

Residential Life & Explorations

Returning Student Online Housing Selection

2024-2025

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

Vision

RLE's Returning Student Housing Selection process is designed to guide students interested or required to live on campus through selecting housing for the following academic year.

We strive to provide a transparent, efficient, and equitable process that allows students to autonomously select their preferred housing, based upon on-campus residential capacity and College approved standards.

Important Housing Selection Dates

ADA/Medical Housing Accommodation Requests Open via Accessibility Services	January 22, 2024
2024-2025 Returning Student Housing Application Opens 2024-2025 Housing Exemption Application Opens	February 1, 2024 9:00 AM EST
ADA/Medical Accommodation Requests Due for Students Participating in Residential Organization (RO) Housing Selection	February 9, 2024
ADA/Medical Accommodation Requests Due for Non- RO Students Returning Student Housing Application Closes Housing Exemption Application Closes	February 16, 2024 12:00 PM EST
ROs Complete Selection Processes Connect with your organization's RORA to learn more.	February 19-25, 2024
Individual Housing Availability Notification Sent Out	By March 1, 2024
2024-2025 ADA Housing Assignments Sent to Non-RO Students	By March 15, 2024
Room Selection Process <u>Details on page 18</u>	March 25-April 9
Meal Plan Selection Week	April 15-19, 2024 April 15-24, 2024

Housing Selection Overview

Step #1: Submit the Returning Student Housing Application or the Housing Exemption

Note: All rising sophomores and juniors must submit one of these applications. All exemption applications will be approved for the 2024–2025 academic year, if submitted within the application period.

Step #2: Residential Organization Housing Selection Occurs

Note: Each Residential Organization has their own process for room selection.

Step #3: Housing Availability Determination

Note: Based on the number of housing applications submitted, RLE will determine how many students will receive a guaranteed spot on campus. Students will be notified via email if they have a guaranteed bed by March 1, 2024. Rising sophomores and juniors will receive first priority in this stage.

Step #4: Americans with Disabilities Act (ADA) Accommodation Process

Note: This step is applicable only to those that have been approved for a housing accommodation and have been guaranteed a bed through Step 3.

Step #5: Roommate Selection

Note: Students will select and match with roommates based on their housing preference. Student will be able to reorganize their roommate groups after each selection day.

Step #6: Room Selection

Note: Students who were guaranteed a bed in #3 will participate in room selection. Selections will occur across three room selection days. Rising seniors who were guaranteed a bed in #3 will receive priority in this stage, followed by juniors, then sophomores.

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 Returning Student Housing Application, you will be able to sign the housing agreement, edit your personal preferences, make room and roommate requests, and select your meal plan.

As a current student, you have access to MyHousing through MyRollins. Simply search for MyHousing within MyRollins to find the platform. Keep reading for more specific information!

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

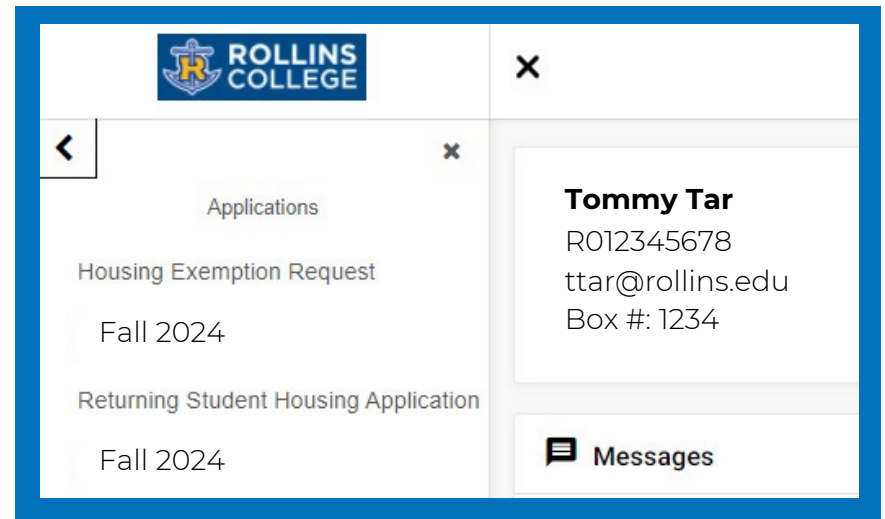
All students wishing to live on campus MUST complete the 2024-2025 Returning Student Housing Application (this includes students who want to live in an RO, those with ADA accommodations, RAs, etc.)

