Residence Hall Room Selection

Selecting a Room
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What is it?

- Online function that will allow you to pick your room for the 2019-20 academic year
- You will use this if you want to:
  - Select a single or double room in the Residence Halls in the regular housing process
- You will not use this if you:
  - Already selected an apartment on campus
  - You were pre-housed (RA’s and Accommodations)
  - You plan to live off-campus
  - You selected a room in the Special Interest Housing Process
Where is it?

- Found in the Skidmore College Housing Management System
  <https://odyssey.skidmore.edu/studentweb>

- Found at the bottom of the page under the “Academic Year 2019-20” header labeled “Residence Hall Room Selection”

- This will only be accessible after ...
  - Completion of your “2019-20 On-Campus Housing Application”
  - Your selection time
Prerequisites

In order to access “Residence Hall Room Selection” feature you must first complete the following:

1. Submission of Emergency Contact
2. Submission of Evacuation Location Information
3. Submission of the “2019-20 On-Campus Housing Application”

All found in the Skidmore College Housing Management System
<https://odyssey.skidmore.edu/studentweb>
Residence Hall Room Selection: Accessing the Process

- Accessed through Skidmore College's Housing Management Website.
- Starting at your selection time a link will appear reading “Residence Hall Room Selection” below completed 2019-20 On-Campus Housing Applications
- Click on link to select a room in the Residence Halls
Residence Hall Room Selection: The Form

- Consists of Three Pages
  1. Room Search Page
  2. Available Rooms Page
  3. Room Details Page
- All Pages Must Be Completed
Residence Hall Room Selection:
Room Search Page - Basic Information

- This page will allow you to search for your room. Read information on this page carefully.
- Search by Residence Hall.
- Decide here if you want to include your roommate.
To select a single room simply select your search criteria from the bottom of the page.

- Search by Residence Hall

Be sure only to search by types you applied for. All other types will yield no results.
Residence Hall Room Selection: Interest Search Page – Selecting a Double (Skip this page if selecting a Single)

Selecting a Double requires two steps that must be completed in order:

1. Check to include Requested Roommate
   - This will include your roommate in your search. With this checked you will be selecting for both you and your roommate.
   - If not checked you will only receive single rooms as a result. Your roommate will not be included.
   - If this option does not appear you do not have a mutually requested roommate. If this is a mistake take a look at the “Edit Roommate Preference” option on the homepage and check to see if your roommate is listed as “Confirmed”

2. Search by Interest option
   - Be sure only to search by types you applied for. All other type will yield no results.

![Screenshot of Request Roommates interface]

- Requested Roommates:
  - Include Test3 Res3 (999999903)
- Check here to include your Roommate
- Select your Building preference here
- Search
Selecting a single but no results appear
1. Check to make sure you did not click to include your possible roommate
2. Singles may not be available in that option any longer. Try another building or try for a double.

Selecting a double but no results appear
1. Check to see if you clicked to include your roommate
2. Doubles may no longer be available in that building. Check another building.
I requested a roommate but they do not appear

- Your roommate may not have confirmed you as their roommate. Check with them to make sure they did. You can check this yourself by accessing “Edit Roommate Preference” on the home page.

I have not found a perspective roommate and singles are no longer available

- You will need to come into the Office of Residential Life and be housed manually or wait for the Residence Hall Room Selection process. If housed manually one of two things will happen.

  1. You will select a double of your choice and the next student of the same legal sex to come into the office in the same situation will be housed with you.

  2. If someone of the same legal sex has already selected a double in this situation and does not yet have a roommate you will be housed with them. You will not have a choice of location as that was decided by the last student.
This page will show you a list of all available rooms matching your search criteria.

- Only 20 results per page will be shown. Click “Next Page” for more.
- Click on the name of your desired room to proceed.

Select desired room from this column to proceed.
This page will allow you to confirm your selection as well as provide you some additional information about the room you selected.

If you do not want to select this room click "Room Search Results" to return to the prior page.

To confirm your selection click on "Select this Room".

**Important**

Once you click here, you have selected this room. The selection will be final. You will need to apply for a room change to change your room after this point.

This room is not yours until you click "Select This Room." The system does not permit "holding" rooms. Delaying may result in the room being taken by another student.
After a short delay you will arrive at a confirmation screen (see below)

- Once you reach this screen you room assignment is finalized for the 2019-20 academic year
- You will receive an email in your Skidmore email confirming your assignment.
- You can now log out of the Housing Management System.