

Residential Life & Explorations

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# Spring Housing Application Process

**Spring 2025**

For new first year students, new transfer students, and returning students who did not live on campus during the Fall 2024 semester.

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

# Eligibility

## Who is eligible to apply for Spring 2025 on-campus housing?

All CLA students are eligible to live on-campus. Fall 2024 residential students will remain in their Fall 2024 housing assignments for Spring 2025.

CLA Students who did not live on-campus for the Fall 2024 semester may apply to live on-campus for Spring 2025. These groups may be:

- New First Year Students
- New Transfer Students
- Students Returning from Fall 2024 Study Abroad Trips
- Students Returning to Rollins Following a Leave of Absence
- Other unique circumstances

Please know that all on-campus housing is allocated on a first-come first-served basis for Spring 2025; however, at this time, RLE does not forecast any issues with accommodating all students who wish to live on campus.

# Important Housing Selection Dates

<b>Spring 2025 Housing Application Opens</b>	<b>October 1, 2024 12:00 PM Noon EST</b>
<b>Spring 2025 Housing Exemption Application Opens (New/transfer students only)</b>	<b>October 1, 2024 12:00 PM Noon EST</b>
<b>ADA/Medical Housing Accommodation Requests Open via Accessibility Services</b>	<b>October 1, 2024 12:00 PM Noon EST</b>
<b>Spring 2025 ADA Housing Requests Priority Due Date (new to campus returning students and new/transfer students only)</b>	<b>November 11, 2024 12:00 PM Noon EST</b>
<b>Spring 2025 Housing Application Priority Deadline</b> Housing application will remain open after this deadline but please note that we cannot guarantee on-campus housing will be available after this date.	<b>November 11, 2024 12:00 PM Noon EST</b>
<b>Spring 2025 ADA Housing Offers Sent (new to campus returning students and new/transfer students only):</b>	<b>November 15, 2024</b>
<b>Deadline Spring 2025 ADA Housing Offers to be Accepted/Declined/Appealed:</b>	<b>November 20, 2024 12:00 PM Noon EST</b>
<b>Spring 2025 ADA Housing Appeal Outcome Communicated</b>	<b>November 21, 2024</b>
<b>Spring Housing Assignments Distributed (New to campus returning students and new/transfer students only)</b>	<b>Mid-December</b>

# Spring Housing Application Pro Tips

- **Check your Rollins email address daily for messages from Residential Life and Explorations |** All updates and reminders about the Spring 2025 housing application will be communicated via students' Rollins email. We find that students who diligently monitor their emails have the most success with getting their top choice(s) for housing.
- **Read carefully |** This booklet contains answers to almost any question you may have and some parts of this process require attention to details. If you have any further clarifying questions, you can always contact RLE via phone or email.
- **Have an open mind |** There are no bad options. RLE strives to ensure that all rooms on campus are safe, comfortable, and encourage learning, both inside and outside of the classroom.

# Spring Housing Overview

## **Step #1**

Complete Your Housing Application or Exemption

## **Step #2**

Americans with Disabilities Act (ADA) Accommodation Process  
*If applicable to your circumstances.*

## **Step #3**

Housing Assignments

## **Step #4**

Welcome to Campus!

# Step #1: How do I apply?

## MyHousing on MyRollins

MyHousing is your online source for information related to your housing arrangements. Through MyHousing you will be able to access the Spring 2025 Housing Application (Sign the housing agreement) and edit your personal preferences.

As a current student, you have access to MyHousing through MyRollins. Simply search for MyHousing within MyRollins to find the platform.

Students can submit the Spring 2025 Housing Application OR the Spring 2025 Housing Exemption Application via MyHousing.\*\* All students are required to complete one of these two forms by November 11, 2024 at 12pm Noon EST.

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

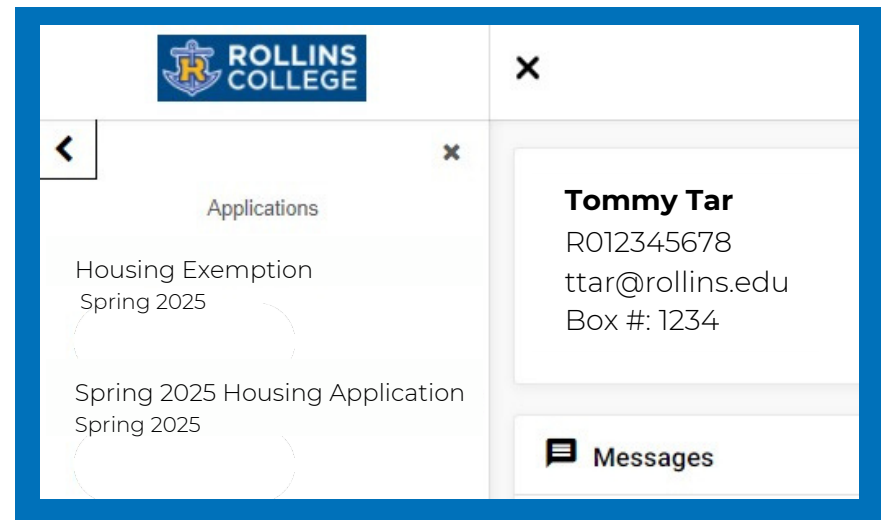
\*Applications for ADA accommodations must be submitted separately to Accessibility Services, in addition to the Returning Student Housing Application. this process has separate deadlines. Please reference page 5 for details.