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

Step #1: Completing Your Application

1. Between February 1, 2024 and February 16, 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 “Returning 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.

Step #2: Residential Organization Selection

What is RO selection?

Residential Organizations (RO) are student groups that have a designated hall on campus. These include several fraternities and sororities, as well as the Pinehurst Organization. Only members of these organizations are eligible to select beds in these halls, unless the College makes alternative arrangements. Each RO has their own selection process. Connect with the Residential Organization RA for more details about how your specific process will work. Students seeking RO housing must still complete the 2024-2025 Returning Student Housing Application. ADA accommodations will be taken into consideration during these individual processes.

The RO selection process occurs before non-RO housing selection, meaning that students who participate in RO selection and select a bed will be guaranteed that bed without having to participate in the non-RO housing process. This may be a great option for students who are eligible to live in their RO and wish to have a guaranteed bed sooner than the rest of campus!

Step #3: Housing Availability Determination

What is this and how does it work?

Based on the number of Returning Student Housing Applications submitted, RLE will determine how many students will receive a guaranteed spot on campus. This will be done by comparing the number of applications and the number of available beds.

Students will be notified if they have a guaranteed bed by March 1, 2024 via their Rollins email. Rising sophomores and juniors will receive first priority in this stage. Rising seniors will be selected based on the date and time of their application submission so seniors should plan to apply as soon as possible. We expect the number of seniors who will not receive a guaranteed bed on campus to be **extremely** low, if any. As a reminder, the application will open on February 1, 2024 at 9am EST.

Step #4: 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 3](#) for details about deadlines for these applications. Students receiving ADA accommodations must still complete the 2024-2025 Returning Student Housing Application.

Students who are approved for accommodations will receive information via their Rollins email about their application status and what type of housing for which they may be eligible. This communication will be sent beginning March 1, 2024. Students will have the option to accept, decline, or appeal these accommodation offers. Students who accept their accommodations will receive additional information at that time.

Step #4: ADA Housing Assignments

Keep in mind:

Students not eligible to live on campus as determined by Step #3, will not be permitted to be requested roommates of students with ADA housing accommodations.

Applications submitted for ADA housing accommodations by students not eligible to live on campus will be considered on a case-by-case basis.

Students with ADA accommodations and their selected roommates will be pre-assigned during this phase and do not need to participate in room selection.

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

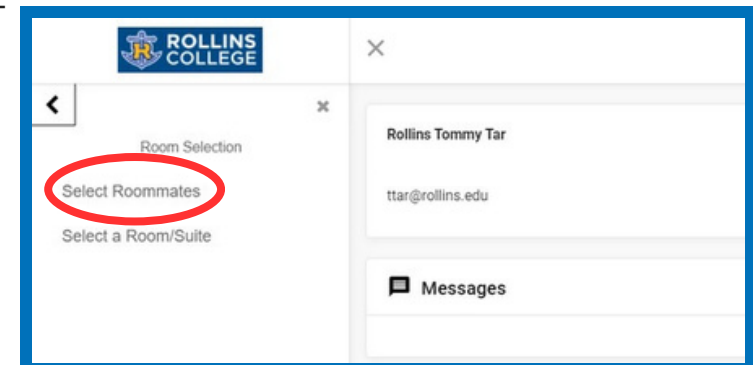
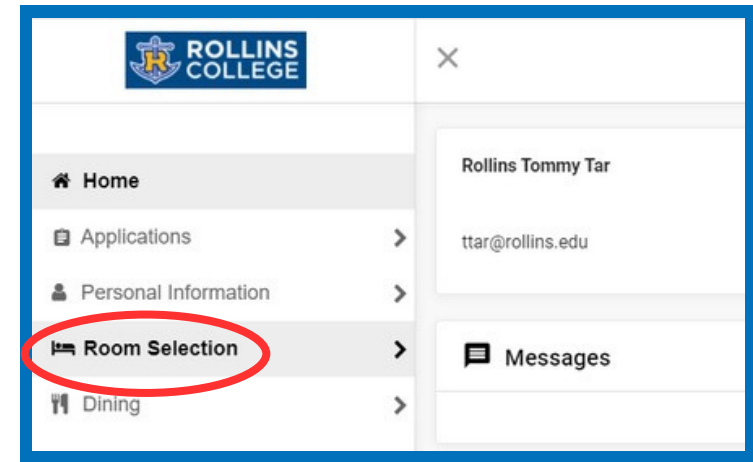
For questions about this process, contact the Office of Accessibility Services at 407.975.6463 or by email access@rollins.edu

