

Residential Life and Housing Handbook 2016 – 2017

SKIDMORE
COLLEGE

2016-17 Residential Life and Housing Handbook

The Residential Life and Housing Handbook, produced each year by the Office of Residential Life of Skidmore College, presents the policies and procedures concerning residential living and housing. Each student is responsible for becoming familiar with all the information contained in this Handbook.

Skidmore College reserves the right to add, delete, revise, or change the information, including all policies and procedures, set forth in the Residential Life and Housing Handbook. All students are encouraged to review the Residential Life and Housing Handbook at the start of each academic year and as necessary throughout the academic year.

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Important Dates 2016 - 2017

Event:	Date:
Fall Semester	
Returning Students Arrive	Mon, September 5 - 9:00am
Thanksgiving Break - Halls Close	Wed, November 23 - 10:00am
Thanksgiving Break - Halls Open	Sun, November 27 - 2:00pm
Winter Break - Halls Close	Fri, December 23 - 10:00am
Spring Semester	
Returning Students Arrive	Sun, January 22 - 9:00am
Spring Break - Halls Close	Sat, March 11 - 10:00am
Spring Break - Halls Open	Sun, March 19 - 2:00pm
Spring Semester Ends – First Closing (All Non-Seniors Leave)	Sat, May 13 - 10:00am
Seniors Leave – Final Closing (Post Commencement)	Sun, May 21 - 10:00am

Section I: Office of Residential Life Program

Philosophy

The Office of Residential Life provides a residential experience that supports the academic and personal development, and co-curricular experiences of students. We regard students as maturing individuals and expect them to accept responsibility for their academic, personal, and social lives.

Mission

The Office of Residential Life supports students as they navigate the challenges and opportunities presented by community living experiences. We provide multiple housing options and serve as a resource for students. We foster personal development and accountability by implementing the Residential Education Model, maintaining community standards, and intentionally training and mentoring Resident and Unit Assistants.

Diversity Commitment

The Office of Residential Life supports the campus community and respects individual identities based on, but not limited to, the following sociocultural characteristics:

- Ability
- Age
- Gender
- Ethnicity identity and expression
- First language
- Learning style
- National origin
- Race
- Religious and spiritual expression
- Sexual orientation\
- Socioeconomic status

Department Values

- Accountability
- Communication
- Consistency
- Development
- Equity
- Respect
- Support

Residential Learning Outcomes

Students will be able to...

- Develop their personal identity.
- Establish their independence through the development of life skills.
- Experience the role residential living plays in a liberal arts education.
- Maintain personal accountability for their actions.
- Navigate interpersonal relationships in a mature, responsible, and creative fashion.
- Participate in the Skidmore community.
- Pursue academic excellence.
- Recognize their role in a diverse society.

Structure

The Office of Residential consist of a staff of 8 professional staff members and 51 paraprofessional team members.

Professional Staff

Director of Residential Life – Oversee daily operations of the office and supervisors all professional staff members

Associate Director of Residential Life for Housing and Operations – Oversee the housing process as well as occupancy, computer systems and liaison with Facilities Services

Administrative Assistant – Manages administrative operations for office.

Area Coordinators - Live-in professional staff member who supervises the Resident Assistants or Unit Assistants in their residential area. The AC assists residents with their development and out of the classroom experience while at college. Additionally ACs share responsibility of the daily operations of the entire Skidmore residential community.

Paraprofessional Team Members

Resident Assistants – Upper-class standing students who reside within a residence hall that serve as peer role models for their fellow students, while acting as liaisons between their residents and the college administration.

Unit Assistants - Upper-class standing students who resides within the apartment village that serve as peer role models for their fellow students, while acting as liaisons between their residents and the college administration.

Housing Model

“Graduated Housing”

Skidmore College's housing system is built on the idea that student 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 – Doubles or Triples

Sophomore – Singles or Doubles

Juniors – Singles, Apartments or Off-Campus

Seniors – Singles, Apartments or Off-Campus

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

Housing Facilities - Operation

All Skidmore College's housing facilities are located on the Skidmore College campus as part of the On-Campus Residential System. The On-Campus Residential System consists of 31 residential buildings operated as part of 10 communities. All buildings within the Residential Community are wholly owned and operated by Skidmore College. Responsibility for these facilities is spread between various departments, though operation of the facilities is primarily the responsibility of the following three:

- The Office of Residential Life - Responsible for general supervision and administration of all residential facilities. This includes
 - Educational programs
 - Paraprofessional and Professional Staffing
 - Addressing Student Concerns
 - Development of Residential Communities
 - Housing Assignments
- Facilities Services – Responsible for all facility upkeep including:
 - General Maintenance
 - Electrical
 - Carpentry
 - Plumbing
 - Locks (Hardware only)
 - HVAC Systems
 - Housekeeping
 - Grounds
- Information Technology
 - Cable and Internet
 - Locks (Software only)
- Office of the Dean of Special Programs
 - Summer operations (Residential Life functions) during summer months.

Housing Facilities - Facility Building Types

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

- 9 Residence Halls
 - 1 - Traditional corridor style hall with all bedrooms emptying into a common hallway with shared bathrooms.
 - 8 – “Semi”-Suite style hall with 3 to 6 rooms clustered around a shared bathroom
- 22 Townhouse-Style Apartment Building with shared bathrooms, common area, and kitchen
 - 2 - 57 bed buildings
 - 7 - 34 bed buildings
 - 13 - 38 bed buildings

Our residential system contains the follow room types

- Single Occupancy Rooms - These rooms are located within one of our 9 residence halls. Each single occupancy room houses one student and contains a window, closet and all essential furniture.
- Double/Triple Occupancy Rooms – These rooms are located in one of our 9 residence hall. Each double/triple occupancy room houses two to three students and contains one window and a closet and all essential furniture for each student.
- Apartment Rooms - These rooms are all located in one of our 22 Townhouse-Style apartment buildings. Each apartment room houses one student with a window, closet (wardrobe in Northwoods Village) and all essential furniture.

Housing Facilities – Building Communities

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

Community	Buildings
Howe-Rounds	Howe Hall and Rounds Hall
Jonsson Tower	Jonsson Tower
Kimball Hall	Kimball Hall
McClellan Hall	McClellan Hall
Northwoods Village Apartments	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
Penfield Hall	Penfield Hall
Sussman Village Apartments	Sussman Village A, Sussman Village B, Sussman Village F, Sussman Village G, Sussman Village H, Sussman Village I, Sussman Village J, Sussman Village K Sussman Village L
Wait Hall	Wait Hall

Wiecking Hall	Wiecking Hall
Wilmarth Hall	Wilmarth Hall

Specialty Housing Options

The Office of Residential Life offers several specialty housing options to students. Currently the follow options are available:

Substance Free Housing - 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 recovery programs are encouraged to apply.

The Substance Free community is traditional 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 bring guests into this area who are under the effects of drugs and/or alcohol

If student who live in this community are found to violate any of these conditions they may be asked to move out of the community.

Substance Free – Quiet Housing – Substance Free – Quiet housing is an extension of the Substance Free community. This community observes all the same conditions as the larger Substance Free community but with an addition of year-round 24 hour quiet hours for students looking for a quieter atmosphere.

Substance Free-Quiet housing is located for 2016-2017 within the Substance Free community on Rounds Hall 3rd floor.

Gender Neutral Housing – Gender Neutral housing is a housing option where neither legal sex nor gender is the basis for housing assignments. Students who identify as ally, gender variant, queer, or transgender have found gender neutral housing a beneficial option.

The availability of this housing option varies yearly and is based on demand from the current student population.

Quiet Floor - The Quiet Floor is a housing option provided to student who would prefer a quieter living environment than would otherwise be found in the Residence Halls. This floor observes 24 hour quiet hours for the entirety of the academic year.

Students living in this option agree to respect the 24 hour quiet hours during their stay on the floor. Students found to be violating quiet hours may be moved by the Office of Residential Life to other areas on campus.

For the 2016-2017 academic year the quiet floor will be located on the 5th floor of Jonsson Tower.

Women's Floors - Keeping with our roots of initially founded as a women's college, Skidmore College currently offers two 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.

Female students who wish to live separate from male students for cultural, religious and other personal reasons have found the women's floors to be a beneficial option.

For 2016-2017 one is located on the 3rd Floor of McClellan Hall and the other on the 3rd floor of Wilmarth Hall.

The women's floors are open only to students whose legal sex is female.

Multicultural Community – New for the 2016-2017 academic year, the Multicultural Community was developed to provide opportunities for Skidmore students to learn about and appreciate the diverse backgrounds of their peers. This community is open to students of all racial and ethnic identities to celebrate and support all students at Skidmore College.

The Multicultural Community is located on the 10th floor of Jonsson Tower.

Global Community - New for the 2016-2017 academic year, the Global Community was developed to provide space for students who value learning about other countries. This community is open to all students (domestic, international, study abroad alums, etc.) who wish to learn more about the global influences on students at Skidmore College.

