total for 2024-2025 Academic Year
Single Room	\$6,365	\$12,730
Double Room	\$5,115	\$10,230
Triple Room (slightly larger than the standard triple rooms)	\$4,425	\$8,850
Standard Triple Room	\$3,900	\$7,800

Meal Plan Information

Meal Plan Options for the 2024–2025 Academic Year



MEAL PLANS

For the 2024-25 Academic Year
College of Liberal Arts

Meal Plans per week	Dining Dollars (per semester)	Cost per swipe	Total cost (per semester)
First year residential students (must choose one)			
19 swipe plan*	\$575	\$9.75	\$3,540
15 swipe plan*	\$800	\$10.40	\$3,295
Lakeside Neighborhood & Sutton Apartments students (must choose one)			
Apartment No Swipes Half plan	\$1,000	-	\$1,000
Apartment 5 Swipes Half plan	\$100	\$12.88	\$1,080
Apartment No Swipes Full plan	\$2,150	-	\$2,080
Apartment 5 Swipes Full plan	\$1,145	\$12.69	\$2,160
Or any of the Upperclass Residential Student plans			
Upperclass Residential students (must choose one)			
19 swipe plan*	\$575	\$9.75	\$3,540
15 swipe plan*	\$800	\$10.40	\$3,295
10 swipe plan*	\$1,325	\$11.59	\$3,180
5 swipe plan*	\$1,650	\$13.13	\$2,700
Off-Campus students (you are encouraged to choose any meal plan listed above or below)			
1 swipe plan	-	\$9.38	\$150
Off-Campus Dining Dollars plan	\$150	-	\$140
Traditional Dining Dollars plan	\$660	-	\$595

All residential students are required to have a meal plan.
Based on student type you must choose one of the plans with an asterisk (*) next to it.

R-Card Swipes

With a Swipe, a student can visit The Marketplace and return within the same meal block for re-entry at no additional cost. Swipes are primarily used at The Marketplace.

Dining Dollars

Dining Dollars can be used at any of Rollins' on-campus locations. Dining Dollars expire at the end of each semester and can be used to purchase single entry into The Marketplace.

TarBUC\$

TarBUC\$ can be used at all on- or off-campus merchants within the dining plan. TarBUC\$ do not expire until separation from Rollins and can be used to purchase single entry into The Marketplace.

Students and parents can add funds to TarBUC\$ online. For more information visit rollins.edu/r-card.

Reminder:

First Year students must select either the 19 or 15 swipe meal plan.

Transfer students may select other plans with the approval of RLE.

How do I pick a meal plan for next year?

Incoming students will select their meal plan when they complete the Incoming Student Housing Application. First year students may select the 15 or 19 swipe plans. Transfer students may select other meal plans but will need to reach out to RLE via email (rle@rollins.edu) to select anything other than the 15 or 19 plan.

All students living on campus are required to have a meal plan.

If I am approved for a housing exemption and will be living off campus next year, do I have to have a meal plan?

Students that are living off campus through an approved exemption are not required to select a meal plan, but they are encouraged to select one. While we have specific commuter meal plans available, off-campus students may select any of the meal plan options.

If you would like more information regarding meal plan requirements or the meal plan appeal process, please contact rle@rollins.edu.

Frequently Asked Questions

What should I bring?

Bed & Bath Items:

- Sheets/pillowcases*
- Comforter
- Blanket
- Pillow(s)
- Towels & washcloths
- Shower tote
- Wastebasket
- Toiletries
- Shower shoes
- Bathrobe

The Basics:

- Backpack
- School supplies
- Drawer organizer
- Bulletin or Dry Erase Board
- Posters
- Hangers
- Copies of prescriptions (medications & glasses)
- Umbrella/raincoat
- Cleaning supplies
- Extra glasses/contacts
- Your personal identification documents (originals required for new hire paperwork if you plan to work on or off campus)

Electronics & Housewares

- Desk lamp
- Fan
- A surge protector (UL approved)
- Flashlight/batteries
- TV
- Computer
- Refrigerator (4.0 cu. ft. or less)
- Microwave (1.0 cu. ft. or less)
- Coffee maker (with automatic shutoff)
- Plates (1 or 2)
- Cup and flatware (1 or 2 sets)
- Iron or Steamer (with automatic shutoff)
- Laundry bag or basket
- Laundry detergent-- HE (high-efficiency) type liquid detergent is specifically formulated for the front load washers.

*For added comfort, all mattresses (with the exception of beds in Lakeside Neighborhood) are "extra-long" twin size (36" x 80").

What should I NOT bring?

- Large string lights that produce heat are not allowed
- Any LED lights that use adhesive backing are prohibited
- Cooking equipment with an exposed heating coil or which does not shut off automatically (toaster ovens, hot plates, woks, steam cookers, deep fryers, electric skillets, gas or charcoal grills, etc.) is not allowed
- Halogen lamps, electric heaters, or candles and incense (even if just for “decoration”) are not permitted
- Extension cords and multi-plug extenders/outlets are not allowed
- Ceiling fans are not permitted
- Wireless printers are prohibited (if you bring a printer for your room it must be hard wired)
- Weapons of any kind including handguns, rifles, shotguns, firearms, knives, darts, archery equipment, B-B guns, fireworks, or anything that could be mistaken for a weapon are not allowed
- Alcohol is not permitted for students under 21
- Decorative alcohol container collections are not allowed, regardless of age
- Animals or pets (fish are the only animals allowed in student rooms) are not permitted
- Aquariums cannot exceed 5 gallons
- Illegal substances or paraphernalia are not allowed on campus

We suggest that you do not bring irreplaceable personal items or items of great value.

Am I allowed to decorate my room?