Step #5: Roommate Selection

Once you are notified that you will be guaranteed a bed during step #3, you may begin selecting roommates beginning March 18, 2024. Students will only be able to participate in selection days that match the number of students in their roommate group (i.e. you must have a group of 4 to participate in 4 person occupancy day). Students will be allowed to reconfigure their roommate groups after each selection day, if necessary.

To request a specific roommate:

1. Log into MyHousing on or after March 18, 2024. At the top left of the screen, select "Room Selection" then "Roommates/Suitemates" This will bring you to the "Roommate Requests" page.
2. You can search for your roommates by name or email.
3. Once you find your desired roommate, 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 submitted a Returning Student Housing Application as well and been guaranteed a bed during step #3. Your chosen roommate(s) will have to reciprocate by logging into their MyHousing account and requesting you.
4. Confirm that the name(s) you entered appear under "Roommate Requests."



Step #5: Roommate Selection

Important Note: Please remember that roommate requests must be mutual (you must request each other in MyHousing) in order for the assignment system to assign you together. If the request is NOT mutual, you will see that you have an unmatched student group in your "Roommate Requests." If this happens, contact your requested roommates and confirm that they have requested you as a roommate as well. **Please note: Prospective roommates MUST have completed the Returning Student Housing Application online process.**

Keep in mind that students will only be able to participate in selection days that match the number of students in their roommate group (i.e. you must have a group of 4 to participate in 4 person occupancy day). Eligibility for each selection day will be confirmed with students in advance of the day. **Students will be allowed to reconfigure their roommate groups prior to each subsequent selection day if they cannot select a bed due to capacity limits.** Any students who have not selected a bed by the end of general housing selection will need to reconfirm their intent to live on campus via email or their Returning Student Housing Application will be cancelled.

Step #6: Room Selection

How do I pick my room?

During the room selection process, any person in your group can select your group's future assignment. Please designate one person in the group to choose your room. Check out the next slide for details about the specific steps to pick your room!

Important: During General Selection (April 9th), mixed-gender roommate groups, must delegate at least one person from the matched roommate group to physically visit the RLE Office to complete their selection at your assigned selection time. RLE staff will facilitate the room selection for intended roommates as long as the group is matched by the deadline. The housing software RLE employs has limitations surrounding mixed gender housing that can be overcome with a manual selection process. More information will be shared as General Room Selection approaches.

How do we decide who gets to pick first?

Room selection priority is based on your cohort (rising sophomore, junior, or senior), as determined by the Registrar. Your room selection priority will be determined by the average cohort standing of your roommate group (or your own if you are a single person). For example, because seniors get the highest priority, a group of four matched seniors will have a priority higher than a group of four matched juniors. This priority will determine which roommate groups are able to participate in each selection day. Participation in each selection day will be limited by the capacity limit of that day (i.e. if there are 5 Lakeside apartments available, only 5 groups will be eligible to participate in that selection day). RLE will notify groups in advance of each selection day if they will be eligible to participate based upon these capacity limits. This is designed to allow RLE to be as transparent and prompt as possible when communicating who is likely to be able to select a room in that selection day.

