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What is it?

- Application for On-Campus Housing
- Required for all students living On-Campus
- Must be completed before accessing Residence Hall Room Selection Process
- Collects the following information
  - Agreement to Room and Board Agreement
  - Cellphone Number
  - Prospective Roommate (if applicable)
Where is it?

- Found in the Skidmore College Housing Management System
  <https://odyssey.skidmore.edu/studentweb>
- Found at the bottom of the page labeled “2016-2017 Housing Application”
Prerequisites

• In order to access the “2016-2017 Housing Application” you must first complete the following
  1. Submission of Emergency Contact
  2. Submission of Evacuation Location Information
• Both found in the Skidmore College Housing Management System
  <https://odyssey.skidmore.edu/studentweb>
2016-2017 Housing Application: Location

- Found on Skidmore College’s Housing Management System Website after completion of “2016-2017 Housing Application”
  - Link: Housing Management Website <https://odyssey.skidmore.edu/studentweb>
- Look for “2016-2017 Housing Application” link under the “Academic Year 2016-2017” header at the bottom of the page
2016-2017 Housing Application: The Form

• Consists of Six Pages
  1. Welcome Page
  2. Room and Board Agreement
  3. Personal Contact Information Page
  4. Residence Hall Roommate Selection Page
  5. Submit Application Page
  6. Confirmation Page

• All Pages Must Be Completed
2016-2017 Housing Application: Welcome and Room & Board Agreement Pages

- The Welcome page contains a brief description of the form and 2 buttons; “I Agree” and “I Do Not Agree”
- Must click “I Agree” to continue.

- Room & Board Agreement page includes the entire Room and Board agreement in its current format.
- Must agree to proceed. Select “Yes” from drop down menu at the bottom of the page and click yes to agree.
2016-2017 Housing Application: Personal Contact Information Page

- Required Information of All Students
  - Collects your personal cell phone number for use in case of emergency
  - Required to Complete Application
  - Please enter in xxx-xxx-xxxx format

Recognizing that for many students their cell phone is their primary mode of communication, Skidmore College requires that all students have their cell phone number on file with the Office of Residential Life in case an emergency or other situation arises in which a student must be quickly reached.

Please provide your Cell Phone number below.

Cell Phone Submission

*Cell Phone Number (xxx-xxx-xxxx) [xxx-xxx-xxxx]
2016-2017 Housing Application:
Residence Hall Roommate Selection Page

- Enter your roommate preference on this page.
- Click on “Select” in the box labeled “Roommate Preference” open search box to find your roommate’s name.
- Must include their legal Skidmore recognized first name and last name. No Nicknames!!!
- Click “Search” to find your Roommate.

![Diagram of the Roommate Preferenec page with arrows pointing to different fields and instructions for completing the form.](image)
2016-2017 Housing Application: Preference Confirmation

- After clicking select you will see the following screen.

- Select your roommate for the list and click “Confirm” to confirm the roommate or “Cancel” to not.

- Once confirmed you will see one of two screens.

- If “unconfirmed” appears next the name, your roommate still needs to do the confirmation part of the process.

- If “confirmed” your roommate preference is all set.
  - If you change your mind or do not have a roommate at this time you can return using the “Edit Roommate Preference” function on your home page. This will appear after you complete you “2016-2017 Housing Application”. Refer to the “Edit Roommate Preference Guide” on the Residential Life website for more information.
2016-2017 Housing Application: Completion

- The final pages include
  - Student Directory Information
  - Submit Application Page
  - Application Complete page

- You must progress though to the Application Complete Page. Failure to do so will prevent selection Housing.

- Completion confirmation email will be sent to your Skidmore Email.