

2024



the **GUIDE TO
RESIDENCE
HALL LIVING**

WELCOME AND PURPOSE

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Welcome to the Guide to Residence Hall Living. This document outlines the policies and procedures for students living in any facility owned, operated, or leased by the College. This document is provided by the Office of Residential Life & Explorations (RLE) to provide awareness of the rules and regulations that govern living in the residence halls. [Students must adhere to this and all College policies when living in the residence halls.](#)

Residential Life & Explorations staff

Professional staff

- Assistant Dean of Students/Director of Residential Education & Explorations
- Associate Director of Residential Life
- Associate Director of Explorations
- Assistant Director of Residential Life
- Area Coordinator for Elizabeth and Ward Hall
- Area Coordinator for Cross, Mayflower, Strong, and residential organization housing (Corrin, Fox, Gale, Hooker, Lyman Pinehurst Cottage, Pugsley, and Rollins Halls)
- Area Coordinator for Rex Beach Hall and Sutton Place Apartments
- Area Coordinator for Lakeside Neighborhood

Student staff

- Graduate Assistant for Residential Life & Explorations
- Resident Assistants and Organization Resident Assistants
- Peer Mentors
- Student Coordinators
- Work-study students

HOUSING OPERATIONS POLICIES AND PROCEDURES

All-Gender Housing

All-Gender Housing is defined as a housing option in which two or more students mutually agree to share a multiple-occupancy apartment, regardless of sex, gender identity, or expression. This practice allows students to base roommate choices solely on compatibility, unrestricted by sex.

- Students may request a roommate of any sex/gender during housing selection.
- All students in the roommate group must request to “match” one another during the specified roommate selection period, as per the roommate request process.
- All-gender roommate groups must be able to fill the room/apartment to full capacity.
- Students will not be assigned to an all-gender room/apartment without their consent.
- Once a room/apartment is appointed as all-gender, that space will remain as all-gender if all residents continue to occupy the space during the current academic year.

In case of a vacancy:

- The roommates left behind may pull in any new roommate – including a roommate of the same or opposite sex. All students in the space must approve the new roommate.
- Residential Life & Explorations (RLE) will try to place students in the apartment who are interested in living in an all-gender space.
- If the above options are not possible, RLE reserves the right to split and move the group to create gendered groups or assign a new roommate.

Break Housing

- Breaks include fall, Thanksgiving, winter, Intersession, spring, Maymester, and summer.
- Residence halls stay open during fall, Thanksgiving, and Spring Break periods.
- Residence halls are closed for the winter and summer break periods. More information on limited housing during these periods, can be found below.
- **Winter Break Housing**
 - » Winter Break Housing is defined as the period between the hall closure date for the fall semester and the hall opening date for the spring semester.
 - » Winter break housing is limited to:
 - ♦ Students unable to travel internationally due to conflict or financial limitations.
 - ♦ Students needing to keep local employment through the winter break period.
 - ♦ Students with housing insecurity have exhausted all other housing options for the winter break period.

HOUSING OPERATIONS POLICIES AND PROCEDURES

- » Students requesting winter break housing must submit a Winter Break Housing Application by the published deadline. Dates for application opening and closing will be shared prior to the application opening.
- » Winter break housing has a cost of \$23/night. Students participating in winter break housing for an official College reason (athletics, campus employment, etc.) are exempt from this cost.
- » Students requesting winter break housing accept that this period involves:
 - ◆ Limited staff on campus
 - ◆ No on-campus dining options
 - ◆ Wellness Center closed
- » Failing to submit a winter break housing application by the published deadline will disqualify a student from winter break housing. RLE reserves the right to consider requests after the published deadline.
- **Summer Housing**
 - » Summer Housing is defined as the period between the non-graduating student hall closure date for the spring semester and the earliest returning student move in date for the fall semester.
 - » Summer housing is available to all full-time, active College of Liberal Arts (CLA) students who fall under one or more of the following qualifying reasons:
 - ◆ Employed full-time by a campus department for the summer period. Employment must be confirmed by April 18, 2025 at noon EST, to qualify. Residential Life & Explorations (RLE) reserves the right to change this deadline.
 - ◆ Approved to participate in Student-Faculty Collaborative Research
 - ◆ Participating in an internship for academic credit approved by the Center for Career & Life Planning (CCLP). The internship must be approved for academic credit by CCLP by April 18, 2025 at noon EST, to qualify for summer housing. Any outstanding request after this date may be ineligible for Summer Housing regardless of all other academic registration deadlines. RLE reserves the right to change this deadline.
 - » Students requesting summer housing must submit a Summer Housing Application by the published deadline. Dates for application opening and closing will be shared prior to the application opening.
 - » Summer housing has a cost of \$24/day (please note this may change depending on the hall used for summer housing). All students in summer housing, regardless of qualifying reason, will be billed for their housing cost. Sponsoring departments who choose to cover the cost of summer housing must work directly with Student Account Services for billing.
 - » Students requesting summer housing accept that this period involves:
 - ◆ Limited staff on campus
 - ◆ Limited on-campus dining options
 - ◆ Wellness Center closed

- » Failing to submit a Summer Housing Application by the published deadline will disqualify a student from summer housing. RLE reserves the right to consider requests after the published deadline.
- » Students may cancel their summer housing application without penalty up until the residence hall move out date for non-graduating seniors at noon. Canceling after this date may involve an application cancellation penalty of \$500 and a daily rate charge for all days staying on campus beyond the residence hall move-out date for non-graduating students.
- » No late stay requests will be considered for summer housing students.

Cancellation of fall or spring semester housing

Please refer to the Rollins College Student Housing Agreement (in MyHousing) for information on housing agreement termination.

Damages

Apartment/Room

- Damages, other than normal wear and tear, will be assessed to the resident(s). If two or more people occupy the same room, and it cannot be decided who is responsible for the loss or damage, the assessment and/or disciplinary action shall be shared equally among those assigned to the space.
- Charges for moving furniture back to its proper location or for the replacement furnishings costs will be assessed against the resident responsible.
- Students must report any information regarding specific acts of vandalism or damage (including accidental damage) to Residential Life & Explorations (RLE) staff or [put in a Facilities Service request](#).
- Residents cannot paint, damage, or otherwise alter the private or public spaces of the facility or property.
- Residents must keep the exterior of facilities (including porches, lawns, etc.) free of garbage, unapproved furniture, and flammable liquids and gases.
- Residents are prohibited from causing unnecessary garbage or debris in the hallways, public spaces, egresses, etc.
- As residents check out of their spaces, damage inspections will occur using the Room Inventory as guidance.
- Residents are prohibited from repairing or trying to repair damage.