\*\*Exemptions are only granted under specific circumstances. Please review the details on [page 20](#).

# Step #1: Completing Your Application

1. Between October 1, 2024 and November 11, 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 "Spring 2025 Housing Application" or "Housing Exemption Request."



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

# Step #2: Americans with Disabilities Act (ADA) Housing Process

## How does ADA housing work?

The Americans with Disabilities Act (ADA) allows for students with documented medical needs to receive accommodations dictating their specific housing needs. ADA accommodations must be approved in advance by Accessibility Services. Please consult page 3 for details about deadlines for these applications.

**Students wishing to receive ADA accommodations must complete BOTH the ADA request process AND the Spring 2025 Housing Application. Accommodations must be renewed every academic year.**

Students who are approved for accommodations will receive information via their Rollins email about their application status and what type of housing for which they may be eligible. This communication will be sent beginning November 15, 2024. Students will have the option to accept, decline, or appeal these accommodation offers. Students who accept their accommodations will receive additional information at that time.

**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 #3: Housing Assignments

## How will you be assigned to a room?

### **Room Type Requests:**

To the best of our ability, RLE will make housing assignments based upon the room type preference listed in your Spring 2025 housing application. Students will be assigned based off seniority, with seniors getting highest priority for their desired room type. If two people in the same class year (i.e. two seniors) desire the same room type, RLE will assign based upon submission time of the application, meaning whoever submitted the application first will get priority. If RLE is unable to accommodate your requested room type, RLE will try to assign you to the closest possible room type in terms of price.

For assignments, we expect that (subject to availability):

- most new transfer students will be in Sutton 5-person apartments.
- most new students will be in double or triple rooms in Elizabeth or Ward.
- returning upperclassman will be assigned to a variety vacancies in Sutton, Lakeside, Mayflower, Cross, or Residential Organizations (if applicable)\*

### **Roommate Requests:**

Students will have the option to list any roommate requests on their housing application. RLE will do our best to accommodate these requests but, due to the limited nature of spring housing, we cannot guarantee these requests. First year students may only request other freshman. Returning or transfer students may not request freshmen because we have specific halls for freshmen vs upperclassmen.

### **Specific Room or Apartment Requests:**

Students will have the option to list any requests for specific room or apartment numbers. Students can also use this section of the application to indicate if they would like to be assigned to a residential organization (fraternities, sororities, or Pinehurst) of which they are a member. RLE will do our best to accommodate these requests but, due to the limited nature of spring housing, we cannot guarantee these requests. If multiple students request the same room, RLE will assign the spaces based upon seniority and to the first person who submitted their housing application.

\*Please note that we expect single rooms to be extremely limited and likely will not be able to accommodate these requests.

# Step #3: Housing Assignments

**Students will receive their housing assignments in mid-December via their Rollins email addresses.**

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

# Step #4: Welcome to Campus!

**Students will receive individual move-in times and dates when they receive their assignment in mid-December. Move-in will occur across multiple days and students may be assigned to any date that is applicable to them.**

**January 9th** – New International Student Move-In Day

**January 10th** – New First Year/Transfer Domestic Student and New to Campus Returning Student Move-In Day

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

More info about what to pack can be found in the FAQ section!

