



**ROLLINS**  
EVENING

**STUDENT HANDBOOK**  
**2011 - 2012**



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# CAMPUS AND COMMUNITY INVOLVEMENT

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## ***Hamilton Holt School Student Government Association***

The HHSGA is a student governance organization that serves as the voice for both undergraduate and graduate students of the Holt School. The organization works closely with the administration, faculty, and other student organizations to develop a variety of initiatives.

These initiatives are designed to enrich the student experience through a commitment to the “***Five Aspects of HHSGA***.” The five aspects include:

- ***Lifestyle*** – Promoting healthy living and conscious citizenship on campus and beyond.
- ***Education*** – Supporting learning inside and outside of course-work through sponsorship and support of added educational opportunities.
- ***Social*** – Providing opportunities for students to engage in fellowship as a means of providing networking opportunities while reinforcing supportive and positive relationships within the Rollins community.
- ***Service*** – Giving our time to benefit the community and those in need of help.
- ***Campus Community*** – Raising awareness about classmates and campus events through communication.

**Website:**     [r-net.rollins.edu/holt/hhsga](http://r-net.rollins.edu/holt/hhsga)

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## ***Arts at Rollins College***

At Rollins, the arts are a significant part of our daily life. There is no better illustration of this than the Arts at Rollins College (ARC). ARC is a unique initiative that helps to fuse the efforts of the nationally acclaimed Annie Russell Theatre, Cornell Fine Arts Museum, Winter With the Writers, and Winter Park Bach Festival with our programs in art, dance, film, literature, music, and theatre. As a student in any of these programs, thanks to ARC, you will enjoy an abundance of support and begin participating in performances and productions as early as your first year.

### **ARC Activities and Events**

Each year, the entire Rollins community joins together in celebration of the arts through a vibrant selection of events and activities. These include theatrical productions, vocal ensembles, readings, jazz ensembles, percussion ensembles, concert choir, visiting speakers and artists, and countless others.

### **Bach Festival**

Since 1935, the Bach Festival has been an integral part of the character of Rollins. This two-week, music-packed event draws the world’s most distinguished classical performers to the John Tiedtke Concert Hall on the Rollins campus. The New York Times recently recognized the Bach Festival as “one of the outstanding choral events in the country,” and the 150-voice Bach Festival Choir—under the direction of Rollins music professor Dr. John Sinclair—is widely

considered to be the finest oratorio choir in the state of Florida and among the best in the country.

### **Winter with the Writers**

For more than half a century, Rollins College and Winter with the Writers have brought to the Rollins campus the finest literary minds of our time. David Halbersham, Dana Goia, Harry Crews, Richard Ford, Kaye Gibbons, Mary Karr, Edward P. Jones, Michael Ondaatje, and scores of others have made us laugh, cry, and contemplate. But best of all, they have inspired in us an even greater appreciation of contemporary literature.

### **Annie Russell Theatre**

The Annie Russell Theatre is among Rollins' most cherished and magnificent facilities. Built in 1932, the Annie Russell Theatre is on the National Register of Historic Places and is home to one of the most prestigious theatre programs in the country. It is the oldest continually operating theatre in Florida, and offers a quaint, yet spacious setting with 375 seats. Each year the Annie Russell Theatre hosts six major performances.

### **Cornell Fine Arts Museum**

The Cornell Fine Arts Museum is recognized as one of the finest college art museums in the country. Recently, the facility underwent a \$4.5 million renovation which resulted in three new galleries, 4,000 additional square feet of exhibition space, and new lake vistas. The Museum features the oldest collection of American and European art in Florida.



**Website:** [www.rollins.edu/arts](http://www.rollins.edu/arts)

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## ***Office of Student Involvement and Leadership***

We aspire to illuminate involvement, leadership, and service opportunities for every student, providing members of the Rollins College family with the ability to “find, raise, and place” their unique voices in local, national, and global communities.

The Office of Student Involvement and Leadership supports the mission of Rollins College by providing intentional learning opportunities that prepare students for responsible citizenship in a global, diverse society. The office stands to promote citizenship, multiculturalism, and community involvement through leadership education, experiential learning opportunities, student organization involvement, and campus programming. Our programs are aimed at creating innovative learning environments within and outside of the classroom, aiding the transition to college and beyond, and facilitating holistic development.

**Contact Information:** Chase Hall  
Phone: 407-646-2624  
Email: [osil@rollins.edu](mailto:osil@rollins.edu)  
Web: [www.rollins.edu/osil](http://www.rollins.edu/osil)

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## ***Office of Multicultural Affairs***

Rollins College strives to create a vibrant community that affirms the worth of each of its members. The college derives its strength from its diversity, and without this diversity, Rollins could not be successful.

The Office of Multicultural Affairs (OMA) is committed to building and promoting programs, services, and resources that serve to create and sustain a diverse community. A diverse community is one that is inclusive, welcoming, and respectful in which each citizen values differences in race, ethnicity, gender, sexual orientation, national origin, economic background, ability, age, and religion. At the same time, this diverse community affirms the central importance of our common humanity. In support of Rollins' commitment to a pluralistic and equitable community for learning, OMA works collaboratively with faculty, staff, and students to create an experience rich in perspectives and opportunities to learn from each other and encourages each member to engage in positive social change to transform and sustain the local and global communities in which we live.

**Contact Information:** Chase Hall  
Phone: 407-691-1240  
Web: [www.rollins.edu/multiculturalaffairs](http://www.rollins.edu/multiculturalaffairs)

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## ***Office of Community Engagement***

Rollins College educates students for global citizenship and responsible leadership. Community Engagement fosters, encourages, and promotes student, faculty, and staff involvement within local and global communities. Through service-learning courses, community-based learning, leadership development, community service, and innovative programs and resources, OCE is deeply committed to fostering a lifelong commitment to social justice, civic engagement, and social responsibility in every member of the Rollins Community.

As Margaret Mead has shared, "Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has."

As a member of our Rollins Community you have the opportunity to change the world and serve as an agent of change. Your leadership is critical as we approach issues and challenges facing the 21st century in both Central Florida and in the world. The time is right to step up to the plate and be the difference. Whether it be civic engagement, mentoring underserved youth, preserving the environment, hunger and homelessness, assisting the elderly and ill, or providing education and support to people affected by violence, we can help you connect and engage in your passion in creating change in the world.

**Contact Information:** Mills Memorial Hall  
Phone: 407-691-1250  
Web: [www.rollins.edu/communityengagement](http://www.rollins.edu/communityengagement)

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## ***Sports and Recreation***

Hamilton Holt School students are eligible to participate in the following varsity sports at Rollins: water ski, sailing, and men's crew. Eligibility includes enrollment in 12 credit hours and maintenance of a 2.0 GPA. To participate, students should contact the appropriate coach for more information. Each sport may require up to 20 hours of practice per week during the competitive season as well as some travel expectations.

Students enrolled in classes at the Hamilton Holt School may use the Rollins fitness and recreational facilities, including the Tiedtke Tennis Courts, the Alford Pool, and the Alford Sports Center fitness facilities (after 9 a.m. daily) from the start date of the semester to the start date of the following semester. A valid R-Card is required.

Students with a Rollins identification card (R-Card) may attend basketball games, baseball games, soccer games, lacrosse, and other sporting events on campus for free. Children under the age of 12 are admitted for free. Children between the ages of 12 and 18 and spouses are charged a nominal fee for entrance.

### **What's a Tar?**

One of the most charismatic and colorful nicknames in college sports belongs to Rollins College. Quite simply, a "Tar" is a sailor. Centuries ago, during the age of tall sailing ships, British sailors were known as "Tars." Rollins connection with the Tars began in World War I when a small Navy vessel was stationed on Lake Virginia, which borders half the Rollins campus.



With the war leaving only ten male students at Rollins, attention shifted to the snappy uniformed trainees going about their duties. The girls called them "TARS." Until then varsity teams were called the "Blue and Gold," but soon the new title was adopted. The Rollins Alumni re-introduced the "TARS" with the 1965 Annual Fund Appeal. Since then all athletic teams have borne the nickname TARS. Rollins College is the only collegiate institution in the United States with the "Tars" as its sports nickname. To further familiarize the public with the "Tars," Rollins introduced a new sports logo in August of 1993. A slightly altered version of the Tar logo was introduced at the time of the completion of the Alford Sports Center in 2000.

For additional information, please call 407-646-2660 or 407-691-1735.

**Website:** [www.rollinssports.com](http://www.rollinssports.com)

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## **Fraternity and Sorority Life**

Rollins Fraternity and Sorority Life serves in a variety of capacities on the Rollins College campus. FSL serves as programmers, advisors for students, faculty, staff, chapters and councils, leadership educators, and student advocates. We strive for excellence within each of these areas, while holding our organizations accountable to their fraternal values. Fraternity and Sorority Life recognizes 11 organizations (4 fraternities and 7 sororities), representing the Interfraternity Council (IFC) and the Panhellenic Association (PHA).

On the Rollins campus you will find 11 fraternities and sororities. You will be presented with opportunities to live in a chapter house, establish strong friendships, make connections to faculty and staff, contribute to the local area through service and leadership, gain valuable academic support, and of course have fun!

**Cynthia Rose, Assistant Director for Fraternity and Sorority Life:** Cynthia grew up in Northern Virginia and attended Drexel University in Philadelphia, PA. Throughout her collegiate career she was heavily involved in the fraternity and sorority community, serving in a number of leadership roles for her organization, Delta Zeta Sorority. After graduation, Cynthia went on to work as a Residence Hall Coordinator at the University of Missouri. She then attended graduate school at Indiana University of Pennsylvania in Student Affairs in Higher Education. Cynthia thrives when working with students to discover their leadership potential through values development. Contact her at [crose@rollins.edu](mailto:crose@rollins.edu).

### **Fraternities & Sororities**

There are four fraternities at Rollins:

Chi Psi  
Phi Delta Theta  
Tau Kappa Epsilon  
X-Club

There are seven sororities at Rollins:

Alpha Omicron Pi  
Chi Omega  
Delta Zeta  
Kappa Delta  
Kappa Kappa Gamma  
Non Compis Mentis  
Sigma Gamma Rho

### **Contact Information:**

Chase Hall  
Phone: 407-646-2624  
Email: [osil@rollins.edu](mailto:osil@rollins.edu)  
Web: [www.rollins.edu/osil/fsl](http://www.rollins.edu/osil/fsl)

Office Hours: Monday - Friday  
9:00 a.m. - 5:00 p.m.

