

6-24-2014

Faculty Handbook Section I - General Information - Updated 6/24/2014

All Faculty
Rollins College

Follow this and additional works at: <http://scholarship.rollins.edu/handbooks>

Recommended Citation

All Faculty, "Faculty Handbook Section I - General Information - Updated 6/24/2014" (2014). *Faculty Handbooks*. Paper 6.
<http://scholarship.rollins.edu/handbooks/6>

This Article is brought to you for free and open access by the College and Faculty Governance at Rollins Scholarship Online. It has been accepted for inclusion in Faculty Handbooks by an authorized administrator of Rollins Scholarship Online. For more information, please contact wzhang@rollins.edu.



**ALL FACULTY OF ROLLINS COLLEGE
SECTION I-GENERAL INFORMATION**

TABLE OF CONTENTS

- A. INTRODUCTION TO ROLLINS COLLEGE**
 - Description of Rollins College
 - Accreditation
 - Mission

- B. ADMINISTRATION OF ROLLINS COLLEGE**
 - Board of Trustees
 - Office of the President
 - Office of the Vice President for Academic Affairs and Provost
 - Office of the Vice President for Business and Finance and Treasurer
 - Office of the Vice President for Institutional Advancement
 - Dean of Knowles Memorial Chapel and Chaplain to the College

- C. PROGRAMS, SERVICES AND RESOURCES**
 - Academic Regalia
 - Alumni Association
 - Arts at Rollins College
 - Archives, Special Collections and Records Management
 - Athletics and Athletic Facilities
 - Background Check
 - Bookstore
 - Bursar
 - Campus Safety
 - Career Services
 - Classroom Technology
 - College Directory
 - Community Engagement
 - Community Standards and Responsibility
 - Counseling and Psychological Services
 - Dining Service and Catering
 - Disability Services
 - Duplication Services
 - Facilities Management
 - Information Technology
 - Institutional Advancement

Library Facilities
Lost and Found
Lucy Cross Center for Women and Their Allies
Mail Services
Marketing and Communications
Meeting Rooms and Campus Facilities (Scheduling)
Multicultural Affairs
Notaries
Parking and Traffic Regulations
Payroll
Philanthropy & Nonprofit Leadership Center
Publications
Purchasing
Religious Life
Residential Life
Student Involvement and Leadership
Thomas P. Johnson Student Resource Center
Wellness Center
WPRK-FM

A. INTRODUCTION TO ROLLINS COLLEGE

DESCRIPTION OF ROLLINS COLLEGE

Rollins College is among the nation's finest comprehensive liberal arts colleges. Founded in 1885 by New England Congregationalists who sought to bring education to the Florida frontier, Rollins is the oldest recognized college in Florida. Throughout its history, the College has been an independent, four-year, non-sectarian, coeducational institution. It is supported through tuition; gifts from alumni, friends, foundations, and corporations; and income from investments.

Rollins has over 200 full-time faculty, more than 90 percent of whom hold the Ph.D. or appropriate terminal degrees. As of 2014, the College's endowment totals over \$350 million.

The College is located in Winter Park, an attractive residential community adjacent to the city of Orlando. Fifty miles from the Atlantic Ocean and 70 miles from the Gulf of Mexico, the 70-acre campus is bounded by Lake Virginia to the east and south. A traditional Spanish-Mediterranean architecture characterizes the College's facilities.

The Artium Baccalaureus and Artium Baccalaureus Honoris degrees are offered by Arts and Sciences and the College of Professional Studies. The Hamilton Holt School offers late-afternoon and evening courses leading to baccalaureate degrees and master's degrees in counseling, education, human resources, liberal studies, and teaching. The Roy E. Crummer Graduate School of Business offers graduate degrees for both full-time and part-time students. Information on these associated divisions may be found in their respective catalogues.

A brief summary about Rollins may be found on the Rollins website.

ACCREDITATION

Rollins College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) to award bachelor's, master's, and doctoral degrees, and by AACSB–The Association to Advance Collegiate Schools of Business. It has been a full member of the National Association of Schools of Music since 1931, and its program in chemistry has been approved by the American Chemical Society since 1974. Its programs in education are approved by the Department of Education of the State of Florida, and its counseling program is accredited by the Council for Accreditation of Counseling and Related Educational Programs. The College's George D. and Harriet W. Cornell Fine Arts Museum has been accredited since 1981 by the American Association of Museums.

Rollins holds institutional memberships in the Association of American Colleges and Universities, the American Council on Education, the National Association of

Independent Colleges and Universities, the Council of Independent Colleges, the Associated Colleges of the South, the College Entrance Examination Board, the Florida Association of Colleges and Universities, the Association of Governing Boards of Universities and Colleges, and Independent Colleges and Universities of Florida, Inc.

MISSION STATEMENT

Rollins College educates students for global citizenship and responsible leadership, empowering graduates to pursue meaningful lives and productive careers. We are committed to the liberal arts ethos and guided by its values and ideals. Our guiding principles are excellence, innovation, and community.

Rollins is a comprehensive liberal arts college. Rollins is nationally recognized for its distinctive undergraduate and selected graduate programs. We provide opportunities to explore diverse intellectual, spiritual, and aesthetic traditions. We are dedicated to scholarship, academic achievement, creative accomplishment, cultural enrichment, social responsibility, and environmental stewardship. We value excellence in teaching and rigorous, transformative education in a healthy, responsive, and inclusive environment.

B. ADMINISTRATION OF ROLLINS COLLEGE

BOARD OF TRUSTEES

Rollins College is governed by a Board of Trustees consisting of 19 to 35 members, including the President ex officio. Three Trustees are nominated by the Alumni Association of the College, and currently a representative of Rollins parents is a Trustee as well.

Trustees are elected by an affirmative vote of three-quarters of the Board, and serve for a three-year term. The Parent Trustee's term is one year. Trustees, except for the Alumni Trustees, are eligible for immediate re-election.

There are nine standing committees of the Board. They are:

Audit Committee	Executive Committee
Committee on Trustees (Nominating Committee)	Finance Committee
Compensation Committee	Investment Committee
Development & Alumni Relations Committee	Student Life Committee
Education Committee	

The Board meets three times a year, in the fall, February and May. The Executive Committee, which is elected by the Board, plus the Chairman of the Board and the President as ex officio members, meets between meetings of the Board.

The President, Vice Presidents, Secretary, and Treasurer are elected by the Board. In addition, the Board elects its own Chairman and Vice Chairman. Assistant secretaries and assistant treasurers may be elected as needed.

The authority of the Board of Trustees is defined by the Charter and Bylaws of Rollins College. Under the Bylaws, the Board delegates certain powers and authority to the faculty, including the power to govern itself. The faculty bylaws of Rollins College represent the faculty's self-governance document.