The Global Community is located on the 11th floor of Jonsson Tower.

Section II: General Policies and Procedures

On-Campus Housing

On-Campus Housing Requirement

Skidmore College has an On-Campus housing requirement for all full-time students. Full-time students are expected to live on-campus for each year they are enrolled at Skidmore. Students can apply for exemptions to this requirement during the Housing Selection process in the spring semester once they reach junior class standing. Other exemptions are given for the following reasons:

- Age – 22 Years or older by Sept 1st of academic year for which one requests to live off-campus
- Marital Status – Married students may receive exemption
- Family Residence – Family lives in a 30 mile radius of Skidmore College
- Children – Students with Children
- Financial Constraints (In consultation with Financial Aid Office)
- Accommodations (through Coordinator for Student Access)

Board Plan Requirement

All students, without exception, residing in the Residence Halls are required to be on an Unlimited Meal Plan with the college. Unlimited meal plans provide students with unlimited access to the Murray-Atkins Dining Hall during operating hours. A student's Unlimited Meal plan applies only to the student themselves and cannot be used by others.

Students residing in the Apartments or Off-Campus are not required to be on any meal plan with the College. The College provides a number of meal plan options that Apartment residents and Off-Campus student can purchase if they desire.

Full-Time Student Requirement

To live in On-Campus Housing students must be enrolled as a Full-Time student. Full-Time student status is defined as being enrolled in a minimum of 12 credit hours. Students enrolled in fewer than 12 credits will be required to live off-campus.

Exceptions may be granted under limited circumstances including:

- Academic accommodations necessitating a reduced course load.
- Part-time status resulting from temporary or recent permanent disability
 - Temporary illness (Mononucleosis, Influenza, common cold, etc.)
- Graduating Seniors in their final semester
 - Graduating Seniors with a reduced load of at least 9 credits in their final semester may apply for an exception to the full-time student status require.

When reviewing cases for exception to the full-time status requirement a student's conduct record may be considered.

Change in Status – Leave, Withdraw, Part-Time Status

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 their leave, withdraw or change to part-time status has been approved. Students are required to remove all of their belongings prior to leaving campus

Since staff commitments must be made in advance and the costs of plant operation are relatively fixed, 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 residence 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>.

On-Campus Housing Guarantee

Skidmore College guarantees On-Campus housing to all full-time students attending classes on campus in Saratoga Springs, NY. The guarantee applies to all students who have not forfeited their housing guarantee or had it revoked.

Please note that this housing guarantee only guarantees that there will be a bed available for a student. It does not guarantee any particular housing type.

Forfeiture of On-Campus Housing Guarantee

Junior and Senior standing students who fail to complete the housing selection process or select to live off-campus during the housing selection process, forfeit the On-Campus housing guarantee for the academic year to which that housing selection process applies. The Housing Guarantee will be reestablished for said student for the following academic year unless they forfeit it again.

Revocation on On-Campus Housing Guarantee

Skidmore College reserves that right to revoke the On-Campus Housing Guarantee at any time. It is the College's view point that On-Campus housing is a privilege. The guarantee can be revoked for students because of the Student Conduct process or failure to meet other obligations of the Skidmore Community.

Exemption to Policy

Any students looking to apply for exemptions to policies listed above must do so through the Housing Appeals Process.

All appeals must be submitted in writing to the Office of Residential Life. Appeal letters must address the following points:

- Policy requesting exception to

- Reason for appeal
 - Must be one of the approved reasons for exemption listed for that policy.
- Explanation of why exception is necessary.
 - Why standard protocol is not appropriate in your case
 - How the student would benefit from exception
 - Impact if exception is not granted
- (*For appeals post housing selection and/or start of academic year*) – How the situation has changed since selecting housing or (for first-year and new transfer students placed by Residential Life) since moving in.

All appeals will be reviewed by the Office of Residential Life and responses will be provided within five business days of receipt of appeal letter.

Off-Campus Housing Option

Moving Off-Campus

Students in their Junior or Senior year, or those who qualify for an exemption to the On-Campus Housing Requirement may move Off-Campus. To move off-campus Junior or Senior standing students must select Off-Campus housing during the regular housing selection process.

Non-Junior or Senior standing students wishing to appeal for exemption must do so prior to selecting on-campus housing for the falling academic year. If approved, they will be permitted to select Off-Campus as part of their selection process.

Under most circumstances, Full-Time students who select On-Campus housing, whether during the selection process, when returning from a leave, or by applying to move back on and receiving On-Campus housing, will not be approved to move Off-Campus during that academic year. Exceptions to this rule may be granted under the following circumstances:

- Marriage
- Child Birth
- Sudden Financial Hardship (in consultation with Financial Aid Office)
- New Medical Accommodations (through Coordinator for Student Access Services)

Students that select On-Campus housing and then choose to move Off-Campus without approval from the Office of Residential Life will not be released from their housing contact and will be responsible for any and all room and board charges related to the housing assignment.

Moving Back On-Campus

Once a student moves off-campus it is expected that they will live off-campus for the entire academic year. Students may apply to move back on-campus and will be housed

on a space available basis and only after all students currently residing On-Campus on the room change list have been accommodated.

Unoccupied Rooms

At any given time a small number of rooms may be vacant within the residential system. These rooms are typically vacant for one of the following reasons:

- Residential Life Spaces – Rooms that are reserved by the Office of Residential Life for use when immediate temporary relocations are needed. These rooms are not available as part of the normal housing system and are only for temporary stays. Any moves to these rooms are for reasons of immediate safety and health and are at the discretion of the professional staff in the Office of Residential Life.
- Offline Spaces – A small number of rooms may be offline. This typically occurs for facility reasons and cannot be occupied either permanently or for a period of time.
- Rooms in process – Rooms that are being considered as part of the room change process. These rooms are typically either in the process of being offered out to students on the room change list or returning from leaves.

Students may not move into or use any unoccupied spaces without prior approval from the professional staff in Office of Residential Life. Students found to be using any unoccupied space without approval from the professional staff in the Office of Residential Life will be reported to the Office of Student Conduct and Conflict Resolution for unauthorized use and/or access. Students will be held responsible for any charges related to the repair of damages and cleaning required due to the unauthorized use.

Accommodations Process

For students that may require special consideration in their housing process an accommodations process exist. The accommodations process is organized by the Office of Student Academic Services through the Coordinator for Student Access Services. Students wishing to apply for accommodations are responsible for contacting the Coordinator for Student Access Services and providing all required information.

Students who receive approved requests will be housed by the Office of Residential Life in accordance with the granted accommodation on a space available basis.

Denied requests may be appealed to the Director of Student Academic Services.

Damage Billing

Damage Billing – Room Inspection

All rooms are inspected prior to student move in by Office of Residential Life staff. Room Conditions are recorded on a Room Inspection Form (in the apartments an Apartment Inspection Form) and made available to the student. It is the student's responsibility to review this form and note any discrepancies in condition. Any

challenges to the listed conditions must be filed by the student within 5 days of move in. After filed after 5 days will not be accepted.

Damage Billing – Charges

Students are expected to leave their room/apartment in the condition they found it. All rooms/apartments will be inspected by the Office of Residential Life staff as well as Facilities Services upon move out. Any changes in condition including damages to the room and college owned furniture, including the cleanliness of the room /apartment will be noted. Students will be held responsible for any costs associated with the repair or cleaning of their space. All charges will appear on a student's bill from the college.

Damage Billing – Shared Areas

Charges related to shared areas (Doubles, Triples, Apartment, Suite Bathrooms) will be split evenly among all students living with in that shared area unless a responsible party can be identified. Charges will not be applied to a specific student versus the group without the responsible student directly taking responsibility for the damages.

Damage Billing – Appealing Charges

Students have the right to appeal any charges associated with damages to their assigned room. To file an appeal students must submit via their Skidmore email to the Office of Residential Life email account (reslife@skidmore.edu) an appeal. All appeals will be reviewed by professional staff in the Office of Residential Life and responded to within 5 business days.

All appeals must be submitted within 30 days of the charges posting to the students account. Appeals received after this time frame will not be accepted and/or reviewed.

Charges related to common area damages in the Residence Halls cannot be appealed.

Closings

Break Closings

Each academic year includes three (3) break closings, Thanksgiving Break, Winter Break and Spring Break. Students are expected to leave no later than 10:00 am on the date of each closing, unless approved for a late stay through break housing.

Break Housing

Break Housing will be available to students with active housing contracts residing in designated Break Housing areas during the academic year. Breaks for which Break Housing is available are Thanksgiving Break, Winter Break and Spring Break. Break Housing is not available to during the summer months. Students needing to stay on-campus during the summer months after the May closing must make arrangements the Office of the Dean of Special Programs.

