Rollins College R-Card Policy

The Rollins' R-Card is a campus card that serves as identification for financial and security aspects. Every student, faculty, and staff member is supplied with an R-Card. The R-Card currently has both magstripe and contactless technology embedded in the card. This policy outlines the expectations and procedures regarding the Rollins campus card. More information can be found on rollins.edu/rcard.

Security

1. Rollins Affiliated Campus Cards
   a. Door Access

   Door Access is dependent on the category assigned to the person(s) and other specifications as indicated below. Residential door access is determined by the Residential Life Security Access Policy. Students receive their updated access plans every semester. Employees are given access upon hire which is updated as needed. Requests for door access changes can be made through the Request Access form sent to rcard@rollins.edu. Access to IT Network closets must be approved by IT before a Request Access form is sent into the R-Card Office.

   By May 1st, departments will be purged of all accesses for employees/students who are no longer in a position that requires access. Withdrawn students and staff will be marked inactive in the system and unable to use any previously assigned door access. All students and staff that are separate from the college will be marked as inactive and lose any assigned door access if they are not renewed. These scripts are completed by importing customers as inactive.

Groups	Access Plan	SunTrust Garage?
Students	Residential building, Classrooms from Course Schedule, Basic Plan	If purchased parking permit
Faculty and Staff	Basic Plan, 422 building, Comstock	X
Alumni	Sports Center, Olin Library	If asked
Emeritus	Basic Plan	If asked
Trustees	Basic Plan	X

   b. Residential Life Security Access Policy

   Residential Life has full control over residence hall access for students and Residential Life staff. They will work with Campus Safety to remove and add accesses as needed. Generally, students will only have access to the Residential building that they live in. However, exceptions do occur and are listed below. Early-arrivals and late stays are approved through Residential Life from lists provided by Athletics, organizations, or departments. Ward Classroom exists within a Residential building so students will be given a timed security plan to get access for only their class period. At the end of each semester, a

full cleaning of Residential Life access will be completed to ensure only current staff has access.

Off Campus Students: Residential Life will designate Off-Campus students and supply them with access to the Off-Campus lounge. In the fall of freshmen year, Off Campus students are given access to the first-year Residential hall where their RCC lives.

Active Greek Members: Greek organizations give active members access to the house independent of their living arrangements.

IT Staff: IT workers can be granted access to Residential Life halls for specific needs that are approved by Residential Life.

Peer Mentors: Peer Mentors have access to all freshmen dorm halls during the fall semester.

Residential Assistants: Residential Assistants have one of three access plans based on their position—first year dorms, Greek dorms, and non-Greek upperclassmen dorms. Residential Assistants use their personal R-Card to unlock Persona door locks in their building. Residential Assistant PINs are not their birthday date and their access is given an end date.

Hall Directors: Hall directors have access to all Residential buildings.

Other Organizations: Depending on the circumstances, Residential Life will give access to students that do not live in the hall to perform a specific function. This includes the delivery of newspapers by Sandspur and the collection of reusable bag by EcoRollins.

Areas with Persona locks require R-Card access and a PIN. The dual authentication provides additional security to rooms and facilities. All accesses for Persona locks must renewed annually by Residential Life. These locks are used by students, Facilities, and some sports teams (i.e. Men's Basketball Team).

c. Student/Staff/Faculty Identification

Changes to the R-Card can be made such as preferred name or picture. To change pictures, the cardholder can go to Campus Safety and retake their photo or submit a new one online through Blackboard. The reprinting of a card for a picture costs $15.00.

To change preferred name, students can go through Student Records for the official change. Once Campus Safety is notified, the student can pick up a new R-Card within two weeks of the workflow. For gender-related name changes, students can go through the Center for Inclusion and Campus Involvement. New R-Cards due to name changes are free.

Faculty and Staff must change their preferred names through Human Resources. Upon notification from HR, Campus Safety will print a new card and the cardholder has two weeks to pick it up.

d. Obtaining an R-Card

All IDs must have a recent photo. Students must submit photos online except under specific circumstances approved by Campus Safety. Faculty/Staff/Temp will gain R-Cards when Human Resources sends a notification through a workflow. The new employee will go to Campus Safety to get their photo taken and pick up their R-Card. R-Cards can only be used by their owner; if the picture does not match the customer, Rollins and/or Sodexo has the right to confiscate the card and turn it into Campus Safety.

Specialty cards can only be made through VP requests sent to rcard@rollins.edu. Specialty cards are made for guests and visiting scholars for Rollins College. When these guests leave, the specialty cards must be collected and turned into Campus Safety.

When faculty or staff are terminated, their R-Cards should be turned into Human Resources. When faculty and staff retire, they may keep their cards but their access will be reduced to the appropriate amount. When students leave, they can keep their cards but all access will be removed following their last semester.

2. Campus Cards for Non-Rollins Affiliated Persons

Non-Rollins affiliated persons with cards include the following:
- HUME Parents
- Holt Nondegree-Seeking students
- Conference attendees (including third-party services and athletics camps)
- Vendors and Contractors
- Suntrust Parking Garage/Tenants

HUME House Access:

The Child Development Center maintains a current lists of parents and supplies it to Campus Safety for R-Card creation. Their access is limited only to the Hume House during business hours. The R-Card will not serve as identification to pick up children but solely as access into the reception area.