# GLOBAL CITIZENSHIP

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## ***Study Abroad Opportunities and Grants***

As part of the institutional mission of Rollins College, the Hamilton Holt School is committed to the education of students for global citizenship. International travel grants are available, on a competitive basis, to Holt School students participating in Rollins-sponsored travel courses offered through the International Programs Office, approved independent study and internship courses, and approved travel courses offered through other accredited institutions.

Students must be currently enrolled in a degree program and be in good academic and social standing. Funding is limited, so students are advised to apply as early as possible in the academic year (specific application deadlines are posted for Rollins-sponsored travel experiences).

Additional information is available online at: [r-net.rollins.edu/holt/schedule/offcampus.html](http://r-net.rollins.edu/holt/schedule/offcampus.html) or by contacting Assistant Dean, Sharon Lusk.

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## ***International and Off-Campus Study***

Rollins' dedication to providing you with a global education is a distinction that is personified by our students and faculty every day. Our focus on the importance of an international perspective began in the 1930s, and has only gotten stronger. Today, Rollins ranks among the top 10 undergrad-granting institutions in the country for the number of students who study abroad. And two-thirds of our faculty are (or have been actively) engaged in international pursuits—taking students abroad, conducting overseas research, and teaching international courses.

**Academic Internship programs** in London, Sydney, Madrid, and Washington, DC will give you the opportunity to live, work, and study for a full semester in one of the most historically significant cities in the world. Rollins' **semester abroad programs** in Australia, China, Japan, Germany, and Spain will immerse you in a completely foreign culture, language, and lifestyle in ways that are hard to imagine. Rollins' **Australian Studies Program** was the first of its kind “down under,” and will provide you with a solid foundation in Australian studies and an exciting, well-rounded experience of Australia and its people.

Rollins' **off-campus field studies** will give you the opportunity to travel across the globe taking some of the most innovative courses you will encounter.

Rollins' **Affiliate programs** in Greece, England, Brazil, Hong Kong, Italy, Morocco, or Duke University will expand your international study options even further by presenting international learning opportunities offered in conjunction with other schools.

The Office of International Programs is the starting point for any student considering off-campus study. Students are encouraged to visit the International Programs Web site at [www.rollins.edu/int-programs](http://www.rollins.edu/int-programs).

# ACADEMIC HONOR CODE

**This is an abbreviated overview.**

Please visit the following website for the complete Academic Honor Code or to report a violation: [r-net.rollins.edu/academichonorcode](http://r-net.rollins.edu/academichonorcode).

## **The Philosophy of the Academic Honor Code**

- Integrity and honor are central to the Rollins College mission to educate its students for responsible citizenship and ethical leadership.
- Students, faculty, staff, and administration share the responsibility for building and sustaining this community.
- It is the responsibility of instructors to set clear guidelines for authorized and unauthorized aid in their courses.
- It is the responsibility of students to honor those guidelines and to obtain additional clarification if and when questions arise about possible violations of the Honor Code.

## **The Honor Pledge and Reaffirmation**

The development of the virtues of Honor and Integrity are integral to a Rollins College education and to membership in the Rollins College community. Therefore, I, a student of Rollins College, pledge to show my commitment to these virtues by abstaining from any lying, cheating, or plagiarism in my academic endeavors and by behaving responsibly, respectfully and honorably in my social life and in my relationships with others.

This pledge is reinforced every time a student submits work for academic credit as his/her own. Students shall add to the paper, quiz, test, lab report, etc., the handwritten signed statement:

**“On my honor, I have not given, nor received, nor witnessed any unauthorized assistance on this work.”**

## **Academic Honor Code Violations**

Students are expected to conduct themselves with complete honesty in all academic work and campus activities. Violations of the Academic Honor Code include, but are not limited to the following: PLAGIARISM, CHEATING, UNAUTHORIZED COLLABORATION, SUBMISSION OF WORK PREPARED FOR ANOTHER COURSE, FABRICATION, FACILITATING ACADEMIC DISHONESTY, VIOLATION OF TESTING CONDITIONS, LYING, FAILURE TO REPORT AN HONOR CODE VIOLATION

# SOCIAL CONDUCT

Rollins College is dedicated to fostering social responsibility as well as intellectual achievement and personal growth. For students to learn to live and work successfully with others, they must have respect for and be responsible to other members of the community, including other students, members of the faculty and staff, and residents of Winter Park.

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## ***Jurisdiction***

Although the College is not responsible or liable for student off-campus events or behavior, it does reserve the right, in the interest of protecting students from harm, to take action in response to behavior off campus that violates College expectations and policies and when the College's interests as an academic community are clearly involved. College policies govern students participating in Rollins or Rollins-affiliated study abroad programs during the regular terms or the Winter Intersession.

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## ***Social Conduct, Rules, and Regulations***

As responsible members of the Rollins College community, students are expected to maintain the College's highest ideals of social conduct and are responsible for knowing and abiding by College policy and reporting violations to Campus Safety or a Holt School staff member. Prohibited conduct includes but is not limited to the following:

1. Intentional disruption or obstructions of teaching, research, administration, disciplinary proceedings, or other institution activities and operations.
2. Physical, mental, or verbal abuse of any person on institution premises or at institution-sponsored or supervised functions.
3. Theft of, or damage to, property on institution premises.
4. Failure to comply with directions of institution officials acting in performance of their duties.
5. Violation of any local, state, or federal law.
6. The possession, use, or sale of firearms, ammunition, combustibles, fireworks, explosive devices, or other dangerous weapons on campus.

7. Theft or other abuse of computer time. Includes but is not limited to:
  - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - Unauthorized transfer of a file.
  - Unauthorized use of another individual's identification and password.
  - Use of computing facilities to interfere with the work of another student, faculty member, or College official.
  - Use of computing facilities to interfere with normal operation of the College computing system.
  - Use of computing facilities to violate federal, state, or local laws or College policy.
8. Misuse of campus facilities. Access to Rollins College facilities is limited to Rollins students, faculty, staff, and authorized visitors. Student organizations must be registered with the Holt School office in order to access facilities without being charged. Unauthorized or illegal use of the facilities is prohibited.
9. Excessive drinking and intoxication, or any violation of laws regarding alcohol and/or illegal substances.
10. Discrimination and harassment. The College values an atmosphere that is free of all forms of discrimination and harassment and will endeavor to prevent discrimination because of race, color, religion, gender, sexual orientation, national origin, age, handicap, or military service. A Grievance Procedure has been established to respond to allegations of discrimination and harassment.
11. Misuse of identification cards. Lending of Rollins identification cards for any purpose to anyone, failure to present it when requested by a College official, or falsification/alterations of identification cards is prohibited.

Additional information can be found in the Hamilton Holt School Undergraduate Catalog.

# DISCRIMINATION GRIEVANCE PROCEDURE

## ***Student Reporting Discrimination/Harassment by Faculty or Staff***

A discrimination grievance is a complaint or report of an injury, injustice or wrong in which the grounds for complaint are based on of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information.

Rollins College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation. Specifically, every member of the College community should be aware that Rollins is strongly opposed to discrimination, sexual assault, sexual harassment and inappropriate behavior of any kind; and that such behavior is prohibited both by law and by College policy. It is the intention of the College to take whatever action may be necessary to prevent, correct, and, if necessary, discipline for behavior, which violates this policy.

## ***Eligibility and Time for Filing***

All students may use this procedure for discrimination related grievances by faculty or staff members, except those involving grade appeals. Student on Student sexual assault complaints are to use the policy outlined in the Code of Community Standards. Faculty and Staff must use the procedures outlined in the appropriate handbook. Grievances should be reported immediately upon occurrence of the events leading to the complaint, injury or wrong, and in any event must be reported within 180 days of such event unless the College determines that good cause for an extension has been established. However there is no time limit for invoking this policy in cases of alleged Sexual Assault. Nevertheless, students are encouraged to report alleged Sexual Assault immediately in order to maximize the College's ability to respond promptly and effectively.

## ***Overview***

Many complaints can be resolved through open discussion between the parties involved. Individuals are encouraged to engage in direct consultation with each other so the problem can be solved through conciliation, if possible. An individual is in no way required to directly approach an offender, and may initiate the grievance procedure by reporting it to the Assistant VP (the AVP) Human Resources and Risk Management who is the Title IX coordinator for the College. The AVP will contact the appropriate Dean (the Dean) and appropriate Vice President (The VP). The AVP (or designee) will act as resource for the student and will take part in the investigation of the complaint. The Dean (or designee) will be involved in investigating the complaint. The AVP is also available for questions and information about discrimination and harassment.

We cannot guarantee confidentiality. However, we are very sensitive to the difficulty the complainant may have bringing this complaint forward and we will do our best to protect the

privacy of the complainant. No student shall be disciplined for filing a good faith grievance or report of discrimination or inappropriate behavior.

Any student who believes that (s)he is the victim of discrimination or inappropriate behavior may elect to follow the procedures detailed below. If a student files a complaint under a procedure other than the Discrimination Grievance Procedure, (s)he cannot elect to have the same complaint heard under the Discrimination Grievance Procedure. However, if a student believes (s)he has been discriminated against on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information during the process of a complaint other than under the Discrimination Grievance Procedure, (s)he may file a complaint under the Discrimination Grievance Procedure.

If a student exercises his/her rights to file a complaint with a government agency or files a court action, the College reserves the right to terminate the grievance process. In the event that a student has already commenced his/her grievance procedure at the time the student files a complaint with any governmental agency including a state or federal court, the student shall notify the AVP. If the College chooses to terminate the grievance process, the AVP will notify all parties involved.

**Note: if the nature of the complaint is sexual assault the College will continue the internal investigation regardless if the student filed a criminal complaint with the police department.**

### ***Burden of Proof***

In all cases, the burden of proof rests with the complaining party. The AVP and the Dean will be available to assist in fact finding but in no way will be responsible for proving the complainant's charge. The determination shall be made on the preponderance of presented evidence of whether it is more likely that the allegations occurred.