Students may register to stay On-Campus during breaks by completing that break's Break Housing form. Links to these forms will be made available to all eligible students no less than one (1) week prior to that closing via their Skidmore email as part of the break closing notice. To stay in Break Housing students must complete a registration form provided by the Office of Residential Life prior to the start of the break period. Students who do not complete the registration form by the required deadline will not be permitted to be in their On-Campus residence during that break period, this includes returning early. Students found in residence without prior approval will be fined \$250 per day for unauthorized stay.

Students that do not have active housing contracts with the college (ie. students on leave, students graduating, and students going abroad) are not eligible for Break Housing.

In the case of Winter Break students who are not returning to campus for the Spring term for any reason (studying abroad, graduating, going on-leave, withdrawing, moving off-campus, etc.) are not eligible for break housing and must leave on their scheduled departure date.

End of Year Closing

Underclass standing students are expected to depart campus 24 hours after their last final or by 10:00 am on the first Saturday after Finals Week. Unless previously approved (see Housing Past End of Year Closing) students are not permitted to stay late after the End of Year Closing.

End of Year and Senior Week Late Departure

Students are expected to depart campus on the date they are assigned. Students found to be in their On-Campus residence past their scheduled departure date and time will be charged at a rate of \$250 a day for late departure.

Senior Week Housing - Housing Past End of Year Closing

On-Campus housing is available to students through the Office of Residential Life for one (1) week after the regular End of Year Closing. This week is referred to as Senior Week.

All students staying for Senior Week are expected to depart campus by 10:00 am on the day they are sponsored to stay until or by 10:00 am on the Sunday after graduation. No late stays are permitted.

Housing during Senior Week is only available to students who reside On-Campus at the close of the semester and are:

- A Graduating Senior
- Sponsored by an On-Campus residing Graduating Senior
- Sponsored by a Campus Office or Department

Graduating Seniors are automatically approved to stay in their On-Campus assignments for Senior Week. All other students must be sponsored to stay on-campus.

Sponsorship submissions are due from Graduating On-Campus Seniors as well as On-Campus Offices and Departments by 4:30 pm on the Monday of finals week. No late submissions will be accepted.

Campus Offices and Departments may have early deadline of their own. Students should check directly with the department for their deadline.

Start of Semester Arrival

Students are expected to arrive on-campus at their scheduled day and time. The arrival dates for each academic semester are listed on the academic calendar published by the Office of the Registrar two years in advance of the start of that academic year. Dates will also be posted on the Office of Residential Life website.

Students are not permitted to arrive prior to their schedule day and time without prior approval by the Office of Residential Life. Approval will only be granted to students with business on the campus (student employment, leadership positions, orientation, academic work).

Students who arrive prior to their scheduled arrival date will not be given access to their scheduled assignment. Students found to be in their assignment without prior approval will be asked to leave, charged at a rate of \$250 per day that they arrived early. The date of arrival will be based on available evidence of when they likely first arrived (i.e. date of approved arrival of roommate or housemates, date of last staff check of space, etc.).

Additionally any students found to be giving unauthorized access to their roommates or housemates may also be asked to leave.

Summer Housing

Summer Housing at Skidmore College is overseen by the Office of the Dean of Special Programs. The Summer Housing period runs from the Monday after graduation until the 3rd Sunday in August. Any questions regarding living On-Campus during this period should be directed to the Office of the Dean of Special Programs.

Student Directory

The Skidmore College Student Directory is a resource available to all Skidmore community members (Students, Faculty, and Staff) on the Skidmore College website that provides information on all enrolled students. The information included in the Directory includes:

- Full Name
- Skidmore Username
- Class Year
- Current Housing Assignment
- Cell Phone Number

- Skidmore Mailbox Number
- Permanent Home Address

In accordance with the Federal Educational Rights and Privacy Act (FERPA) students may further restrict any and all of the above information from the Student Directory. Students may do so at any time online through the Office of Residential Life by way of Skidmore College's Housing Management System. The Housing Management System may be accessed via the Office of Residential Life website or by the following url:

<https://odyssey.skidmore.edu/studentweb>

Section III: Housing Processes

First Year Housing Process

Model

Skidmore College guarantees housing to all incoming First-Year students. First-Year students are housed randomly by a Housing Management system based on the criteria of legal sex, and their responses on a First-Year Housing questionnaire.

Skidmore College does not provide preference to any students in the housing process due to entry status, financial status and/or personal requests. 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. This questionnaire will be made available to students in the first or second week of June prior to the entry date.

This Questionnaire will ask students to respond to a number of questions that will be used to determine their housing assignment. This will include questions regarding lifestyle and community preferences.

Other information collected by this form includes a student's cellphone number and confirmation of knowledge and acceptance to Skidmore College Housing Policies.

Room and Building Placement

All First-Year students are housed within one of seven (7) of Skidmore College's eight Residence Halls. Howe-Rounds Halls, Jonsson Tower, Kimball Hall, McClellan Hall, Penfield Hall, Wait Hall and Wilmarth Hall are used to house First-Year students.

Within these halls First-Year students are housed in Double/Triple rooms. The majority of each First-Year class will be housed in Triples. The occupancy of the room a student is assigned to is random with the exception of a small number of student receiving accommodations for a Double occupancy room through approval of the Housing Accommodations process. Request for Double occupancy rooms outside of the Housing Accommodations process will not be considered.

A small number of First-Year students may receive an initial housing assignment for a single occupancy rooms through approval of the Housing Accommodations process. No other First-Year students will receive an initial housing assignment for a single occupancy room.

Roommates

First-Year student roommate pairings are made based on a student's legal sex, and their responses on a First-Year Housing questionnaire. Outside of these factors the matching is random. Students are not able to request specific roommates.

In cases where a student requests Gender Neutral housing roommate pairings will be made without consideration of legal sex. This means that a student's roommate(s) maybe of the same legal sex or opposite legal sex. All other roommate pairing criteria, the First Housing Questionnaire, is still used. Gender neutral roommate pairing are only made if all roommates request this option.

Housing Assignment Notification

First-Year students will receive their housing assignments via their Skidmore email. Assignments will typically be released during the third or fourth week of July.

Assignment emails will contain a student's housing assignment as well as the name and email address of their roommates. Many assignment letters will also contain the cellphone number and home address of a student's roommates. Students have the ability to restrict this information via the First-Year housing questionnaire resulting it this not being present in all letters.

Room Changes

Occasionally the Office of Residential Life will make administrative changes to student housing assignments prior to a student's arrival for the following reasons:

- To ensure each student has a roommate
 - Occasionally students withdraw, defer, or receive a housing accommodation after assignments are released. In cases when this leaves one First-Year student in a double/triple by themselves the Office of Residential Life may move this student or other students to insure there are two students in this room at the start of the academic year.
- Facilities Related Issues

Residential Life will not make changes to First-Year housing assignment prior to the start of the academic year at a student's requests. The First-Year room change process start in earl September after they arrive on-campus. For more information on this see the section on Room Changes below.

Room Changes Process

Room Changes Process - General

The Room Change process is the process in which student's housing assignments are changed after being finalized. The Office of Residential Life will make room changes throughout the year when space is available. Room Changes fall into three categories;

Solicited Room Change (requested changes), Unsolicited Room Changes and Emergency/Temporary Room Changes.

Solicited Room Changes

Solicited Room Changes are any room change that occur by the request of the student request. This includes any room changes that result from a student being on the Room Change List, applying for accommodations, contacting the Office of Residential Life for filling vacancies or responding to general rooms available notices.

Unsolicited Room Changes

On occasion the Office of Residential Life will move students without request. Unsolicited room changes typical occur due to occupancy management concerns, student conduct decisions, and/or facilities issues.

The Office of Residential Life will work, when possible, with students to make these moves as undistruptive as possible, however moves may be unexpected and students may not be offered an option as to where or what type of housing their new assignment is.

Students are not permitted to decline unsolicited room changes and must move as required by the Office of Residential Life.

Emergency/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 only.

Student 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 period students will be expected to move back to their original assignment or to a new permanent assignment. Under no circumstances will the temporary location become permanent.

Applying for a Room Change – Sophomores, Juniors and Seniors

To apply for a room change students of Sophomore, Junior or Senior class standing simply need to complete a Room Change application. The Room Change application can be found via a link on the Office of Residential Life website. The Room Change Application will become available for academic year at the conclusion of Housing Selection for that year. Once the Room Change application becomes available it will remain available until the completion of the housing selection process for the following academic year.

Applying for a Room Change – First-Year students

Applying for a room change as a First-Year student is a two-step process. When applying for a room change as a First-Year student a student must first meet with a professional staff member in the Office of Residential Life. The purpose of this meeting is to discuss the student's reason for a room change and potentially come up with some temporary solutions for any issues present while the student waits for a room change.

The second step is completing the Room Change application. Students will be able to complete a Room Change application during their meeting with the Office of Residential Life staff member. This Room Change application is a separate from the application found on the Office of Residential Life website and is available only through meeting with an Office of Residential Life professional staff member. The Room Change application found via a link on the Office of Residential Life website cannot be used by First-Year students. Any application from First-Year students found on this form will not be accepted

Meetings with Office of Residential Life staff to discuss classes will be available after the start of classes for the Fall semester.

