

ROSE-HULMAN INSTITUTE OF TECHNOLOGY

AIRPORT SHUTTLE INFORMATION

At each scheduled break during the academic year, Student Affairs coordinates an airport shuttle service running from campus to and from the Indy International Airport as well as Chicago O'Hare.

We work with a third-party company to book shuttles. Because we book the number of seats based on the number of paid reservations, we do not issue refunds after the initial closing date (listed in Campus Groups).

The Shuttle Ride:

- Indianapolis airport shuttles will cost \$40 each way and Chicago airport shuttles will cost \$100 each way.
- You should expect the trip from campus to the airport to take close to one and a half hours (four hours for Chicago). Please choose your shuttle departure time to allow enough time for travel, getting through security, and arriving at your gate.
- You are allowed to take one carry-on and one checked bag with you on the shuttle.

When Can I Sign Up for the Shuttle?

- There will be a post on the Office of Student Affairs My Rose-Hulman page and an all-student email sent out when the reservation system is available. Reservations can be found in Campus Groups on the "Airport Shuttle Reservations" page. This is generally about 3 - 4 weeks before break begins.

How Do I Sign Up for the Shuttle?

1. Log onto Campus Groups using your Rose-Hulman login information
2. Search for "Airport Shuttle Reservations" and navigate to that page
3. Go to the "Events" tab and select one of the two events listed: Indianapolis shuttles or Chicago shuttles
4. Within each event you will find several options – **please make sure you select the correct date and time!**
5. You can sign up and pay for shuttles using a debit/credit card in Campus Groups. You can also stop by the Student Affairs office to pay with cash or check
 - a. Reservations must be paid within 3 days of booking or they will be cancelled. Your reservation is not confirmed until payment is received
6. To guarantee a ride, please **sign up before the initial close date**. If you sign up after November 6th, you might be placed on the waitlist
7. If we have cancellations we will move through the waitlist in chronological order, **but there is no guarantee that a spot will become available after the initial close date**.

Other Important Information to Consider

- If your parents are involved in any way with your travels, please pass this information (and subsequent shuttle emails) along to them.
- Your reservation will be cancelled if you do not pay within 3 days of reserving a seat. This is done so that no one can hold a spot while others are trying to sign up for a spot. An e-mail notification will be sent to you if your reservation is cancelled.

- Remember, if there are openings, you can sign up for a shuttle whenever you like. However, you are only guaranteed a spot if you sign up by the advertised deadline.
- If you miss your shuttle, you can check availability for a later shuttle, however we **CANNOT** delay them. Please purchase your plane tickets accordingly. **We cannot guarantee rides if you miss your shuttle.**

Questions? Contact Kyle Washburn at washbukd@rose-hulman.edu or 812-877-8607

DEPARTURES FROM ROSE:

- Your shuttle will depart from Hadley Hall Circle at the scheduled departure time. Please arrive at least 10 minutes before your shuttle is scheduled to depart. Expect shuttle transportation time to be approximately 1.5 hours to the Indianapolis airport and 4 hours to Chicago O'Hare.
- We CANNOT wait for people if they are running late. Other students have flights to catch, so the shuttles need to leave on time.
- Please bring no more than one checked bag and one carry-on item. Many of the shuttles are full, so there will not be room for extra luggage

DEPARTURES FROM INDIANAPOLIS AIRPORT

- Transportation is provided by Carey Limousines
- The bus will be at the "Ground Transportation Center" at the airport, directly across from baggage claim. You will need to sign-in at the Carey Indiana Check-in counter.
- Bus drivers do NOT have a list of students and will not be able to accommodate changes in schedules as they are committed to driving at the designated times. It is imperative that you arrive for your shuttle bus on time. We will not be able to accommodate students who miss their shuttle.
- Please bring only one checked bag and one carry-on item. Most of the shuttles are full, so there will not be room for extra luggage.

DEPARTURES FROM CHICAGO O'HARE AIRPORT:

- **NOTE: These instructions are tentative and may change. Please keep an eye out for an email should these details change.**
- Times listed on the schedule are in Central (Chicago) Time
- Shuttles will depart from Terminal 5 at the lower level baggage claim by Door 5D.
- Please arrive early so the driver can verify that everyone is there.
- Bus drivers will have a list of students but they will not be able to accommodate changes in schedules as they are committed to driving at the designated times. It is imperative that you arrive for your shuttle bus on time. We will not be able unable to accommodate students who miss their shuttle.
- Please bring only one checked bag and one carry-on item. Most of the shuttles are full, so there will not be room for extra luggage.

All payments are final. Shuttle service is based on the number of students who sign up for each time slot, and we cannot reimburse payments for cancelled or missed shuttles.

If you have any questions regarding the Airport Shuttles, please contact Kyle Washburn at 812-877-8607

Airport Shuttle Schedule for the 2023-2024 Academic Year

Fall Quarter Break (Thanksgiving)

Departing Rose to Indy

Thursday, November 16th – 9:00 am
Friday, November 17th – 5:00 am
Friday, November 17th – 10:00 am
Friday, November 17th – 2:00 pm

Departing Indy Airport

Saturday, November 25th – 6:00 pm
Saturday, November 25th – 11:00 pm
Sunday, November 26th – 8:00 pm

Departing Rose to Chicago O'Hare

Friday, November 17th – 5:00 am

Departing Chicago O'Hare

Sunday, November 27th – 5:00 pm

December Holiday Break

Departing Rose to Indy

Friday, December 22nd – 3:30 pm
Saturday, December 23rd – 5:00 am
Saturday, December 23rd – 10:00 am
Saturday, December 23rd – 2:00 pm

Departing Indy Airport

Saturday, January 6th – 6:00 pm
Saturday, January 6th – 11:00 pm
Sunday, January 7th – 6:00 pm
Sunday, January 7th – 11:00 pm

Departing Rose to Chicago O'Hare

Saturday, December 23rd – 5:00 am

Departing Chicago O'Hare

Sunday, January 7th – 5:00 pm

Winter Quarter Break

Departing Rose to Indy

Thursday, February 22nd – 9:00 am
Friday, February 23rd – 5:00 am
Friday, February 23rd – 10:00 am

Departing Indy Airport

Saturday, March 2nd – 6:00 pm
Saturday, March 2nd – 11:00 pm
Sunday, March 3rd – 8:00 pm

Departing Rose to Chicago O'Hare

Friday, February 23rd – 5:00 am

Departing Chicago O'Hare

Sunday, March 3rd – 5:00 pm

Spring Break

Departing Rose to Indy

Friday, April 5th – 3:30 pm
Saturday, April 6th – 5:00 am
Saturday, April 6th – 10:00 am

Departing Indy Airport

Saturday, April 13th – 8:00 pm
Saturday, April 13th – 11:00 pm
Sunday, April 14th – 8:00 pm

Departing Rose to Chicago O'Hare

Saturday, April 6th – 5:00 am

Departing Chicago O'Hare

Sunday, April 14th – 5:00 pm

End of School Year

Departing Rose to Indy

Friday, May 24th – 9:00 am
Saturday, May 25th – 5:00 am
Saturday, May 25th – 8:00 am

Departing Rose to Chicago O'Hare

Saturday, May 25th – 5:00 am