HOUSING OPERATIONS POLICIES AND PROCEDURES

Common Spaces

- All students share the responsibility for the upkeep and damage of any common area spaces – building-wide, on floors/wings, in stairwells, elevators, kitchens, bathrooms, laundry rooms, and pools.
- As such, damages are charged to all residents responsible for the common area. The College asks students to report information leading to the proper individual(s) responsible for damage and encourages students to take responsibility for the damage in which they, themselves, were involved.
- Damage that cannot be assessed to the proper individual(s) will be divided equally among the residents of the hall, floor, or wing, as applicable.
- Common area damages may not be appealed unless the specific resident(s) responsible for the damage(s) accepts responsibility.

Final determination of all damages will be decided by an RLE staff member after the room's final inspection. Charges are made based on estimated replacement costs of existing College property along with estimated labor charges in consultation with Facilities Services.

Damage Appeal Process

- Appeals of any charges assessed for repair, cleaning, or removal of personal belongings shall be filed in writing no less than ten (10) business days from the date said bills are sent to the resident. Thereafter, any right to appeal is waived.
- Students completing an "Express Checkout" or students who do not complete a checkout appointment as requested waive the right to appeal any damage charges assessed.
- Students will be notified of any damage charges assessed via their Rollins email after their move-out date. In that email, they will also be notified of how to complete a damage appeal.



Eligibility for Housing

Residency Requirement

All full-time College of Liberal Arts students must live on campus for three (3) years or six (6) semesters. Exceptions are made for students who meet one or more of the following criteria:

- Married students
- Military Veterans
- Non-degree-seeking students or second degree-seeking students
- Students with 72 credit hours or more
- Students over 20 years of age at the point of enrollment
- Students under the age of 16 at the point of enrollment
- Students who have legal dependents
- Transfer students who have completed two (2) full years or four (4) semesters at another college/university
- Students who live with their parents or legal guardian within 50-mile radius of Rollins' campus.
 - » To be approved for commuter status:
 - ◆ Students must submit a housing exemption application and their permanent residence must match the address on the FAFSA on file with the Registrar's Office. Or if a student has not completed a FAFSA, then the address must match their permanent residence on file with the Registrar's Office.

HOUSING OPERATIONS POLICIES AND PROCEDURES

Furniture

- Rollins College provides its residents with college furnishings in their rooms, common areas, and lounges.
- College furnishings may not be removed from any student's room.
- College-owned furniture placed in common areas or lounges may not be removed for personal use, as it is intended for use by all residents and guests.
- Personal furniture may not be stored in common areas or lounges.

Housing Accommodations

[Please refer to the Housing Accommodations page in MyRollins for information from the Office of Accessibility Services.](#)

Housing Agreement

All residential students are bound by the terms and conditions of the Residence Hall Housing Agreement and the specific building guidelines/requirements. If you have any questions regarding the housing agreement, contact the Office of Residential Life & Explorations at 407-646-2649.

Renters Insurance

- Students must provide their own individual property insurance or make sure they are covered under their parent/guardians' homeowner's insurance policies.
- The College is not liable for damages to or theft/loss of individual property, for the failure or interruption of utilities, or injury to persons.
- The College will not issue refunds for the failure or interruptions of utilities, or reimbursements for damage to individual property caused by the accidental discharge of any fire sprinkler.
- The College shall not be liable for any injuries or damages arising from the use of lofted or bunked beds, regardless of whether the College provides the bed.



Housing Assignment

Residence hall and apartment space may only be occupied by assigned students. Students may not sublet, assign, or share residence hall space with others.

Consolidation

The Residential Life & Explorations (RLE) office reserves the right to move or reassign a student to other facilities, assign roommates, and combine vacancies by:

- Requiring residents to move from single occupancy of double rooms to double occupancy or to require students occupying double rooms as a single to pay the pro-rated cost of the vacancy, combine vacancies by closing parts of or complete halls.
- Requiring residents to move from one apartment to another or to require students occupying apartments with vacancies to split the cost of that vacancy, combine vacancies by closing parts of or complete apartments/floors.

Vacancy Buyout

A vacancy buyout is defined as a student paying the cost of an empty bed in their assignment in which case another student would not be assigned. The RLE office, at its sole discretion, will determine if vacancy buyouts will be offered on a semester basis. The decision to allow vacancy buyouts is determined by residential capacity and will be made no later than two weeks after the first day of classes each semester. A student approved for a vacancy buyout will be assessed a fee associated with the cost of the vacant bed. The approved student may use the extra furniture in the assignment but may not remove any of the furniture from the assignment. Students must be approved for a vacancy buyout every semester and renewal of a vacancy buyout is not guaranteed.

HOUSING OPERATIONS POLICIES AND PROCEDURES

Vacancies

- When vacancies occur, the College reserves the right to show rooms and assign new occupants to fill those vacancies.
- Residents of partially filled rooms should occupy only one set of furniture to accommodate a potential new roommate. The other furniture should be clear and ready for occupancy. A student occupying two sets of furniture is subject to disciplinary action.
- In a partially filled room or apartment, the RLE office may, at its sole discretion, allow the resident to find a new roommate to fill the vacancy or assign a new roommate at any time without requiring current resident approval.
- When a new resident is assigned, the current occupant(s) are expected to welcome this person and treat them with respect. Failure to show respectful behavior by any current occupant of a room is considered a policy violation and subject to disciplinary action.

Housing Selection

Process

Returning Student Housing Selection: active College of Liberal Arts students can select their own housing for the following academic year by participating in the Returning Student Housing Selection process during the spring semester.