### ***Mediation***

A. Students may elect to utilize the Mediation Program. This program is designed to help resolve disputes in a more informal way than through the grievance process. It facilitates solutions without having to file a formal grievance. A mediation does not impose any solution but helps parties reach a mutually agreed upon solution.

Mediation is a non-adversarial process that does not guarantee a resolution but is a good way to discuss disputes. Participation in a mediation process does not mean that an individual gives up any rights to file a grievance or any other formal procedure. Further, both parties must agree to mediate a dispute. No one can be forced into mediation. Mediation is not a process that imposes punishment, determines facts or decides who is right or wrong. Mediation is a process whereby miscommunication can be cleared up, individuals agree on solutions and people are empowered to make changes.

B. If Mediation between the parties is (a) not appropriate or (b) not possible, or (c) does not lead to resolution, the AVP and the Dean shall proceed to investigate the report or complaint.

Mediation does not preclude the College from conducting an investigation of a complaint or taking such disciplinary action as it determines is appropriate or necessary.

**Note: Mediation is not available if the student's complaint is related to sexual assault**

### ***Grievance Investigation***

Both Complainant and Respondent shall have the option of assistance by an Individual of their choice from the College faculty, staff or student body during all portions of the Grievance procedure, provided that the chosen faculty, staff or student is willing to participate in the process. Third parties shall not be allowed to participate except where otherwise explicitly permitted by this policy.

When a grievance is filed (verbally or in writing), the AVP will notify the person named in the complaint ("Respondent") and provide the Respondent with the information regarding the complaint. The Respondent may submit to the AVP a written response to the complaint within five (5) working days.

As soon as is practical, the AVP and the Dean, or an individual(s) appointed by the AVP, will initiate an investigation of the complaint and where possible, attempt to reach conciliation between the parties. During this period, the AVP and the Dean will have access to all information pertinent to the case, and may meet with any individual with information related to the case. Upon the conclusion of the investigation, assuming all reasonable efforts to conciliate have been exhausted, the AVP and the Dean will present a report to the appropriate VP. The Dean and the AVP shall make a recommendation for resolution to the VP who will strive to make a final determination within thirty (30) working days. All the time limits here may be extended at the discretion of the AVP.

### ***Appeals***

If the VP's determination is not acceptable to either the Complainant or Respondent, the decision may be appealed within ten (10) working days to the VP. The VP will then convene a grievance committee.

The grievance committee shall be formed as follows. The VP, with the assistance of the AVP will select a list of 10 faculty, staff or student members. A list of these 10 individuals will be provided to the Complainant and Respondent. The grievance committee shall consist of one individual chosen by the Complainant, one individual chosen by the Respondent, and a third chosen by mutual agreement of the two parties. If mutual agreement is not reached, the VP will select the third member of the grievance committee. The grievance committee shall review the complaint, any response, any documents provided by Complainant or Respondent, and all other documents it deems appropriate. The grievance committee shall also have the option, but not the obligation, to schedule a hearing and take testimony from the parties and other witnesses. Upon conclusion of its review and/or investigation, the hearing committee will deliberate and shall make a written report, including its conclusions and recommendations to the VP. The VP shall then have the option of amending his/her determination based on the recommendations of the grievance committee. The VP determination shall then be final.

## TITLE IX COMPLIANCE AT ROLLINS

Rollins College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free from all forms of discrimination. Specifically, every member of the College community should be aware that Rollins is strongly opposed to discrimination, including sexual harassment, and that such behavior is prohibited by College policy (<http://www.rollins.edu/hr/policies/docs/general-policies/030000.pdf>). It is the intention of the College to take whatever action may be necessary to prevent, correct, and, if necessary, discipline for behavior which violates this policy.

Title IX of the Educational Amendments of 1972 (Title IX) is federal law which prohibits discrimination on the basis of sex. Sex discrimination includes sexual harassment and sexual assault. (<http://www.rollins.edu/hr/policies/docs/general-policies/050000.pdf>)

While it is often thought of as a law that applies to athletics programs, Title IX is much broader than Athletics and applies to all programs at Rollins. While compliance with the law is everyone's responsibility at Rollins, listed below are the staff members who have primary responsibility for Title IX compliance.

The Office of Human Resources is charged with monitoring the College's compliance with federal, state and institutional policies that promote a non-discriminatory and harassment-free environment. This includes discrimination based on sex, covered under Title IX. The Assistant Vice President for HR and Risk Management is the designated Title IX Coordinator.

### **Title IX Coordinator:**

Maria Martinez  
Assistant Vice President for HR  
Box 2718  
Carnegie Hall  
Rollins College  
Winter Park, Florida 32789  
Email: [mmartinez@rollins.edu](mailto:mmartinez@rollins.edu)  
Phone: 407-646-2577

The Title IX Coordinator has the overall responsibility for the implementation of the Title IX program at Rollins College. The Coordinator oversees the administration of grievance procedures for students, faculty and staff. She also coordinates training, education and communication of all College discrimination and harassment policies.

### **For Athletics:**

Dr. Margie Sullivan  
Assistant Athletic Director/Senior Woman  
Administrator  
Deputy Title IX Coordinator  
Box 2730  
Alfond Sports Center  
Rollins College  
Winter Park, Florida 32789  
Email: [msullivan@rollins.edu](mailto:msullivan@rollins.edu)  
Phone: 407-646-2513  
Gender Equity in Athletics

If you have a complaint about gender equity in Rollins athletics programs, you should contact the Assistant Athletics Director/Senior Woman Administrator, Dr. Margie Sullivan, who is responsible for Title IX Compliance in matters related to gender equity in Rollins athletics programs.

# UNDERGRADUATE FINANCIAL AID & PAYMENT INFORMATION

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## ***Federal Financial Aid***

For federal grants and loans, students must complete a **Free Application for Federal Student Aid (FAFSA)** online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

The Rollins College code is: **001515**. Students will need to complete the **2011-2012 FAFSA** using their **2010** tax return.

Students interested in receiving financial aid for **Fall 2011, Spring 2012, and Summer 2012**, must be enrolled at least half-time (6 credit hours) to receive a Direct Stafford Loan. The Federal Government allows students to borrow a limited amount each year.

**NOTICE:** Students who have already borrowed the maximum amount during Fall and Spring will not be eligible for a loan during the summer. Please keep in mind the following annual loan limits listed below.

## **Direct Loans**

These limits apply to loans received for **Fall 2011, Spring 2012, and Summer 2012**. Loans received within these semesters count toward the total yearly loan eligibility. The lifetime maximum aggregated undergraduate Direct Loan amount is \$57,500.

### **Dependent Student Loan Maximums**

<b>CREDIT</b>	<b>SUB</b>	<b>UNSUB</b>	<b>TOTAL</b>
0-29	\$3,500	\$2,000	\$5,500
30-59	\$4,500	\$2,000	\$6,500
60+	\$5,500	\$2,000	\$7,500

### **Independent Student Loan Maximums**

<b>CREDIT</b>	<b>SUB</b>	<b>UNSUB</b>	<b>TOTAL</b>
0-29	\$3,500	\$6,000	\$9,500
30-59	\$4,500	\$6,000	\$10,500
60+	\$5,500	\$7,000	\$12,500

## **Pell Grants (up to \$5550)**

- No minimum number of classes in the fall and spring semesters.
- Awarded based on individual need.
- Eligibility determined by submitting the FAFSA.
- No repayment required.

## **Work Study**

Federal College Work Study is available to students who qualify based on financial need. Jobs are available throughout campus and are designed to be flexible to meet individual needs. Students are paid directly for any hours worked. Contact the Office of Financial Aid for details and availability.

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## ***Florida State Resident Financial Aid***

### **Florida Residency Affidavit**

To apply for Florida state financial aid, please complete the Florida Residency Affidavit available at the Rollins College Financial Aid website: [www.rollins.edu/financialaid/holt/forms.html](http://www.rollins.edu/financialaid/holt/forms.html).

**Florida Resident Access Grant (FRAG):** The Florida Resident Access Grant provides tuition assistance to full-time students in the fall and spring semesters who meet Florida State residency requirements. Funds for the support of the FRAG are contingent upon the appropriations made available by the Florida Legislature. The current award amount is \$2,149 for the 2011-2012 academic year or \$1,074.50 per term (fall and spring). Award amount is subject to change. **Deadlines:** Fall: October 1st. Spring: February 1st.

**Florida Student Assistance Grant (FSAG):** The Florida Student Assistance Grant is a need-based program available to degree-seeking, resident, undergraduate students who demonstrate substantial financial need. Need is determined based on the FAFSA application. Available funds vary by semester.

**Bright Futures Scholarships:** The Florida Bright Futures Scholarship program is for students who have qualified for this award during high school. Please list the applicable program on the Florida Residency Affidavit. The awards for 2011-2012 are listed and subject to change. Florida Medallion Scholars (FMS) will receive \$76 per credit hour. Florida Academic Scholars (FAS) will receive \$101 per credit hour. For more information on Bright Futures, please visit the following website: [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org).

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## ***Florida Prepaid College Plans***

Rollins College participates in the Florida Prepaid program. Application toward tuition at Rollins varies. Please contact the Bursar's Office for details.

Students must authorize Florida Prepaid to transfer funds to Rollins. The authorization may be obtained by contacting Florida Prepaid at 1-800-552-GRAD (4723). For more information, please visit: [www.myfloridaprepaid.com](http://www.myfloridaprepaid.com).

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## ***Hamilton Holt School Scholarships***

The Hamilton Holt School Scholarship Program was established to provide financial assistance to qualified students who might otherwise be unable to pursue their education. Most awards are based on a combination of past academic achievement (a minimum 3.0 cumulative grade point average is required for consideration), leadership and service potential, and demonstrated financial need. The Scholarship Committee will determine eligibility based on the information reported on the Free Application for Federal Student Aid (FAFSA), official academic transcripts, and a personal essay. International students will submit financial statements in lieu of the FAFSA. Scholarships are renewable, pending continued eligibility.

### **Scholarship Application Deadlines:**

Fall/Spring 2011-2012: March 31, 2011  
Spring/Summer 2012: See Website

For more information and detailed application instructions, please visit:  
[www.rollins.edu/holt/affordability/scholarships.html](http://www.rollins.edu/holt/affordability/scholarships.html).