# Which room types/halls are available?

## **New First-Year Students – Ward, Elizabeth, Rex Beach, and Strong Halls**

- Single Room/Community Bathroom\*
- Double Room/Community Bathroom
- Triple Room/Community Bathroom
- Double Room/Semi-Private or Private Bathroom\*
- Single Room/Semi-Private or Private Bathroom\*

## **New Transfer Students – Sutton Apartments, Mayflower Hall, and Cross Hall**

- 5-Person Apartment (1 Triple Room, 1 Double Room)
- 2-Person Apartment (1 Double Room)
- Single Room/Community Bathroom\*
- Double Room/Community Bathroom

## **Returning Upperclassmen – All Transfer Options + Lakeside Neighborhood & Residential Organizations\*\***

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

*\*These options will have extremely limited rooms available, if any. It is impossible for RLE to predict exactly how many will be available because this is subject to students graduating or leaving the college.*

*\*\*Only available to members of the organization.*

# Housing Costs for the 2024-2025 Academic Year

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

# Housing Costs for the 2024-2025 Academic Year

Room Type	Rate Per Semester	Total for 2024-2025 Academic Year
Sutton 5-Person Apartment Triple Room (A)	\$4,420	\$8,840
Sutton 5-Person Apartment Double Room (B)	\$4,820	\$9,640
Sutton 3-Person Apartment Double Room (A)	\$5,390	\$10,780
Sutton 3-Person Apartment Single Room (B)	\$6,640	\$13,280
Sutton 2-Person Apartment Double Room	\$5,810	\$11,620

# Housing Costs for the 2024-2025 Academic Year

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



# **Meal Plan Information**





# Meal Plan Options for the 2024–2025 Academic Year



Meal Plans 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	\$50**	\$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.

\*\*The Apartment 5 Swipes Half Plan includes \$50/semester for a total of \$100/academic year. The amount listed for dining dollars for this meal plan in previous iterations of this graphic was incorrect. For fall 2024 semester this meal plan will include \$100 dining dollars. However for spring 2025, the meal plan will revert to the \$50/semester allotment of dining dollars.

#### 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.

#### TarBUCS

TarBUCS can be used at all on- or off-campus merchants within the dining plan. TarBUCS 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 TarBUCS online. For more information visit [rollins.edu/r-card](http://rollins.edu/r-card).

## Reminder

You will be able to note your meal plan preference on the Spring 2025 Housing Application.

# FAQ

## **Do I have to select a meal plan?**

All students living on campus for the Spring 2025 semester must select a meal plan.

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, 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?**

When completing your Spring 2025 Housing Application, you will note your chosen meal plan. RLE will process this meal plan for you. Changes to meal plans may be made during the meal plan change period, which is typically the first two weeks of classes, but will be announced via email.

# **Frequently Asked Questions**

## Do I have to live on campus?

For the Spring 2025 semester, **Rollins' 3 year live-on requirement is in effect.** All freshman, sophomores, and juniors are required to live on-campus unless they submit the Housing Exemption Application by November 11, 2024 at 12pm Noon EST and meet certain criteria:

- Married students.
- Military Veterans.
- Non-Degree or 2nd Degree seeking students.
- Students over 20 years of age at the point of enrollment.
- Students whose permanent address, living with their parent/legal guardian, within a 50-mile radius of campus.
- Students with legal dependents.
- Students with 60 credits or more.
- Transfer students that have lived on campus at another institution for 2 years (4 full semesters).

Seniors are not required to live on campus so there is no need to submit an exemption if you choose to live off campus. Please note that if you have been previously approved for a housing exemption, that exemption is valid for your entire time as a student at Rollins College.

## What should I bring?

### Bed & Bath Items:

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

### The Basics:

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

### Electronics & Housewares

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

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

## What should I NOT bring?

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

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

## Am I allowed to decorate my room?

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

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

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

### The following rules must also be observed:

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



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

The number of singles available in our residence halls is extremely limited. New students should plan to live in either a double or triple room while new transfer students should plan to live in a Sutton 5-Person Apartment. Students with medical needs for a single room can apply for an ADA accommodation with proper medical documentation. Please consult Step #2 for more information about this process.

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

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

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

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

## **Who will clean the student rooms?**

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

## **Where can residents do laundry? What is the cost?**

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

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

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

## **What furnishings are provided to each resident?**

Rooms are furnished with a dresser, closet or wardrobe, Twin XL bed (full sized for Lakeside single rooms and 4-person double rooms only), desk, and desk chair for each assigned occupant. These items cannot be removed from the room.

## Can I loft my bed?

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

## What are the dimensions of my room?

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

Elizabeth

Single 9' x 16'

Double 13' x 17'

Standard Triple 13' x 17'

Triple 16' x 17'

Ward

Single 8' x 16'

Double 17' x 12'

Triple 11' x 25'

Rex Beach

Single 8' x 10'

Double 15' x 12'


## **I forgot to apply for housing! What do I do?**

The Spring 2025 Housing Application will remain open after the November 15th priority deadline. You may complete the application after this date by following the same process listed in Step #1. If you find that the application is no longer open when you attempt to apply, please email [rl@rollins.edu](mailto:rl@rollins.edu) to discuss options.

# 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.

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