- Phase 1 – Application: During this phase, students will apply online through MyHousing and sign the Housing Agreement.
- Phase 2 – Housing Eligibility: Based on capacity limitations, the College may implement a ranking system to decide which students are eligible to live on campus. This mechanism will be implemented only if RLE receives more applications than beds available on campus. Students are ranked individually by class standing in the following order: rising sophomores, rising juniors, rising seniors, rising super seniors. Students with Alford and diversity scholarships are at the top of each academic cohort.
- Phase 3 – Roommate Matching and Room Selection Processes: During this stage, students will match with their preferred number of roommates and select a room. For certain room selection periods, students are only able to take part if the number of roommates in their matched roommate group matches the number of beds in the room/apartment. Ranking for room selection processes for 2 or more roommates are ranked by the group's average academic standing. The room selection process for individual students are ranked first by academic standing and then by the application submitted date and time.

Eligibility

If a student does not submit the Returning Student Housing Application by the published deadline or does not participate in any room selection process they are eligible for, they may lose their ability to live on campus. Late submissions for the Returning Student Housing Selection Application will not be considered.



Key Use & Lockouts

- Each resident listed on the Housing Agreement is given one key to their respective room or apartment. For safety reasons, additional keys cannot be dispensed (except in cases of documented loss). It is unlawful to make duplicate keys from the original.
- Students should lock their doors for their own safety and security and should not leave their keys unattended in exterior or interior doors.
- Lost or stolen keys should be immediately reported to the Residential Life & Explorations (RLE) and Campus Safety offices.
- Students locked out of their rooms during business hours (Monday – Friday, 8:30 a.m. to 5 p.m.) can come to the RLE office (Lakeside Neighborhood, Seymour Hall, second floor) to get a temporary key.
 - » Temporary keys must be returned by 10 a.m. the next business day.
 - » Failure to return a temporary key will result in a lock change, and the student will be assessed the fee listed below.
- Students locked out of their rooms after business hours can contact Campus Safety or the Resident Assistant on duty.
- The cost of replacing a key or door lock when a key has been lost will be assessed to the student.
 - » Lock change fee: \$75 per change
 - » Students will be charged a \$10 fee per lockout.

Leave of Absence/Withdrawals/Academic Suspension/Disciplinary Suspension

- Students who experience a change of status (Leave of Absence, Withdrawal, Academic Suspension or Disciplinary Suspension) must move out of housing within 48 hours from the date that the student's leave is processed by the College. Please note that students who are suspended for disciplinary reasons may have a shorter time frame to move out at the discretion of College officials.
- Students may receive a housing or dining refund depending on the type of leave and the date their leave request is approved.

Meal Plans

- **All residential students must have a meal plan.** [You can view meal plan options and rates here.](#)
- Students with a medical condition that impacts their ability to use a meal plan must contact the Office of Accessibility Services for potential meal plan exemptions.
- Students may change their meal plans during the first two weeks of each term. Students will be informed of the meal plan change timeline via their Rollins email. Meal plans are locked in for the semester after the meal plan change period ends. Meal plan changes will not be considered after the meal plan change period ends.

Move In/Out Procedures

Room Condition Reports (RCR)

- Residential Life & Explorations (RLE) staff will inspect the room/apartment before occupancy. Another inspection takes place when the room is vacated. Residents are responsible for any damage caused by them or their guests, which takes place during their occupancy and is not reported by the resident when they move in. Upon move-in, each resident will receive instructions on how to complete their move-in survey or room condition report. All comments and edits must be submitted before the published deadline.
- The residents are responsible for notifying RLE within 48 hours (about two days) of accessing their residence hall room or apartment of any pre-existing damages or concerns. If a resident does not submit a room condition report, they are ineligible to contest any charges at the end of their occupancy. Room condition reports must be submitted regardless of whether there are damages in the room.
- Additional inspections will occur during the residents' occupancy to ensure fire safety and adherence to College and/or departmental policies.

Move In

All residential students will be issued a move-in date for the first time they are occupying their assigned room. For students returning to their same room after a break, please review the RLE calendar for published dates to return to the assigned room. This date will be communicated to the resident via their Rollins email. If a student requests to move into their assigned room before their approved date, they are requesting an early move-in.

• **Early Move In**

» Categories for early move in

- ◆ Personal Early Move-In Requests
 - ◇ Students who have a non-college related reason to move in early must submit the Early Move-In Request form for RLE staff to review their request. Failing to submit the request form by the published deadline may result in RLE staff being unable to consider and granting an early move-in request.
 - ◇ Students approved for a personal early move-in will be billed \$23/day.
- ◆ College-business early move-in requests
 - ◇ Students outlined in the categories below do not need to submit the Early Move-In Request Form nor will they be billed for an early move-in. The sponsoring department must communicate the request to RLE by the published deadline. Students who believe they fall under one of the following categories are responsible for ensuring their request is on file with their sponsoring department.
 - ◇ Students who fall under College-business early move-in requests:
 - Official College athletic commitment
 - Involvement with an on-campus department (examples: Peer Mentor or International Peer Advisor roles)
 - College-sponsored academic initiatives
- ◆ Only students who receive prior written approval from the RLE office may move in before the scheduled move-in dates on the College calendar.
- ◆ Students who move in early must adhere to all break housing policies outlined by the RLE office.
- ◆ Students trying to move in early without prior approval will be required to vacate immediately and may be subject to loss of housing.

HOUSING OPERATIONS POLICIES AND PROCEDURES

Move Out

All residential students will be issued a move-out date at each semester's end which will be communicated to them via their Rollins email. The resident must be completely checked out of their assigned room by noon on the official move-out date communicated by RLE. Responsibility to sign up for a check-out appointment on the approved date and time falls on the resident.

• **Categories of Check Out types**

- » Traditional Checkout: An RLE staff member will physically visit the room on the agreed upon checkout time while the resident assigned to the room is present. The RLE staff member will check the room for damage, ensuring that all College-provided furniture is in the room, and for any cleaning issues. Upon the inspection's end, RLE staff will check out the resident using RLE's housing software. At this time, the resident will be confirmed to have completed checkout procedures properly if done on the date and time they were issued as a move-out date. If a student checks out after noon on their approved date, they will be issued an improper checkout fee regardless of the checkout appointment being completed successfully. If a student checks out after 5 p.m. on their approved move-out date, they will be issued an improper checkout fee and the daily late stay date. Students must then check out by noon the following day or additional fees will apply.
- » RLE-Required Express Checkout: In some instances, RLE will approve a resident to check out of their space without needing a physical check-out appointment. The resident assigned to the room is responsible for ensuring the room is up to the published standards.
- » No Checkout: If a resident departs campus without having completed a traditional checkout or an RLE-required express checkout, the resident may be charged an improper checkout fee. Additionally, the resident is ineligible to appeal any charges related to issues within the room.