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## ***Veterans Affairs Tuition Benefits***

VA Benefits, including the **Post-9/11 GI Bill and Yellow Ribbon Program**, are accepted at Rollins College. The Post-9/11 GI Bill provides tuition benefits, a housing allowance, and a book allowance for veterans who meet the eligibility requirements. In addition, Rollins College is a full participant in the Yellow Ribbon Program which means that all eligible veterans (and dependents) who are admitted into any of Rollins' programs will receive enough grant aid from the Veterans Administration and Rollins College to pay the entire cost of their tuition and fees. Eligible veterans will not need to take out loans or find other funding sources for their education at Rollins. For specific requirements, please visit the website listed below.

You must contact The U.S. Department of Veterans Affairs for certification and confirmation of your benefits. Rollins College cannot make a determination of your eligibility. For information, please visit: [www.gibill.va.gov](http://www.gibill.va.gov)

Teresa Cole is our VA Certifying Official. Please reach her with the contact information below for more information and to process your award.

**Financial Aid Specialist & Veterans Affairs Certifying Official:**

**TERESA COLE**

203 East Lyman Avenue  
Winter Park, FL 32789

Phone: 407-646-2232  
Fax: 407-646-1551  
Email: [tcole@rollins.edu](mailto:tcole@rollins.edu)

**Hours of Operation**

Monday – Thursday  
8:30 AM – 6:30 PM

Friday  
8:30 AM – 5:00 PM

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## ***Extended Payment Options***

### **Tuition Payment Plan**

Rollins College provides a low-cost payment plan that breaks tuition into affordable monthly installments with flexible payment options. The plan differs from a loan in that there is no interest rate, just a low \$25 enrollment fee each term. Students are required to enroll in the plan prior to the published payment deadlines in order to avoid late payment penalties. Additional information is available on the Bursar Office web page or by calling 407-646-2252.

#### Advantages

- Easy online enrollment
- Monthly payment plan and flexible payment options
- No interest

#### Simple Steps to Enroll in the Payment Plan

- Log-in to FoxLink at: [r-net.rollins.edu](http://r-net.rollins.edu)
- Select the Holt Student tab
- Select FACTS Payment Plan link under “Holt Bill and Payment Options”

#### Cost to Participate & Payment Methods

- \$25 enrollment fee per semester
- \$25 fee if a payment is returned
- Automatic bank payment (ACH)
- Credit card/debit card (convenience fee applicable)

## Tuition Deferment

If a student's employer offers tuition reimbursement, the student may complete and submit the Tuition Deferment Form found at the link below. Payment of the total due must be submitted to Rollins College within 45 days after the end of the term. In the event the company does not follow through with the tuition reimbursement, it is the student's sole responsibility to fulfill their debt to the college. Please submit the form to the Hamilton Holt office on or before the published term payment deadline. Access the printable form here: [r-net.rollins.edu/holt/forms/deferment.pdf](http://r-net.rollins.edu/holt/forms/deferment.pdf).

## University Club Short-Term Loans

Students that missed the enrollment dates for the Tuition Payment Plan may be able to take advantage of a University Club Short-Term Loan. This is an interest free short-term loan that must be repaid by the end of each semester. It provides one-half of tuition or \$50 per course for books and other College expenses. The loan is renewable if paid in full each term.

Borrowers must have financial need, have a good credit standing, and have completed a minimum of one semester at the Hamilton Holt School. Students must submit an application to the Holt Office by the published deadline and sign a promissory note. Contact the Hamilton Holt School office for more information.

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## ***Financial Aid and Payment Contact Information***

### **Office of Financial Aid**

**Cindy Griffin**  
Financial Aid Counselor

1000 Holt Avenue – 2721  
Winter Park, FL 32789

Phone: 407-646-2395  
Fax: 407-646-2173  
Email: [cgriffin@rollins.edu](mailto:cgriffin@rollins.edu)

**Website:** [www.rollins.edu/finaid](http://www.rollins.edu/finaid)

### **Office of the Bursar**

1000 Holt Avenue – 2716  
Winter Park, FL 32789

Phone: 407-646-2252  
Fax: 407-975-6497  
Email: [bursar@rollins.edu](mailto:bursar@rollins.edu)

**Website:** [www.rollins.edu/bursar](http://www.rollins.edu/bursar)

### **Hours of Operation**

Monday – Friday  
8:30 AM – 5:00 PM

### **Cashier Window Hours of Operation**

Monday – Friday  
8:30 AM – 4:30 PM



# ACADEMIC ADVISING

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## ***Academic Advisors***

You are assigned an adviser based on your last name or student type:

### **[Terrie Cole](#)**

**Majors:** Environmental Studies, Humanities & International Affairs.

**Undeclared Students** with last names **A-G**.

Email: [tcole@rollins.edu](mailto:tcole@rollins.edu)

### **[Coleen Palmer](#)**

**Majors:** Computer Science, Environmental Studies & Organizational Communication.

**Undeclared Students** with last names **H-O**.

Email: [cpalmer@rollins.edu](mailto:cpalmer@rollins.edu)

### **[Matthew Sayti](#)**

**Majors:** English, Psychology & Organizational Behavior.

**Undeclared Students** with last names **P-Z**.

Email: [msayti@rollins.edu](mailto:msayti@rollins.edu)

### **[Connie Holt](#)**

**Majors:** Music.

**All International and Graduate Students.**

Email: [cholt@rollins.edu](mailto:cholt@rollins.edu)

**To make an appointment, please log into AdvisorTrac.** It is available via the R-Net Campus Login drop down menu at [r-net.rollins.edu](http://r-net.rollins.edu) or visit <https://advisor.rollins.edu>.

We suggest you meet with your adviser in person, via phone, or email, at least once a semester to make sure you stay on track. Your adviser can help you select classes, and give you accurate information about school policies (you will hear many rumors before class, but don't act on them without checking with your adviser first!). If you begin to have trouble keeping up with your classes, call your adviser – don't wait until you've gotten too far behind or missed several classes. If you have a personal challenge or crisis of any type during the term that affects your ability to complete your courses, please contact your adviser for help.

Check the calendar page of each new semester schedule to see when you should be coming in for advising. You are a senior (for advising and registration purposes) when you have 90 hours already earned; otherwise, you are a current student. Please try to make an appointment during these times. If you call or email the day before registration asking for an updated audit, or wondering what courses to take, your adviser may not be able to get back to you in time.

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## **Online Registration**

The schedule for the next semester will appear on the Holt website:

[r-net.rollins.edu/holt/schedule](http://r-net.rollins.edu/holt/schedule) toward the middle of each current semester. Instructions for online registration are located from the link on each individual schedule page header. Check the calendar to see when you should schedule an advising appointment and when you are eligible to register. Check into FoxLink at least every other week to keep your account active and to read the email student services sends out regarding registration dates. Mark your personal calendar so you don't miss registration!

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## **Choosing Courses**

Use the copy of your **Course Audit Sheet** provided by your adviser. Each semester schedule will have a section titled "**General Education Requirements**" guide which lists all the courses that fulfill the General Education Requirements you may need. The schedule will also have a "**Major/Minor Guide**" section which shows what courses work in each major. This section is particularly important to International Affairs and Humanities majors, because it is the only way for them to know what courses work in their majors. Always confirm that a course works in your major! Organizational Behavior majors must also refer to this section to determine which Interdisciplinary and Application courses they can take. Psychology majors can use this section because some PSY courses do not work in Psychology but instead work in Organizational Behavior.

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## **Course Waitlists**

### **What if a course is full when I try to register?**

You can place yourself on the wait list during registration by selecting "Wait List" from the pull-down menu before the course title, then clicking on "Submit." We suggest you also register for an alternative course in case a space does not open for you in the wait-listed one.

### **How does the wait list process work?**

The wait list process is intended to provide a fair and consistent means to deal with the reality of maximum course capacities. The waiting lists are overseen by the Holt School administration, not individual faculty members, so faculty overrides are not accepted. Students are placed on the list by date and time of inquiry and will be contacted if spaces become available through student-initiated registration changes and/or increased capacities. Students may not attend courses for which they are wait-listed. Registration will not be permitted in such cases.

### **Can I ask the professor for an override? Can I go to the first class and see if there are spaces?**

Do not attend a course you are waitlisted for, and do not ask professors for an override. They know about

the wait list system and they cannot make the decision to let you in ahead of the other students on the list.

### **How will I know if a space opens up in a waitlisted course?**

If an opening becomes available, we start calling students on the waitlist. It has the names arranged according to the date and time the student joined the waitlist, with the earliest first. You may accept or decline to add the course when you are called. If we leave a message, you have until 5 o'clock the following day to return the call before we go on to the next name. If you accept, you must fill out a drop/add form to add the course.

- ▶ **Please be sure your contact information is current if you join a waitlist. If the number we call is not working, we move to the next person on the list.**

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## ***Frequently Asked Questions***

The Student Services Department at the Hamilton Holt School wants to answer some frequently asked questions for our students. As advisers, we hear many of the same questions time and time again, so we've compiled a list of questions and answers pertinent to the future registration period:

### ***“Why don't I know about the advising and registration periods?”***

All Hamilton Holt School correspondence regarding advising and registration, as well as other official college material, is delivered via your Rollins email account. We have streamlined the correspondence process to make it paperless. If you don't check your Rollins email account on a regular basis, you will miss critical information that you are responsible for knowing.

### ***“What if I don't know what courses to take?”***

Senior advising and current student advising dates are listed on the academic calendar found on our schedule page at [r-net.rollins.edu/holt/schedule](http://r-net.rollins.edu/holt/schedule). Visit AdvisorTrac or call the Holt office at 407-646-2232 to schedule an appointment with your adviser. Please **DO NOT** wait until the day of registration to inquire about an updated course audit sheet because there is no way we are able to accommodate everyone under those circumstances and we strive to give you the best advising possible.

### ***“My friend said \_\_\_\_\_ and that's not what I was told. Is that true?”***

What's true for one student might not be true for you. Every student has different requirements and different educational histories. Make sure that you've contacted your adviser for your updated course audit sheet, outlining exactly what courses and requirements you have to take.