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 made via email and sent to a student's Skidmore email. Offers will include instructions on replying to the offer including a deadline for response. Deadlines will typically be 48-72 hours from the date of offer.

Solicited offers will also include the room being offered and in the case of apartment and double vacancies the name(s) and email of any other student(s) living in that space.

In the case of general open offers no specific spaces will be listed. Notification of exact spaces available will only occur in follow up communications.

Accepting Room Changes Offers

When a student receives a room change offer the student can accept the offer by responding to the email offer. The student will then process the room change in the Office of Residential Life. When processing a change, the student will complete room change paperwork and have their Skidmore ID card encoded for the new assignment.

Once a student processes a room change they have 48 hours to complete their room change. During the 48 hour period, a student will have access to both their former and new spaces. At the end of the 48 hour period, their access to their former assignment will be terminated.

Declining Room Change Offers

Students may decline any solicited room change offer they receive (unsolicited room changes cannot be declined). A room change offer may be declined until the point that a student completes the room change with the Office of Residential Life. Once a student completes the room change the new assignment is final and cannot be changed without reapplying for another room change.

If a student declines a room change offer they will be given an option to keep their application active or to close their application. Students who choose to keep their application open will be returned to the Room Change List with an adjusted application date on the day they confirm their desire to keep their application open. Students who choose to close their application will have their application removed and will need to reapply if they desire a room change in the future.

Not Responding to Room Change Offers

If a student fails to respond to a room change offer by the listed deadline the offer will be void. Additionally the room change application for the student will be closed with no further offers. A new room change application must be submitted for future consideration.

Room Type Limitations

There are four On-Campus room type limitations to the room change process.

Triples

Room Changes will not be granted to create new triple rooms. Once a room is de-tripled it will not be re-tripled.

Room Changes to triple rooms are only permitted with room switches. In cases where one Double and one Triple is involved the room that is originally tripled must stay tripled.

Doubles

Room Changes will not be granted for upper-class standing students from Single rooms or Apartments to Doubles room.

Room Changes for upper-class standing students to Doubles will only be granted if students currently live in a Double and simply wish to move to a different building.

Room Changes to Wiecking Hall Doubles will be permitted for upper-class standing students.

Sussman Village A and B

Sussman Village A and B are restricted to students of Sophomore, Junior, or Senior class standing. First-Year students are not eligible to live in Sussman Village A and B.

Exceptions may be granted for First-Year students over the age of 21 at the time of the request.

Sussman Village F-L and Northwoods Village

Sussman Village F-L and Northwoods Village are restricted to students of Junior or Senior class standing. First-Year and Sophomore students are not eligible to live in Sussman Village F-L or Northwoods Village.

Exceptions may be granted for First-Year and Sophomore students over the age of 21 at the time of the request.

Apartment Vacancies – Fully Vacant Apartments – Summer and Fall

During the Summer or Fall semester, when apartment vacancies occur resulting in fully vacant apartments the Office of Residential Life will offer the apartment to eligible groups who did not secure apartments during Housing Selection in the Spring.

To be eligible a group must reside On-Campus and in the Residence Halls. If no eligible groups are available the apartment will be offered out as individual spaces to students on the Room Change List.

Apartment Vacancies – Fully Vacant Apartments – Spring Housing Process

During the Spring Housing Process, when apartment vacancies occur resulting in fully vacant apartments the Office of Residential Life will offer the apartment to groups of student returning from leave. Groups returning from leave will be prioritized Housing Selection in the Spring.

To be eligible a group must reside On-Campus and in the Residence Halls. If no eligible groups are available the apartment will be offered out as individual spaces to students on the Room Change List.

Apartment Vacancies – Occupied Apartments

When a vacancy occurs in an On-Campus apartment the remaining students will be contacted by the Office of Residential Life to notify them of the vacancy. The remaining residents will have the opportunity to fill the vacancy with a current full-time On-Campus student of their choosing. Once notification occurs students will have approximately one business week to notify the Office of Residential Life of a replacement

(Note: This time frame may be cut down to 48-72 hours during the month of August and Winter Break as the Office of Residential Life looks to place students without housing prior to the start of classes)

If the apartment residents provide an eligible replacement said student will be permitted in and must complete this move within 48 hours. To be eligible a student must be a full-time student currently living On-Campus that meets the Class requirement for that apartment area. Spaces may not be reserved for students that are on-leave or abroad and are scheduled to return the following semester.

If the apartment residents do not provide an eligible replacement the vacancy will be offered out to eligible students on the Room Change List or students returning from leave. The Office of Residential Life will attempt to respect the legal sex break down of an apartment in only offering spaces to students matching the legal sex break down of the apartment (Male if all male, Female if all Female, either if mixed) unless otherwise requested. Apartment residents are not permitted to screen or reject potential housemates. Students will be notified of a new housemate when a student accepts the space or chooses to reach out to apartment prior to accepting.

Housing Conflicts

It is the view of the Office of Residential Life that all students are maturing individuals and therefore are capable of solving their own conflicts. The Office of Residential Life is available to assist when assistance is needed to mediating conflict or students may be looking for advice. The Office of Residential Life cannot in all circumstance solve conflicts among roommates or housemates.

Additionally, in the event of a roommate/housemate conflict, it is the goal of the Office of Residential Life to not create “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 safety or health of those involved.

Mid-Year Room Changes

Students granted room changes in the Fall for the Spring semester are required to move from their Fall assignment prior to their departure for Winter Break.

Students have three options of what to do with their belongings:

- Move belongings to new space (Partially occupied spaces only)
 - When students are filling a vacancy in a partially occupied double/triple room or apartment they may move their belongings directly to their new space.
 - In the case of apartment vacancies students should place all items in the living room of the apartment instead of their new bedroom. Vacated bedrooms will be cleaned by Facilities Services during the break as long

as the rooms are empty. If a student moves their belongings into their new bedroom that bedroom will not be cleaned.

- Take your belongings home
- Use Break Storage spaces (For changes into or out of Residence Hall rooms only)
 - Student moving into or out of a Residence Hall may store their belongings in designated Break Storage spaces. These spaces are accessible through Campus Safety.
 - Please be aware that these spaces are shared spaces that will likely be used by multiple students. While access to these rooms is restricted the shared nature of these spaces can result in missing items. If this occurs that College will assist the student with locating any lost items but will not assume any responsibility for the lost items.

Students who fail to move out prior to break without prior permission from the Office of Residential Life will be charged for occupying two rooms. In circumstances in which the former assignment has been reassigned and is needed prior to the student's scheduled date of return, the student will be requested to return to campus to pack up their room during the break. If the student is unable to do so the College will hire an external moving company to pack and move the student's belongings at the student's expense. In these circumstances the College will assume no responsibility for the loss or damage of any personal belongings.

Fall Housing Selection

The Fall Housing Selection Process – Spring Semester

The main Housing Selection Process takes place in the Spring Semester each academic year. Enrolled students scheduled to return as Full-Time students in the fall select their housing for the upcoming year. This process typically starts in early February and runs until late April.

The Housing Selection Process consists of 4 processes; Apartment Housing Selection; Off-Campus Selection, Special Interest Housing Selection, and Residence Hall Room Selection.

General Information

Class Year Designation

Students will be designated a class year rank for each housing selection process. The class year rank is based on class standing. The breakdown is as follows:

- Current First-Year Students – Rising Sophomore
- Current Sophomore Students – Rising Juniors
- Current Junior Students – Rising Seniors

Current Senior students will received no designation as they are expected to graduate.

Lottery Numbers

Lottery Numbers are numbers assigned to students to order the Fall Housing Selection Process. Lottery Numbers will be released during the first week in February each academic year.

Creation of Lottery Numbers

All Lottery Numbers are random in coordination with Class Year and Prior Year's Third.

Class Year factors into a student's lottery number by simply dictating how far from zero their classes range of numbers may be. Rising Seniors will have the range of lottery numbers closest to zero and Rising Sophomores the furthest.

Prior Year's Third refers to the ordering of number with in each class. Lottery numbers are split between the ranges within each class to ensure no student gets the best or worst lottery number each year.

Lottery Number Range

Lottery Numbers for each class will fall into a range of numbers. This range is larger than the actual class size. Unused numbers in this range are invalid. Typically the ranges are as follows:

- Rising Seniors – 1-750
- Rising Juniors – 751-1500
- Rising Sophomores – 1501 - 2250

Transferring of Lottery Numbers

Lottery Numbers are assigned to the individual student and that student only. Lottery numbers are non-transferrable and cannot be granted to another student under any circumstances. If a student does not use there lottery number (due to leave, withdraw, prohibition from on-campus housing, part time or abroad status) that lottery number will be invalid for that selection process.

Reclassification after Release of Housing Lottery Information

In the event that a student reclassifies (changes class year) after their lottery information is released, the students class year will be adjusted to match their new class standing. Their lottery number will be reassigned within the range of their new class while retaining the Prior Year's Third ordering.