OFFICE OF THE PRESIDENT

The President is the chief executive officer of the College, serving at the pleasure of the Board of Trustees. The President is responsible for the welfare of the College and the orderly and prudent conduct of its affairs. The authority of the President is set forth in the Charter and Bylaws of the College. The Bylaws require that the President be a member of the faculty with the rank of Professor.

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

The Provost is the chief academic officer and a Vice President, responsible for administering the educational program, for making faculty appointments, for coordinating all academic activities of the College, for overseeing institutional and faculty research, for facilitating budgetary and institutional planning, and for maintaining the academic standards of the College. The Provost may be charged by the President with other related duties. Reporting to the Provost include: the Director of Institutional Research, the Dean of Arts & Sciences, the Dean of the College of Professional Studies, the Dean of the Hamilton Holt School, the Dean of the Crummer Graduate School of Business, the Director of the Olin Library, the Director of the George D. and Harriet W. Cornell Fine Arts Museum, the Executive Director of the India and South Asia Center, the Executive Director of the China Center, the Executive Director of the Winter Park Institute, the Director of the Social Entrepreneurship and Sustainability Initiative, the Director of the Office of External and Competitive Scholarships, the Director of Grants and Contracts, and the Director of the Student-Faculty Collaborative Scholarship Program.

OFFICE OF THE VICE PRESIDENT FOR BUSINESS AND FINANCE AND TREASURER

The Vice President for Business and Finance also serves as Treasurer of the College. The Vice President and Treasurer is the chief financial and business officer whose responsibilities include: the development of policy and strategy for, and oversight of, the College's financial systems, business operations, audit, and employee relations. Other

areas of responsibility are operating and capital budget preparation and oversight, financial planning, asset management, new construction, risk management, human resources, information technology, accounting, investment management, treasury functions, facilities management operations, purchasing, and auxiliary enterprises. This position serves as institutional liaison to the local business community and governmental officials; coordinates all activities of the Board of Trustees, with direct support to Board committees concerned with finance, business, audit, real estate activities and investment matters. Reporting to the Vice President and Treasurer are: the Assistant Vice President of Human Resources and Risk Management, Assistant Vice President of Finance and Assistant Treasurer, Assistant Vice President of Business Services and Chief Information Officer, the Director of Facilities Management, Director of Campus Safety, and the Commercial and Residential Property Managers.

OFFICE OF THE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

The Vice President for Institutional Advancement is responsible for the external affairs of the College, including fund-raising, public relations, donor and external relations, and alumni affairs. Reporting to the Vice President are: the Assistant Vice President for Alumni Relations, the Assistant Vice President for Major Gifts, the Associate Vice President for Senior Philanthropy and Senior Philanthropic Advisor, and the Associate Vice President for Marketing and Communications.

DEAN OF KNOWLES MEMORIAL CHAPEL AND CHAPLAIN TO THE COLLEGE

The Dean of the Knowles Memorial Chapel and Chaplain to the College reports to the President and is responsible for all activities of the non-denominational Chapel, activities of United Campus Ministries, and the spiritual welfare of the Rollins Community.

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS (VPSA)

The Office of the Vice President for Student Affairs (VPSA) advances the mission of the College by collaborating with the faculty in creating and maintaining an environment that fosters intellectual, social, and personal learning and growth for students.

Reporting to the VPSA are the Directors of Academic Internships, Career Services, Community Engagement, Wellness, Disability Services, International Programs, International Student and Scholar Services, Multicultural Affairs, Student Involvement and Leadership, Residential Life, Student Employment, Student Success, and the Dean of Students.

C. PROGRAMS, SERVICES AND RESOURCES

ACADEMIC REGALIA

Faculty play an important role at Convocation and Commencement and are urged to participate, wearing full academic regalia. For these occasions, the College will arrange to rent caps and gowns for faculty without charge, provided the request is made in advance. It is anticipated that faculty members will own hoods indicating the highest degree earned. Faculty may also purchase regalia through the Rice Family Bookstore.

ALUMNI ASSOCIATION

The purpose of the Rollins College Alumni Association is to stimulate the interest of alumni and engage them in support of the Rollins College family. The mission of the Alumni Association is to keep alumni “Connected for Life.” The vision of the Alumni Association is Alumni connected to Alumni, Alumni connected to the College, and Alumni connected to the Association.

The goals of the organization are:

1. Develop the Alumni Association into a dynamic organization that is responsive to, and knowledgeable of, alumni needs as measured by alumni feedback.
2. Promote stimulating communication and creative programming to encourage alumni commitment to, and involvement in, both the College and the Alumni Association.
3. Increase alumni participation in alumni programs, reunion, volunteer activities, and financial support of the College.

ARTS AT ROLLINS COLLEGE

Rollins has long been a major contributor to the cultural life of Winter Park and the larger Central Florida community. In addition to several fine lecture series, the College offers the following cultural opportunities, including:

Annie Russell and Fred Stone Theatres - The historic Annie Russell Theatre presents an annual season of dramatic productions and an evening of dance. Productions include popular musicals, classic drama and comedy, contemporary plays, and lively dance. The more intimate Fred Stone Theater offers student-produced plays, generally more experimental than Mainstage productions. Faculty/Staff and students are eligible for free admissions to selective performances and discounts for season tickets. All productions in the Fred Stone Theater are free, with general seating.

Bach Festival - The Bach Festival Society, a separate 501(c)(3), whose offices are on the Rollins campus, performs in Tiedtke Concert Hall and Knowles Memorial Chapel and offers various annual series including the Winter Park Bach Festival, Visiting Artist Concert Series, Choral Masterworks Concert Series featuring the Bach Festival Choir,

and a variety of educational and community outreach programs to encourage youth participation in music at all levels. Founded in 1935, the Bach Festival Society of Winter Park is the third-oldest continuously operating Bach Festival in the United States, as well as Central Florida's oldest operating performing arts organization. Rollins College Director of Music John V. Sinclair has led the Bach Festival Choir and Orchestra as artistic director and conductor since 1990.

The George D. and Harriet W. Cornell Fine Arts Museum (CFAM) - One of the southeast's most innovative college museums, CFAM offers originally conceived and traveling exhibitions of outstanding works of art for all tastes and from all cultures. Exhibitions from the collection's broad range of drawings, paintings, prints, and sculpture have included works by contemporary masters. Public talks, films, and special programming complement the exhibitions and integrate the Museum with the Rollins curriculum. CFAM also collaborates with individual faculty across the curriculum to enhance their course instruction through art. At present, the public is admitted free of charge; Rollins faculty and staff receive a discount at the CFAM Gift Shop.

Music at Rollins - Concerts and recitals sponsored by the Department of Music give area residents opportunities to hear faculty, students, and College ensembles, as well as performers of national and international prominence. Concerts are held in Tiedtke Concert Hall, with the exception of the popular annual Christmas Vespers service, which takes place in the Knowles Memorial Chapel. All performances are free to Rollins faculty, staff, students, and the public.

