

Residential Life & Explorations

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# **Housing Waitlist Information Booklet**

**2024-2025**

**Questions? Email  
[rle@rollins.edu](mailto:rle@rollins.edu) or  
call 407-646-2649**

# Vision

The Housing Waitlist process is designed to incorporate requests for housing from students that are still interested in living on campus but did not select a bed on campus or were not eligible to do so through the Returning Student Housing Selection process.

As it was for the Returning Student Housing Selection Process, RLE strives 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 Dates

<b>2024-2025 Housing Waitlist Application Opens Roommate Matching Opens</b>	<b>April 11th, 2024</b> 9:00 AM EST
<b>2024-2025 Returning Student Housing Waitlist Application Closes Roommate Matching Closes</b>	<b>April 16th, 2024</b> 12:00 PM EST
<b>Students Notified of Selection Time</b>	<b>April 17th, 2024</b>
<b>Returning Student Housing Waitlist Room Selection Process</b> <u>Details on page 10</u>	<b>April 18th, 2024</b>
<b>Meal Plan Selection Period</b>	<b>April 15th - 24th, 2024</b> (Please note the extended date)

# Housing Selection Overview

## **Step #1:** Submit the Returning Student Housing Waitlist Application

Note: Room selection ranking will be based on application submitted date and time.

This application opens on April 11th at 9:00 AM EST.

## **Step #2:** Complete Roommate matching (if applicable)

If you know a student(s) who have also submitted the Housing Waitlist Application, you will be able to match when all your applications are submitted. The roommate matching process will be open from April 11th, 2024 - April 16th, 2024.

## **Step #3:** Americans with Disabilities Act (ADA) Accommodation Process

Note: This step is applicable only to those that have been approved for a housing accommodation and do not currently have housing. Those who have been provided housing accommodations will be receive individual communication from the Office of Accessibility Services.

## **Step #4:** Room Selection

On April 18th, 2024, Students will choose from the available beds during their provided selection time.

Selections times are determine based on application submission time and date.

# 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 Housing Application Waitlist, 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 Housing Application Waitlist via MyHousing.

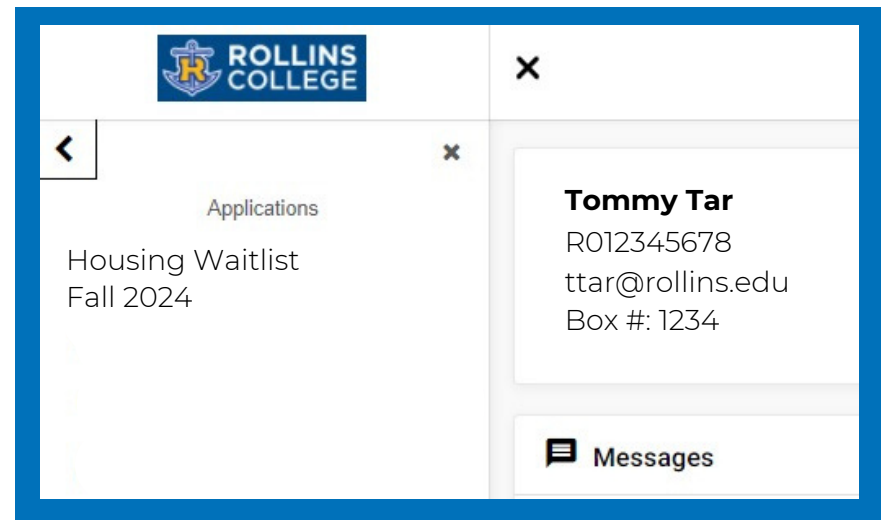
**All students that still want to live on campus MUST complete the 2024-2025 Housing Waitlist Application (this includes students who want to live in an RO and those with ADA accommodations).**

\*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 April 11th, 2024 and April 16th, 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 "Housing Waitlist"



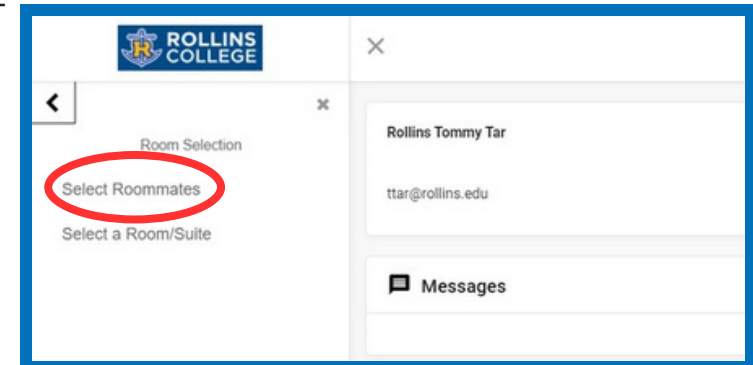
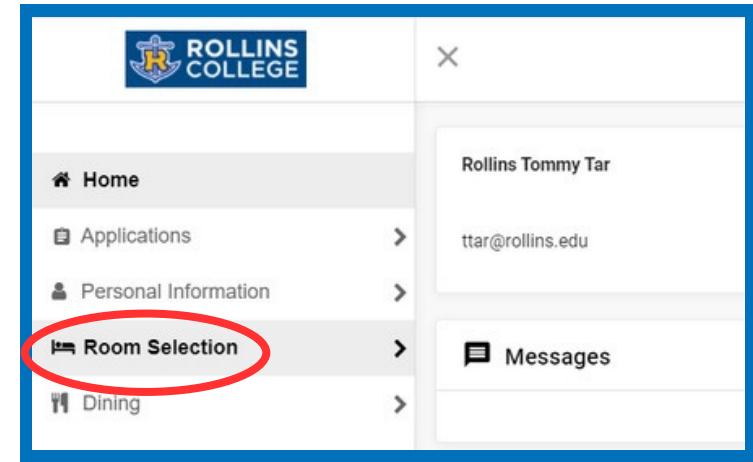
3. Provide the information as prompted on the application screens, following the "next" or "continue" buttons through the pages. When complete, remember to click "complete application" to submit your housing application or exemption request.