Among groups who are confirmed to participate in a selection day, the room selection order will be ranked by average cohort standing of matched roommate groups. For the 4-person and 5-person selection days, groups will be divided into three selection time blocks. For general selection day, each person or group will have a unique selection time. All selection days will occur from 1-4pm on their respective dates.

Step #6: Room Selection

To select a room or apartment:

1. You will be eligible to participate in a room selection process based on the total number of matched roommates and the average priority of your matched roommate group. You will be notified in advance if you will participate in a room selection process. Once the time for room selection begins, you and your group are welcome to select an option in a room selection process.
2. You can choose "Select a Room or Suite" from the Room Selection menu at the top of the page.
3. To search for available rooms during selection, enter your search criteria using the drop down menus and click "Find Available Rooms". Again, MyHousing will only show you the rooms you are eligible to select based on the size of your roommate group.
4. Choose the room you would like by clicking "Select Room" and then click on the "I Agree - Submit My Room Selection" button when you are certain about your selection. An email will be sent to each group member's Rollins email address confirming your assignment. Remember, only ONE person per group can select the room for the entire group and you should decide who that person is going to be prior to your selection time.

Step #6: Room Selection (General Selection)

How does General Room Selection work?

- General Room Selection is the final selection day of this process. Based on availability, this process will allow students to select Singles, Doubles or anything that is left at that stage (Please note we expect a greatly reduced number of Single/Double rooms available for 2024-2025).
- General Room Selection is designed for:
 - Students that at the time of General Selection have not selected a room and are still interested in living on campus.
 - Students that are interested in living in Single Rooms or Double Rooms
- As opposed to previous room selection processes, General Room Selection will require all those participating to be ranked by academic cohort and by the date/time of the Returning Student Housing Application being submitted. All individuals/groups will be issued individual selection times between 1pm-4pm on April 9th. This is done to ensure that rising Seniors still retain the priority in selecting a room of their choice.
- We encourage all students participating in General Selection to review and edit (If applicable) matched roommates prior to selection. Initially, matched roommates will determine what room options you see available for selection. For example, if you are matched with one other student you will only see room options that have capacity for 2 students. Although you will have the opportunity to un-select any matched roommates at this stage, we recommend finalizing roommates prior to room selection to avoid issues.

Step #6: Room Selection

Tips for Room Selection:

- If your pre-selected roommate group is large enough to select into an apartment (2 to 5 people per roommate group), you will have the ability to select the entire apartment at once by clicking the “Select Suite button.”
- If you choose an apartment in Sutton or Lakeside Apartments, the room selection is not confirmed until each of the people in the roommate group is assigned to a bed and you click on the “Submit My Room Selection” button.
- A roommate group should predetermine who is living where within the apartment (which bedroom, who is sharing, etc.) prior to the Room Selection Process. If you are choosing a Lakeside apartment, click [here](#) for unit and floor plan information. RLE will communicate in advance which apartments in Lakeside will be 5 person apartments.

Which room types/halls are available for returning students?

Mayflower Hall & Cross Hall

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

Lakeside Neighborhood

- Lakeside 4-Person Apartment (4 Single Rooms)
- Lakeside 4-Person Apartment (2 Double Rooms)
- Lakeside 5-Person Apartment (3 Single Rooms, 1 Double Room)
- Lakeside 2-Person Apartment (1 Double Room)

Sutton Apartments

- Sutton 5-Person Apartment (1 Triple Room, 1 Double Room)
- Sutton 2-Person Apartment (1 Double Room)
- Sutton 3-Person Apartment (1 Single Room, 1 Double Room)

*Please note: Residential Organization/Pinehurst Residence Halls have their separate housing selection
(Please see page 7 for more information)*