The Winter Park Institute – Each year, the Winter Park Institute sponsors several eminent presenters, who may meet with student groups and address the general public. Events are typically held in Tiedtke Auditorium or in the Warden Arena of the Alfond Gymnasium. Recently, the WPI has hosted speakers who include Gloria Steinem, Ken Burns, Michio Kaku, Jeb Bush, and Itzhak Perlman. All events are free and open to the public.

Winter with the Writers, a Festival of the Literary Arts - Over the years, this venerable community series has hosted eminent, award-winning writers as well as emerging, promising voices for readings, interviews, and master classes presented on four consecutive Thursdays in late January and February. Winter with the Writers is sponsored by the Department of English and the Thomas P. Johnson Visiting Artists and Scholars Fund.

The Alfond Inn – Described as “an art gallery where you can stay the night,” the Alfond Inn opened to the public in August, 2013, and houses over \$3 million worth of original contemporary art. Proceeds from the Inn support scholarships for Rollins students.

ARCHIVES, SPECIAL COLLECTIONS AND RECORDS MANAGEMENT

The College Archives is the official depository for all College records and publications having permanent value. Use of some items is restricted for legal or internal reasons.

The Special Collections reflect the liberal arts traditions of the College. These include the Meade horticulture bequest, the Floridiana Collection, the William Sloane Kennedy Collection of Whitmaniana, the Jesse Rittenhouse poetry library, and the M. P. Shiel Collection donated by Reynolds A. Morse. The Rollins Collection contains research, publications, and writings produced by members of the Rollins community, including faculty, students, and alumni.

The College Archives and Special Collections Department is housed on the first floor of the Olin Library. Access to the collections is provided through the Olin online catalog, the Digital Collections at <http://www.rollins.edu/library/archives/digitalarchives.html>, and print finding aids.

ATHLETICS AND ATHLETIC FACILITIES

Rollins participates in NCAA Division II in many sports. The Intercollegiate Athletic Program features over 20 sports programs and 300 student-athletes participating annually. The teams include Baseball (M), Basketball (M&W), Cross Country (M&W), Golf (M&W), Lacrosse (M&W), Rowing (M&W) Sailing (M&W), Soccer (M&W), Softball (W), Swimming (M&W), Tennis (M&W), Volleyball (W), and Waterskiing (M&W). Student athletes from over half of Rollins' programs have participated in national championships.

Intramural sports are an important part of the Rollins student experience. The program offers men's, women's, and co-ed events. Additionally, group exercise classes are offered weekly. Intramural recreation at Rollins College is intended to provide a healthy and competitive outlet for students, faculty and staff alike.

All of the athletic facilities of the College are available for faculty and staff use. Because it is the philosophy of the College that physical education programs required by the curriculum should have priority over other uses of athletic facilities, it is necessary that use of the facilities be carefully and fairly scheduled. The schedules and regulations for the use of facilities, such as the Sports Center and swimming pool, are the coordinate responsibilities of the Department of Physical Education and Athletics. Information on current policies concerning the use of athletic facilities can be obtained from the office of the Director of Athletics.

BACKGROUND CHECK

All new faculty must authorize a criminal background check. This authorization takes place electronically via True Screen, Rollins' background check partner.

BOOKSTORE

Located on Holt Avenue, the Rollins College Rice Family Bookstore features not only textbooks, but also an expanded trade book section featuring faculty author titles, discounted reference books, bestsellers, and magazines. Look for a complete line of Rollins merchandise, such as t-shirts, sweatshirts, polos, desk accessories, and car decals. Discounted software is available to all students and faculty members. The bookstore also has convenient special ordering for titles not in stock.

The bookstore also facilitates special events featuring faculty, staff, students, and other members of the Rollins Community. Please contact the store manager if interested in hosting an event or fundraiser in the store.

BURSAR

The Bursar's Office provides student account and billing information; receives payments for tuition, fees and miscellaneous campus charges; provides collection of delinquent accounts; delivers refunds and financial aid residuals after disbursement.

The office also provides deposit, merchant and cashiering services for departments of Rollins College. Faculty and staff may cash a check with the Bursar Cashier for up to \$100 a day. The office is located in the Warren Administration Building on the 2nd floor. The Bursar's Office is a unit of the Rollins College Finance Office.

CAMPUS SAFETY

The Rollins College Campus Safety Department is located on the first floor of the Facilities Management Building. Campus Safety provides service 24 hours a day, and is an integral part of the College's dedication to developing and maintaining a safe and secure campus through the cooperative efforts of many departments and community organizations.

The Campus Safety Department is organized as a department of full- and part-time security personnel under the auspices of the Office of the Vice President and Treasurer. It is not a law enforcement agency and, therefore, its members do not have the authority to make arrests.

All officers are professionally trained and are certified by the state of Florida. The department provides a full range of security services, including, but not limited to, investigating all crimes committed on campus, providing crime prevention/community services programs, enforcing parking policies, and maintaining crowd control for campus special events. The department maintains a close liaison with local, state, and federal law

enforcement agencies in implementing and coordinating campus law enforcement operations.

The department understands the overall academic mission of the College and strives to play a vital role in enhancing that mission. Concern for the community's wellbeing, a desire to provide service and assistance whenever possible, and the commitment to support the academic environment are all factors inherent in the department's daily operations and policies.

You may contact Campus Safety at either 407-646-2999 or campussafety@rollins.edu.

CAREER SERVICES

The Office of Career Services assists students and alumni in the career development process, focusing on self-assessment, career exploration, and career decision-making. The center provides a variety of services and resources including career counseling and planning, career information programs, experiential education options, and assistance in identifying employment opportunities. These resources are delivered in ways designed to reinforce the personal, social and intellectual development fostered by a liberal arts education. The Office of Career Services is currently located in the 170 W. Fairbanks Bldg., first floor. Students are encouraged to call the office at 407-646-2195 or stop by to schedule an individual appointment. Detailed information further describing the office services and resources available, including upcoming programs, workshops, deadlines and employment opportunities can be found on the Office of Career Services' website.

CLASSROOM TECHNOLOGY

Classroom Technology provides the following services:

- Scheduling equipment for classroom and special event use
- Assistance with the use of classroom technology
- Maintenance of existing classroom technology
- Upgrading classroom technology

The Classroom Technology staff is available to consult with faculty regarding the integration of technology into the curriculum and demonstrate the various types of equipment available. Classroom technology is also responsible for the maintaining and upgrading the technology found in the classrooms.

COLLEGE DIRECTORY

Faculty and staff members are listed in the Rollins College Campus Directory. The directory can be found on Foxlink.

COMMUNITY ENGAGEMENT

The Office of 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 social justice, civic engagement, and social responsibility for every member of the Rollins Community.

