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 select a room and pull a roommate in for next year, you will need to do the following:

1. 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.
2. 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.
3. 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 “General Room Selection.”
4. You will now be directed to the first page of the Purple 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.”
5. After clicking “Continue,” you will be directed to the page that lists all residence halls with spaces available for selection. Please make sure that your building is listed on this page. Click on the “Advanced Search” link at the bottom of the page to narrow down the building and room that you want.
6. You will be directed to the search page. On this page, you will be able to search by several options including building, floor, room type (double or private), specialty floors (smoking, alcohol free, etc.), and gender. In order to return any results from the search, you will have to search by at least one criterion. Please understand that the only building you will be able to search will be the building in which you currently live in.
7. Select your criteria, and click “Continue.”
8. At this point, you will be directed to a page listing all rooms that meet your search criteria. Please navigate through this list until you find the room that you would like to reserve, and click “Go” next to that room.
9. The next page will show the bed spaces that are available for that room. Please click in the “I Want” box next to the bed space that you would like to reserve for yourself. If you do not have a roommate with whom you would like to live, scroll to the bottom of the page and click “Only Assign Room for me.” If you do have a roommate with whom you would like to live (he/she is required to have made a non-refundable $150 housing deposit and returned a Residence Hall Agreement to Residential Living), then scroll down and enter his/her 920 number (Student ID) in the boxes for Login ID and Password. After entering in the Password box, please press tab to assure that the correct roommate’s name appears. After ensuring the correct name, please click “Pull In Roommate” link at the bottom of the page.
10. If you did not pull in a roommate, please go to step 11 on this instruction sheet. If you did pull in a roommate, the next page will allow you to assign a bed space for your roommate. In the bed space dropdown box, please select a bed (likely the only one left) for your roommate, and then click “Yes, We Want this Room.”

11. The next page confirms bed spaces reserved for either you or you and your roommate(s). Please verify that all information is correct and then click “Continue.”

12. You will now be directed to a page that will allow you to select meal plans for everyone assigned a bed space during this process. Your roommate should have already determined his/her meal plan choice and made aware of it prior to your logging on to the system. Please be aware that any student classified as a freshman, must select one of the two Block meal plans. You must select ONLY ONE meal plan for each person 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 your meal plan by clicking in the “Select” box next to the meal plan you want. You will then need to scroll down the page, and do the same for your roommate. You will then need to click “Continue” at the bottom of the page.

13. At this point, you will be directed to a page that will display information and charges regarding the meal plan(s) 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 “Quit” link at the bottom of the page to return to the select bed space page (step 9). If all information regarding the meal plan that you want is correct, please click on the “Confirm” link at the bottom of the page.

14. You will now be directed to the final page of your process. This page is your receipt for completing the process. Please print the 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.