Room Selection Days

Selection Process	Date of Selection	Room Types Available for Selection	Halls Available for Selection
4- Person Occupancy Selection Day	March 26, 2024 1-4pm	Lakeside 4-Person Apartments	Lakeside Neighborhood
5- Person Occupancy Selection Day	April 2, 2024 April 4, 2024 1-4pm	Sutton 5-Person Apartments Lakeside 5-Person Apartments	Sutton Apartments, Lakeside Neighborhood
General Housing Selection Day (Students are not required to have a matched roommate group for this selection day and can pick any available option)	April 9, 2024 1-4pm (Specific selection times will be sent for this day, ranked by seniority)	Double Rooms, Sutton 2-Person Apartments, Lakeside 2-Person Apartments, Sutton 3- Person Apartments, Single Rooms, and any other room types that are still available on this date	Sutton Apartments, Lakeside Neighborhood, Mayflower Hall, Cross Hall

Students will only be able to participate in selection days that match the number of students in their roommate group (i.e. you must have a group of 4 to participate in 4 person occupancy day), with the exception of General Housing Selection Day. Eligibility for each selection will be confirmed with students in advance of the day. Students will be allowed to reconfigure their roommate groups after each selection day if they cannot select a bed.

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
Sutton 5-Person Apartment Triple Room (A)	\$4,420	\$8,840
Sutton 5-Person Apartment Double Room (B)	\$4,820	\$9,640
Sutton 3-Person Apartment Single Room (B)	\$6,640	\$13,280
Sutton 3-Person Apartment Double Room (A)	\$5,390	\$10,780
Sutton 2-Person Apartment Double Room	\$5,810	\$11,620

Housing Costs for the 2024-2025 Academic Year

Room Type	Rate Per Semester	Total for 2024-2025 Academic Year
Lakeside 5-Person Apartment Single Room	\$6,500	\$13,000
Lakeside 5-Person Apartment Double Room	\$5,500	\$11,000
Lakeside 4-Person Apartment Single Room	\$6,915	\$13,830
Lakeside 4-Person Apartment Double Room	\$6,365	\$12,730
Lakeside 2-Person Apartment	\$6,000	\$12,000

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

You will be able to select a meal plan during Meal Plan Selection Period, ~~April 15-19, 2024.~~
April 15-24, 2024

FAQ

Do I have to select a meal plan?

All returning students living on campus for 2024–2025 must select a meal plan for next year from one of the options listed on the previous page. Meal plan selection period will take place April 15–24, 2024.

Students living in Sutton or Lakeside have the choice of one of the apartment meal plans listed in the previous page or the traditional meal plans.

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 are encouraged to select one. We have specific commuter plans available or off-campus students may select any of the available meal plans.

How do I select a meal plan?

Meal plans can be selected online throughout the meal plan selection period. You can access the meal plan selection site via [MyRollins>MyHousing](#). You can change your meal plan up to 3 times during this selection period once you've made your initial pick. You will only be able to view and select the meal plans you are eligible for based on your residential assignment. Commuter students will be able to view and select all meal plan options.

Frequently Asked Questions

Do I have to live on campus?

For the 2024-25 academic year, the 3 year live-on requirement has been suspended. Any rising sophomore or junior that wishes to live off-campus must simply complete the Housing Exemption Form on MyHousing by February 16, 2024. Seniors are not required to live on campus so there is no need to submit an exemption if you choose to live off campus.

Please note that if you have been previously approved for a housing exemption, that exemption is valid for your entire time as a student at Rollins College.

I want a Single room in Lakeside. Do I still need to match with roommates in the system?

Yes! **However, please keep in mind that the singles in Lakeside are not traditional singles.** They are located within 4 or 5 person apartments. As a result, you will need to match with three or four other roommates in the system in order to be able to see this as an option. Please note that we are offering a very limited number of 2 person Lakeside apartments.

How do I know when I can pick my room?

Room selection priority is based on your cohort (rising sophomore, junior, or senior), as determined by the Registrar. Your room selection priority will be determined by the average cohort standing of your roommate group (or your own if you are a single person). For example, because seniors get the highest priority, a group of four matched seniors will have a priority higher than a group of four matched juniors.