COMMUNITY STANDARDS AND RESPONSIBILITY

The Office of Community Standards and Responsibility supports the mission of the College to educate for responsible leadership and global citizenship. The office promotes the development of a healthy, safe, inclusive community that is grounded in the values of integrity, character, respect, leadership, and citizenship. Programs, initiatives, resources, and advocacy efforts are designed to promote student learning and personal responsibility, encouraging students to act as engaged and responsible members of their communities - on campus and beyond. The Office of Community Standards and Responsibility is located in Suite 206 of the Warren Administration Building or at 417-691-1773.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Counseling and Psychological Services (CAPS) is located in the Rollins Wellness Center. All currently enrolled students can drop in, call for appointments, or be referred by faculty and staff. Counseling services are offered free of charge to all currently enrolled undergraduate and graduate students. Counseling services include: individual counseling; Myers-Briggs Type Indicator testing for learning styles and academic adjustments; other assessments; group counseling; programming for mental health and academic issues; victim advocacy; and referral to off-campus professional resources and consultation. Faculty can consult confidentially with the professional counseling staff about a student, classroom problem, or other professional matters. All student counseling is confidential and does not appear on any college record. Students find counseling helpful for a wide range of personal and academic issues, including adjustment to college, family concerns, eating disorders, diversity issues, alcohol and drug abuse, etc. Call 407-628-6340.

DINING SERVICE AND CATERING

Convenient facilities offer diverse dining options on campus. Note that summer hours differ from times when class is in session.

The Skillman Marketplace, located on the upper level of the Cornell Campus Center, features specialty stations and is open for breakfast, lunch, and dinner. Each station offers fresh, tasty selections, exhibition cooking, plus a “meal deal” combo at a great price every day. From freshly prepared omelet and deli sandwiches to the bountiful soup and salad bar, carved meats, fresh veggies, sushi, smoothies, gluten-free choices, and gourmet pizzas and pastas, the campus community can always find variety and value at the Marketplace.

The Grille, located in Dave’s DownUnder on the lower level of the Cornell Campus Center, serves snacks from the evening until 2:00 a.m. Fast food options include charbroiled burgers and chicken sandwiches, pizza, wings, and cheese sticks, plus old fashioned ice cream parlor favorites such as milk shakes, ice cream cones, sundaes, and banana splits.

The C-Store, located next to The Grille in Dave’s DownUnder, is filled with snacks, groceries, sundries, fresh flowers, and gift ideas. Open from morning to evening, the C-Store is a complete convenience store that also features a deli counter specializing in sub sandwiches on freshly baked rolls.

The Bookmark Café, located in the Olin Library, features coffee, espresso, and other study aids such as juice, water and snacks.

Cornell Courtyard Café, located in the Cornell Social Sciences Building Courtyard, features grab-and-go sandwiches and salads, prepared subs and wraps, bagels, homemade soups, beverages, cookies and chips.

Dianne’s Café, located in the Rice Family Bookstore on Holt Avenue, features the full line of Starbuck’s coffee and espresso drinks, plus panini sandwiches, healthy choice wraps, gourmet salads and soups, bagels, specialty pastries, fudge, and candies.

Bush Café, in the Bush Science Center, features smoothies, coffee, sandwiches, salads, and beverages.

College Catering Services: Space must be reserved/scheduled online prior to placing a catering order. Rollins’ dining services partner, Sodexo, provides catering for events large and small. From coffee breaks, luncheons, parties, and picnics to receptions and banquets, the catering staff is committed to the success of Rollins events and to working within a department’s budget. Rollins’ agreement with Sodexo gives College Catering the “right of first refusal” or the right to bid on all catered events using College funds.

Contact the Catering Office at 407-646-2567 or use <http://www.rollinsdining.com/catering.html> to insure a successful event:

- A. Please make arrangements in advance, except in emergencies, and use the catering request forms that are available from special events and online.

- B. Estimate attendance as accurately as possible, and provide a guaranteed number three days in advance. Food is prepared for the guaranteed number plus 5%, so billing is based on the guaranteed or actual attendance number, whichever is higher.
- C. Advise catering of cancellations at least three days prior to the scheduled event to avoid being billed because food and staffing are ordered in advance.
- D. When a catered service is provided outside the Cornell Campus Center, a minimum order and delivery charge applies.

Catering Gift Packages. Freshly-baked, hand-decorated birthday cakes, giant cookies, gourmet cheese, and imported candy baskets are available for every holiday and special occasion. These can be personalized with stuffed animals, ribbons and bows, plants, etc., by request, and are beautiful gifts at very reasonable prices. R-Card discount applies (see below). Through Gift University, powered by 1-800-FLOWERS.COM, members of the campus community can send or receive gifts for special occasions. Learn more at www.rollinsdining.com/gifts.html.

Faculty/Staff R-Card Discount. Deposit a minimum of \$50 to an R-Card Meal Plan Account and receive 20% added value on food purchases at the Cornell Campus Center Marketplace, the Grille, C-Store, Dianne's Café, and Cornell Café.

Obtain an R-Card at the R-Card Office. Make deposits at the Bursar's Office with cash, check, or credit card, or use the Value Transfer Station in the lower level of the Cornell Campus Center, which accepts \$1, \$5, \$10, and \$20 bills.

DISABILITY SERVICES

In an effort to provide equal access to all students who have been admitted to Rollins College, the Disabilities Services Office will work to ensure that students with disabilities are availed the necessary services and support to maintain a level playing field. Faculty should be reminded that all students requesting academic accommodations must first see the Coordinator of Disability Services to verify documentation and discuss appropriate classroom accommodations. Documentation provided by students remains confidential. The office's number is 407-646-2354.

DUPLICATION SERVICES

Convenience Copiers

Photocopiers are located in administrative and academic buildings across campus. These machines are intended for small jobs (under 100 total copies), and have a variety of features including collators, document feeders, duplexing and variable reduction and enlargement. Coin or card-operated copiers are located in Olin Library. Large jobs or

ones that require special services, can be handled economically through Print Services – printservices@rollins.edu, x2332.

FACILITIES MANAGEMENT

Facilities Management is responsible for the administration and supervision of the Facilities Management Division and reports to the Vice President for Business and Finance and Treasurer. Facilities has responsibility for grounds, maintenance, housekeeping, and construction management. Responsibilities of Facilities Management include:

1. Provide essential services for the successful operation of the campus including Housekeeping, Grounds (with athletic fields), Transport Services, Events Support, Collection of Trash and Recyclables, and General Maintenance.
2. Coordinate and administer capital renewal projects in order to support the changing needs of the campus. These are referred to as alteration and improvement projects (A&I)'s.
3. Lead and manage large construction projects.

The annual budget for the department provides funds for the maintenance and operation of existing facilities only. Funding for new facilities, capital improvement, renovations, or alterations must be sought through the capital funding approval process. Facilities will assist in furnishing cost estimates for capital improvements so that departments may include projected costs in their annual budget requests. Details as to how to obtain services are available on the Facilities website www.rollins.edu/facilities.