Yes! Students are allowed to decorate their room in any way that does not permanently alter the room (i.e. using posters, rugs, plants, etc.) and meets the following criteria:

- Students may not mount TVs.
- Depending on which hall they are placed in, students will be permitted to use either small nails and pins or 3M removable tape, not both.
 - When hanging things on concrete or stucco walls, students are permitted to use only 3m removable tape. (Elizabeth)
 - When hanging things on drywall, please use only small nails or push pins. (Ward, Rex Beach, and Strong)
- Students are not permitted to dismantle any College furniture, attach anything permanently to the walls, ceiling, or doors (including lofts, bunk beds, bookcases, wallpaper, and glued corkboards); paint walls or baseboards; trim furnishings, doors or anything metal.
- Double-sided foam mounting tape is prohibited due to ensuing damage to walls and doors (painter's tape is recommended).
- Students are not permitted to modify their room in any way that includes installing wallpaper, wallpaper borders or contact paper on walls or fixtures within the room.
- Students cannot hang anything from ceiling pipes or electrical conduits.
- A fine may be assessed if a room contains an extreme number of nail holes, tape scars, cracked plaster, etc. from mounting posters, plaques, pictures, etc. on the wall.

Am I allowed to decorate my room? Continued...

The following rules must also be observed:

- Room doors may be decorated but room numbers must remain visible. Exit lights and fire extinguishers must always remain visible.
- Fire doors must remain free of paper and any obstruction at all times.
- Nothing may be hung from or in the way of fire alarm equipment.
- Nothing may be hung from the ceiling.
- Large cloth objects (fishnet, parachutes, flags, etc.) and posters are not permitted to be hung from or across the ceiling for fire safety reasons. All décor must be hung at least 6 inches below the ceiling.
- Nothing may be hung outside of the window or in the window a resident's room.
- No live or previously live greenery (Christmas trees, garland, etc.) except regular house plants are allowed in either rooms or lobbies within the halls.
- Decorations in residents' rooms must not interfere with emergency exiting at any time.
- Pins and nails are not to be used on doors or door frames.

Can I ship items to campus prior to my arrival?

Yes!

You can ship belongings to the College, as long as they are timed to arrive no earlier than two weeks prior to the start of the fall semester. These packages will be available for you to collect on your assigned move-in day. Items received outside of this timeframe may be returned to sender.

Send the items to the following address:

Your Name
1000 Holt Ave.
Your Mail Box Number*
Winter Park, FL 32789

*You can find your mailbox number in your student profile on MyHousing.

Do I have to live on campus?

Not this year! For the 2024-25 academic year, the 3 year live-on requirement has been suspended. Any student that wishes to live off-campus must simply complete the Housing Exemption Form on MyHousing by June 1, 2024.

Please note that, once you are approved for a housing exemption, that exemption is valid for your entire time as a student at Rollins College.

I want a Single room. How do I get one?

The number of singles available in our residence halls is extremely limited. Students should plan to live in either a double or triple room. Within our first year residence halls, we expect to have 55% of students in double rooms, 40% in triple rooms, and 5% in single rooms. Students with medical needs for a single room can apply for an ADA accommodation with proper medical documentation. Please consult Step #3 for more information about this process.

What furnishings are provided to each resident?

Rooms are furnished with a dresser, closet or wardrobe, Twin XL bed (full sized for Lakeside only), desk, and desk chair for each assigned occupant. These items cannot be removed from the room.

I am not sure what the halls look like. How can I see them?

You can view 360 images of our residence hall rooms on the RLE website. Click [HERE](#) for the link.

What if I don't get my first choice for where I want to live?

We make every effort to honor requests for what type of room you would like, but we are limited by the capacity of campus and what we have available. We encourage students to have an open mind about their assignment because we believe that each and every one of our residence halls is a great place to live! We do allow mid-semester room changes after the first two weeks of the semester if a student is dissatisfied with their room or roommate situation, but these are limited to any vacancies we may have available.

Who will clean the student rooms?

Before check-in, the Facilities Management Housekeeping Staff will clean each room. After a student moves in, each resident is responsible for keeping their room clean. Our Facilities team cleans communal restrooms on a regular basis. Students are responsible for cleaning their own private or semi-private restrooms.

Where can residents do laundry? What is the cost?

Each residence hall has at least one laundry room. Laundry machines are provided at no additional cost.

Can I loft my bed?

Yes! On the day you move in, you can speak to a Resident Assistant or Area Coordinator. Our staff will show you how to do it and guide you through the process! Beds cannot be lofted in advance and staff members are not allowed to loft beds. We are also unable to reserve lofting kits prior to your arrival.

What are the dimensions of my room?

Below you will find the approximate dimensions of our rooms. There is always some variability due to the location of the room in the building. If you would like more specific information about the dimensions of furniture or do not see your room type below, please reach out to rle@rollins.edu.

Elizabeth
Single 9' x 16'
Standard Triple 13' x 17'
Triple 16' x 17'

Ward
Single 8' x 16'
Double 17' x 12'
Triple 11' x 25'

Rex Beach
Single 8' x 10'
Double 15' x 12'

After I get my assignment, how can I contact my roommate(s)?

You may search for them via your Rollins email account and reach out to them this way! Many students also find each other via social media. We are not able to provide contact or personal information (other than Rollins email) due to privacy laws. Do not worry if you are not able to connect with your roommate(s) prior to arriving, you will have plenty of time to get to know them at Rollins!

How can I see where my room is in the building once I get my assignment?

Once you have your MyRollins login information, you can log into our [facilities website](#) to view blueprints of each of our buildings. You can use these to identify where your room is located.

Questions?

Email rle@rollins.edu or call
407-646-2649

The Office of Residential Life & Explorations is open 8:30AM-5PM M-F.
Feel free to call or email us with any questions.