Pre-Selection Eligibility Requirements

In order for a student to be eligible for Fall Housing Selection a student must complete the following requirements:

- Complete Housing Application
- Complete any outstanding Student Conduct sanctions
- Pay any outstanding charges on student account
- Not be registered to study abroad in the Fall semester

Failure to meet any of these requirements will result in a hold being placed on a student's account for Housing Selection, which will prohibit housing selection.

Any holds must be cleared at least 24 hours prior to their selection time. Failure to do so will prevent a student from selecting housing at their assigned selection time.

Selection Time

Selection times will be distributed for the Apartment Selection, Special Interest Housing Selection, and Residence Hall Room Selection Processes. Selection times provide a student or group of students their earliest time to select housing. Students will not be permitted to select housing prior to their selection time for that process.

No housing selection processes will be held for students that do not select at their selection time and said processes will continue in their absence.

Apartment Housing Selection

Parts of the Process

The Apartment Selection process is a multiple step process. There are three required steps and one optional.

Required Steps

- Step 1 – On-Campus Housing Application
 - The On-Campus Housing Application must be completed by all students looking to live in On-Campus Housing. Students who do not complete this application will not be eligible and will not be permitted to select an apartment.
- Step 2 – Apartment Housing Selection Worksheet
 - An Apartment Housing Selection Worksheet is required to be submitted by all groups intending to select an

apartment. Worksheet must be submitted within a designated time frame and cannot be altered once submitted. Only one worksheet is required per group. Any groups that do not submit a worksheet or students who are not included in a group which submitted a worksheet are not eligible for Apartment Housing Selection.

- Step 3 – Apartment Housing Selection
 - All groups deemed eligible for Apartment Housing Selection after review of Apartment Housing Selection Worksheets will receive a selection time. At least one representative from each group is required to come to Apartment Housing Selection on the 2nd Floor of the Murray-Aikins Dining Hall at the designated time to select housing.
- Optional Step – Regrouping
 - Regrouping is process for groups who either submitted their worksheet late or were ineligible at their initial selection time but have since been able to put together an eligible group. Regrouping will take place on the 2nd and 4th nights of selection.

Apartment Groups

Apartment Groups are groups of students who are applying to live together in an apartment.

Single individuals are not permitted.

Apartment group sizes are dictated by the size of our apartment. To select an apartment groups must be able to fill all bedrooms in the apartment.

Class Year Average

Once groups are created they will be designated a class year average by the Office of Residential Life. A group's class year average will be calculated by dividing the total number of class year points by the number of group members.

Pre-Applying

All Groups must pre-apply for apartment selection by completing an apartment housing registration form. The application period will start when lottery numbers are released in the first week February and will run for 4 weeks concluding at 4:30 pm on the Friday of the last week. Any registration forms not received in the Office of Residential Life by this due date will be considered late.

Late Applications

All late registration forms will be held and processed with all regroup registration form for their group class average. They will then be permitted to select housing during the regroup selection times for their group's class average. There will be no exceptions.

Group Sizes

Groups can apply for apartment housing in group sizes matching the size of available apartments. As a result group sizes can be as follows:

- 2 Person
- 3 Person
- 4 Person
- 5 Person

All groups must be one of these sizes. Registration forms from groups of smaller or larger sizes will not accepted.

Apartment Registration Form Validation

All submitted Apartment Registration Forms will be checked for validity. To be considered valid a registration form must meet the following requirements:

- Contain a minimum of 2 to a maximum of 5 students
- Completed form
 - This includes
 - Full **Legal Name** for each student
 - Skidmore ID number for each student (starts with 00)
 - Current Class Year for each student
 - Lottery Number for each student

Group Eligibility

For a group to select apartment housing, all group members must be eligible at the time of selection. If any group member is ineligible at the time of selection, the entire group will be ineligible and therefore unable to select housing at their initial selection time.

Groups that are ineligible for apartment selection will be permitted to select an apartment at the regrouping time if they regroup or if all ineligible group members clear any holds.

Adding and Dropping Group Members

Groups are not permitted to add or drop group members during the regular selection process.

Group members may only be added or dropped to create new groups during the regrouping days.

Apartment Availability

There are a finite number of apartments on campus. There are the following number of apartments by size:

- 2 Person Apartments – 5 Apartments*
- 3 Person Apartments – 25 Apartments
- 4 Person Apartments – 160 Apartments*
- 5 Person Apartments – 22 Apartments

**Not all apartments of these types are open for student housing during selection. Actual number will vary.*

Once all apartments of any given type are selected the applications of all groups of those sizes will become invalid.

Multiple Applications

Students are permitted to submit multiple applications to be in multiple groups for apartment selection. As long as the applications are valid, these applications will be accepted and these groups will receive selection times. Though all applications will be accepted, a student will only be able to select an apartment with one group at selection. Once a student selects housing all other groups that include this individual will become invalid and will not be able to pick without going through the regrouping process.

Ordering Groups

Groups are order based on class year average and then best lottery number for the group. Groups with higher class year averages and lower (closer to zero) lottery numbers will select before groups with lower class year averages and higher (further from zero) lottery numbers.

Class year average is based on a points awarded for a student's class year. These points are then added and divided by the number of group members to get the group's class year average.

- Rising Seniors – 4
- Rising Juniors – 3
- Rising Sophomore – 2

Regrouping

Students that find themselves unable to select at their initial apartment selection time (i.e. group ineligibility or invalid application) will be permitted to regroup into a new group to select an apartment. Regrouping will be permitted after the conclusion of both the 4.0 and 3.8 – 3.0 selection processes. Students who

regroup will receive new selection times based on the same order process as regular selection 24 hours prior to the start of the next selection process.

Selection Process – What to Expect

For apartment selection the process of selecting your apartment and room is completed in person. Groups are expected to send at least one representative for their group to the selection location at their designated selection time. All group members do not need to be present to select an apartment and as a result students should not miss class to attend selection. If no group members are available at the time of selection the group should assign a proxy to select housing for them.

Once a groups arrive at selection they will be called in order to enter the selection room. A group's first step will be to check in at the check-in table to ensure all group members are eligible to select. If any group members are ineligible to select the entire group will be prohibited from selecting.

Once groups clear the check-in table they will proceed to select both their apartment and bedrooms with in the apartment. Groups are encouraged to already have in mind what apartment they wish to select prior to entering a selection room. Groups will be given up to two minutes to select their apartment. If a group takes longer than the allocated time the next group will be permitted to move forward and select.

Once a group selects an apartment the space that is selected will be marked as being no longer available and the group members will be written into a hand written roster. Before leaving the group will check out at the check-out table and be entered into the computer system to finalize their assignments. Once the assignment is enter into the computer system it is final.

Selecting a Proxy – Apartment Selection

As the apartment selection process is in person students who are abroad, on-leave or otherwise unavailable at their selection time (in class, in a meeting, in practice, working, etc.) will need to assign someone who can be at selection to choose their housing for them. This can be any other student or the Office of Residential Life.

Each group needs to only identify one Proxy or “Group Representative” for selection. This person should be listed on the group's Apartment Worksheet. This person can then serve as the Proxy for all group members. If any group members are available to attend a selection they can serve as the Group Representative, no other Proxys will need to be assigned.

If you need to change your Group Representative after submission of your worksheet please contact the Office of Residential Life

.Please note: Proxy selection for the apartment selection process is unique to the apartment selection process. Students wishing to select an apartment should not

complete the proxy selection process for Residence Hall selection unless they are unsuccessful in securing an apartment and intend to select a room in the Residence Hall instead.

Residence Hall Selection

Selection Process

The selection process for Residence Halls takes place entirely on-line through the Odyssey system each spring following at the end of the Fall Housing Selection process. All students who have not selected housing for the fall semester by the start of the Residence Hall Selection process must participate in this process.

Parts of the Process

The Residence Hall Selection process is a multiple step process. There are two required steps and three steps that are optional depending on your housing situation.

Required Steps

- Step 1 – On-Campus Housing Application
 - The On-Campus Housing Application must be completed by all students looking to live in On-Campus Housing. This application will give access to Part 2 of the process: Residence Hall Housing Selection. Student will be allowed to provide their roommate preference if they have one.
- Step 2 – Residence Hall Housing Selection
 - Students select their housing assignment for the Fall semester. In this step, students will be able to search, by building, for all rooms available to them. Students will be able to review room details and confirm their room selection for the fall.

Optional Steps

- Roommate Finder
 - The Roommate Finder is designed to assist students with finding a potential roommate if they do not already have one in place. The Roommate Finder will ask students to answer a variety of questions with their personal preference and then allow students to search for others with similar preferences.
- Proxy Selection
 - Proxy Selection provides students with the opportunity to select a proxy to select housing for them in their place. This function may be useful for students that may not be

able to access a computer to select their own housing at their designated selection time.

