1. To select Off Campus, click the Off-Campus Housing Selection link on the home page of the HMS.

- 2020-2021 Off-Campus Housing Application: You submitted a complete application on 7/8/2020 1:16 PM.
  - o Off-Campus Housing Selection (ends at 7/24/2020)

## 2. Choose Off-Campus Local from the Building list.

### Off-Campus Housing Selection

res Res1 (999999901)

You are not currently assigned to a room in this term.

Welcome to Skidmore College Office of Residential Life's Off-Campus Selection for the 2020 - 2021 Academic Year.

The following pages will provide you with the option to select off-campus accommodations for the 2020 - 2021 academic year. Before selecting to live off-campus, please keep in mind the following:

### The Off-Campus Housing Option is Open to All Returning Students

• The off-campus housing option is available to all students in the Classes of 2021, 2022, and 2023 for the 2020-2021 academic year only. No guarantees are made that this will be the case for the 2021-2022 academic year.

#### Once You Select This Option it is Final

- Once you select off-campus housing for the 2020-2021 academic year it is expected that you will be living off-campus for the entire 2020-2021 academic year. You will not be permitted to participate in Apartment or Residence Hall selection.
- Students who wish to come back on-campus will need to petition the Office of Residential Life to come back on-campus. Students who do will be placed on an on-campus housing waitlist and will be housed on a space available basis.

### You Need to Submit Off-Campus Address information

• All students living off-campus will need to submit off-campus address information that includes your personal off-campus address and the address and contact information of your landlord. You will have until August 3, 2020 to submit this information. Any students that have not done so by that time will be put on hold. You can submit your address in the "Off-Campus Address Submission" module located on the home page of this housing system.

To select Off-Campus housing for the 2020-2021 academic year please selec	t "Off-Campus Local'	" from the list below.	Then please select	"Next" to proceed
Building				
Search				

# 3. Click the Off-Campus Local link.

## Select Off-Campus Local - Page 1

res Res1 (999999901) > Select Room

Room Search in progress...

Please Click on "Off-Campus Local" below to continue.

<< Previous Page | Next Page >> Return to Search Criteria

<u>Name</u>

Off-Campus Local

# 4. Clicking Select This Room will make your housing assignment off campus final.

### **Confirm Your Off-Campus Selection**

res Res1 (999999901) > Room Search Results

Click "Select this Room" below to continue.

Once you click "Select this Room" you are confirming your decision to live off campus for the entire 2020-2021 academic year and will not be able to select on campus housing.

Room Details for Off-Campus Local

Room

Select This Room Off-Campus Local

5. A final screen will confirm that you are housed.

# Off-Campus Housing Selection

res Res1 (999999901)

Your chosen room is being reserved, please wait...

You have successfully chosen Off-Campus Housing for the 2020-2021 Academic Year.

You are currently assigned to: Off-Campus Local