

Housing Process Guide

2019 – 2020

SKIDMORE
C O L L E G E

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Section I: Housing Model

“Graduated Housing”

Skidmore College’s housing system is built on the idea that students will “graduate” to other types of housing as they move from First-Year to Senior. Then throughout the year we expect the classes to move to the next type of housing to open up space for the lower class standing students. The typical progression is:

Triple → Double → Single → Apartment/Off-Campus

Ideally, the housing type by class is as follows:

First Year – Double or Triple

Sophomore – Single or Double

Junior – Single, Apartment or Off-Campus

Senior – Single, Apartment, or Off-Campus

Please note that this model does not mean that students are guaranteed any particular housing type.

Housing Facilities

Building Types

Skidmore College’s Residential System contains the following building types:

- 9 Residence Halls
 - 1 – Traditional corridor style hall with all bedrooms sharing a common hallway with shared bathrooms
 - 8 – “Semi-Suite” style hall with 3-6 rooms clustered around a shared bathroom
- 22 Apartment Buildings with shared bathrooms, common area, and kitchen
 - 2 – 57 bed buildings
 - 7 – 34 bed buildings

- o 13 – 38 bed buildings

Our residential system contains the following room types

- Single Occupancy Rooms – These rooms are located within all of our 9 residence halls. Each single occupancy room houses one student and contains a window seat, closet, and all essential furniture.
- Double/Triple Occupancy Rooms – These rooms are located in all of our 9 residence halls. Each double/triple occupancy room houses two to three students and contains a window seat, closet, and all essential furniture on the floor without need for bunking or lofting.
- Apartment Rooms – These rooms are all located in one of our 22 apartment buildings. Each apartment room houses one student with a window, closet or wardrobe, and all essential furniture.

Building Communities

Skidmore College’s Residential System contains the following residential communities and buildings:

Community	Buildings
Howe-Rounds Hall	Howe Hall and Rounds Hall
North Quad	Jonsson Tower, Howe-Rounds Hall, Wait Hall
South Quad	Kimball Hall, McClellan Hall, Penfield Hall, Wilmarth Hall, Wiecking Hall
Northwoods Apartment Village	1 Moore Way, 2 Moore Way, 3 Dayton Drive, 4 Cane Crossing, 5 Dayton Drive, 6 Cane Crossing, 7 Dayton Drive, 8 Cane Crossing, 9 Dayton Drive, 10 Whitman Way, 11 Cane Crossing, 12 Whitman Way, 14 Whitman Way
Sussman Apartment Village	Sussman Village A, Sussman Village B, Sussman Village F, Sussman Village C, Sussman

	Village H, Sussman Village I, Sussman Village J, Sussman Village K, Susman Village L
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Special Interest Housing Options

The Office of Residential Life offers several special interest housing options to students. Currently, the following are available:

Gender Inclusive Housing

Gender Inclusive housing is an option provided within our residence halls to allow students to live outside of the standard confines of housing by legal sex. Students choosing this option will be housed in either a section of Wiecking Hall where the bathrooms are not gendered or in a suite in one of our eight other residence halls where the bathroom is not gendered.

Global Community

The global community is a special-interest option designed for students who value learning about other countries. This community is open to all students (domestic, international, study-abroad alumni, etc.) who wish to learn more about the global influences on students. The global community will be located on the 11th floor of Jonsson Tower.

Honors Forum Housing

This housing option is only available to students in the Periclean Honors Forum. Students applying for this option will not need to complete the special-interest housing application. Instead, they should connect with the Honors Forum staff to indicate their interest. The Office of Residential Life, in conjunction with Honors Forum, will then set students up with access to the actual selection process.

Multicultural Community

The multicultural community is a special-interest option that will provide opportunities for students to learn about, and appreciate, the diverse backgrounds of their peers. This community is open to students

of all racial and ethnic identities. The multicultural community will be located on the 10th floor of Jonsson Tower.

PRISM Community

PRISM stands for Peers Representing Intersectional Identities and Sexuality Meaningfully. The PRISM community strives to celebrate the lives and experiences of students who identify within the LGBTQ+ community. We strive to acknowledge intersectionality of identity and create a space where LGBTQ+ individuals can feel valued, safe, and in community with one another through intentional programmatic efforts. Through discussion of LGBTQ+ history, activism, and current events residents of this community can grow in their knowledge of and participation in the LGBTQ+ community at large.

