Selecting Off-Campus Housing
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Dates and Time

• Off-Campus Housing Application
  • Available Now

• Off-Campus Selection Online
  • Monday, April 4th 12:00 pm – Friday, April 8th 4:30 pm

• Deadline for Off-Campus Address and Landlord Contact Information Submission
  • August 1st 2016
Important Notes

• Fully On-line
• All students intending on living Off-Campus must complete this process.
• Open enrollment
  • Off-Campus selection will be on going. It will start April 6th and end April 17th or when the maximum number of students permitted off-campus has applied.
• Apply as an individual
  • Every student living off-campus must complete this process themselves.
Important Notes

• Once you select Off-Campus to return On-Campus for Fall...
  • Prior to April 25th – Come to the Office of Residential Life to decline Off-Campus status.
  • After April 25th – Appeal to Associate Dean of Student Affairs/Director of Residential Life Don Hastings for approval.
Eligibility

• The following must be true
  1. One from this list
     • Member of the Classes of 2017 and 2018
        • If you are not a member of the Class of 2017 or 2018 you will be unable to select Off-Campus Housing for 2016-2017. If you have enough credits to be in the class of 2017 or 2018 you will need to see the Registrar’s office to officially reclassify before you will be eligible.
     • Part-time students
     • Students with local permanent addresses
  2. Do not already have an On-Campus assignment for 2016-2017
The Off-Campus Housing Application

• Must be completed prior to selecting Off-Campus as your housing option
• Available only to Classes of 2017 and 2018
• Found on Skidmore College’s Housing Management System Website.
  • Link: [Housing Management Website](https://odyssey.skidmore.edu/studentweb)
The Off-Campus Housing Application: Prerequisites

- Emergency Contact and Evacuation Procedure Submission
  - Application can only be accessed after these are completed
  - Found on menu on the left of the webpage
  - Likely already completed in past years
  - Update if necessary
The Off-Campus Housing Application: Accessing

- At bottom of Web Page under “Academic Year 2016-2017” header
- Listed as “2016-2017 Off-Campus Housing Application”
- Click on link to access
  - Notes
    - Link will not be accessible if you have not submitted either your Emergency Contact information or your Evacuation Locations.
    - Link will not appear if you are not registered as a member of the Classes of 2017 or 2018. If this is a mistake contact the Registrars office.
The Off-Campus Housing Application: The Form

• Consists of Seven Pages
  1. Welcome Page
  2. Off-Campus Address Submission Page
  3. Landlord Contact Information Page
  4. Personal Contact Information Page
  5. E2Campus Sign Up
  6. Submission Page
  7. Confirmation Page

• All Pages Must Be Completed
The Off-Campus Housing Application:

Off-Campus Address Submission Page

- Required Information of All Off-Campus Students
  - Non-Completion will Result in Holds
  - All Information Required
  - Can Be Accessed Later if Unknown

Off-Campus Address

Skidmore College requires all students living off-campus to provide the college with their off-campus address, and the address and contact information of their landlord.

This page will allow you to submit your Off-Campus address while the following page will provide a place for you to submit your landlord's address. Please be sure to complete both forms in their entirety. Failure to do so may result in holds being placed on your student account.

If you do not have the required information at this time you will have the opportunity to submit this information at a future date.

Once you have completed your submission, check “Next” to proceed.

Must Be Filled Out.
If you do not have information now you can return later.
The Off-Campus Housing Application: Landlord Contact Information Page

- Required Information of All Off-Campus Students
  - Non-Completion will Result in Holds
  - All Information Required
  - Can Be Accessed Later if Unknown

![Landlord Address Form]

**Landlord Address**

Please provide the requested information for your Landlord below. You will need to fill out the form completely. You will not be able to proceed until the form is filled in completely. If you do not have this information at this time you may exit the application and complete it later. Once you have complete this section, please check "Next" to proceed.

**Landlord Contact Information**

- **Landlord Name**: Skidmore
- **Street Line 1**: 815 N. Broadway
- **City**: Saratoga Springs
- **State**: NY
- **Zip Code**: 12866
- **Phone Number**: 234-555-3333

**Must Be Filled Out.**
If you do not have this information now you can return later.
The Off-Campus Housing Application: Personal Contact Information Page

- Required Information of All Students
  - Collects your personal cell phone number for use incase of emergency
  - Required to Complete Application
  - Please enter in xxx-xxx-xxxx format
The Off-Campus Housing Application: Completion

- The final pages include
  - Student Directory Information
  - Form Submission
  - Off-Campus Housing Completion Application page

- You must progress through the Off-Campus Housing Application Completion Page. Failure to do so will prevent selection of Off-Campus Housing.

- Completion confirmation email will be sent to your Skidmore Email.
Off-Campus Housing Selection

- April 4\textsuperscript{th} – April 8\textsuperscript{th} - On-Line
- Off-Campus Housing Application must be completed first.
- Every student living Off-Campus must complete this.
- Once selected your Off-Campus assignment is official and you must appeal to return to campus.
Off-Campus Housing Selection: Accessing the Selection Process

- Accessed through Skidmore College’s Housing Management Website.
- Starting April 6th a link will appear reading “Off-Campus Housing Selection” below completed 2016-2017 Off-Campus Housing Applications
  - Click on link to select Off-Campus Housing

Set up on this application is still progressing. Roommate Finder should be available in mid to late March.

**Academic Year 2014 - 2015**
- 2014 - 2015 Housing Application
  - You began an application but did not submit it. Select the link above to continue.
- 2014 - 2015 Off-Campus Housing Application: You submitted a complete application:
  - Off-Campus Housing Selection (ends at 4/30/2015, 11:49 AM)

Click On This Link
Off-Campus Housing Selection: Selecting Off-Campus - Step 1

• Read the page carefully for instructions.
• Select “Off-Campus” from the drop down menu labeled “Building”
• Click “Select” to proceed.
Off-Campus Housing Selection: Selecting Off-Campus - Step 2

- Click on “Off-Campus Local” to continue.

Click "Off-Campus Local" here.
Off-Campus Housing Selection: Selecting Off-Campus - Step 3

- Click “Select This Room”

Click "Select This Room" here.
Off-Campus Housing Selection: Selecting Off-Campus - Completion

- After a short delay you will arrive at a confirmation screen (See below).
  - Once you reach this screen your Off-Campus assignment is finalized for the 2016-2017 academic year.
- You will receive an email in your Skidmore email confirming your assignment.
- You can now log out of the Housing Management system.