INFORMATION TECHNOLOGY

The entire campus has been wired, and a wireless network is available throughout campus, both inside and outside. The College provides most information via Rollins web pages and supports a campus portal. Every member of the campus community is provided with an email address, and alumni may keep their address for life.

Over 95% of last year's first-year students brought computers to campus. Network connection is simple, requiring a one-time online registration of the computer. Computers, iPads and Kindles may be checked out at the Library Circulation Desk. Several computer labs provide access to facilities for students without computers. There are over 100 public computer workstations, available 24/7, in the Library alone.

Information Technology offers students credit seminars on computer software and hardware use. Credit-bearing courses (one quarter of regular course credit) include "Using Microsoft Word for Publication Design and Layout," "Creating Home Pages on the World Wide Web," "Using Power Point and Computer Graphics for

Presentations,” “Using Excel Spreadsheets Effectively,” and “Digital Video.” All students have complimentary access to Microsoft IT Academy, which contains over 400 online tutorials.

Services

The Information Technology Department of Rollins College provides software and hardware support for both academic and administrative computational requirements. The instructional computing resources at Rollins are accessible for faculty research, publication, and teaching endeavors. All faculty members are invited and encouraged to include and coordinate their computational needs through IT. Proper and timely planning will greatly enhance the educational experience of Rollins students when it comes to computers, so faculty should begin the process well in advance.

General computer labs are located in Olin, Cornell, and Bush, with Mac labs in Olin and Bush. All computers in the labs are connected to the campus network, Internet, and shared printers. Faculty needing special software are asked to contact IT at least one month before the term begins. The Mac lab in the Olin Library is designated as the Center for Creativity and contains additional hardware and software, including a 3-D printer. During the academic year, a staff member is available Sunday-Thursday from 7-11pm to assist students working on special projects. Computer labs may be reserved through Scheduling & Event Services.

Information Technology makes available a variety of software in the computer labs. General use software, such as Microsoft Office, are fully supported by the IT staff. Faculty may also request course software to be purchased and made available in the labs; this specialty software is generally not supported by IT staff and is funded through the appropriate Dean.

Foxlink provides students and faculty access to student and teaching records and employment information as well as course chat rooms and bulletin boards. Accounts for Foxlink as well as for the Campus Network are created for new faculty when their employment paperwork is processed through Human Resources.

Computers for faculty use are provided by Information Technology. Computers are replaced when the machine has become technically obsolete, generally after 4 or 5 years. Requests for non-standard software are routed to the appropriate Dean's office for funding.

Information Technology policies concerning use of e-mail, the Web, computer labs, etc., are posted on the IT Web site.

The Help Desk may be reached at 407-628-6363. Information Technology encourages faculty to use this number to report all problems and to make requests for service.

Instructional Technology

Our Instructional Technologists are available to assist faculty who are integrating technology into the curriculum. The IT staff can work with faculty, set up training classes, and assist in evaluating software that helps determine the best method for delivering instruction. Many opportunities are provided every semester for faculty to learn about new technologies through Professor-to-Professor lunches, Monday Afternoon Workshops and the Digital Dinner series. Twice per year, three-day Course Redesign Initiatives are run in conjunction with the Johnson Center for Teaching Effectiveness. As needed, training is also provided to help faculty move their teaching to a blended learning modality.

INSTITUTIONAL ADVANCEMENT

The Division of Institutional Advancement is responsible for all fund-raising efforts at Rollins College. The office includes Vice President for Institutional Advancement, the Assistant Vice President for Alumni Relations, the Assistant Vice President for Major Gifts, the Associate Vice President for Senior Philanthropy and Senior Philanthropic Advisor, and the Associate Vice President for Marketing and Communications.

LIBRARY FACILITIES

The Olin Library, dedicated on April 17, 1985, houses books, articles, resources, special collections and archives, electronic resources, and TJ's Tutoring and Writing Consulting. The library offers several computer labs. The second, or main, floor is open 24 hours a day. The rest of the library is open 24/7 for most of the week before and of exams. There are numerous group study rooms available on a first-come, first-served basis.

The Olin Library Director reports to the Provost and is responsible for the administration of the library. The staff is composed of library faculty, professionals, technical specialists, and student assistants.

Library services include an online catalog; numerous databases and indexes; reference service and research consultation; interlibrary loan; and a variety of information literacy instruction services.

Cooperative agreements with local libraries include borrowing privileges at the University of Central Florida Library for Rollins faculty, students, and staff who are in good standing at Olin. Guest borrowing privileges are extended for up to one year and must be renewed after May 15th. Application forms may be completed and pre-approved at the Olin circulation desk, or may be completed and approved at UCF with proper Rollins ID.

Special services for faculty include one year check-out (all materials subject to recall and due for return or renewal by May 15th); reserve service to make library or personal

materials readily available to students; customized information literacy instruction to meet the needs of specific classes.

The major portion of book collection development is via faculty requests through their respective departments. Requests are accepted throughout the year. Journal and digital resource collections are developed by the library faculty in close consultation with faculty.

For details concerning library holdings, services or policies please consult the library's web site at <http://www.rollins.edu/library>.

LOST AND FOUND

The Campus Safety Office operates a lost and found service.

THE LUCY CROSS CENTER FOR WOMEN AND THEIR ALLIES

Named after one of Rollins' first graduates, the Lucy Cross Center was established in 2010 to forward the interests of women and their allies. The Center provides an open door to women, allies, the LGBTQ+ community, and others seeking a place to talk, solve problems, or study. Located on the first floor of the Chase Building, Lucy's "doors are always open."

MAIL SERVICES

The Campus Post Office (407-646-2535) is located in the lower level of Mills Memorial Center with window service available Monday-Friday. Outgoing U.S. mail is picked up at 3:00 p.m., Monday-Friday. Personal and inter-department mail may be mailed through the Campus Post Office; however, individuals are responsible for postage on their personal mail.

All faculty and staff within a department have the same four-digit box number. It is imperative that incoming mail be addressed as follows:

Your Name
Department
Rollins College
1000 Holt Avenue- ##### (your box number)
Winter Park, FL 32789

Campus mail requires only a name and box number. Mail without a department box number may be delayed. Department mail going to the USPS must have a Postage Request Form listing your name, department, and postage code on it.

Each department has a drop off/pick up point that is serviced by the campus mail courier unless the department chooses to have its own designated mail delivery person. Incoming FedEx and UPS deliveries will be delivered to your department. A FedEx drop-off box (including FedEx mailing supplies) is located on Holt Avenue next to the Soccer Field. Pickup is Monday – Friday.