Quiet Floor

The quiet floor is a community that is designed to provide a quieter atmosphere than most residence halls in hope of providing an environment that meets the needs of students who need a quiet environment for their studies. This floor will observe 24-hour quiet hours year-round. Students who live in this area who violate quiet hours may be asked to move out of the community. The quiet floor will be located on the fifth floor of Jonsson Tower.

Substance Free Community

The purpose of the Substance Free Community is to support all students in their decision to not allow alcohol or other drugs to negatively affect the community in which they live. Further, the Substance Free Community exists in order to provide students with a comfortable, safe, living environment free from the pressures associated with alcohol and other drugs. This community is closely-knit as students share this common bond. Students who are in substance abuse programs are encouraged to apply.

The Substance Free Community is traditionally located within Howe-Rounds Hall.

Students living within this community agree to three conditions:

- Not to physically bring drugs and/or alcohol into this community
- Not to enter this community under the influence of drugs and/or alcohol
- Not to bring guest into this area who are under the effects of drugs and/or alcohol

Students living in this community who are found in violation of any of these conditions may be removed from the community.

Substance Free – Gender Inclusive Community

This community is new as of the 2019 - 2020 Academic Year, and is a direct result of student interest. The purpose of this community is to open a space that combines the goals of Gender Inclusive housing and the Substance Free Community. Students living in this space will need to follow all of the expectations of both the Substance Free, and Gender Inclusive, communities.

The Substance Free - Gender Inclusive community will be located in Howe Hall. The number of suites available will be determined based on student interest.

Students living within this community agree to three conditions:

- Not to physically bring drugs and/or alcohol into this community
- Not to enter this community under the influence of drugs and/or alcohol
- Not to bring guest into this area who are under the effects of drugs and/or alcohol

Students living in this community who are found in violation of any of these conditions may be removed from the community.

Substance Free – Quiet Community

The Substance Free - Quiet floor is located on the third floor of Howe Hall within the Substance-Free community and will observe 24-hour quiet hours in addition to the other conditions to substance-free living.

Women's Floor

Keeping with our roots of initially being founded as a women's college, Skidmore College currently offers women's floors within our residence halls. These floors provide our female students with an opportunity to live in a floor community consisting exclusively of other women. For 2019-20 there is one floor with this option located on the third floor of Wilmarth Hall. The women's floors are open to all students who identify as women. (Please know that due to limitations of software programs, students whose gender identity does not match their legal sex on record with the college will need to contact the Office of Residential Life directly to select this community).

Section II: Housing Processes

Incoming Student Processes

First Year Housing Process

Model

Skidmore College guarantees housing to all incoming First Year students. First Year students are housed randomly based on their gender identity (male/female binary), and their responses to the First Year Housing Questionnaire.

Preference is not provided to any students for any reason. Only students approved by the College for housing accommodations related to documented disabilities and/or health concerns may be housed outside of the standard process.

First Year Housing Questionnaire

All First Year students are required to complete a First Year Housing Questionnaire, which will be available in early June. The Questionnaire will ask students to respond to a number of questions regarding lifestyle and community preferences that will be used to determine their housing assignment.

Additional information including cellphone number, emergency contacts, evacuation location, etc. will also be collected.

Room and Building Placement

All First Year students are housed in either Double or Triple occupancy rooms. Residence Halls open to First Year students include Jonsson Tower, Howe-Rounds, Kimball, McClellan, Penfield, Wait, and Wilmarth Halls.

Students will receive their placements via their Skidmore email towards the end of July. In addition to room and building placements, students will also receive the name and email of their roommate. Students are able to decide what additional information is shared with their roommates, such as cellphone number and home address.

Changes to Assignment

In some cases, the Office of Residential Life may make administrative changes to student's housing assignments. This occurs due to Facilities related issues, late accommodations, and to ensure each student has a roommate.

Roommates

Roommate pairings are made based on a student's gender identity (male/female binary), and their responses on a First Year Housing Questionnaire. Students are not able to request specific roommates.

In cases where students request Gender Inclusive housing, roommate pairings will be made without consideration of gender identity. Gender Inclusive roommate pairings are only made if all roommates request this option.

Transfer Student Housing Process

Model

Skidmore College guarantees housing to all incoming Transfer students who indicate their interest in living on campus; however, transfer students are not required to live on campus.

Similarly to the First Year student process, Transfer students will receive a Transfer Housing Questionnaire.

Transfer Housing Questionnaire

The Transfer Housing Questionnaire will be made available to students in early June and January, depending on the date of admittance.

