

## Academic Year 2021 - 2022

- [Housing Selection Proxy](#)
- [First Year Housing Questionnaire: You submitted a complete application on 3/10/2021 3:33 PM.](#)
  -
- [On Campus Housing Application: You submitted a complete application on 3/23/2021 11:02 AM.](#)
  - [Edit my 2020-21 On Campus Application](#)
  - [Roommate Finder Application](#)
  - [Roommate Finder](#)
  -
- [Apartment Selection Application](#)
  - : You have not applied. Please click on the above link to complete this application.
- [Apartment Selection 4.0 - 3.25 Regroup Application](#)
  - : You have not applied. Please click on the above link to complete this application.
- [Off-Campus Housing Selection I Application](#)
  - : You have not applied. Please click on the above link to complete this application.
- [Special Interest Housing Application](#)
  - : You began an application but did not submit it. Select the link above to continue.
- [Off-Campus Housing Selection II Application](#)
  - : You have not applied. Please click on the above link to complete this application.
- [Off-Campus Address Submission Form](#)
  - : You have not applied. Please click on the above link to complete this application.

## Step 1: Access HMS & Application

- Begin at the HMS home screen and scroll down to the Academic Year. Select the Apartment Selection Application.

## Apartment Selection Application

res Res1 (999999901)

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The Apartment Selection Process for the 2021 - 2022 academic year has begun!

### Here are some reminders about apartment selection:

- Only those in the Classes of 2022 and 2023 are eligible for apartments in Northwoods Village and Sussman F-L
- Those in the Class of 2024 are only eligible for apartments in Sussman A and B, when in a group with those in the Classes of '22 and '23. No groups consisting of all Class of 2024 members will be accepted.
- If you wish to make changes to your apartment application, you may Resubmit the Apartment Application on this web page. After the deadline, a new Regroup Application must be submitted

### Below is a timeline of the process:

- Apartment Applications are due by 4:30 PM EST on Tuesday, May 18.
- Apartment Selection times will be released beginning on Friday, May 28 by 4:00 PM EST.
- Apartment Selection for 4.0 (all Senior) groups will be on Tuesday, June 1.
- Regroup Applications for 4.0 (all Senior) groups will be due by 12:00 PM EST on Wednesday, June 2.
- Apartment Selection for 4.0 Regroups will be on Friday, June 4.
- Apartment Selection for 3.8 - 3.3 groups will begin after 4.0 Regroups on Friday, June 4, and will continue on Monday, June 7.
- Regroup Applications for 4.0 - 3.3 groups will be due by 12:00 PM EST on Tuesday, June 8.
- Apartment Selection for 4.0-3.3 Regroups will be on Thursday, June 10.
- Apartment Selection for 3.3 - 2.1 groups will begin after 4.0 - 3.33 Regroups on Thursday, June 10.

### Step 2: Process Outline

- Read through the requirements and process steps and select I Agree.

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This is a non-binding application. By clicking "I agree" below, you are acknowledging having read the above information.

## Housing Contract

res Res1 (999999901) > Apartment Selection Application

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This is an application only and is non-binding. At this step in the process, you are indicating interest in an Apartment; however, you are not guaranteed a space and therefore are not obligated to select an apartment. You may withdraw your application at any time during the process and choose to participate in an alternate housing selection process (ex. Off-campus selection, special interest, etc.)

When you select your housing for the 2021 - 2022 academic year, you will be bound by the housing contract below. After selecting and confirming your housing assignment for the 2021 - 2022 academic year, you are committed to it for the full year and **do not have the ability to choose to live off campus**. We wanted to provide students with the opportunity to preview the housing contract and understand the obligations prior to their selection time. Please review the contract below.

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### Housing Contract

Students who select housing through our housing selection process are selecting for the full academic year. By finalizing housing selection, students commit to remaining on campus for the academic year. Limited exceptions to this contract include leaves of absence, study abroad, withdrawals, and changes in circumstance, which allow for an Off Campus Appeal.

### Step 3: Housing Contract

- Review the Housing Contract and select Next.

Primary Group Contact

res Res1 (9999999901) > Housing Contract

Primary Group Contact

Please enter the name of the group member who will be the Primary Group Contact. We prefer that this is the student who will be selecting the apartment, typically the student with the best lottery number.

If you will be the Primary Group contact, please enter your own name.

Please ensure that you enter the name of a group member and **not** a proxy.

Please enter the student's full name.

\* Who will be the primary contact for your group, preferably the person who will physically select? Please use the full name.

TRes1

Next >

Step 4: Primary Group Contact

- Assign a primary group contact by typing in their name. Select Next.

Please enter the names of your group members.

Group Definition: Apartment Selection

Group Members					
	Name	Email	Class	Gender	Status
Delete	res Res1	t_res1@skidmore.edu	Senior	Female	Accepted

Find By Last, First  Lookup

Step 5: New Group Formation

- If you are the first group member to access the application, it will list you as the "Accepted" group member.

- **If you are not the first group member, skip to Step 6**

- Add group members by typing in their last, then first name in the lookup bar and select Lookup.

- Sometimes it works best if you only enter a portion of their name (like a first initial).

Save Cancel

Back

Please enter the names of your group members.