### ***“How do I know what works in my major?”***

The next semester schedule is available online at [r-net.rollins.edu/holt/schedule](http://r-net.rollins.edu/holt/schedule). Every semester there is a General Education Requirements Guide page, a Major / Minor Guide page,

and the Schedule of Classes page. Not only can you see what courses are being offered to meet your general education requirements, you can see all of the courses that you can apply to your major or minor and when they're all being offered. This is an invaluable resource for every student and includes a calendar page with important dates that every student should be aware of.

***“Since the registration dates span a few days, I can register at my convenience, right?”***

Yes and no. Online registration for seniors and current students differs. If you're not awake, sitting at your computer, and logged into FoxLink to register for your course selections at 12:00 noon, your chances of getting the courses you desire diminish as time goes by. The early bird catches the course, so to speak. When the seats are gone they're gone.

***“When and where do I pay for my classes?”***

Payment is due when you register for classes. Full payment must be received by the Holt School or the Bursar's office, prior to the published deadline on the academic calendar. After you register via FoxLink, go back to the Student & Financial Aid page, select Student Account Information, and submit payment online through QuikPAY. Rollins College accepts MasterCard, Discover Card, American Express, e-check and check.

***“If I don't pay for the class and never attend, I'll be dropped, right?”***

No. If you are registered for a course, you must drop the course in FoxLink or in writing at the Holt office after registration has ended. You will be charged for the course and appear on the roll, preventing another student from registering for the course.

***“I'm graduating because I have completed all my requirements and courses. That's all I have to do, right?”***

No. All seniors who expect to graduate must submit their graduation petition via their FoxLink account along with their graduation fee. You may pay your fee, after you submit your grad petition, via QuikPAY just like your tuition payment. The graduation petition is required of all students regardless of their participation in the commencement ceremony in May.

***“If I decided to drop my classes, will that affect my financial aid?”***

Yes. If you drop some of your classes, it can affect future aid. If you drop all of your classes, you might be required to pay back some (or all) of the aid received. Please check with the Financial Aid department **before** you drop any classes to see how it will impact you.

**If you have any other questions about your upcoming registration period, please don't hesitate to contact your adviser. The Hamilton Holt School office hours are Monday – Thursday 8:30 AM to 6:30 PM and Friday 8:30 AM to 5:00 PM. It's necessary to schedule an appointment to speak with your adviser and you can do so via AdvisorTrac or by calling 407-646-2232. We hope that your semester is successful and look forward to assisting you with your academic needs.**

# IMPORTANT ACADEMIC POLICIES

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## ***Satisfactory Academic Progress Review***

All students will be reviewed after their first semester in the Hamilton Holt School. Students with a cumulative grade point average (GPA) below 2.0 will be placed on academic warning, and dismissed after two semesters if the GPA remains below 2.0.

All students are expected to complete ENG 140 Composition: Writing About Selected Topics as one of their first four courses at Rollins, unless it is transferred from another institution. Students must also take INT 200 Introduction to the Liberal Arts as one of their first six courses unless they have completed the Associate of Arts degree or two humanities courses prior to entering Rollins.

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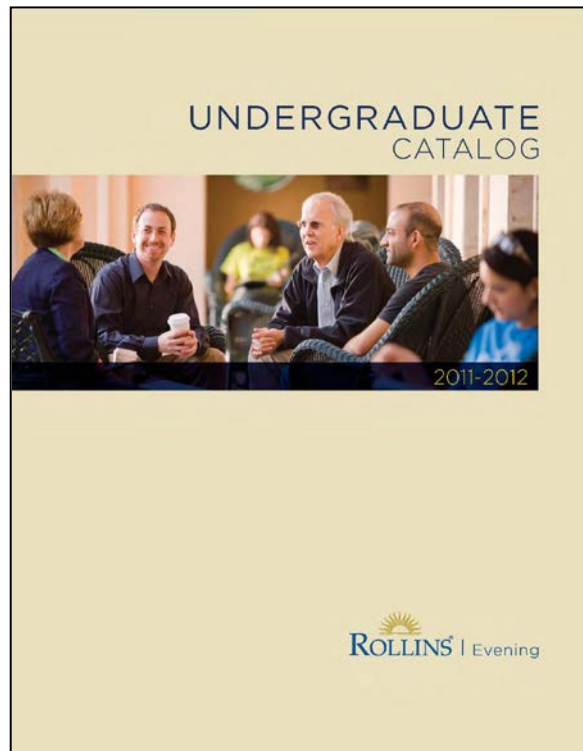
## ***Course Completion Expectation***

The Hamilton Holt School is committed to providing students with opportunities for their academic success. Satisfactory progress toward achievement of academic goals is dependent upon consistent successful completion of courses. The Holt School encourages students to remain on a success-oriented path by requiring successful completion of a majority of the courses for which they register. Students must complete 67 percent of the term hours for which they register and achieve a minimum cumulative GPA of 2.0 in order to remain in good academic standing and avoid administrative withdrawal from the institution. Please refer to the catalog section entitled “Academic Probation and Dismissal.”

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## ***Rollins College Hamilton Holt School Catalogs***

This link takes you to the Rollins College Hamilton Holt School Undergraduate Catalog archives. Review all the policies in the catalog for your academic year and familiarize yourself with what is expected of you as a Rollins College Hamilton Holt School student. Please bookmark or make a note of the location for future reference: [r-net.rollins.edu/holt/catalogs](http://r-net.rollins.edu/holt/catalogs).



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## ***Academic Calendar***

Every term has an Academic Calendar available from the link on the semester's corresponding schedule website. Visit the Schedule of Classes website at [r-net.rollins.edu/holt/schedule](http://r-net.rollins.edu/holt/schedule) and click on the semester you are interested in. The Academic Calendar outlines the following important information:

- Session Beginning and Ending Dates
- Important Dates (including deadlines for independent study submissions and the graduation date)
- Holidays
- Refund and Withdrawal Deadlines and Policies
- Tuition Deadline and Refund Schedule
- Withdrawal without Academic Penalty Deadline
- Course and Instructor Evaluation Dates and Policy
- Grade Submission Deadlines

Make sure to review the Academic Calendar every semester. Lack of knowledge regarding college policy and deadlines can be academically and financially detrimental. If you have questions about any of the policies or deadlines, please contact your academic advisor for clarification.

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## ***Access to Student Education Records***

The Family Education Rights and Privacy Act permits the release of certain directory information: name, class, home town and state, telephone listing, major field of study, participation in the officially recognized sports, weights and heights of members of athletic teams, dates of attendance, degrees, awards and honors achieved in the curricular and co-curricular life of the College, the most recent previous educational institution attended by the student, and individually identifiable photographs of the student solicited or maintained directly by Rollins as part of the education record. Rollins College will make the education record available to parents or guardians when the student is claimed as a dependent with the Internal Revenue Service.

Records are not released without the written consent of the student, except in the following situations:

- To school officials who have legitimate educational interest and/or need to know.
- Where the information is classified as "directory information." Students who do not wish to have such information released without their consent must submit a written request to the Holt School Office.
- Third parties as permitted by FERPA statute number 99.31, such as financial aid auditors, accreditation agencies, and in health or safety emergencies.

A more thorough explanation of a student's rights and privileges under this law can be found in the Catalog.

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## **College Level Examination Program (CLEP)**

### **The CLEP Exam:**

Each CLEP examination is 90 minutes long. With the exception of English Composition with Essay, and the language tests, the exams are composed of two sections of multiple-choice questions. The English Composition with Essay Examination, which satisfies the Written Communication Requirement in the Holt School, consists of a 45-minute multiple-choice section and a 45-minute essay section. The foreign language tests all have a listening section.

### **When and Where:**

We administer CLEP examinations at the Holt office by appointment only. Call 407-646-2232 to schedule an appointment, or send an e-mail to Connie Holt at [cholt@rollins.edu](mailto:cholt@rollins.edu). Students must bring photo identification with them to the test session. You fill out a registration form and pay for the exam at that time.

### **How to pay for a CLEP exam:**

There are two fees involved: The CLEP testing fee is \$77 per test and the Rollins administration fee is \$15. If you pay by credit card (the preferred method), American Express, MasterCard, Visa, Discover and check are accepted for the CLEP fee; MasterCard, Visa, check or cash for the Rollins fee. If paying for both by check, please make **TWO** checks: one payable to CLEP in the amount of \$77.00 and the other payable to Rollins College in the amount of \$15.00.

### **Your CLEP scores:**

You will receive a copy of your CLEP score at the end of the testing session. ETS will send official score reports within a few days. (Allow extra time for English Composition with Essay.) You will receive from the college a notice of credit awarded and equivalencies with two to three weeks after the exam date.

### **Holt School CLEP Policies**

Students enrolled at the Holt School may earn college credit by attempting the CLEP in any given subject area and reaching the credit-granting scores acceptable by the College. See the chart on the reverse side for individual accepted tests scores. Students may earn a maximum of 36 semester hours of credit by exam. CLEP general or subject examinations will not be used to fulfill major, minor, or general education requirements, with three exceptions: a score of 65 or higher on the English Composition with Essay fulfills the "W" requirement; a score of 50 or higher on Analyzing & Interpreting Literature, American Literature, English Literature fulfills the "L" requirement; and a score of 50 or higher on U.S. History I or II or Western Civilization I or II fulfills the "H" requirement. Any other CLEP hours awarded come in as free elective credit. Currently enrolled students attempting to earn CLEP credit should first determine their eligibility for the credit by checking with their academic adviser.

<b>Semester Hours</b>	<b>Examinations</b>	<b>Minimum Score</b>
6	College Composition Modular (W)	65
6	Humanities (H)	50
6	Mathematics	50
6	Natural Sciences	50
6	Social Sciences & History	50
<b>Subject Examinations</b>		
<b>Business</b>		
3	Information Systems & Computer applications	50
3	Principles of Management	50
3	Principles of Accounting	50
3	Intro Business Law	50
3	Principles of Marketing	50
<b>Composition &amp; Literature</b>		
6	American Literature (L)	50
6	Analyzing & Interpreting Literature (L)	50
6	English Literature (L)	50
<b>Foreign Languages</b>		
6	College French – Level 1	50
12	College French – Level 2	52
6	College Level German Language I	50
12	College Level German Language II	63
6	College Level Spanish Language I	50
12	College Level Spanish Language II	54
<b>History and Social Sciences</b>		
3	American Government	50
3	History of the United States I: Early Colonization to 1877 (H)	50
3	History of the United States II: 1865 to present (H)	50
3	Human Growth & Development	50
3	Intro to Educational Psychology	50
3	Principles of Macroeconomics	50
3	Principles of Microeconomics	50
3	Introductory Psychology	50
3	Introductory Sociology	50
3	Western Civilization I: Ancient near East to 1648 (H)	50
3	Western Civilization II: 1648 to the present (H)	50
<b>Science and Mathematics</b>		
3	Calculus	50
3	College Algebra	50
6	General Biology	50
6	General Chemistry	50
3	Precalculus	50

Minimum score subject to change. Please visit [clep.collegeboard.org](http://clep.collegeboard.org) to view more information before scheduling an exam.