• **Late Stay**

- » If a student is requesting to stay in their assigned room after the official move-out date, the student is requesting a late stay.
- » Categories for late stay requests
 - ◆ Personal Late Stay Requests
 - ◇ Students who have a non-College related reason to move out after their approved date must submit the Late Stay Request form for RLE staff to review their request. Failing to submit the request form by the published deadline may result in RLE staff not being able to consider a late stay request.
 - ◇ Students approved for a personal late stay will be billed \$23/day.

- ◆ College-business Late Stay Requests
 - ◇ Students outlined in the categories below do not need to submit the Late Stay Request Form nor will they be billed for a late stay. The sponsoring department must communicate the request to RLE by the published deadline. Students who believe they fall under one of the following categories are responsible for ensuring their request is on file with their sponsoring department.
 - ◇ Students who fall under College-business late stay requests:
 - Official College athletic commitment
 - Student participating in Summer Housing: Review the Summer Housing section for approved qualifying reasons to be eligible for Summer Housing.
 - Student participating in Maymester Housing: Review Maymester Housing section for more details.
 - Students participating in commencement ceremonies as graduates.
 - Important: Only students participating in commencement as graduates are permitted to stay late. Requesting to stay late to witness commencement will result in a declined late stay request.
 - ◇ Only students who receive prior written approval from the RLE office may stay in their assigned room after the scheduled move out date.
 - ◆ Students who are approved for a late stay must adhere to all break housing policies outlined by RLE.
- **Fees and Charges**
 - » Improper checkout (\$75): this fee refers to a resident who did not properly follow checkout procedures. The reasons an improper checkout fee could be issued include:
 - ◆ Resident missed/did not show up for checkout appointment
 - ◆ Resident did not sign up for a checkout appointment
 - ◆ Resident did not complete checkout expectations (items left behind room not clean, etc.)
 - ◆ Resident was not ready to check out by appointment time
 - » Daily Early Move-In/Late Stay Fee (determined each academic year): this fee is assessed to students approved for an early move-in or late stay. The fee is determined by calculating the daily room rate of the double room/community bathroom, dividing it by half. This is done to reflect a decrease in College resources compared to the regular semester period.
 - » Damage/Cleaning Fees: these fees are determined in coordination with Facilities Services

HOUSING OPERATIONS POLICIES AND PROCEDURES

• Overall Standards

- » Specific instructions for the end of the semester will be distributed to all residents before they move out by their Area Coordinator and Resident Assistant.
- » Upon move-out residents must leave their rooms “broom clean” and free of trash or other personal belongings/furniture.
- » All costs incurred by the College due to any repairs required to be made, any additional cleaning needed, and/or for removal of all individual property shall be apportioned equally to the residents, regardless of the responsibility or fault of any one resident for the same.
- » Past the deadline of residence halls closing, the College shall not be responsible for student belongings and reserves the right to confiscate and dispose of such belongings at the student’s expense.

Personal Property

The College is not liable for damages to or any theft/loss of individual property, failure or interruption of utilities, or injury to persons. The College will not issue any refunds for the failure or disruption of utilities.

Right to Entry

Under the following circumstances, the College reserves the right to enter residents’ rooms for administrative purposes.

- The overall well-being and order of the residential community is thought to be in jeopardy.
- Completion of a work order for a room repair
- Danger, including floods, fire, and life-threatening situations, are thought to be occurring or imminent.
- The occupant cannot be found for an extended period (a search for this purpose will solely be to enter the room and look for the occupant).
- It is necessary to inspect a vacant/unoccupied part of a room/apartment to prepare it for occupancy.
- A resident is believed to be using their assigned space inconsistent with the housing agreement or other College policies.
- Life Safety Inspections consist of a Residential Life & Explorations (RLE) staff member checking every residence hall room for potential health and safety violations. RLE staff will post signs telling the date of these inspections at least 24 hours in advance. However, RLE staff may conduct Life Safety Inspections if the resident is not present.

Policy Violations (Room Search)

- The Assistant Vice President for Student Affairs and Dean of Students, Associate Dean of Students, or a designee may authorize a search of a student’s room in a residence hall by members of the College to determine compliance with federal, state, and local criminal law or College policy where there is a reasonable basis to

believe that a violation has occurred or is taking place.

- The Assistant Vice President for Student Affairs and Dean of Students, Associate Dean of Students, or a designee shall authorize a room search in writing.
- The student(s) involved will receive written notice within seven (7) days after the search. At the time of the search, the College official must say the reason for the search.
- Any search authorization may be reviewed by the Assistant Vice President for Student Affairs and Dean of Students upon the request of the involved student(s).
 - » The purpose of such review is:
 - ♦ To decide that the individual's rights were observed
 - ♦ To assure that the authorization was well-founded
- If the Assistant Vice President for Student Affairs and Dean of Students decides that the authorization was improper, then nothing uncovered or seized during the search shall be used as evidence before a conduct educator in the student conduct process. However, stolen property will be returned to its rightful owner(s).
- When a search of a student's room is authorized, it should be done in the presence of the student or the students in question whenever possible.
- In the students' absence, a note will be left inside the room, informing them of the search and directing them to contact the Campus Safety office immediately upon their return.
- Both a Campus Safety officer and a professional member of the Dean of Students staff (typically a staff member in RLE) will conduct the search.
- The Residence Hall Agreement allows College officials to search a student's room.
- It is at the discretion of Campus Safety, if a violation of Florida state law or federal law is found during the search, that the police or other proper governmental agency is contacted.

