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. **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.

**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 16<sup>th</sup> – 9:00 am
  - Friday, November 17<sup>th</sup> – 5:00 am
  - Friday, November 17<sup>th</sup> – 10:00 am
  - Friday, November 17<sup>th</sup> – 2:00 pm

- **Departing Rose to Chicago O'Hare**
  - Friday, November 17<sup>th</sup> – 5:00 am

- **Departing Indy Airport**
  - Saturday, November 25<sup>th</sup> – 6:00 pm
  - Saturday, November 25<sup>th</sup> – 11:00 pm
  - Sunday, November 26<sup>th</sup> – 8:00 pm

## December Holiday Break
- **Departing Rose to Indy**
  - Friday, December 22<sup>nd</sup> – 3:30 pm
  - Saturday, December 23<sup>rd</sup> – 5:00 am
  - Saturday, December 23<sup>rd</sup> – 10:00 am
  - Saturday, December 23<sup>rd</sup> – 2:00 pm

- **Departing Rose to Chicago O'Hare**
  - Saturday, December 23<sup>rd</sup> – 5:00 am

- **Departing Indy Airport**
  - Saturday, January 6<sup>th</sup> – 6:00 pm
  - Saturday, January 6<sup>th</sup> – 11:00 pm
  - Sunday, January 7<sup>th</sup> – 6:00 pm
  - Sunday, January 7<sup>th</sup> – 11:00 pm

## Winter Quarter Break
- **Departing Rose to Indy**
  - Thursday, February 22<sup>nd</sup> – 9:00 am
  - Friday, February 23<sup>rd</sup> – 5:00 am
  - Friday, February 23<sup>rd</sup> – 10:00 am

- **Departing Rose to Chicago O'Hare**
  - Friday, February 23<sup>rd</sup> – 5:00 am

- **Departing Indy Airport**
  - Saturday, March 2<sup>nd</sup> – 6:00 pm
  - Saturday, March 2<sup>nd</sup> – 11:00 pm
  - Sunday, March 3<sup>rd</sup> – 8:00 pm

## Spring Break
- **Departing Rose to Indy**
  - Friday, April 5<sup>th</sup> – 3:30 pm
  - Saturday, April 6<sup>th</sup> – 5:00 am
  - Saturday, April 6<sup>th</sup> – 10:00 am

- **Departing Rose to Chicago O'Hare**
  - Saturday, April 6<sup>th</sup> – 5:00 am

- **Departing Indy Airport**
  - Saturday, April 13<sup>th</sup> – 8:00 pm
  - Saturday, April 13<sup>th</sup> – 11:00 pm
  - Sunday, April 14<sup>th</sup> – 8:00 pm

## End of School Year
- **Departing Rose to Indy**
  - Friday, May 24<sup>th</sup> – 9:00 am
  - Saturday, May 25<sup>th</sup> – 5:00 am
  - Saturday, May 25<sup>th</sup> – 8:00 am

- **Departing Rose to Chicago O'Hare**
  - Saturday, May 25<sup>th</sup> – 5:00 am

- **Departing Indy Airport**
  - Saturday, May 25<sup>th</sup> – 6:00 pm
  - Saturday, May 25<sup>th</sup> – 11:00 pm
  - Sunday, May 26<sup>th</sup> – 8:00 pm