# THOMAS P. JOHNSON STUDENT RESOURCE CENTER

Located in the Mills Memorial building, The Thomas P. Johnson Student Resource Center challenges students to take responsibility for their own learning and provides tools and feedback to help them develop learning strategies to achieve academic success. Programs foster individual development by emphasizing active learning, realistic self-appraisal, and thoughtful goal setting.

## ***Tutoring and Writing Center***

The mission of the **Rollins College peer tutoring program** is to help our fellow students find more effective strategies to improve their learning. In a relaxed atmosphere, our individual and group tutoring sessions lead to a deeper understanding of the concepts learned in the classroom. We tailor activities to student clients' learning needs and styles, empowering them to take responsibility for both their successes and their failures. We hope that as our clients' skills increase, so will their confidence and their ability to learn independently.

The **Writing Center at TJ's** aims to create a comfortable, responsive community where students, faculty, and trained peer writing consultants can collaborate at any stage of the writing process. Through one-on-one consultations and occasional group sessions, consultants share strategies that empower students to enhance their writing skills in a variety of academic disciplines and at every step of the writing process. We encourage students to take personal responsibility for improvement and achievement in their writing.

You can make an appointment with a tutor or a writing consultant by going into [Accudemia](#), our web-based scheduling and database system, from the R-Net Campus logins. Click on WCC100 Writing Consultation to see available appointments for our twenty-some writing consultants. Or for content tutoring in a specific course, click on that course to see available appointments for those tutors officially covering it.

**Website:** [r-net.rollins.edu/twc](http://r-net.rollins.edu/twc)

## ***Disability Services***

Rollins College is committed to equal access and does not discriminate unlawfully against persons with disabilities in its policies, procedures, programs, or employment processes. According to the Americans with Disabilities Act, a "person with a disability; includes any person who (i) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (ii) has a record of such impairment, or (iii) is regarded as having an impairment." The majority of students at Rollins College who have registered with Disability Services have a learning disability. Visit the website and meet with the Disability Services Coordinator in the Mills Memorial building for more information and to organize accommodations. Even if you have decided to start your academic journey at Rollins without taking advantage of accommodations from Disability Services, please make sure that a copy of your documentation has been submitted to the Disabilities Service Office. This is very important in case you decide to utilize the services later in the semester.

**Website:** [r-net.rollins.edu/tpj/disabilityservices](http://r-net.rollins.edu/tpj/disabilityservices)

# OLIN LIBRARY

The Olin Library holds extensive resources for the Rollins community. Olin offers:

- Reference and circulation texts
- Periodicals and journals
- Electronic database collections
- Archives and special collections
- DVDs and videos
- Film collections
- Computer labs and printers
- Laptop check-out
- Kindles and e-reader check-out
- Copier availability
- Cameras, video cameras, tripods, and multimedia editing lab
- Bicycle borrowing
- Study, listening, and viewing rooms
- Reference librarians and staff assistance

For access to detailed information, electronic databases, hours of operation and more, please visit the Olin Library's website at [www.rollins.edu/library](http://www.rollins.edu/library).



# RICE FAMILY BOOKSTORE

Our campus bookstore, located on Holt Avenue across from the soccer field, features your textbooks and required course materials. It has an ever-expanding assortment of general reading books, dorm supplies, a selection of Hallmark cards, CDs, DVDs, clothing and Rollins gifts! Many other items are available for graduation such as diploma frames, caps and gowns, and also class rings.

You can check online to see what books your course requires by going to the bookstore website at [www.rollins.edu/bookstore](http://www.rollins.edu/bookstore). Click on the eFollett link on the sidebar. Textbooks are located on the lower floor of the bookstore, arranged in order of academic department.

Bookstore Hours (subject to change):

Monday – Thursday: 8:30 AM – 7:00 PM

Friday: 8:30 AM – 5:00 PM

Saturday: 10:00 AM – 3:00 PM

Sundays: Closed

Summer hours differ and change weekly. For updated hours, please call 407-646-2133. You may use your financial aid by submitting a **Title IV Authorization Form** and the **FLEX Transfer Authorization Form** in order to transfer money onto your R Card. The Title IV Authorization Form and the FLEX Transfer Authorization Form is available at the following link, under the Bursar Forms section: [www.rollins.edu/bursar/forms](http://www.rollins.edu/bursar/forms).



# CAREER SERVICES

The Office of Career Services for assists students and alumni with the career development process, which includes self-assessment, career exploration, and career decision-making. The center provides a variety of services and resources, such as career counseling and planning, career information programs, experiential education, and employment opportunities. These resources are delivered in ways designed to reinforce the personal, social, and intellectual development fostered by a liberal arts education.

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## ***Key Services***

**Career Advising/Counseling:** You can schedule an appointment to discuss majors and minors, explore career goals, examine graduate school programs, learn about internship opportunities, prepare for interviews, or discuss other career-related issues.

**Career Services Website:** You can access a wealth of career-related information online at [www.rollins.edu/careerservices](http://www.rollins.edu/careerservices). Find dates of upcoming events, internship listings, job postings, career-related websites, resume writing tips, and more.

**Career Inventories:** Career Services offers the Strong Interest Inventory (SII) and the Myers-Briggs Type Indicator (MBTI). Students answer questions about their interests and skills, then meet with a counselor to discuss the results and identify potential career paths.

**Choices Planner:** This web-based career guidance tool contains self-assessments that will help you identify your interests and values along with potential matching careers. You can also use the Occupational Database to find in-depth information on over 650 career fields. Choices Planner can be accessed through the student Jobs for Tars portal. (see below)

**Workshops:** Numerous workshops are offered in the office or through outreach to residence halls, student organizations, classrooms, or athletic teams on topics including resume writing, selecting a major, and internships. Scheduled dates and times can be found in the weekly Career Quest E-newsletter and at [www.rollins.edu/careerservices](http://www.rollins.edu/careerservices).

**Career Resource Library:** Resources in the library include up-to-date career books, full- and part-time job listings, graduate school information, geographical employer information, resume and cover letter guides, and industry outlook books.

**Career Connections:** The online database allows students to find and view profile information for Rollins alumni who have volunteered to provide information about an employer, a specific career field or industry. Students may email the alums to ask informational interview questions.

**Practice Interviews:** Sharpen your interviewing skills during a practice session in the office. You will dress professionally and answer realistic questions for job, internship, or graduate school interviews. The staff interviewer will offer feedback and suggestions for improvement.

**On-Campus Interviews:** Employers visit campus to conduct interviews with students for full-time and internship positions. If you wish to participate, please check with Career Services about the registration and scheduling process for on-campus interviews.

**Rollins Internship Program:** Internships provide opportunities to enhance your educational learning and gain valuable experience that is highly desired by employers. A listing of almost 400 internships, many pre-approved for academic credit, can be found through your Jobs for Tars account.

**Graduate School Advising and Preparation:** Career counselors can help you determine whether graduate school is the best choice right now, which jobs require advanced degrees, what type of graduate degree to pursue, and how to gain admission into your program of choice.

**Jobs for Tars:** Once registered online (at no charge), you can search the Jobs for Tars database for internships, full-time and part-time jobs, and post several versions of your resume. Several career research tools are also available only through JFT access. Visit [www.rollins.edu/careerservices](http://www.rollins.edu/careerservices) to register.

**Job Listing Service:** Career Services receives notice of full-time and part-time position vacancies across the country and makes them available to students in organized binders. In addition, students registered on Jobs for Tars will periodically receive emails from Career Services notifying you of special job opportunities that are not listed elsewhere.

**Career Quest:** The weekly office e-newsletter provides you with a schedule of upcoming workshops and special events, as well as information on unique internships and job opportunities.

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## ***Special Programs***

**Senior Success:** Career Services hosts workshops for seniors throughout the year, highlighting approaches to job searching in various career fields, providing in-depth knowledge on various professional development topics and describing the services available to you through the office.

**Etiquette Dinner:** Every year, students have the opportunity to attend a five-course dinner on campus where you can learn the appropriate etiquette and proper behavior for a formal meal with a potential employer.

**The Career & Internship Expo:** Hosted annually in the Alford Sports Center, this spring event attracts over 70 employers who are eager to meet with students and alumni looking for full-time positions and internship opportunities.

**Graduate School Admissions Practice Tests:** The office sponsors free practice graduate entrance exams (LSAT, GRE, MCAT, GMAT) each semester. Students will receive a detailed explanation of their scores to assist with exam preparation.

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## ***Contact Information***

### **Office Staff:**

Ray Rogers, Director  
Jennifer Jacoby, Associate Director  
Elizabeth Boggs, Assistant Director  
Julia Larson, Assistant Director  
Kyle Nelson, Executive Assistant

### **Office Hours:**

*Mondays and Thursdays*  
8:30 AM – 12:00 PM and 1:00 PM – 7:00 PM  
*Tuesdays, Wednesdays, and Fridays*  
8:30 AM – 12:00 PM and 1:00 PM – 5:00 PM

Phone: 407-646-2195

Fax: 407-646-2449

Website: [www.rollins.edu/careerservices](http://www.rollins.edu/careerservices)

# HEALTH AND WELLNESS

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## ***Student Health Insurance***

Do you need health insurance? **ALL** registered full-time and part-time students are eligible to enroll in the Student Medical Insurance Plan. The medical plan provider for the 2011-2012 academic year will be Bollinger Insurance. Coverage under the plan for the entire year (August 15, 2011 through August 15, 2012) is \$700 for individual coverage. A Spring/Summer 2012 option is available for a reduced premium. Coverage remains effective until the end of the policy term even if you graduate before then. Coverage is also available if you need to add a spouse or child(ren) to your plan. Different premium rates apply for covering a spouse and for each child. Prescription coverage is included in the medical insurance plan and is provided by CareMark.

