



Program: 2021 Summer Undergraduate - Putney Campus

From: Student Affairs - Residential Life

Re: Housing Application Instructions

Instructions

Please read the following steps thoroughly understand each item.

Congratulations on your acceptance to Landmark College for Summer 2021. As we prepare for your arrival we need you to complete a housing application located in your Residence Account before we can assign you a room.

Residential Life values the multitude of different voices, opinions, experiences, and identities of the Landmark community. In the interest of creating inclusive communities and in an attempt to engage every student, Residential Life is committed to housing students regardless of race, color, national origin, sex, sexual orientation, gender identity age, disability, religion or faith system or veteran status. We treat each individual as unique and respect their membership in the Landmark community. Residential Life seeks to place all students in the room or suite option that best suits their developmental process.

Please read the following steps thoroughly before you go to the online application form in Residence. You may also print out this form so that you have these instructions available as you complete your housing application.

Information about living in the residence halls can be found on the [Landmark College Residential Life website](#). Some of the most helpful steps are listed below:

Review your housing options. Landmark College offers a wide range of housing options. Most new students will be placed in a standard room with a roommate in their first semester. An updated list of [2021-2022 housing rates](#) can be found here as well.

Read the step-by-step instructions. These will guide you through the process of completing your housing application. They can be found on the [Housing Application page](#).

After you receive an email from Housing@landmark.edu. Access your online housing application through your [Residence Account](#) located on the Landmark College Housing Application page. (<https://landmark-residence.symlicity.com>) Your account will be available 3-5 business days after you deposit.

Your username and password for your Residence Account is the same email and password that you used to log into the Student Onboarding portal. An email will be sent to you to let you know your account is ready. **Please wait until you receive an email from housing@landmark.edu.**

Be honest when answering the questions on your housing application (we promise...we don't judge!). This information is what the College uses to match you with a closely compatible roommate. Make sure that you, the student, answer each of the questions fully. The prospective student should be the primary person filling out the application, we appreciate parent assistance however we ask that the student is primarily filling it out.

View your Housing Application Status by logging into your [Residence Account](#) using the links located to the right on your portal homepage.

- From the Residence Account home page
- Click on the Applications tab to see the status of your application.

Applications that are in **Draft** status have not been completed; you must finish the application and submit it to receive a housing assignment.

Applications that have an **Approved** status have housing assigned.

Your Housing Assignment Status will be updated on your Residence Account and a notification will be emailed to your Landmark email account when your assignment is made or updated. While we strive to get you your assignment within two weeks of receiving your application, we work hard to make sure that you are matched with the best possible roommate and so it may take a little longer to find the best match. Which means you may not receive your assignment until you arrive to campus.

By attending this program you understand that **Landmark College houses students according to the gender which they identify on their housing application.**

Please contact housing@landmark.edu if you have any questions.