Holt Non-Degree Seeking Students (RCCL):

Students in this program can obtain an R-Card to gain access to the Olin Library after hours. This is the only access plan given to these students. They must be on a list from the RCCL program before being issued an R-Card.

Conference Attendees:

Each dorm has a set of R-Cards that are assigned to it for access during conferences. They must have specific building access with activation and deactivation dates before being given to the attendees. These cards may include board plans that will later be charged to the appropriate department. All cards must be recollected at the end of each conference. Any missing cards will be billed to Scheduling & Event Services.

Vendors and Contractors:

At the end of academic year, all cards assigned to vendors and contractors will be deactivated. Cards that are assigned should be activated as needed with specified end dates otherwise they will expire in May of the following year. All vendors and contractors with cards must be kept on an updated list. The following departments have Vendor/Contractor cards:

- Facilities
- Admissions
- Residential Life
- Finance
- Campus Safety
- Purchasing
- IT
- Recycling Club
- Provost
- Winter Park Institute

All other departments must request Vendor and Contractor cards through Scheduling & Event Services.

Suntrust Garage Tenants:

Cards will be issued and obtained from Property Management. These cards will only have access to the Suntrust Garage. Suntrust Cards will be visually different than current or past R-Cards. A list of all active cards and their assigned person(s) are maintained in the R-Share. To obtain a card, a commercial tenant must go through their contact, usually an office manager, that sends a request to Property Management. When the request is processed, a tenant card will be assigned and activated for the individual. The tenant cards are terminated when the employee leaves the commercial tenant.

Finance

1. ## Student Account Options
   a. Traditional Meal Plan

      Students that live on campus, except for in Sutton Apartments, are required to purchase a traditional meal plan. Funds rollover from fall to spring semester. All funds left in this account at the end of the academic year will be cleared.
   b. Off-Campus Dining

      When students purchase a traditional meal plan, a portion is placed in the Off-Campus dining account to be used with Winter Park vendors. Students can opt out of this program by filling out a "Request to Opt Out of Off Campus Dining" on the R-Card website. Off-Campus accounts are available to deposit into for all students. All funds left in this account at the end of the academic year will be cleared.

   c. Voluntary Meal Plans

      Voluntary Meal Plans (VMPs) are smaller sums than the traditional meal plan and recommended for students who live off-campus or in Sutton that still eat in the dining halls. These plans are available in amounts of $495 or $995 with $25 or $100 enrichment, respectively. These are available for all students throughout the school year. At the end of the academic year, this meal plan will be cleared of any unused funds.
   d. Tarbucs$

      Tarbuc$ is a self-funded account available to all members of the Rollins community. Funds deposited here can be used across campus at dining and non-dining locations. Funds added to this account can be refunded upon separation from Rollins College, if there is at least $10 in the account. In addition to all of our on-campus dining locations, the following areas accept TarBUC$ as a form of payment: Post Office, Olin Library, Print Shop, Cornell Fine Arts Museum, Campus Safety, the R-Card Office, and Uber.

   e. Charge Accounts

      Charge accounts allow purchases to be billed directly to a student's account. Transactions are submitted to the Bursar's Office for billing. Charge accounts are only available while a student is enrolled at Rollins College. The Bookstore, Campus Safety Office, Community Standards Office, Olin Library, Health Services, and R-Card Office use charge accounts as a possible payment method.

2. ## Faculty/Staff Account Options
   a. Faculty/Staff Meal Plan

      Faculty and Staff have a meal plan account that is available for deposit and can be used for any on-campus dining location. Any deposits will receive an automatic 20% enrichment.

b. Off-Campus

The Off-Campus Dining account is available for any Faculty or Staff member that wishes to deposit in it. It can be used at any Winter Park vendor associated with Rollins' Off-Campus Dining program.

c. Tarbuc$

Tarbuc$ is a self-funded account available to all members of the Rollins community. Funds deposited here can be used across campus at dining and non-dining locations. Funds added to this account can be refunded upon separation from Rollins College, if there is at least $10 in the account. In addition to all of our on-campus dining locations, the following areas accept TarBUC$ as a form of payment: Post Office, Olin Library, Print Shop, Cornell Fine Arts Museum, Campus Safety, the R-Card Office, and Uber.

d. Stipend Accounts

Stipend Accounts can be applied by a department in lieu of meal plan credits. These are department funded.

Deposits

Deposits can only be made online through Blackboard eAccounts, in-person at the Bursar Window or in-person at the R-Card Office located within Campus Safety. For deposits by those who do not have an account, they must follow the guest deposit which is linked on the R-Card website. Student deposits can go into the Tarbuc$, Off-Campus Dining, and Voluntary Meal Plan accounts. Faculty and Staff may deposit directly into their Faculty Staff Meal Plan, Off-Campus Dining, and Tarbuc$ accounts.

Accepting R-Card for Events

R-Cards can be used as payment for on-campus events by using Tarbuc$ accounts or meal plan in circumstances with catering approved by Sodexo. There are R-Card readers and equipment for these events. To use them the student or faculty must:

1. Request Event on Get Involved and EMS
2. Gain approval from department or club
3. Fill out a Terminal Usage Form found on the R-Card website
4. Read the Rollins College PCI Policy
5. Contact the R-Card Office