If you are interested in the student medical insurance plan, please request the Insurance Brochure which explains coverage details and exclusions. The Insurance Enrollment Form is also available. There are NO medical questions to answer. **Enrollment deadlines are based on 31 days either from the start date of your program or the start date of the medical plan (08/15/11), whichever is later. Please make note of the enrollment deadline for your particular program.**

You can purchase **Vision Insurance** and/or **Dental Insurance** with Humana for an additional premium. More information and the enrollment form are available by request. You **DO NOT** need to purchase the medical insurance policy in order to purchase the vision or dental policy.

Holt Students enrolled in the medical insurance may also use the College Health Center for a \$20.00 co-pay.

**Information found here is basic and subject to change. Please use the contact information below for individual-specific information.**

For more information, please contact:

Collegiate Risk Management  
110 Athens Street  
Tarpon Springs, FL 34689  
1-800-922-3420  
Web: [www.collegiaterisk.com](http://www.collegiaterisk.com)

Or at Rollins College, please contact:

Ms. Oriana Guevara  
Human Resources Associate  
1000 Holt Ave, CB#2718  
Winter Park, FL 32789  
1-407-646-2356



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## ***Cornell Counseling Clinic***

CONFIDENTIALITY IS ASSURED!

Depressed? Anxious? Overwhelmed? Having problems with relationships?

The clinic is available for all Hamilton Holt School students. Under the guidance of licensed mental health professionals, counselors from the Department of Graduate Studies in Counseling are available to you for personal, individual counseling.

Appointments are available during the Fall and Spring semesters. Please call 407-646-2134 and leave a message on the voice mail.

**Hours:** 10:00 AM – 9:00 PM, Monday through Thursday  
**Location:** Cornell Hall for Social Sciences  
**Cost:** \$15 (one time administrative fee)

**CALL NOW!**  
**407-646-2134**



# CAMPUS DINING

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## **The Market Place**

The main student, faculty, and staff dining experience is located in the Cornell Campus Center. Fresh flavors and a great value! We pride ourselves in offering a fun atmosphere and restaurant-quality dining experience. Join us for a wide selection of food destinations, each designed to offer a variety of choices. Come dine with us!

- Fresh fruit and salads
- Delicious, hot, home-style entrées
- Freshly baked pizza and pasta
- Deli creations using Boars Head served on a variety of breads
- New creations by our chef just for you
- Freshly baked desserts
- Homemade soups
- Sushi
- Vegan cuisine made to order
- Starbucks Coffee
- Featuring Panera's bagels and pastries

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## **The Grille**

Located in Dave's Down Under, in the Cornell Campus Center the Grille features a selection of crowd-pleasing favorites, from grilled hamburgers and chicken tenders, salads and milkshakes. Freshly prepared to order!

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## **C-Store – Rollins Convenience Store**

The Rollins Convenience Store is located in Dave's Down Under, in the Cornell Campus Center. All the convenience of your local corner store! Features freshly made subs and deli sandwiches. Everything you need in a one-stop shop!

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## **Dianne's Café**

Dianne's Café is located in the Charles Rice Family Bookstore. Upscale Starbucks coffee, fresh Bagels, Danishes, Panini sandwiches and salads.

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## **Cornell Courtyard Café**

The Cornell Courtyard Café is located in the Cornell Social Sciences Building. Quick grab and go snacks, beverages, fresh squeezed lemonade, quiche, Smart Market, bistro style sandwiches and salads.

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## **Bookmark Café**

The Bookmark Café is located in the Olin Library. Features Smart Market and Starbucks coffee.

**For details and hours of operation, please visit:**

[www.rollinsdining.com/locations.html](http://www.rollinsdining.com/locations.html)

# R-CARD

The R-Card is Rollins College's official campus identification card. With features like access control and purchasing power, the R-Card really is the one card that does it all. Contained on our site you will find:

- Description of the R-Card Features
- Information on How to Obtain an R-Card
- Services the R-Card Office Provides
- Answers to Frequently Asked Questions
- Quick Access to Make a Deposit and Access Account Info

This card is the property of Rollins College, is non-transferable and does not guarantee an active status on campus. After a card is issued, it is understood that the cardholder agrees to all terms and conditions. Any lost or stolen cards must be reported to the R-Card Office or Campus Safety & Security immediately. Thus, the cardholder is liable for any unauthorized use prior to notification of the lost or stolen card. If a card is found, please return the card to our office.

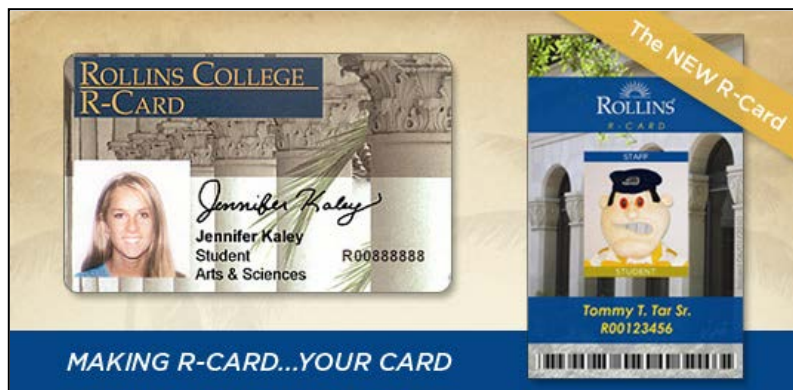
The R-Card office is committed to providing outstanding customer service as we work to meet the needs and goals of the campus community. As part of Campus Safety & Security, we share the roles and commitments to help keep our campus safe. All policies, processes and procedures that we have are with you the customer, the cardholder, the person in mind. We appreciate your patience and look forward to working with you soon!

Website: [www.rollins.edu/safety/r-card](http://www.rollins.edu/safety/r-card)

Phone: 407-646-1564 After hours: 407-646-2999 (Campus Security)

Hours: Monday – Friday  
9:00 AM – 5:00 PM

Location: Campus Safety & Security  
Facilities Building (Building 5 on the Campus Map)



# CAMPUS PARKING

Traffic and parking regulations for Rollins College have been prepared by the Department of Campus Safety & Security. These regulations are college policy and apply to all members of the Rollins College community and its visitors. Parking regulations are enforced to eliminate confusion and hazards, reduce traffic congestion and to provide reasonable access to campus buildings.

Please visit the Campus Safety & Security website for regulations, registration, rules, restrictions, and other important information.

Website: [www.rollins.edu/safety/parking](http://www.rollins.edu/safety/parking)

Phone: 407-646-2999

Location: Campus Security  
Facilities Building (Building 5 on the Campus Map)

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## ***Decals***

### **Hamilton Holt School Students**

Decals must be purchased at the rate of \$70.00 for a full year or \$35.00 for an individual semester.

- Additional decals for other vehicles may be purchased for \$35.00.
- Replacement decals are \$20.00, unless the vehicle was in a verifiable accident.

Students may park in any space in the garage that is not reserved or designated for tenants and spaces that are appropriately posted on campus.

Visit the website below to pre-register your vehicle online and charge it to your Rollins student account. Or print the form found on the website to bring with you.

[www.rollins.edu/safety/parking/vehicle\\_registration.html](http://www.rollins.edu/safety/parking/vehicle_registration.html)

**Bring your Vehicle Registration** with you to the Campus Safety & Security office to pick-up your decal. You will also need your **R-Card**. If you have not already gotten your R-Card, you may do so at Campus Safety & Security before you obtain your Vehicle Registration and decal.

## ROLLINS EVENING CONTACT INFORMATION

**Address**  
Rollins College  
Hamilton Holt School  
203 East Lyman Avenue  
Winter Park, FL 32789

**Websites**  
[www.rollins.edu/holt](http://www.rollins.edu/holt)  
[r-net.rollins.edu/holt](http://r-net.rollins.edu/holt)

**Telephone**  
407-646-2232

**Fax**  
407-646-1551

**E-mail**  
[holtschool@rollins.edu](mailto:holtschool@rollins.edu)

## FREQUENTLY USED CAMPUS CONTACT INFORMATION

### ***Undergraduate Admission, Academic Advising & Student Services***

407-646-2232

Connie Holt  
Director of Student Services  
[cholt@rollins.edu](mailto:cholt@rollins.edu)

Academic Advisors:

Teresa Cole  
[tcole@rollins.edu](mailto:tcole@rollins.edu)

Coleen Palmer  
[cpalmer@rollins.edu](mailto:cpalmer@rollins.edu)

Matthew Sayti  
[msayti@rollins.edu](mailto:msayti@rollins.edu)

### ***Graduate Admission & Student Services***

- Graduate Counseling Program (MAC)
- Graduate Education/Teaching (MEd/MAT)

**Contact:** Rebecca Cordray  
[rcordray@rollins.edu](mailto:rcordray@rollins.edu)  
407-646-1568

- Master of Human Resources (MHR)
- Master of Liberal Studies (MLS)
- Master of Planning in Civic Urbanism (MPCU)

**Contact:** Christian Ricaurte  
[cricaurte@rollins.edu](mailto:cricaurte@rollins.edu)  
407-646-2653

### ***Academic and Campus Resources***

Bookstore  
407-646-2133  
[www.rollins.edu/bookstore](http://www.rollins.edu/bookstore)

Campus Safety & Security  
407-646-2999  
[www.rollins.edu/safety](http://www.rollins.edu/safety)

Career Services  
407-646-2195  
[www.rollins.edu/careerservices](http://www.rollins.edu/careerservices)

Cashier (Bursar's Office)  
407-646-2252  
[www.rollins.edu/bursar](http://www.rollins.edu/bursar)

Financial Aid  
407-646-2395  
[www.rollins.edu/finaid](http://www.rollins.edu/finaid)

Information Technology Help Desk  
407-628-6363  
[r-net.rollins.edu/it](http://r-net.rollins.edu/it)

Loans/Collections  
407-646-2493  
[www.rollins.edu/bursar](http://www.rollins.edu/bursar)