Eligibility

All students of Rising Senior, Junior or Sophomore standing are eligible to participate in the Residence Hall Selection process by default. Student may forfeit eligibility to participate in one of the follow ways:

- Selecting Housing in a prior housing process
- Being pre-housed by the Office of Residential Life
- Being otherwise ineligible to participate in Fall Housing Selection

Off-Campus Selection

Selection Process

The selection process for Off-Campus housing takes place entirely on-line through the Odyssey system each spring following the Apartment Housing Selection process. All eligible students wishing to live Off-Campus for the fall semester must participate in this process.

The selection process is a two – three step process. Brief descriptions of these steps are below.

- Step 1 - Off-Campus Housing Application
 - The Off-Campus Housing Application is required of all students applying to live Off-Campus.
- Step 2 – Off-Campus Housing Selection
 - Off-Campus Housing Selection is where students will confirm their selection of Off-Campus Housing. Students will not be able to access this until they complete Step 1 of this process.

Note: Once students complete this step their housing assignment for the Fall will be finalized as Off-Campus and they will no longer be eligible for housing On-Campus for the upcoming Academic Year.

- Step 3 – Off-Campus Address Submission Form
 - This form will allow a student to submit their Off-Campus Address and Landlord contact information.
 - *This is not necessary if students submitted their address information with their Off-Campus Housing Application*

Eligibility

To be eligible for Off-Campus Selection a student must meet the following criteria:

- Be of Rising Junior (Sophomore) or Rising Senior (Junior) standing at time of selection.
- Has not already selected On-Campus Housing

Students not meeting these criteria will need to apply for exception to move off-campus (see the “Moving Off-Campus” section for exception reasons and “Exemption to Policy” section for the process to apply for exemption). Students who are approved for an exception will be housed manually by the Office of Residential Life. However, students will need to use the online system to submit their Off-Campus address information.

Spring Housing Processes

General Information

The spring housing process begins during the first week of November each year and encompasses housing for students returning from abroad (including London FYE) or other leaves, as well as filling of vacancies as a result of students not returning for the Spring semester.

*Transfer students admitted as Spring admits should refer **Section III E: Transfer Housing Process** for information on their housing.*

Return from Abroad or Other Leaves

Students returning to Skidmore College in the Spring semester from abroad or leave will receive an email from the Office of Residential Life in their Skidmore email during the first week of November.

Students returning from abroad will need to provide up to three housing preferences for the Spring semester. These can include requests to fill specific vacancies, to be placed by the Office of Residential Life in any apartment or room as an individual or group, or an intention to live Off-Campus.

Students returning from other leaves will be asked to confirm whether or not they are returning for the Spring. Students returning for the Spring should also include up to three housing preference with their response, similarly to the return from abroad process.

Filling Specific Vacancies

Students requesting to fill specific vacancies, whether a vacancy in an apartment or a double room, will follow a two-step process to confirm their space.

Students can list the desired vacancy on their preference list.

Current residents to confirm this placement. The returning residents to the space should respond to their email regarding the vacancy (see *Filling Vacancies in Your Apartment or Room* below) stating that they wish that student to fill the space.

Once both steps are completed the placement will be finalized by the Office of Residential Life. Confirmation of the placement will come in mid-December.

To fill specific vacancies a space must be partially occupied from the fall. This process does not apply to Apartments or Residence Hall rooms that full vacant after the fall semester.

Being Placed by Residential Life

If a student wishes to live On-Campus and has not planned to fill a specific vacancy they will be housed by the Office of Residential Life. The Office of Residential Life will do its best to house students in accordance with their housing preferences. Final placements will be dependent on available space with the best available spaces being provided based on your lottery numbers from room selection last spring.

Fully Vacant Apartments

Groups of students looking to fill fully vacant apartment will be housed as a group only if fully vacant apartments are available. In the case that there are not enough apartments to satisfy all groups, preference will be granted based on the Group's housing selection information from the prior Spring.

Students requesting to be placed by the Office of Residential Life will receive confirmation of their assignments in early January.

Moving Off-Campus

Students looking to live Off-Campus need to complete two steps.

Step 1 - Students indicate that they are looking to live Off-Campus when responding to the email requesting their housing preferences.

Step 2 - Students will need submit their off-campus address and landlord contact information. Students will be able to do this via a link found in the email requesting their housing preferences.

All students choosing to live Off-Campus will be cleared to do so after submitting this information.

Return from London First Year Experience

Students returning from the London First Year Experience program will receive information regarding the housing on-campus in the spring from the Office of Residential Life via their Skidmore email during the first week of November.

Students will be asked to complete the London Housing Questionnaire as well as provide emergency contact information and evacuation location information.

London Housing Questionnaire

The London Housing Questionnaire is an online housing questionnaire that will be used to place students for the spring semester. Students will be asked to provide personal information including their cell phone number and smoking preference, indicate interest in Specialty Communities, agree to college policies and provide roommate preferences.

Housing Assignments

Students returning from the London FYE program will be housed in Residence Halls. As spaces typically become available because of room changes, leaves of absence from the College, etc, the configuration and location of assignments will vary. London FYE housing assignments may be one of the following configurations:

- A double room or triple room with other students from the London program. Triple rooms will be used as space requires.
- A double room with a student from the class of 2020 who was on-campus for the Fall 2016 semester.
- A single room.

As the actual assignment is fully dependent on available space, requests for or against specific room types and/or locations are not considered.

Roommates

Students returning from the London FYE program are permitted to choose their roommate(s). Students may indicate this on the London Housing Questionnaire. In order to guarantee a requested pairing both students must request each other on their Questionnaire.

Due to space limitations it is possible that students in the London FYE program will be housed together, even if it is not requested. If students know someone in their program that they do not feel they can live with students should contact the Office of Residential Life in November when completing the Housing Questionnaire.

Occasionally, London FYE students will be paired with current students who do not have a roommate. In these cases the pairing is completely random.

Notification of Assignment

Students returning from the London FYE program will be notified of their Spring housing assignment in early January via their Skidmore email.

Filling Vacancies in Your Apartment or Room

Students assigned to apartments or double rooms which develop vacancies during the Fall to Spring transition may be provided the opportunity to fill these spaces by the Office of Residential Life by a person(s) of their choosing. To be eligible to fill the space at least one occupant must be returning to the space for the Spring semester.

Communication regarding these vacancies and the process for filling them will begin during the first week of November and will occur as the Office of Residential Life is notified of additional departures for the Spring semester.

Apartment Vacancies

Students residing in the apartments will be able to fill any vacancies in their apartments with students of their choosing. Students selected to fill the vacancies must be of Sophomore, Junior or Senior class standing. First-Year students are not eligible to fill apartment vacancies.

Once notified of any vacancies, students may fill their vacancies by responding to the email with the name of the student(s) who will be filling the vacancies. An additional confirmation email will be needed from the student(s) filling the vacancies.

In the case of students returning from abroad or other leaves, listing the space in their preferences will be sufficient confirmation.

Remaining vacancies may be filled by the Office of Residential Life. Students may not deny these placements.

Confirmations for students requested to fill vacancies will occur in early-mid December. Confirmation of placements made by the Office of Residential Life will occur in early January.

Double/Triple Vacancies

Students residing Double/Triple occupancy rooms will be able to fill any vacancies in their room with students of their choosing.

Students may fill their vacancies by responding to the email confirming their existence with the name of the student(s) who will be filling the space. An additional confirmation email will be needed from the student filling the space.

If students do not fill the spaces themselves one of two things will happen.

- In most cases involving first-year students any remaining vacancies will be filled by the Office of Residential Life. Students may not deny any placements made by the Office of Residential Life

- In most cases involving students of upper-class standing, the student will be moved by the Office of Residential Life to an open single occupancy room.

Confirmations for students requested to fill vacancies will occur in early-mid December. Confirmation of placements made by the Office of Residential Life will occur in early January.

Transfer Housing Process

Model

Skidmore College guarantees housing to all incoming Transfer students who wish to live On-Campus. Transfer students are not required to live On-Campus.

Transfer students requesting On-Campus housing are housed by the Office of Residential Life based on the criteria of legal sex, and their responses on a Transfer Housing questionnaire.

Skidmore College does not provide preference to any students in the housing process due to entry status, financial status and/or personal requests. 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.

Transfer Housing Questionnaire

All Transfer students wishing to reside On-Campus are required to complete an online Transfer housing questionnaire. This questionnaire will be made available to students in early June prior for Fall admits and in December for Spring admits.

This Questionnaire will ask students to respond to a number of questions that will be used to determine their housing assignment. This will include questions regarding lifestyle and community preferences.

Other information collected by this form includes a student's cellphone number and confirmation of knowledge and acceptance to Skidmore College Housing Policies.

On-Campus Decline Form

Transfer students who do not wish to live On-Campus may decline the option by completing the On-Campus decline form. This form will be made available at the same time as the Transfer Housing Questionnaire and will be found in the same location.