This priority will determine which roommate groups are able to participate in each selection day. Participation in each selection day will be limited by the capacity limit of that day (i.e. if there are 5 Lakeside apartments available, only 5 groups will be eligible to participate in that selection day). Participation in each selection day will be limited by the capacity limit of that day (i.e. if there are 5 Lakeside apartments available, only 5 groups will be eligible to participate in that selection day).

How does the cohort model work?

The cohort model is based on your expected graduation year, your amount of semesters at Rollins, and admit term. This model is aligned with how class registration times are determined and it allows for rising seniors and juniors to have a higher priority for room selection. Transfer students are placed in the cohort that makes most sense for them based on the approved credits they are bringing in from previous institutions. Your assigned cohort is determined by the Registrar's Office. **Please keep in mind, RLE has no control over your cohort standing.**

I am not sure what the halls look like. How do I know what room number to use?

Click here to check out the Facilities website to view various room types. Make sure you have plenty of alternatives. If you only want a corner room with a lake view, for example, know which halls and room numbers those rooms are. *Keep in mind: traditional singles and doubles are extremely limited - have a backup plan in case you cannot get a traditional single or double. We will communicate the room numbers of the 5 person Lakeside apartments prior to 5 person selection day.*

Who is allowed to be my roommate?

Any currently enrolled and active CLA students who have been guaranteed a bed in step #3 can be roommates! Students are permitted to choose their roommate based on who they will live best with, regardless of gender, in all of our halls.

What if I don't get my first choice?

Planning out options is very important! Talk with all of your potential roommates about all of the scenarios they feel comfortable with in case your first choice isn't available. You may have to add or remove roommates throughout the process. If you are planning on studying abroad in the Spring 2025, be transparent with your roommate or suitemate about your study abroad plans.

I want a traditional Single or Double room, what if there isn't one available at my time?

Traditional singles and doubles are extremely limited - have a backup plan in case you cannot get a traditional single or double! You will also have the option to add yourself to the Room Type Waitlist.

What if I don't have a roommate in mind but I don't want to be in a Single room?

Beginning March 1, 2024, you can access the roommates needed list. This is a a live document for finding potential roommates. Please note, RLE will distribute the document, but RLE is not responsible for outcomes using the roommates needed list. Additionally, our office is hosting Roommate Pairing Socials intended to help students find roommates. We will send out more information on roommate socials prior to roommate selection.

How many roommates do I need to select each room type?

- Traditional Single – No Roommate
- Traditional Double – 1 Roommate (2 total)
- Sutton 2 Person Apt – 1 Roommate (2 total)
- Sutton 3 Person Apt – 2 Roommates (3 total)*
- Sutton 5 Person Apt – 4 Roommates (5 total)*
- Lakeside 1 bedroom apartment – 1 roommate (2 total)
- Lakeside 4 Person Apt – 3 Roommates (4 total)*
- Lakeside 5 Person Apt – 4 Roommates (5 total)*

* After you have selected your assignment, you will designate who is assigned to which room within the apartment. For Sutton, Bedroom A is the larger bedroom with the bathroom inside of the room. Bedroom B is the smaller bedroom with the bathroom in the apartment hallway. Click [here](#) for floor plans and unit information for Lakeside.

What if I am studying abroad next year or graduating in December?

Rollins College does not offer 1-semester housing options to students EXCEPT in the case of Study Abroad students or December graduates. All other housing agreements that begin in the Fall are for the full academic year. Students that would like to live on campus for the Fall semester only and meet one of the criteria above can participate in the online selection process as normal.

Study Abroad students leaving for the Fall 2024 and returning for Spring 2025 will need to apply for Spring 2025 housing. This application will be available in late Fall 2024. Students required to live on campus who do not submit an application may be assigned to random housing.

I forgot to participate in Housing Selection -- what do I do?

It is in your best interest to participate so you can select your own housing! If you are not required to live on campus and decide later in the semester or over the summer that you would like to live on campus, contact the Office of Residential Life & Explorations at 407-646-2649 or at rle@rollins.edu.

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.

We are also available for personalized
consultations. Simply email us to set up an
appointment.