Room Change Process

- Students may not change rooms without approval from the Office of Residential Life & Explorations (RLE). Room changes are limited by available spaces and cannot be guaranteed.
- For the fall 2024 semester, room changes will start on September 6, 2024. For the spring 2025 semester, room changes will start on January 24, 2025.
- To start the room change process, students must meet with their Resident Assistant (RA) to discuss the issues they are experiencing. The RA will then direct the student to the next steps in the process.
- For the fall 2024 semester, room changes will be suspended on November 22, 2024. For the spring 2025 semester, room changes will be suspended on April 18, 2025.
- It is the discretion and responsibility of the student who starts the room change to inform their roommate(s) that they would like to move out. Students approved for a room change must move within the timeframe established in the room change confirmation communication sent by RLE unless otherwise scheduled by the RLE office.

HOUSING OPERATIONS POLICIES AND PROCEDURES

- A completed room change process entails scheduling a check out from the originally assigned room with the Resident Assistant and returning the room key (if applicable) to the Resident Assistant after all items have been moved from the originally assigned room. Damaged inventory and furniture inventory will be documented at the time of the check out with the Resident Assistant. The student initiating and completing the room change is responsible for damage and missing furniture from the original room.
 - » Students moving bedrooms within their originally assigned Sutton or Lakeside apartment must notify their Resident Assistant and complete the room change process.
- Students who do not follow the room change procedure will be charged a \$75 improper move-out fee and may be subject to disciplinary action by the Office of Community Standards & Responsibility.

Temporary Relocation

- The College has the right to temporarily move a resident to comparable housing for a variety of reasons, including:
 - » If repairs or improvements need to be made to a room, hall, or property and the repair or improvement cannot be made unless the resident is moved. The resident may be moved during the time needed to make the repair/improvement or until the work is complete.
 - » A student who is considered unsafe in their originally assigned room by the RLE office may be temporarily moved to an emergency space. The relocated student may stay in their temporary location space for 24 hours maximum. Emergency spaces used for temporary relocation are subject to availability.

Service & Emotional Support Animals (ESA)

To keep a service or support animal in College housing, a student must have prior written consent from the Office of Accessibility Services.

ESAs cannot be in residence halls until Accessibility Services approves them.

- Failure to adhere to this directive will lead to disciplinary action, including loss of ESA privileges and housing.

[More information regarding the Service Animal policy can be found here.](#)

RESIDENTIAL LIVING POLICIES

Alcohol

The alcohol policies outlined will be upheld in all campus residence halls. The following conditions must be followed:

- Alcohol possession or consumption is prohibited for any student under 21.
- If no one living in a residence hall room or apartment is 21+, then no alcohol may be present in any areas of the room or apartment.
- If there are mixed ages (21+ individual(s) and under 21 individual(s) living together), then all alcohol must be stored within the clearly identifiable living area of the 21+ resident (i.e., on the 21+ person's side of the room, in the 21+ person's personal mini fridge, in the 21+ person's single room, etc.).
- Drinking paraphernalia, including funnels and beer pong tables, are prohibited. This list is not exhaustive.
- Drinking games, including beer pong, flip cup, and shots of any kind are prohibited.
- Simulated drinking games, and water pong are also prohibited regardless of whether alcohol is used.
- Regardless of ownership or origin, any of the following items found in residence halls will be confiscated and/or disposed of: alcoholic beverages found in the presence or possession of minors, kegs, beer balls, taps, home brewing kits, or other mechanisms used to dispense alcohol.
- There are certain locations and instances in which possession and consumption of alcohol is not permitted on campus. These include:
 - » Alcohol consumption is not permitted in public areas of residence halls, regardless of the individual's age. Residence hall lounges, lobbies, pools, and entryways are considered public areas.
 - » Additionally, a student room/apartment with an open door is considered a public area.
- Alcohol is not permitted, by anyone, in an adjacent area to a residential facility, including balconies, parking lots, patios, loading docks, porches, lawns, etc.

If alcohol is found in a location where it should not be stored, it will be disposed of by the resident of the space or the RLE staff.

Common Space Usage

Common spaces are defined as hallways, stairwells, lounges, kitchens, bathrooms, pools, laundry rooms, etc., not found in individual apartments (Sutton/Lakeside). The Office of Residential Life & Explorations (RLE) reserves the right to limit the accessible hours of common spaces if necessary. All common spaces incorporate the quiet hour guidelines listed under the noise policy. Due to health and safety concerns, students are expected to keep common areas clean and orderly for community use.

RESIDENTIAL LIVING POLICIES

Bathrooms

Personal items will not be left in the bathrooms, such as shower caddies, shower shoes, toiletries, etc. These items must be removed after each use of the bathroom space.

- Music playing inside the bathrooms should not be heard outside of the bathroom.

Lounges

- RLE is not responsible for the loss or damage of any item(s) a student may leave in a lounge space.
- College-owned furniture must not be removed from lounge spaces. Lounge furniture must be returned to its original placement if moved within the space.
- Residents are prohibited from sleeping in the common areas of residential facilities.

Kitchens

- Any items that students bring into communal kitchens must be removed after use. Personal items may not be stored in communal kitchens.
- All kitchen dishes, pots, and pans must be washed and stored immediately after use. Counters should be cleaned following use. Garbage should be disposed of properly and not flushed down sink drains.
- Any items left in the communal kitchen after seven (7) days will be removed by the Resident Assistant.
- Refrigerators in communal spaces are only to be used by residents of the hall. All items inside of the refrigerator must be labeled with the resident's name. The College is not responsible for any stolen or discarded items.

Laundry

- Each residence hall has a laundry room only for residents of that community.
- Students must keep the laundry rooms clean by proper disposal of detergent containers, lint traps after each use, garbage, and other items brought into the space.
- Students may not leave their laundry unattended. Laundry left in the laundry room for more than seven (7) days will be collected and removed during duty hours by a Resident Assistant.
- Students found to be taking items that do not belong to them may be subject to disciplinary action by the Office of Community Standards & Responsibility.
- Students are not allowed to tamper with and/or vandalize washers, dryers, or the laundry room.

Balconies

- Some student rooms have balconies, but balcony access may not be allowed.
- Balconies are not used for cooking, smoking, storage, or to dry/display clothing, signs, etc.
- Balcony doors in student apartments and student rooms should remain locked when not in use.
- Balconies must not be used for room access.
- If a student is found to be misusing the balcony, the RLE office may decide that the balcony be temporarily or permanently locked.