In this form students will indicate they are declining On-Campus housing, provide an address they will be residing at Off-Campus, provide their Landlord's contact information, and submit their cellphone number for College records.

Room and Building Placement

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

Due to space limitations requests for or against specific housing type outside of the Housing Accommodations process will not be considered.

Roommates

Transfer student roommate pairings are made based on a student's legal sex, and responses on the Transfer Housing questionnaire. Students are not able to request specific roommates.

Occasionally transfer students will be paired with current students who do not have a roommate. In each case the pairing is random.

Housing Assignment Notification

Fall Admit Transfer students will receive their housing assignments via their Skidmore email. Assignments will typically be released during the 3rd or 4th week of July.

Spring Admit Transfer students will receive their housing assignments via their Skidmore email in early January, no less than 1 week prior to their arrival.

When applicable, assignment emails will contain a student's housing assignment as well as the name and email address of their roommates. Many assignment letters will also contain the cellphone number and home address of a student's roommates though students have the ability to restrict this information via the Transfer housing questionnaire resulting in this not being present in all letters.

Section IV: Rules and Regulations to On-Campus Living

Intro

The following section contains a number of rules and regulations regarding living on the Skidmore College campus. Students living in Skidmore's on-campus residential facilities are expected to abide by all rules and regulations found below. Failure to do so may result in varying sanctions including but not limited to:

- Letter of warning
- Meeting with administrator
- Restitution
- Referral to the student conduct process
- Parent/guardian notification
- Change of housing assignment
- Removal from housing

General

Billing

Room and Board charges are payable in advance according to the payment schedule published by the College Bursar. If the student's financial commitments to the College are unpaid, it may jeopardize the student's housing assignment.

Meal Plans

All residence hall students are required to hold the Unlimited Meal Plan. Apartment and/or off campus students are not required to be on a meal plan but may select to purchase any meal plan offered by the College (see the Dining Services website for details).

Expectations of On-Campus Living

All students agree to act responsibly in the use and care of the room, common facilities, and College property, and to respect the rights of others within the residence hall and apartments.

College Access to Student Rooms

The College affirms the right of the student to privacy, but the College has a legal right and obligation to ensure the health, safety and welfare of its residents and their property and to prevent the use of College buildings for illegal purposes. Therefore, the College reserves the right to enter student rooms without notice and unaccompanied by the student.

Housing Contract

All students contract only for space in the residence halls, not a specific room. Consequently, the College reserves the right to use unoccupied spaces in a room and/or to

relocate and move students should the need arise. The College reserves the right to determine the number of occupants in a room. If a vacancy occurs in a room, the remaining student(s) in that room agree(s) to accept a new occupant to fill the existing vacancy.

Loss of Personal Property

Skidmore College will not be liable for losses to persons or property (including but not limited to) caused by other persons, theft, burglary, assault, vandalism, or other crimes, fire, flood, water, or any other acts of nature, or by the interruptions of utilities, unless due to the gross negligence of the College.

Personal property left in rooms/apartments over vacation periods is done so at the owner's own risk.

Storage of personal property On-Campus over the summer or prolonged absence is prohibited. Personal belongings left with in the Residential Community after a student's departure will be either donated to local charities or discarded. Skidmore College will not be liable for the loss of these items. Students are advised to maintain their own insurance to cover any such losses.

The student agrees to indemnify and hold the College harmless from any claims or damages payable as a result of negligence or acts or omissions to act by the student or any other persons in violation of this Agreement or College policy.

Custodial

The College agrees to provide janitorial and housekeeping services for all lounges, corridors, stairways, and bathrooms in the residence halls. The student is responsible for the cleanliness of their own residence hall room. Students residing in the apartment villages agree to clean and maintain their room and apartment.

Card Access

Students will have their ID card encoded for their room/apartment at move in.

If a student moves out of a residence during the year, they must have their ID card re-encoded or they may be charged for reprogramming the lock.

Bicycles

Bicycles must be kept in spaces designated for that purpose. Designated storage for bicycles include

- Bike Storage Room
- Bike Racks in the basements of South Quad residence halls
- Outdoor Bike Racks (September – November and April – May only)
- Within On-Campus apartments (must not block or hamper egress)

Bicycles may not be kept

- In Residence Hall hallways, entryways, stairwells, or other common areas of the residence halls
- Attached to any object on campus other than bike racks (i.e. railings, lights, benches, trees)
- Outside of apartments

Bicycles found in these areas will be removed.

Bicycles must be removed when a student depart campus. Bikes left behind will be considered abandoned and donated to local charity.

Behavioral/Usage Policies

Guest Policy

A guest is defined as a person not actively registered as a student at Skidmore, a student who is not a resident of the residence hall or apartment system, or a student not assigned as an occupant of the specific building, room or apartment.

Guests are limited to a stay of three nights per month and must be of traditional college age (18 - 24 years of age).

Guests are to be escorted by their hosts at all times that they are in College owned Residential Areas. Further guests are not permitted to be in the residential building without their hosts and will not be given access to their host's room, apartment and/or residence hall without their host being present.

Students are responsible for their guest's behaviors and actions. All guests are expected to abide by all College policies and regulations. Guests found to be violating College policy may be asked to leave campus immediately and may receive *persona non grata* status with the College either permanently or for a specified period of time. Further the hosts of guest who violate college policy may be brought through the student conduct system for violations of College policy and be held responsible for damages if they have occurred.

Room Usage

The residence hall contract may not be transferred or assigned to another person. Space may not be sold, loaned, or sublet. The student does not have the right to use his/her room for any commercial purpose or profit whatsoever. Prohibited commercial purpose or profit includes but is not limited to babysitting, rental of space, manufacturing or creation of items for sale other than those connected to academics.

Solicitation

Sales and solicitations in the On-Campus Residential System is strictly prohibited unless authorization has been granted by the Director of Residential Life.

Residence Hall and Apartment Policies

Noise Policy

Residents are under a continuous obligation (courtesy hours) to be considerate of other students.

Quiet hours throughout the residence hall system are from 9 p.m. to 9 a.m. Sunday night through Friday morning, and 1 a.m. to 10 a.m. Friday night through Sunday morning.

Inconsiderate behavior, excessive noise, hosting of bands or DJs, possession and/or use of drums, electric instruments, subwoofers, surround sound systems, and the playing of any musical instruments within the Residential System is prohibited.

Student found to have repeated violations of any parts of this policy are subject to disciplinary action.

Prohibited Items

Due to Skidmore College policy's the following items are prohibited in the On-Campus Residential Community

- Firecrackers, smoke bombs and/or any other types of fireworks
- Weapons including, but not limited to: firearms, slingshots, throwing stars, illegal knives, straight bladed knives over 2 1/2"(excluding kitchen knives in apartment areas), swords, axes, hatchets, B.B. guns, electroshock weapons (Tasers, stun guns, etc.), etc.
- Amplifiers, Surround Sound Systems, Subwoofers, Drums
- Alcohol (Residence Halls only) and all other items prohibited by Skidmore College's Alcohol and Other Drugs policy.
- Motorized vehicles, other than wheelchairs, are not permitted in the residence halls.
- Waterbeds
- Hover boards
- Various other items list in the Fire Safety Policy

Conduct which endangers the safety of property or health and safety of others, including the propping of residence hall outside entrances, is not permitted and will not be tolerated. All student agree to cooperate with residence hall staff, campus safety staff, and other members of the administration.

Furnishings

All residence hall rooms and apartments are equipped with essential furniture and in apartment kitchens, essential appliances. The installation or addition of any non-Skidmore furnishings must be approved by the Office of Residential Life in consultation with Facilities Services. Ceiling fans and air conditioner units are prohibited

All furniture provided by the college must remain within the room unless otherwise moved by the College. The College will only remove furniture under the follow circumstances:

- A Tripled room is de-tripled by their a room change, a leave or a withdraw
- An accommodation is provided through the Coordinator for Student Access necessitating the removal of the furniture

Pets

Students are permitted to have fish in a 10 gallon or smaller tank. No other unauthorized pets, are permitted in the Residential System (Residence Hall and Apartments). Assistance and/or Service Animals may be approved through the Accommodations Process (See Accommodations Process for more information).

The restriction on pets includes having pets live and visit. Unauthorized pets are not permitted inside of any building in the Residence Hall system for any length of time. This include Move-in and Move-out.

When pet violations are found the Office of Residential Life follow up with involved student(s) regarding the violation. If still present, a plan to remedy this violation will be created including a timeline for the removal of the animal(s).

Any follow up regarding unauthorized pets will include unannounced inspections of the violating student's living space to ensure the animal is removed and does not return.

Individuals found to be violating this policy will be responsible for any cleaning charges related to the presence of the unauthorized pet. Cleaning charges are decided by Facilities Services and are non-negotiable. Repeated or persistent violations of this policy may result in removal from housing.