SERVICES OFFERED AT THE CAMPUS POST OFFICE INCLUDE:

First Class Mail	Express (Overnight)	Priority (2-3 day)
International	Parcel Post	Media Mail
Certified Mail Ret/Receipt	Delivery Confirmation	Signature Confirmation
UPS	FedEx	Insured Mail
Stamps Purchases		

MARKETING & COMMUNICATIONS

The Office of Marketing & Communications actively supports the College’s efforts to recruit qualified students and to attract financial support for academic programs and financial aid, while meeting Rollins’ other communications needs. The Office works to protect and enhance the image of Rollins College through strategic communications with the College’s stakeholders: potential students and donors, current students and donors, faculty and staff, alumni, trustees, community and business leaders, and the media.

Six primary areas encompass the services offered by the department: internal and external communications, issues and crisis management, news media relations, public relations planning and counseling, publications and photographic services, and Web updates. The office has also taken a lead role in creating more formal ways to respond to public inquiries.

Internal and External Communications

The Office of Marketing & Communications is the primary communications office for the Rollins College campus. The office takes a lead role in the messaging included in print and electronic communications for external audiences, such as community newsletters, the College’s alumni magazine, the Rollins College Web site, e-newsletters for parents and alumni, and much more.

Issues and Crisis Management

Effective issues management anticipates and plans ahead for problems, crises or trends that may negatively impact an organization. This is as important, if not more important, to achieving sound and productive relations between Rollins and its stakeholders as maximizing publicity opportunities. The Office tracks and manages issues to avoid—or at least minimize—negative impact. The Office also manages crisis communications ranging from weather emergencies to world events that may impact the College.

Community Relations

Rollins is committed to contributing to the social and economic wellbeing of our community. From board presence to community outreach, the Office assesses and identifies opportunities to enhance Rollins' visibility in the local community. The Office has developed and will manage the strategic community outreach plan for the College that has a focused approach aligned with our core business of education. Newly-launched Community Campus Tours enhance relationships and teach community leaders more about our academic home.

News Media Relations

Good news requires planning, research and hard work. Working from a public relations planning calendar and strategic publicity plan, the office pitches stories and photo opportunities to the media on campus events, and student or faculty achievements, interesting research, and offers subject experts to the media on timely topics. The office works directly with local, regional and national media representatives, monitors services, and collaborates with higher education associations to achieve placements. These efforts have resulted in outstanding visibility via countless placements in key local and regional outlets and in such notable national publications as the *Washington Post*, *USA Today*, the *New York Times*, *U.S. News & World Report*, *The Chronicle of Higher Education* and more. The office also provides media training to prepare subject experts for radio, television and print interviews. During an average week, the office responds to at least five media requests for subject experts, fielding approximately 250 annual media inquiries. The staff makes suggestions for op-ed (short opinion pieces) on timely topics and assists with the final editing and/or placement of the editorials. The office may prepare and distribute "hometown" news releases to promote student academic achievements.

Digital communications and social media initiatives

The shrinking of traditional media and the growth of social and new have created the need for maintaining an engaging and up-to-date online newsroom. Digital communication tools are invaluable. The office provides strategic oversight and updates of news and information on the Rollins' website and manages the College's online news room and the Student News Bureau. The office heads up the Social Media Advisory Group, is charged with maximizing and organizing the College's online presence, and implements additional online and new media initiatives.

Public Inquiries

The Office of Marketing & Communications maintains a referral directory for requests for information and services (located at www.rollins.edu/pr/campusclients/rollinsrequests.shtml). All public inquiries received by the Office are directed to the appropriate college office for response and/or fulfillment. Inquiries may be received by phone at the main number at (407) 646-2202 or via e-mail at contact@rollins.edu. The Office fulfills an estimated 300 public inquiries annually.

Publications and Photographic Services – The office researches, writes, assists with editorial planning and/or production of a variety of printed materials, ranging from announcement cards, fliers, brochures and posters to *R-Community News*, a community newsletter distributed twice a year to the Central Florida community and friends of the College, to the College’s alumni magazine, the *Rollins Alumni Record*.

Web Updates

The Office of Marketing & Communications provides frequent updates to the Latest News portion of Rollins’ home page. The Office also maintains its own Web pages and assists with maintenance of the President’s Web pages. For more information please visit <http://www.rollins.edu/news/>.

MEETING ROOMS AND CAMPUS FACILITIES

The primary purpose of Rollins College facilities – e.g. classrooms, meeting rooms, common space, residence halls, grounds, etc. – is to serve the College’s academic and operational activities.

The scheduling of classrooms, labs, and meeting rooms for specified courses is handled by the Office of Student Records, the Hamilton Holt School, and the Crummer Graduate School. The scheduling of classrooms and other facilities – outside of specified courses – is coordinated by the Office of Events Scheduling. For additional information and guidelines on scheduling facilities, conference and campus events, please visit the web site of the Office of Events Scheduling – <http://www.rollins.edu/ses>.

MULTICULTURAL AFFAIRS

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 that is inclusive, welcoming, and respectful, one in which each citizen values differences in race, ethnicity, gender, gender identity/expression, 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. The Office of Multicultural Affairs is located in Chase Hall. The phone number for OMA is 407-691-1240.

NOTARIES

Public notaries on campus of September 2013 include:

Paula Armstrong
Educational Talent Search
407-646-1558
parmstrong@rollins.edu

Cory Baden
Financial Aid Office
407-646-2264
cbaden@rollins.edu

Pam Clark
Crummer Graduate School
407-646-2249
prclark@rollins.edu

Nereida Giraldo
Student Records Office
407-646-2149
ngiraldo@rollins.edu

Connie Holt
Hamilton Holt School
407-646-2232
cholt@rollins.edu

Marguerite Jacobs
Financial Aid Office
407-646-2395
mjacobs@rollins.edu

Heidi Limongi
Residential Life
407-646-2649
hlimongi@rollins.edu

Udeth Lugo
Institutional Research
407-646-2573
ulugo@rollins.edu

Teasa Mays
Office of Admission

407-975-6405
tmays@rollins.edu

Dr. Jill Norburn
Hamilton Holt School
407-691-1251
jnorburn@rollins.edu

Donata Nutter
Math & Computer Science Department
407-646-2432
dnutter@rollins.edu

Karen Riegert
Facilities Management
407-646-2153
kriegert@rollins.edu

Carrie Schulz
Information Technology
407-975-6459
cschulz@rollins.edu

Lisa Thomson
Office of Development
407-646-2010
lthomson@rollins.edu

Susan Throm-White
Music Department
407-646-2233
sthrom@rollins.edu

Donna Tucker
Treasurer's Office
407-646-2117
dtucker@rollins.edu

PARKING AND TRAFFIC REGULATIONS

Rules and regulations concerning the use of motor vehicles on the Rollins College campus are administered by the Director of Campus Safety. All students, staff, faculty, and support personnel are requested to comply with Rollins traffic policies in order to provide for safety and maximum use of existing facilities, and to preserve harmony in the communal life of the campus. Rollins' traffic regulations, revised as necessary, are

available online at <http://www.rollins.edu/safety/parking/>. These regulations include information on where parking is allowed and set forth the fines for failure to obey traffic rules.