Patios

- RLE is not responsible for the loss or damage of any item(s) a student may leave in the patio space.
- College-owned furniture must not be removed from patio spaces. Patio furniture must be returned to its original placement if moved within the space.

Pools

- The Sutton pool is for Sutton residents and their guests. A Sutton resident must always go with guests.
- Residents and their guests may only use the pool during pool hours, clean up after themselves, and follow directions on all posted signage.
- Students assume personal risk when using either pool, as there is no lifeguard on duty.
- Alcohol and smoking are prohibited in the pool area.
- Diving into the pool and jumping off the pool decks or water features is prohibited.
- Glass is not permitted in any pool or on pool decks.

RESIDENTIAL LIVING POLICIES

Common Space Usage – Events

- The Area Coordinator maintains and approves all reservations for common area space in residence halls. Reservations should be made at least one week in advance of the event.
- RLE departmental events will take priority over other events in a scheduling conflict.
- Any costs resulting from use, including any damage, will be passed on to the hosts responsible.
- RLE reserves the right to monitor the event and take any action necessary to ensure the security of the participants, residents, and facilities.

Community Living Policies

- For everyone to thrive in this environment, residence hall communities must be accepting and inclusive of all residents, and fully support the College's commitment to civility and respect. Upon the approval of RLE residents within a defined area (floor, building, etc.) residents can create policies that further the quality of the living experience for all its members.
 - » Community developed policies must:
 - ♦ Be congruent with current college and RLE policies and procedures.
 - ♦ Be agreed upon by all community members.

Decorations

- Students can decorate their room in any way that does not permanently alter it (i.e., posters, rugs, plants, etc.). 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 (see below for more information).
- When hanging things on concrete or stucco walls, students can use only 3M removable tape.
- When hanging things on drywall, please use only small nails or push pins. 3M tape will damage the drywall and therefore is not permitted. More than 10 nail holes may be billed as damage.
 - » Students are prohibited from dismantling any College furniture, attaching anything permanently to the walls, ceiling, and doors; or painting walls, 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 prohibited from changing their room in any way, including installing wallpaper, wallpaper borders, or contact paper on walls or fixtures.
 - » Students may not use adhesive LED strip lights on any College-owned property, including walls or furniture.
 - » Alcohol containers and paraphernalia are prohibited as decoration.
 - » Drug paraphernalia is not permitted as decoration.



Windows

- No items, including but not limited to, signs, posters, flags, or window clings may be hung inside or outside residence hall windows.
- Placing signs, posters, flags, or any other items seen outside the building on residence hall windows/windowsills is prohibited.
- Any item placed on a windowsill must face inward into the room/apartment and cannot be seen outside of the residence hall.
- Alcohol containers and paraphernalia are prohibited from being displayed in any residence hall window or on the windowsill.

Doors

- Room doors may be decorated, but room numbers must remain visible.
- Pins and nails are not to be used on doors or door frames.
- Decorations cannot block door access or egress for fire safety.

Ceilings

- Nothing may be hung from the ceiling. Students cannot hang anything from ceiling pipes or electrical conduits.
- Large cloth objects (fishnets, parachutes, flags, etc.) and posters are prohibited from being hung from or across any ceiling.
- Per the fire safety code, residents are not allowed to hang any items from the ceiling, and a 6-inch gap must remain between the ceiling and the first item hung on the wall.

RESIDENTIAL LIVING POLICIES



Common Spaces

Decorations cannot be put in common spaces without permission from RLE. This includes balconies, patios, and porches.

Drugs

The possession and/or use of narcotics or drugs other than those medically prescribed, properly used, properly secured, and in the original container (hereafter: drugs) is prohibited in residence halls. Drugs and drug paraphernalia will be confiscated by Campus Safety if found on College property.

Due to federal law, medical marijuana is not permitted to be used or stored in residence halls.

Fire Safety

To protect the personal well-being and safety of the community, the Office of Residential Life & Explorations (RLE) strictly enforces all fire safety regulations.

Drills/Alarms

- When a building alarm sounds, all students must vacate the residence hall. Rooms may be inspected by Campus Safety, RLE, and Winter Park Emergency personnel.
- No one may re-enter the hall until the Chief Fire Official present has secured the building and given permission to enter the building.
- Scheduled fire drills with the Winter Park Fire Department and Campus Safety will occur twice a year.

- Students should treat all fire alarms as if they are real. If a student is found not to have exited a building, they may be subject to fines and disciplinary action by the Office of Community Standards & Responsibility.

Equipment

In compliance with the **Florida Life Safety Code 28.3.6.3**, all student room doors are self-closing. Propping doors is a violation of fire safety and students who prop doors open will be subject to disciplinary action and a \$50 fine.

Students responsible for false alarms, either through negligence, vandalism, or a prank, are subject to removal from housing, a fine imposed by RLE, disciplinary action by the Office of Community Standards and Responsibility, a fine imposed by the fire department, and applicable expenses such as clean up, recharging a fire extinguisher, etc.

No student may disengage or reset any alarm annunciator panel or tamper with and/or misuse any fire safety equipment, including alarms, alarm covers, hoses, and extinguishers. This is considered a felony offense, and all reported cases of misuse may be reported to the Winter Park police and fire departments.

Smoke Detectors

- Student rooms are equipped with individual smoke detectors and sprinklers. Hot air, smoke, or aerosols directed toward the smoke detector may set off the alarm. If you activate or hear a smoke detector going off in a student room, immediately contact Campus Safety at 407-646-2999.
- To ensure that the smoke detectors are appropriately used and serve the designed function, students will not dismantle or otherwise tamper with them. Students may not hang items from the smoke detectors or sprinkler heads. Covering the smoke detectors or sprinkler heads with any type of cloth, cardboard, plastic, or other material, decorative or otherwise, is prohibited.
- Smoke detectors are smoke sensitive; this includes burned popcorn, cigarette smoke, incense, vapor, etc. If the smoke detector in a room should sound, residents should immediately contact Campus Safety staff and/or a member of the RLE staff.
- Students found responsible for misusing or tampering with smoke detectors may be assessed a fine and the cost of repair and/or replacement, in addition to being subject to disciplinary action. If a smoke detector in a student room has been tampered with, the room occupants(s), whether present at the time or not, will assume responsibility if no other individual is found to be responsible.