Group Formation

Group Definition: Apartment Selection

Group Members					
	Name	Email	Class	Gender	Status
Delete	res Res1	t_res1@skidmore.edu	Senior	Female	Accepted

Find By Last, First  [Lookup](#)

- Test1 (res) Res1 (t\_res1@skidmore.edu)

Test2 (res) Res2 (t\_res2@skidmore.edu)

Test3 (x) Res3 (t\_res3@skidmore.edu)

Test4 (Test4) Res4 (t\_res4@skidmore.edu)

Cancel

Step 5a: Adding Group Members

- When you type a name (or portion of a name) in and choose Lookup, it will generate a list of students who meet the criteria.
- Please be sure to click the name of the correct student
- Clicking a name will add the student to your group.

Save Cancel

Back

Please enter the names of your group members.

### Group Formation

Group Definition: Apartment Selection

Group Members					
	Name	Email	Class	Gender	Status
<a href="#">Delete</a>	res Res1	t_res1@skidmore.edu	Senior	Female	Accepted
<a href="#">Delete</a>	res Res2	t_res2@skidmore.edu	Senior	Female	Pending
<a href="#">Delete</a>	x Res3	t_res3@skidmore.edu	Junior	Female	Pending

Find By Last, First  [Lookup](#)

#### Step 5b: Adding Group Members

- Repeat as necessary to add all the members of your group
- If you make a mistake, you may delete a member
- Note that the other students' status are "Pending" because they have not yet completed an application and accepted membership into the group.
- The application will allow you to Save once you have 3 members. Please ensure that your group meets all requirements (class year, etc.)
- Choose Save to finalize your group

[Save](#)

[Cancel](#)

[Back](#)

Please enter the names of your group members.

Group Definition: Apartment Selection

Group Members for Group ID 259				
Name	Email	Class	Gender	Status
res Res1	t_res1@skidmore.edu	Senior	Female	Accepted
res Res2	t_res2@skidmore.edu	Senior	Female	Pending
x Res3	t_res3@skidmore.edu	Junior	Female	Pending

### Step 6: Accepting Group Membership

- If you are not the first group member to complete an application, your Group Formation screen will look like this. You will see your own name listed in the group.
- You can either Accept or Reject membership in the group
- If the names of the group members you wish to live with are all correct, choose Accept
- If there seems to be an error with your group, or you do not wish to live with the people who added you, choose Reject
- Rejecting membership in a group will invalidate the group and a new application will need to be submitted.

Accept

Reject

Back

### Submit Application

[res Res1 \(999999901\)](#) > [Apartment Selection Application](#) > [Group Formation](#)

To complete this application, please click "I agree." You must click "I agree" to submit the application and be able to participate in the Apartment Selection process.

### Step 7: Submit Application

- Select I Agree to proceed.

## Application Complete

res Res1 (999999901)

You have completed your 2021 - 2022 Apartment Application. You will receive an email shortly in your Skidmore email confirming completion of this application. If you do not receive an email, or if you have any other questions, please contact the Office of Residential Life at 518-580-5765.

Only Regroup applications will be permitted after Tuesday, May 18, and those groups will select during the appropriate Regroup selection time.

### Step 8: Application Confirmation

- You have successfully completed your application and should have an email.
- Remember to remind all of your group members to complete the apartment application and on campus application
- Click your underlined name to return to the home screen.

## Academic Year 2021 - 2022

- [Housing Selection Proxy](#)
- [On Campus Housing Application](#)  
: You have not applied. Please click on the above link to complete this application.
- [Apartment Selection Application: You submitted a complete application on 4/12/2021 9:51 AM.](#)
  - [Cancel my Apartment Application](#)
    - [Resubmit Apartment Selection Application](#)
  -
- [Apartment Selection 4.0 - 3.25 Regroup Application](#)  
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### Step 9: Checking Group Status

- Back on your home screen, you will see your submitted apartment application as well as the options to Cancel or Resubmit
- Click on your submitted application.



## Apartment Selection Application

Submitted by res Res2 on Monday, April 12, 2021 9:51:30 AM

[res Res2 \(999999902\)](#)

## Apartment Selection Application

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### Step 10a: Reviewing Your Application

- After clicking your application, it will show all of the pages of the application you went through and your submission date and time
- Scroll down



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## Primary Group Contact

### Primary Group Contact

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If you will be the Primary Group contact, please enter your own name.

Please ensure that you enter the name of a group member and **not** a proxy.

Please enter the student's full name.

**Who will be the primary contact for your group, preferably the person who will physically select? Please use the full name.** TRes1

## Group Formation for Group ID 259 (Status: Incomplete)

Please enter the names of your group members.

Last Name	First Name	Middle Name	Email	Status
Res1	res		t_res1@skidmore.edu	Accepted
Res2	res		t_res2@skidmore.edu	Accepted
Res3	x		t_res3@skidmore.edu	Pending

## Submit Application

To complete this application, please click "I agree." You must click "I agree" to submit the application and be able to participate in the Apartment Selection process.

### Step 10b: Reviewing Your Application

- The system provides you a Group ID number and status
- If your group has a status of Incomplete, it is because a member has not yet completed an application
- A status of Complete indicates that all group members have completed an application and confirmed membership in the group
- A status of Rejected means at least one member rejected membership in the group
- A status of Deleted means that the student who initially formed the group cancelled their application
- If you have an incomplete status, reach out to your group member to remind them to complete their application before the deadline!
- This page updates in real time, so be sure to refresh it frequently if you are waiting for someone to complete this step.