It is important that all motor vehicles of Rollins College students, faculty, staff, and support personnel be registered with the College and identified with a current parking decal. For further information contact Campus Security at ext. 2999.

Bike racks are located throughout campus.

PAYROLL

Payroll is disbursed via direct deposit on the scheduled pay date. A pay advice will be e-mailed to employees 2-3 days prior to the deposit and may be accessed using the last 4-digits of the employee's social security number. Faculty will receive annual salary in nine equal payments from September-May of the academic year. Pursuant to IRS Section 409A regulations, Rollins College allows faculty a choice to defer pay over 12 equal payments instead of 9 payments. Faculty and exempt (salaried) staff may request their salary in twelve equal payments by submitting the request in writing to Human Resources before the first day of the academic year in which they will be paid (ie: by no later than August 31st of the year prior). The election to defer pay over 12 months is irrevocable during the academic year and will remain in place in future years unless the employee requests a change in writing. If the employee does not make a deferral election by the August 31st deadline, pay will be disbursed over the 9 months of the academic year.

PHILANTHROPY AND NONPROFIT LEADERSHIP CENTER

The mission of the Philanthropy & Nonprofit Leadership Center is to strengthen the effectiveness of nonprofit and philanthropic organizations through training and management support. The Center offers numerous workshops and events every year in fundraising, board governance, volunteer management and organizational development. Students, staff and faculty are welcome to attend workshops. The Center has a special focus on executive transition.

Students utilize the Philanthropy Center's nonprofit library and seek nonprofit career counseling and volunteer and internship opportunities. For more information, go to www.pnlc.rollins.edu.

PUBLICATIONS

Student publications include the student newspaper, the Sandspur; the Tomokan yearbook; Brushings, the student literary magazine; and The Independent, an independent publication.

Several Rollins publications are compiled and edited by administrative offices. These include, among others:

Holt Jolt - A quarterly newsletter for students and prospective students of the Hamilton Holt School. *Hamilton Holt*.

The Cornell Fine Arts Museum Bulletin - *Cornell Fine Arts Museum*.

PURCHASING

The Purchasing Department's mission is to provide efficient and timely procurement services and programs that will support the teaching, research, and service efforts of Rollins College. The office provides high quality products and services at the lowest cost available and at the time needed. It seeks innovative and effective processes that do not impede, but rather facilitate, the acquisition process through exceptional customer service, innovative processes, and sound business practices.

At Rollins College, most purchasing actions are conducted by academic and administrative department employees. Purchasing activities include obligations for ethical behavior, compliance with government regulations, proper transaction documentation and fiscal responsibility.

The College's interests are generally best served when individual departments choose the specific products and services to be used. Rollins College's decentralized purchasing environment means that departments must ensure that sound fiscal management practices are followed and that the purchase of goods or services needed to conduct their activities is made from the best source considering price, quality, and service.

The Purchasing Department is typically responsible for soliciting written quotes and proposals based on requests provided by individual departments. In the event that the departments have secured, or secure, the necessary quotes, this supporting documentation should be attached to the Purchasing Requisition form and forwarded to the Purchasing Department for review. The Purchasing Department may secure additional quotes if deemed to be in the best interest of the College. In selecting the vendor, the department's product quality and delivery time requirements will be considered, in conjunction with the total price.

There are several methods that may be used to request items or services. They include: direct check requests, purchasing credit card (P-Card), and purchase requisitions and orders.

Direct Pay/Check Request: Used to request payment for purchases not covered by a purchase order or P-Card. Forward the Direct Pay/Check Request form and supporting original documentation (invoice, receipts or other evidence of charge) to Accounts Payable for processing.

Purchasing Card: The Rollins College Purchasing Card is intended to provide an efficient, cost-effective method of purchasing and paying for small dollar transactions within established usage limits. The program is designed to replace a variety of purchasing options such as small-dollar purchase orders and direct payment vouchers, and reduce the need for expense reimbursement requests, departmental cash advances and petty cash reimbursements. The card may be used with any merchant who accepts VISA, either in-store, by phone, mail, fax or on-line. Using the card will provide quicker turn-around time on orders, greater flexibility in ordering goods and reduce paper work processing.

Purchase Requisitions and Orders: A purchase requisition may be submitted to Purchasing requesting product/service for which cost is in excess of the department's maximum purchasing card transaction limit. Purchasing will determine if bidding is required and award a purchase order accordingly.

Within limits, it is at the discretion of the department as to which method to use when purchasing items or services. The Purchasing Department personnel will work with departments to determine an appropriate method to purchase items or services.

Requisitions should be prepared far enough in advance to permit the department or Purchasing to obtain competitive prices and to allow sufficient time for deliveries to be made. The duration of time required for delivery of the item(s) after receipt of the requisition and correct and complete specifications by the Purchasing Department is dependent on availability of materials and whether the quotation or formal bid process must be used.

Allow 3-5 working days on purchases not requiring quotations or sealed bids. The quotation and formal bid process may take a minimum of 4 weeks.

NOTE: Those persons authorized to approve requisitions are certifying that adequate funds are budgeted and available.

Each Rollins College department will determine the specific type of service, equipment and/or supplies required for normal operation within its given budget allocation. The Purchasing Department can assist the department in identifying the appropriate item(s). Once all items are identified, the department will forward a completed Purchasing Requisition form to the Purchasing Department (Box 2714) or purchasing@listserv.rollins.edu for prompt processing.

Advance planning is a critical success factor in the procurement process. Sufficient advance notice must be given to allow the Purchasing Department to obtain the necessary quotes and to plan for the anticipated delivery lead-time. Purchases made in a rush often result in a combination of poor quality, higher prices, and higher freight costs. *Departments are encouraged to contact the Purchasing Department well in advance for major projects or technically complex needs to plan for the acquisition of equipment and supplies.*

Sole Source Items

In instances where required items are highly specialized or of a technical nature, and therefore not available from multiple sources, the requesting department will mark “Sole Source” in the special instructions of the “Type of Order” section.

Emergency Purchases

The Purchasing Department will authorize emergency purchases during circumstances that are beyond the control of the College and that involve health, public safety, imminent loss or injury, or where an immediate action would reduce more extensive repairs later.

Depending on the urgency or complexity of the issue, the Purchasing Department will either assign a Purchase Order number or place the order directly with the vendor using their Rollins College Purchasing Card. Other cardholders across campus have the authority to use their College-issued purchasing cards to purchase items required in an emergency as described above.