RESIDENTIAL LIVING POLICIES

Guests

A guest is defined as a non-Rollins affiliated person or Rollins student not living within a particular room/building. Residents can have guests visit them in residence halls according to the following guidelines:

- Guests are prohibited unless all roommates/suite mates consent to them being there.
- Guests under 16 years of age must always be accompanied by a parent/guardian.
- A student host is responsible for their guest's actions while on campus.
 - » A student host will be charged under the Visitors policy of the Code of Community Standards if their guest violates College policy.
- Guests must be escorted by their student host and are expected to abide by all campus policies.
 - » The maximum number of individuals allowed in a room/apartment should not exceed double the number of beds in the room/apartment. These occupancy rules include both guests and residents who occupy the space.
 - ♦ For example, in Lakeside, there may be no more than eight individuals present in the apartment.
 - ♦ In a Rex Beach double room, there may be no more than four individuals present in the room.

Overnight Guests

- Residents may have overnight guests, but they must first seek approval via email from their Area Coordinator at least 2 business days in advance. All roommates/suite mates must consent to an overnight guest.
- Host residents may not have overnight guests for more than two (2) consecutive nights and in a seven (7) day period. An individual guest may spend no more than nine (9) nights per month within any residential facility.
- No guest under 16 years of age is permitted to stay overnight in a residential facility.
- The RLE office reserves the right to limit the number and frequency of overnight guests.

Guests During Break

- Guests are permitted during Maymester, winter break and summer terms period following the guest policy.
 - » However, overnight guests are not permitted during Maymester and winter break.

Noise

- The Office of Residential Life & Explorations (RLE) insists that all students exercise responsibility, thoughtfulness, and restraint in the production of noise of any kind: vocal, musical, recorded, or mechanical. Courtesy hours are in effect 24 hours a day in ALL college housing. Courtesy hours are those hours during which the noise level is not above what would be expected in a typical household residence. Courtesy hours also mean showing courtesy to fellow residents by acknowledging requests made for sleep or study.
 - » Minimum quiet hours have been set between 10 p.m. – 8 a.m. during the week (Sunday through Thursday) and midnight – 10 a.m. on the weekends (Friday-Saturday).
 - » 24-hour quiet hours will be in effect during all final exam periods.

Pets

- Pets other than fish in an aquarium no larger than 5 gallons are not permitted in the residence halls.
- If a student has a pet that does not meet the above mentioned criteria, the student will have an initial fee of \$75 assessed. Residential Life & Explorations will assess an added \$75 per day fee if the student does not immediately remove the pet, and the student will be subject to disciplinary action by the Office of Community Standards & Responsibility.
- Students will be held accountable if a guest brings a pet inside the residence hall.

Postings & Bulletin Boards

- Signage (signs, posters, etc.) can only be placed in approved areas as decided by the Office of Residential Life & Explorations.
- Unauthorized postings will be removed and discarded.

Prohibited Activities

Hall Sports

Students cannot play sports in residence halls, including running down the hallway, throwing a ball in the common space, kicking a ball, etc.

Facility Misuse

Facility misuse or damages: students are prohibited from intentionally damaging or misusing residence hall facilities in ways including but not limited to:

- Removing screens from windows and/or using the window as a point of entry or exit
- Adhering items in such a way as to damage walls, furniture, or woodwork.
- Making structural modifications to any room
- Tampering with electrical wiring and attaching power strips or extension cords to walls or ceiling

RESIDENTIAL LIVING POLICIES

- Collecting excessive garbage inside or around residence areas
- Leaving sporting equipment or other unapproved items outside of your residence hall door
- Disposing of personal trash in a bathroom or laundry room trash can
- Removing furnishings provided by the College from rooms or common areas (lounges) or use of any furniture contrary to a designated use
- Using social lounges for personal storage or to the exclusion of other residents
- Entering onto or otherwise occupying roofs
- Sleeping in or on facilities/quarters not designed for that purpose

Fire Safety

- Students are prohibited from tampering with pre-set lower and upper limits on the air conditioning units, as well as burning or otherwise damaging thermostats. If a damaged thermostat is in a residence hall room or apartment, all residents of the apartment may be billed for the damages and referred to Community Standards & Responsibility.
- Damaging, burning, or tampering with the HVAC thermostat is a violation of Rollins College policy and a safety issue. Tampering with the thermostat may lead to fines of more than \$100, a referral to the Office of Community Standards & Responsibility and lead to loss of housing. Failure to report damage to the thermostat may also be a violation of policy, leading to the above-listed outcomes.
- To report thermostat damage, go to rollins.college/facilities-tdx and put in a service request.

General Hazards

- Bicycles, skateboards, hoverboards, scooters, skates, and any other devices are prohibited from use in a residence hall.
- If a student needs a mobility aid, such as a motorized scooter, RLE cannot guarantee space within the student's individually assigned residential space for storage of said device unless that is part of the student's accommodation. The Office of Accessibility Services decides reasonable accommodations and may require substantiating documentation of a medical need for requested accommodations.
- Bicycles and scooters, for recreational use, must be kept in student rooms or on College-provided bike racks. Bicycles and scooters stored or locked in public areas such as stairwells, hallways, lounges, etc. will be removed and stored at the owner's expense for 30 days (about four and a half weeks). If the bicycle is not claimed after 30 days (about four and a half weeks), it will be donated to charity.
- Bicycles or scooters left on bike racks at the end of the academic year will be removed and stored at the owner's expense for 30 days (about four and a half weeks). If bicycles are not claimed by the owner within 30 days (about four and a half weeks), they will be considered abandoned and donated to charity.

Prohibited Areas

- For safety concerns, students are not allowed on any roof of any campus building and are not permitted to do any renovations, construction, or modifications to any buildings or surrounding grounds without prior approval from the RLE and Facilities Services offices. This policy also applies to residential organizations of the College.