# Step #2: Roommate Selection

You may begin selecting roommates beginning April 11th, 2024 until April 16th, 2024.

## To request a specific roommate:

1. Log into MyHousing on or after April 11th, 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. 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 #2: 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 Housing Waitlist Application. You cannot match with a roommate who already has a housing assignment; however, if there is a vacancy in their room or apartment during your selection time, you are welcome to select that spot.**



# Step #3: ADA Housing Assignments

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

More information about this process and assignments 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](mailto:access@rollins.edu)**

# Step #4: 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!

Please note: There may not be the number of beds available that correlate with the number of matched roommates within your group. You must be prepared to split your matched roommate group if only single beds are available in rooms or apartments. (i.e. We cannot guarantee that there will be an apartment with 4 spots left in it, so you should be prepared to split your roommate group of 4 into different apartments).

Important: Mixed-gender roommate groups, will be contacted individually with selection information. Due to technical limitations with RLE's housing software, RLE staff will facilitate the room selection for intended roommates as long as the group is matched by the deadline.

# Step #4: Room Selection

## **To select a room or apartment:**

1. Your selection time will be dependent on your application submission date and time. In a matched roommate group, your selection time will be dependent on the average application submitted date/time of your matched roommate group. You will be provided your selection time on April 17th, 2024. Once the time for room selection begins, you or your group are welcome to select an option in the 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".
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 #4: Room Selection

## Tips for Room Selection:

- During room selection on MyHousing, if your roommate group wants to live in an apartment, 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. You can view what room options we have available [here](#).
- To view room rates please visit our website [here](#).

# **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)
<b>First year residential students (must choose one)</b>			
19 swipe plan*	\$575	\$9.75	\$3,540
15 swipe plan*	\$800	\$10.40	\$3,295
<b>Lakeside Neighborhood &amp; Sutton Apartments students (must choose one)</b>			
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			
<b>Upperclass Residential students (must choose one)</b>			
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
<b>Off-Campus students (you are encouraged to choose any meal plan listed above or below)</b>			
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](http://rollins.edu/r-card).

## Reminder

You will be able to select a meal plan during Meal Plan Selection Week, April 15-24, 2024.  
(Extended dates than previous deadline)

# 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?**

It is your choice if you live on campus. The existing 3-Year live on requirement has been suspending for the 2024-2025 academic school year. If you do want to live on campus, you **must** submit the Housing Waitlist. If you do not submit this by April 16th 12PM EST, you may not be able to live on campus.

## **Do I have to have roommates?**

Matching with potential roommates is your choice. The Housing Waitlist Selection Day will allow you to select any open bed as long as the gender of the room/apartment matches your own. You will not have to match the number of students in your roommate group to the number of beds available, but keep in mind the number of students in your matched roommate group will determine what room options you see initially. For example, a matched group of 2 students will be able to select 2 beds in a fully available Sutton 5-Person Apartment.

If you want to live in a Single Room (Regardless of hall) you do not have to match with roommates in the process. If you want a Single Room in a Traditional Hall you must not match with any roommates. However, please know there's a limited number of room types currently available. Please review the [current available beds](#) when making your selection plans.

## **I am matched with one other student and I do not see a room that can house both of us. What do I do?**

The student assigned to select a housing option for your group will have the option to split up the group as long as you are all matched in the system. If this scenario happens and you still want to live on-campus, the selector can assign students in the group to different room options.

## **Will I be able to select a bed?**

If you receive a selection time on April 17th you will be guaranteed a bed on campus. Upon the conclusion of the Returning Student Housing Selection process we forecast having enough beds for all applicants. However, this will be ultimately defined by the number of applicants.

## **Am I able to select a bed with students that already have an assignment?**

Yes! As long as that room/apartment has an open bed on your selection time, you will be able to select that option. You will not be able to add these students as roommates prior to selection.

## **Can I cancel my assignment if I select an option on April 18th?**

Yes, you may cancel your assignment and waitlist request without penalty by emailing [rl@rollins.edu](mailto:rl@rollins.edu) before July 31st 2024.

## **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.

## **Who is allowed to be my roommate?**

You will have the freedom to match with any student that has also submitted the Housing Waitlist and select an option together. However, please know that you can select any vacant option on campus and that includes apartments/rooms that may already have students assigned to some of the beds.

## **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?**

We expect to have an extremely limited number of Single Rooms available for selection and no Double Rooms in Traditional Halls. If the room type you are interested in is not available at your selection time you have the option of selecting another room type or choosing to live off campus. Any student assigned to a bed on campus will have the option to add themselves to the Room Type Waitlist.

## **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.

# Questions?

Email [rle@rollins.edu](mailto: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.