Purchases with Special Requirements

Computers, Computer Equipment, and Audio-Visual Equipment- The Office of Information Technology must approve all purchases for desktops computers, servers, workstations, printers, peripherals, and software. Purchasing will not place a purchase order for these items unless they have written email quotes generated by a vendor that was inquired by an IT staff member.

Furniture- All furniture purchases for the campus must be processed through the Purchasing Department. The Purchasing Department is required to obtain three quotes for all furniture purchases. Only the Purchasing Department can make exceptions to this directive.

Office Supplies- Contact Purchasing at 407-646-1506 for details.

Goods and Services Not Subject to Review from the Purchasing Department

The following commodities and professional services may require the review and approval from specific College departments other than or in addition to the Purchasing Department:

Architectural and Engineering Services- Contact Facilities Management

Audit or Tax Services- Contact Finance Department

Construction Contracts-Contact Facilities Management

Employment Services- Contact Human Resources Department

Insurance- Contact Risk Management in Human Resources

Legal Services - Contact the Office of the Vice President of Business & Finance and Administration

Printed Materials- Contact the Print Shop

Travel Services- Contact the Finance Department

Purchases of Goods and Service for Private Use

The Purchasing Department does not assist or become involved in any transaction for purchases of a personal nature. The Purchasing (or Finance) Department may also question transactions that seem to be of a personal nature or an inappropriate use of College funds.

Unauthorized Purchases

Regardless of the dollar amount or method, all purchases must be appropriate and necessary for college purposes. Purchases that are not appropriate or necessary will **not** be approved/reimbursed.

Contracts to be reviewed by the Offices of Business Services and Risk Management

Leases, contracts, and agreements for facilities, goods, and services must be forwarded to the Director of Business Services for review. The Director of Business Services and Assistant Vice President, Human Resources & Risk Management, will review all provisions including liability, default, indemnification, and insurance.

Conflict of Interest and Gratuities

Rollins College does not purchase goods and services from companies or individuals where there is a recognized potential for conflict of interest. Faculty and staff members who would benefit financially from a given potential supplier selling goods and services to the College may not participate in the vendor selection process. College employees may not personally solicit, demand, or receive any kind of gratuity from a vendor or individual in connection with any decision affecting a College purchase.

RELIGIOUS LIFE

The nurture of the religious life in the Rollins community is the mission of the Knowles Memorial Chapel and the United Campus Ministries, the work of both being coordinated by the Dean of the Chapel. The building, designed by Ralph Adams Cram and given by Mrs. Frances Knowles Warren in memory of her father, one of the founding trustees of the College, was dedicated in 1932. Its character and program are interdenominational in

seeking both to serve and support persons in a variety of faith-traditions and to emphasize convictions and commitments they share with one another. The chapel is also designed to be the place for the observance of special days that commemorate the College's history and purpose, such as convocations, anniversaries, and baccalaureates. An interdenominational service is held each Sunday during the academic year. Gatherings for spiritual responses to special crises or celebrations, memorial services, and weddings are also held. During the Christmas season, services of Lessons and Carols have long been a tradition for the community as well as the College. As a liturgical center, the Chapel is the home for Sunday evening Catholic Masses, a variety of musical events, weddings, baptisms, funeral and memorial services. As a place of quiet and retreat the Chapel offers a daily place for meditation, prayer and peace. In addition, several student organizations foster religious life.

RESIDENTIAL LIFE

In support of the Rollins mission, the Office of Residential Life is committed to creating inclusive, secure and well-maintained learning environments that are conducive to, and focused on, holistic student development, student learning, and student success.

In order to accomplish this mission and support the College, Residence Life recognizes that the work that needs to be done is bigger than the department alone. As such, intentional collaboration with students, faculty and staff is critical to the Office's success. With a few exceptions, all students with sixty hours or less are required to live on campus.

STUDENT INVOLVEMENT AND LEADERSHIP

The Office of Student Involvement and Leadership (OSIL) believes in holistic development, providing a range of learning laboratories through which students continue self-discovery and engage meaningfully with others.

OSIL empowers students to find multiple ways to apply a comprehensive and integrative skill set, explore cultural differences, and pursue a productive and purposeful life at Rollins and beyond. It encourages dynamic and courageous leadership that inspires positive social change.

OSIL values learning and growth through:

- Authenticity
- Inclusion
- Respectful Relationships
- A Fun & Engaging Environment

The Office of Student Involvement and Leadership is a vibrant team that oversees the 100+ student organizations, Cornell Campus Center, fraternity and sorority life,

leadership development, major campus events, student governance and other student-centered initiatives.

THE THOMAS P. JOHNSON STUDENT RESOURCE CENTER

The Thomas P. Johnson Student Resource Center is a comprehensive academic support center with programs designed to challenge students to take responsibility for their own learning and provide them with the tools and feedback to develop learning strategies to achieve academic success.

The Writing Center, staffed by trained peer consultants from across the curriculum, welcomes writers at any stage of the writing process, from brainstorming to revising to final editing. Writers of all abilities benefit from trying out their work on an audience. Through one-on-one conversations and occasional group sessions, consultants serve students, sharing strategies, questioning rhetorical choices, and then summarizing their discussions on a form given to clients and copied to professors.

The Peer Tutoring Program trains peer tutors nominated by faculty to work with students in most academic departments. Since peer tutors have recently succeeded in these courses, they can guide student clients in trying more effective reading, learning, and problem-solving techniques and can give feedback on students' understanding of course concepts, in preparing for class, for tests and in the early stages of writing papers. Tutors can monitor students' strategic use of these skills in later sessions, both individual and group. Professors and student clients receive copies of the tutoring notes made during each session.

Academic Advising Support assists faculty advisers in helping students improve their effectiveness and self-discipline as students and supports them in reaching their academic goals. Professional staff conducts first-year student registration and transfer student registration, and coordinate academic appeals, the Academic Warning System and faculty adviser assignments. The Academic Probation Program for students struggling academically assesses students' study behaviors and helps them plan their improvement strategies, and monitors their progress.

WELLNESS CENTER

Health Services, for full-time Arts & Sciences/College of Professional Studies day students and for Holt and Crummer students with appropriate health insurance, is located at 118 W. Fairbanks Avenue. The philosophy of care is proactive - focused on education, prevention, and wellness. Appointments are strongly encouraged. After regular business hours, Monday-Friday, call 911 or visit an urgent care facility or emergency room.

WPRK - FM

WPRK is an FM radio station owned by Rollins and licensed by the FCC to broadcast at 91.5 megahertz. The studio is located in the basement of the Mills Memorial Center and covers the Winter Park/Orlando/Maitland area. WPRK broadcasts Rollins events and provides educational opportunities for faculty and students. Classical music, news, and sports dominate daytime programming, with evening hours and weekends devoted to progressive music and specialty shows.

Rev. 5-21-08

Rev. 7-17-09

Rev. 10-18-10

Rev. 6-24-14