Olin Library  
407-646-2521  
[www.rollins.edu/library](http://www.rollins.edu/library)

R-Card Office (Student Identification Cards)  
407-646-1564  
[www.rollins.edu/safety/r-card](http://www.rollins.edu/safety/r-card)

Thomas P. Johnson Student Resource Center  
407-646-2308  
[www.rollins.edu/tpj](http://www.rollins.edu/tpj)





# ROLLINS COLLEGE



- 170 W. FAIRBANKS AVENUE (68)**  
CAREER SERVICES (Arts & Sciences)  
COMMUNICATION  
CRITICAL MEDIA  
CULTURAL STUDIES  
PUBLIC RELATIONS  
STRATEGIC MARKETING
- ADMISSION (41)**  
OFFICE OF ADMISSION (Arts & Sciences)  
STUDENT FINANCIAL AID
- ALFOND BOAT HOUSE (3)**
- ALFOND SPORTS CENTER (55)**  
ATHLETICS
- ALFOND SWIMMING POOL (13)**
- ALUMNI HOUSE (28)**  
ALUMNI RELATIONS
- ANNE RUSSELL THEATRE (61)**  
THEATRE ARTS AND DANCE
- BARKER FAMILY STADIUM (43)**
- BEAL MALTRIE CENTER (Baker) (71)**  
ENVIRONMENTAL STUDIES
- BOOKSTORE (31)**
- BURSAR (45)**
- BUSH EXECUTIVE CENTER (48)**  
MANAGEMENT & EXECUTIVE EDUCATION
- BUSH SCIENCE CENTER (46)**  
BIOCHEMISTRY/MOLECULAR BIOLOGY  
BIOLOGY  
BUSH AUDITORIUM  
CHEMISTRY  
COMPUTER SCIENCE  
INFORMATION TECHNOLOGY  
MATHEMATICS  
PHYSICS  
PREHEALTH SCIENCE ADVISING
- CHAHAL-SANDSPUR FIELD (42)**  
CAMPUS SECURITY (5)
- CARNIEGIE HALL (30)**  
ENGLISH  
HUMAN RESOURCES  
OFFICE OF INTERNATIONAL PROGRAMS  
OFFICE OF INTERNATIONAL STUDENT & SCHOLAR SERVICES
- CASA IBERIA (38)**  
HISPANIC STUDIES
- CHASE HALL (11)**  
COMMUNITY ENGAGEMENT  
DEAN OF STUDENT AFFAIRS  
GREEK AFFAIRS  
HEALTH PROMOTIONS  
MULTICULTURAL AFFAIRS
- CHILD DEVELOPMENT CENTER (69)**  
STUDENT INVOLVEMENT & LEADERSHIP
- COLLEGE ARMS (37)**  
ADVANCEMENT PUBLICATIONS  
DONOR & EXTERNAL RELATIONS
- COMSTOCK (65)**  
ADVANCEMENT SERVICES  
DEVELOPMENT  
FOUNDATION RELATIONS
- COPELAND TENNIS STADIUM (57)**  
CORNELL ART CENTER (2)  
ART & CLASSICAL STUDIES
- CORNELL CAMPUS CENTER (14)**  
ALL CAMPUS EVENTS OFFICE (ACE)  
BIEBERBACH/REED CONF. ROOMS  
CATERING  
C-STORE  
DARDEN LOUNGE  
SKILLS DOWNUNDER  
SULLIVAN MARKETPLACE
- CORNELL FINE ARTS MUSEUM (1)**  
AFRICAN AMERICAN STUDIES  
ANTHROPOLOGY
- CORNELL HALL (30)**  
ENGLISH  
HUMAN RESOURCES  
OFFICE OF INTERNATIONAL PROGRAMS  
OFFICE OF INTERNATIONAL STUDENT & SCHOLAR SERVICES
- CASA IBERIA (38)**  
HISPANIC STUDIES
- CHASE HALL (11)**  
COMMUNITY ENGAGEMENT  
DEAN OF STUDENT AFFAIRS  
GREEK AFFAIRS  
HEALTH PROMOTIONS  
MULTICULTURAL AFFAIRS
- CORBIN HALL (6th Floor) (23)**  
CORNER HALL (Alumni Overlook Pl) (35)
- CROMMER HALL (49)**  
ALUMNI RELATIONS (Cummer)  
CAREER MANAGEMENT CENTER  
CENTER FOR ENTREPRENEURSHIP  
CENTER FOR LEADERSHIP DEVELOPMENT  
DEAN'S OFFICE  
DEVELOPMENT OFFICE  
EARLY ADVANTAGE MBA (EMBA)  
EXECUTIVE MBA (EMBA)  
EXTERNAL RELATIONS  
PROFESSIONAL MBA (PMBBA)  
SATURDAY MBA (SMBAA)
- ELIZABETH HALL (Residence Hall) (22)**  
DUBOIS HEALTH CENTER  
FACILITIES & SERVICES (5)  
CAMPUS SECURITY  
FACILITIES MANAGEMENT  
PUBLISHING CENTER (Copy Center)  
R-CARD OFFICE  
RECEIVING (Warehouse)
- FACULTY CLUB (27)**
- FOX HALL (Kappa Delta) (24)**
- FRED STONE THEATRE (68)**
- FRENCH HOUSE (21)**  
AUSTRALIAN STUDIES  
COMPUTER LAB  
CORNELL CAFE  
ECONOMICS  
EDUCATION  
GRADUATE STUDIES  
HISTORY  
HONORS PROGRAM  
INTERNATIONAL BUSINESS  
INTERNATIONAL RELATIONS  
LATIN AMERICAN & CARIBBEAN STUDIES  
POLITICAL SCIENCE  
PRELAW/ADVISING PROGRAM  
SOCIOLOGY
- GALE HALL (X-C-Quad) (9)**  
GREENHOUSE (4)  
HAMILTON HOLT SCHOOL OFFICES (67)  
EVENING UNDERGRADUATE PROGRAMS  
GRADUATE STUDIES  
SUMMER PROGRAMS  
VETERANS AFFAIRS
- HAUCK HALL (39)**  
MODERN LANGUAGES & LITERATURES
- HOLT HALL (Residence Hall) (60)**
- HOOKER HALL (Coul Pl) (7)**
- HUMAN RESOURCES (30)**
- INTERNATIONAL HOUSE (25)**  
INTERNATIONAL CENTER (47)  
PSYCHOLOGY
- JOHNSON CENTER (47)**  
PSYCHOLOGY
- KEENE HALL (63)**  
COMMUNITY SCHOOL OF MUSIC  
MUSIC  
TIEDTKE CONCERT HALL  
CENTER FOR PUBLIC SERVICE  
DEAN OF CHAPEL
- KNOWLES MEMORIAL CHAPEL (52)**
- LAWRENCE CENTER (68)**  
PHILANTHROPY & NONPROFIT LEADERSHIP CENTER
- LIBRARY (16)**
- LYMAN HALL (Residence Overlook Quad) (8)**
- MARY-JEAN PLAZA (31a)**
- MARTIN TENNIS COMPLEX (66)**
- MAYFLOWER HALL (Non Commis Mensa) (34)**
- MCKEAN GATEWAY (70)**
- MCKEAN HALL (Residence Hall) (12)**  
JUDICIAL AFFAIRS  
PERSONAL FINANCIAL AID  
RESIDENTIAL LIFE
- MILLS LAWN (75)**
- MILLS MEMORIAL HALL (15)**  
DEAN OF FACULTY  
GALLOWAY ROOM  
JOHNSON INSTITUTE FOR EFFECTIVE TEACHING  
OFF-CAMPUS STUDENT LOUNGE  
POST OFFICE  
ROLLINS EXPERATIONS  
R-TV  
SANDSPUR (Newsagent)  
STUDENT GOVERNMENT ASSOC.  
STUDENT RECORDS  
THOMAS P. JOHNSON STUDENT RESOURCE CENTER  
TOKOMKAN (Yearbook)  
WPKR RADIO STATION
- NELSON ROSE GARDEN (44)**
- OLIN LIBRARY (16)**  
ARCHIVES & SPECIAL COLLECTIONS  
BIB-LAB  
COMPUTER LAB  
CONFERENCE ROOMS  
INFORMATION TECHNOLOGY  
OLIN LATE-NIGHT STUDY CENTER  
FILM STUDIES  
WRITING
- PARKING GARAGE (66)**
- PINHURST COTTAGE (10) (Res Overlook Quad)**
- PUSISI-LEY HALL (Tzu Kappa, Essex) (33)**
- REX BEACH HALL (Residence Hall) (94)**
- RICE FAMILY BOOKSTORE & CAFE (31)**
- RICE FAMILY BOOKSTORE (31)**
- RINKER BUILDING (41)**  
OFFICE OF ADMISSION (Arts & Sciences)  
STUDENT FINANCIAL AID
- ROLLINS HALL (Kappa Kappa Gamma) (6)**
- ROSEN FAMILY CENTER (64)**  
EVENT SCHEDULING  
PRE-COLLEGE PROGRAMS  
LIPWUR FOUND
- STEWART HOUSE (62)**  
BACH FESTIVAL OFFICE
- STRONG HALL (Alumni Tzu Omega) (36)**
- SULLIVAN HOUSE (18) (Classroom)**
- SUTTON PLACE SOUTH APTS. (63) (Res Hall)**
- THEATRE ANNEX (40) (Dance)**
- TIEDTKE TENNIS COMPLEX (26)**
- WALK OF FAME (29)**
- WARD HALL (Residence Hall) (20)**
- WARREN COSTUME STUDIO (61)**
- WARREN ADMINISTRATION BUILDING (45)**  
ACQUINTS PAYABLE  
CASHIER (Receipt)  
CONTROLLER  
ENVIRONMENTAL HEALTH & SAFETY  
FINANCE  
INSTITUTIONAL RESEARCH & ASSESSMENT  
PLANNED GIVING  
PRESIDENTS OFFICE  
PUBLISHING  
VP ACADEMIC AFFAIRS & PRONST  
VP BUSINESS & FINANCE  
TREASURER  
VP INSTITUTIONAL ADVANCEMENT
- WOOLSON HOUSE (17)**  
Faculty/Student Meeting Room