Room Alteration

Students may not alter the Students may not attach any items to the ceiling (stickers, nails, hooks, bottle caps, tapestries, etc.) Painting walls or ceilings is prohibited. The mounting of televisions and other electronics is prohibited. In addition any other decor or devices that require wall mounting or may cause significant damage to walls (i.e. Dart Boards) are also not permitted.

Recycling and Energy Conservation

The student, when/where control is possible, has the responsibility to assist the College in the recycling of trash and the conservation of energy; to turn off lights when they are not in use, to keep windows closed while heat or air conditioning units are operating, to lower thermostat setting prior to leaving their apartment, etc.

Wireless Network

Skidmore College provides wireless internet access to all residential students. Internet service is provided through Apogee.

The reliability of the wireless network for all is highly dependent on a lack of interfering wireless signals. As a result the use of any personal wireless access points is prohibited.

Please know that devices such as wireless printers cannot be used on the College's wireless network and therefore require personal access points. As a result these items are also prohibited.

Additionally, the unplugging of or tampering with College installed wireless access points found in all student rooms and various common areas is prohibited.

Apartment Assignments

Students who select apartment housing contract only for a space within an apartment. Students will be assigned to an apartment and a specific room within. The College reserves the right to use any empty rooms within an apartment without prior consultation and/or approval of students currently living with in it.

When vacancies arise apartment residents may change rooms within the apartment through contacting the Office of Residential Life. Students are not permitted to change rooms without prior approval.

Cooking and Food Preparation

Cooking and Food preparation for students residing in the Residence Halls is limited to the kitchens and the use of a College provided microwave located on each floor. Students residing in the Residence Halls are not permitted to possess or use their own cooking devices within the Residence Halls.

Within the Apartment Areas food preparation should be confined to the apartment kitchens. Each apartment kitchen contains a range and microwave for most student cooking needs. Additional cooking appliances may be purchased by the student at their expense and must be used exclusively in the apartment kitchen.

Apartment Upkeep

Students are responsible for maintaining the apartment's cleanliness and condition of College furniture and ensuring that the refrigerator, stove, and similar equipment are kept in a clean and safe condition. If an apartment is found to be unsafe and/or unsanitary, the College will charge students for the cost of repair and/or replacement.

Fire Safety Policy

All residents are responsible for adhering to the Skidmore College Fire Safety Policy and New York State law. Students are expected to follow the policy, not be in possession of prohibited items, and be aware of the possible sanctions for violations. Residents are responsible for completing Safety Orientation for Students (SOS) during the academic year as well as participating in all fire drills for which they are present. All residence halls and apartments are subject to periodic fire and safety inspections, and students are expected to cooperate in removing any found violations when requested by the

administration. The College may require personal furniture or furnishings to be removed from any residence when it determines the situation to be a fire, safety, or health hazard.

Policy Items

1. Building evacuation is required when a fire alarm sounds, unless previous notice was provided by a College administrator indicating that the alarm is going to be tested and evacuation is not necessary.
2. Damage, misuse, or theft of fire alarm systems and firefighting equipment is a violation of the law and is prohibited.
3. Students are prohibited from covering or attaching anything to fire safety equipment in their residence, including sprinklers, smoke detectors, heat detectors, etc.
4. Smoking inside of all buildings and residences on campus is prohibited.
5. Food preparation is permitted in apartment kitchens only. The cooking of food and the use of electrical appliances are prohibited in student rooms. (Keurig and similar styled coffee makers are permitted for use in student rooms)
6. Wall décor in all residence hall or apartment spaces must not cover an excessive amount of each individual wall. Tapestries and other cloth wall hangings are prohibited. No more than two strings of lighting can be connected together as one. Décor cannot attach to ceilings or connect one wall to another.
7. Covering light or other heat emitting device with item not intended to be used as a cover (ex. cloth over light) is prohibited.
8. The partition or division of Residence Hall or apartment space, including tapestries/curtain separating window seat area from rest of room, is prohibited.

Prohibited Items

1. Firecrackers, gasoline, propane tanks (includes camping equipment), or other highly combustible items
2. Halogen lamps
3. Candles and incense (used and unused)
4. Space heaters (Non-College provided)
5. Electrical cooking appliances (Toaster ovens, microwave ovens, heating coils, George Foreman grills, rice cookers, and other cooking/heating devices with exposed heating surface/element) in the Residence Halls
6. Bed risers, cinderblocks, and lofted furniture of any kind
7. Tapestries and other cloth wall hangings
8. Extension cords
 - Surge protectors are acceptable but must meet the following regulations
 - Corded with a maximum cord length of 6 feet
 - Provide 600 or more joules of protection
 - UL 1449 compliant
 - Maximum of six outlets
 - Independent on/off circuit breaker

Low Level Violations

- Attaching items to the sprinkler system in an apartment or residence hall room
- Connecting more than two strings of lights together in a residence hall or apartment space
- Improper covering of light or other heat emitting device.
- Presence of prohibited items including ashtrays, bed risers, candles, electrical cooking appliances (Res Halls), extension cords, incense, halogen lamps, multi-outlet electrical adaptors, non-college provided space heaters and tapestries and other cloth wall hangings.
- Presence of wall décor that spans the entire length or height of a wall
- Attaching items to the ceiling of any college residential facility
- Blocked egress through any door, window, or window seat (e.g. tapestries, beads, furniture, rugs, etc. blocking access)
- Use of room partitions or dividers of any kind
- Use of electrical appliances (Toaster ovens, microwave ovens, heating coils, George Foreman grills, rice cookers, and other cooking/heating devices with exposed heating surface/element) outside of a kitchen in an apartment
- Use of bed risers, cinderblocks, or lofted furniture of any kind
- Use of damaged electrical cords (cords with exposed wiring or otherwise damaged sheath covering)

1 st Offense	2 nd Offense	3 rd Offense
<ul style="list-style-type: none"> ▪ Formal Letter of warning from College Official. ▪ Removal of violation by student or College Official (if applicable)* ▪ Restitution to the College for any damages resultant from the violation. 	<ul style="list-style-type: none"> ▪ Meeting with College Administrator ▪ Removal of violation by student or College Official (if applicable)* ▪ Restitution to the College for any damages resultant from the violation. 	<ul style="list-style-type: none"> ▪ Recommendation to the Director of Residential Life for removal from Residence for remainder of current academic year ▪ Referral to Student Conduct. Sanctions may include suspension, or dismissal from college. ▪ Restitution to the College for any damages resultant from the violation.

Mid-Level Violations

- Covering or attaching items to fire safety equipment in an apartment or residence hall room, including but not limited to, smoke detectors and heat detectors
- Failure to evacuate when a fire alarm sounds
- Presence of firecrackers, gasoline, propane tanks, or other highly combustible items
- Presence of unattended lit candles and incense

- Smoking of any substance inside any building or residence hall on campus (includes the evidence of smoking, including but not limited to, ash and/or butts in the window)

1 st Offense	2 nd Offense
<ul style="list-style-type: none"> ▪ Meeting with College Administrator ▪ Removal of violation by student or College Official (if applicable)* ▪ Restitution to the College for any damages resultant from the violation. 	<ul style="list-style-type: none"> ▪ Recommendation to the Director of Residential Life for removal from Residence for remainder of current academic year ▪ Referral to Student Conduct. Sanctions may include suspension, or dismissal from college. ▪ Restitution to the College for any damages resultant from the violation.

High Level Violations

- Falsely reporting a fire by pulling the fire alarm or contacting emergency personnel
- Damage, misuse, or theft of fire alarm systems and firefighting equipment (i.e. unwarranted discharging of fire extinguisher)
- Intentional setting fire and/or burning any object and/or place not intended to be burnt.
- Negligent behavior resulting in a fire

1 st Offense
<ul style="list-style-type: none"> ▪ Recommendation to the Director of Residential Life for removal from Residence for remainder of current academic year ▪ Referral to Student Conduct. Sanctions may include suspension, or dismissal from college. ▪ Restitution to the College for any damages resultant from the violation.

Notes

Unlisted Sanctions - Other sanctions may also be levied as a response to violations. Violations that rise to the level of criminal behavior (i.e. pulling a false alarm is a felony) are subject to be reported to the police.

Fines - Skidmore College does not impose fine as part of the Fire Safety policy. However, the City of Saratoga Springs and/or the New York State’s Office of Fire Prevention and Control may assign fines to the College due to violations including false (negligent) fire alarms) as per State and Local laws and ordinances. If this occurs students

may be responsible for the cost of the fine if it resulted from negligent fire safety.

Return after a housing removal - If a student returns to On-Campus Housing after being removed due violations of the Fire Safety policy any further violations of this policy will result from permanent removal from On-Campus housing for the remainder of the student's studies at Skidmore College.

Multiple Violations of differing levels - Sanctions for students found to be in violation of multiple violations of differing levels will be decided at the discretion of the Director of Residential Life.

*College Officials may include, but are not limited to, student and professional Residential Life staff members, Campus Safety, Facilities personnel, and/or Student Conduct and Conflict Resolution staff.