

You are about to begin the room selection process. Before you begin this process, it is imperative that you complete several tasks. These include:

1. Reading, printing, signing and submitting a Residence Hall Agreement to Residential Living.
2. Submitting your non-refundable \$150 housing deposit to WCU OneStop.
3. Printing, reading, and choosing your meal plan for next year.

In order to pull a roommate into your current room for next year, you will need to do the following:

1. You need to have already completed the “Premier Level” process and selected your current room for next year. If you did not complete this step, then you will have to wait until the “Purple Level” selection period begins.
2. You will begin by clicking on the “I am a current or accepted student of Western Carolina University” link on the right-hand side of this page. You will be directed to the Login page.
3. Once on the login page, please enter your 920 number (Student ID number) in both the username box and the password box. You will then click “Continue” to be directed to the Welcome page.
4. On the Welcome page, you will see two links on the left-hand side of the page. Please click on the link labeled “Self Assignment.” Clicking this link will produce two links below it, and you will need to then click on the link labeled “Roommate Pull In.”
5. You will now be directed to the first page of the Platinum Level Selection process. On this first page, you will be presented with an outline of the steps that you will be following in order to select your roommate for next year. Please read over these steps and then click “Continue.”
6. After clicking “Continue,” you will be directed to a page that displays the dates and information. Please read over this information and then scroll down until you find the drop down box asking for you to choose the bed space you are pulling roommates in to. There will only be one option unless you are in Central Drive, Norton Road, or Reynolds Halls. You will then need to scroll down further until you come to the area asking for your roommates “Login ID” and “Password.” Please enter his/her 920 (ID Number) for both. After you have entered both the ID and Password, please press Tab once. Your roommate’s first and last names should appear beside their ID and Password. Please make sure you have selected the correct roommate. Click “Pull In Roommate” when you are finished.
7. You will now be directed to a page that displays information concerning your roommate’s assignment, as well as room charges for both the fall and spring semesters. After you have verified that this information is correct, please click “Continue.”
8. You will now be directed to a page that will allow you to select your roommate’s meal plan. Your roommate should have already determined his/her meal plan choice and made you aware of it prior to your logging on to the system. You must select **ONLY ONE** meal plan from this page. Please note that any student who will have earned less than thirty (30) hours at the beginning of fall semester, must select one of the three Block meal plans (Catamount Plus, Catamount, or Gold). You will select his/her meal plan by

clicking in the “Nominate” box next to the meal plan he/she wants. You will then need to click “Continue” at the bottom of the page.

9. At this point, you will be directed to a page that will display information and charges regarding the meal plan that you just selected. Please verify that this information is correct. If you selected the wrong meal plan, you will need to click on the “Back to Previous” link at the bottom of the page to return to the meal plan selection page. Please be sure to uncheck your original choice and then check the new choice. If all information regarding the meal plan that you want is correct, please click on the “Confirm” link at the bottom of the page.
10. You will now be directed to the final page of your process. This page is your receipt for completing the process. Please print this page for your records. Note that your room assignment information will be emailed to you in mid to late July via your WCU email address. You may now log out of the system.