The Questionnaire will ask students to respond to a number of questions about their lifestyle and community preferences, as well as their housing preferences. Additionally, information about emergency contacts, etc. will be collected.

Transfer students who do not wish to live on campus may decline the option by indicating their preference on the Transfer Housing Questionnaire. Students choosing to live off campus must provide their Landlord's contact information and cellphone for College records.

Room and Building Placement

Transfer students are housed throughout Skidmore College's Residential System where space permits, including in Apartment, Double, Single, and Triple rooms. Preference for Apartment and Single rooms will be granted based on a student's class standing and age at the time of admission.

Transfer students admitted in the Fall semester will receive their housing assignments via their Skidmore email in late July.

Transfer students admitted in the Spring semester will receive their housing assignments via their Skidmore email in early January.

Roommates

Transfer students will receive their roommate pairing based on gender identity (male/female binary) and responses to the Transfer Housing Questionnaire. Occasionally transfer students will be randomly paired with current students who do not have a roommate

Current Student Processes

Housing Conflicts

The Office of Residential Life views all students as maturing individuals and therefore capable of solving their own conflicts. The Office of Residential Life is available to assist when assistance is needed to

mediate conflict or students are looking for advice. The Office of Residential Life cannot in all circumstances solve conflicts among roommates or housemates.

It is always the goal of the Office of Residential Life not to create a 'win/lose' situation. As a result, if a room change is requested and granted, the change will only be offered to the requesting student. In most circumstances, the Office of Residential Life will not forcibly remove students from a space without cause related to the safety or health of those involved.

Room Change Process

Students may become interested in changing rooms under a number of different circumstances. There are slightly different processes for first year students and returning students, which are outlined below. Though most room changes that occur are upon a student's request, in some cases the Office of Residential Life will move students that have not requested a change. This typically occurs due to occupancy management, student conduct, or facilities issues.

First Year Students Requesting Room Changes

First Year students must meet with their Area Coordinator in order to request a room change. Area Coordinators will expect students to be honest and straightforward when sharing their reasons for wanting to move. Area Coordinators will also expect their residents to attempt to mediate the conflict in their room, wherever possible. Aligning with our housing model, our goal is to house first year students in double rooms. After their first semester, if single rooms are available, we may consider placement in a single occupancy room.

Returning Students Requesting Room Changes

Sophomore, Junior, and Senior students may apply for a room change online during room change periods on our website. The room change list is ordered by date of application and class standing.

Temporary Room Changes

Under rare circumstances, students may be moved on a temporary basis. These changes occur at the discretion of the professional staff of

the Office of Residential Life. Students who are moved in these circumstances will be given access to a temporary location for a limited, specified amount of time. At the end of that time, students will be expected to move back to their original assignment or to a new permanent assignment.

Room Change Periods

Students may apply for, and receive, room changes during these periods of the year:

- Fall Semester: Early October – Thanksgiving Break Closing
- Spring Semester: Early February – Spring Break Closing
- Post Housing Selection (for following academic year): Monday after conclusion of Housing Selection – Mid July

Room changes may occur outside of these time periods due to occupancy management concerns, Fall-Spring transition, and other administrative reasons.

Room Change Offers

Room change offers will be made to students on the room change list on a space available basis. All offers will be sent to the students' Skidmore email. Offers include instructions for accepting or declining. Deadlines are typically 48-72 hours from the date of offer.

Offers typically include the room being offered, and in some cases the name(s) and email(s) of other occupant(s) of the space.

Students may decline room change offers they receive at their request. Students who do decline an offer may remain on the waiting list if they wish, but will be moved to the end. Students who fail to reply to a room change offer in the allotted time will be removed from the room change list.

Going Abroad or Taking a Leave

In the case of a leave of absence, withdrawal, or change to part-time student status during the academic year, students are required to vacate their rooms within twenty-four (24) hours after change in status

has been approved. Students are required to remove all of their belongings prior to leaving campus.

The College must observe a limited refund policy regarding room and board charges in the event of withdrawal, leave of absence, or other changes in residential status. Details on the refund policy can be found on the Bursar's office website through the following link
<https://www.skidmore.edu/bursar/withdrawal/schedule.php>.

Summer Housing

Summer Housing at Skidmore College is overseen by the Office of Special Programs. Any questions regarding summer housing should be directed to their office.

For additional information on policies and procedures pertaining to housing or Residential Life, please consult our Residential Life Handbook.