Prohibited Items

Fire Safety

- The [Florida Fire Prevention](#) and [State of Florida Electrical](#) codes only allow extension cords with integrated UL approved over current protection (surge protector) for use within residence halls. All other types of extension cords are prohibited.
- Powers tools and electrical kitchen appliances, including popcorn poppers, hot plates, toasters/ovens, indoor grills (such as a George Foreman), air-fryers, and rice cookers, etc., to be used in any traditional residence hall room/apartment bedroom.
 - » These items can be brought and stored in a residence hall room for use in a communal kitchen only. When not in use, the appliance should be cleaned and stored.
- Sutton and Lakeside residents can have electrical kitchen appliances in their kitchens, but cooking devices are not allowed on Sutton balconies.
- Devices using an open flame-such as candles, camping stoves, grills, fondue pots, incense, and gas lanterns, are prohibited in or around residence halls.
 - » Charcoal grills are allowed on campus in designated areas.
- Halogen floor lamps are prohibited as they pose a serious fire safety concern due to the intense heat generated by the high-wattage bulb.
- Decorations, including holiday trees/branches, should be made of material that is not flammable.
 - » Only artificial holiday trees are permitted in residence halls due to fire safety.
- Flammable liquids, including gasoline, turpentine, oil-based paints, etc., are prohibited.
- Hoverboards, self-balancing scooters, battery-operated scooters, hands-free Segways, electric-powered skateboards, and similar devices are prohibited from being stored within residence halls.

Weapons

- The possession, use, and/or sale of any weapons, ammunition, combustibles, fireworks, explosive devices, or any other substance or device identified as a weapon is not permitted in residence halls.
- [Please refer to the Code of Community Standards for the full weapons policy.](#)

RESIDENTIAL LIVING POLICIES

General Hazards

- Doorbells or security cameras not installed by the College are prohibited.
- Radio antennas or satellite dishes are prohibited.
- Darts and dartboards are prohibited.
- Magnetic dartboards are permitted.
- Water beds and other liquid-filled furniture, including tanks and hot tubs, are prohibited.
- Musical amplifiers may be stored in residence hall rooms but may not be used in residence hall rooms.
- Drums or drum sets are prohibited in residence hall rooms.

Residential Living Standards

Students must maintain their rooms and common areas in a clean and healthy condition that meets the Office of Residential Life & Explorations (RLE) standards.

The following conditions must be met to maintain a clean environment:

- Students should not create a condition where insects, rodents, or other pests become present.
 - » Some examples include failure to properly dispose of food waste, poor food storage, etc.
- Students should not place/throw their trash near or on any doors, windows, balconies, porches, in the hall, etc.
- Students should properly sweep, throw, or dispose of their waste in a trash can.
- To avoid mildew growth, preventing excessive moisture build-up in your room/common area is important.
 - » You should notify Facilities Services immediately upon discovering any water leakage from the roof, a pipe, or other hall part.
 - » To prevent moisture build-up, you should:
 - ◆ Use proper climate control in your room/common area to prevent mildew growth.
 - ◆ Not tamper with pre-set lower and upper limits on the air conditioning units. This includes, but is not limited to, placing heating objects near, on, or under the unit to get it to “kick on.”
 - ◆ Not block any heating, ventilation, or air-conditioning ducts.
 - ◆ Hang wet towels or clothing up to dry.

Residence Hall Safety

- Propping doors and/or pulling or forcing open exterior doors is prohibited.
- Students must not open doors or allow entry into residence halls to individuals who do not have an entrance key/Rollins R-Card ID.
- Students should always carry their Rollins R-Card IDs and keys on them and should not leave their keys in exterior or interior doors.
- Students must meet any delivery personnel at the entrance of their building.
- Students may not enter or exit residence halls through designated fire doors.



R-Card

- Lost or stolen R-cards need to be re-issued by Campus Safety.
 - » Campus Safety charges for a replacement R-card.
 - » [Read more about R-cards here.](#)
 - » It is prohibited to lend your R-Card to another person. If a student is found to be doing this, they may be subject to disciplinary action by the Office of Community Standards & Responsibility.

Smoking

Smoking and vaping are prohibited in residence halls, including residence hall rooms/apartments, balconies, pools, and common areas.

Solicitors

No sale or solicitation of materials or services of any type is allowed within the residence facilities. Door-to-door solicitation is always prohibited, including distributing anything underneath doors of residence halls or other college rooms. Students are prohibited from using College facilities for business purposes of any nature without proper authorization from a College official.

ACCOUNTABILITY FOR RES. HALL POLICY

Students living in residence halls are expected to adhere to the guidelines listed in this document. Students who fail to follow the guidelines will go through an accountability process with the Office of Residential Life & Explorations (RLE). Violations of the policies outlined in this document may result in disciplinary action, including fines imposed by RLE and referral to the Office of Community Standards & Responsibility (CSR). Repeated violation of RLE policies may result in loss of housing.

Accountability Process

Students who violate the policies in the Guide to Residence Hall Living may be referred to a Residential Education Conversation (REC) meeting with RLE staff.

Residential Education Conversation (REC)

- A REC meeting is a conversation between a student and an RLE staff member regarding violations of the Guide to Residence Hall Living.
- Students will be notified of a REC meeting via their Rollins email and will be expected to attend.
- During the REC, the assigned RLE staff member will have an educational conversation with the student regarding the violation and, if necessary, refer the student to other campus resources.
- Students will be emailed a follow-up letter after the REC, outlining what was discussed, referral to resources, and that future issues may result in referral to CSR.
- Students who do not attend a REC will receive a follow-up letter and will be responsible for following the instructions outlined.
- RECs are not part of a student's disciplinary record with the College and cannot be appealed.

REVIEW PROCESS

The Guide to Residence Hall Living is reviewed on an ongoing basis in consultation with the appropriate stakeholders and decision-makers. Students are expected to review the guide to keep current with policy updates regularly. The College reserves the right to make necessary changes to the guide.

Emergency 911

Winter Park Police Department
407.644.1313 (Non-emergency)

Campus Safety

407.646.2999 (or x2999)
rollins.edu/campus-safety

407.646.1564
rollins.edu/r-card

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Assistant Vice President of Public Safety
407.646.2999
kmiller@rollins.edu

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