

In order to complete your preferences of the building you want to live in, meal plan you want, roommate that you want to live with, and characteristics you want in a roommate, you will need to do the following:

1. Go to our website at <http://housing.wcu.edu>
2. Click on “Residential Living for Recently Accepted Students”, then “New Student Contract/Preferences”
3. On the next page, click on “I am an existing or accepted student of Western Carolina University.”
4. Next log in using your 920# as BOTH your username and password.

USERNAME: Enter 920#

PASSWORD: Enter 920#

Continue

4. WELCOME “YOUR NAME” PAGE
Click on APPLICATION (left side of page)
Click on ROOM/PLAN PREFERENCES
Click on Drop down arrow to select application period
Select (Appropriate Year) Incoming Student (You are selecting the year of the fall and spring semester you are attending).
Click on Drop down arrow under MEAL PLAN PREFERENCES
(Choose either of the Gold or Catamount Plus Plan. If you choose any other plan it will automatically be changed to a block plan.)

Scroll down to ROOM PREFERENCES

DO NOT CHANGE THE PREFERENCE NUMBER!

PLEASE NOTE THAT BUILDING PREFERENCES WILL BE THE ONLY PREFERENCES CONSIDERED DURING SELECTION. ANY PREFERENCES THAT ARE MORE SPECIFIC WILL NOT BE CONSIDERED.

If you have a building preference.

Click NEW

Select “Building” for Preference Type

Select “Building Name” under Preference

Repeat this step as often as needed to make your building selections.

Click Continue

Data Processing **Click** “OK”

If you wish to select a roommate. Perform the following:

Click Roommate/Matching on left side of page.

Select (Appropriate Year) Incoming Student (You are selecting the year of the fall and spring semester you are attending).

TYPE in 920# of roommate

TAB over to verify the name of roommate you are requesting.

Choose your preferences in the questionnaire box.

Click CONTINUE

“DATA PROCESSING” **click** OK

If no roommate selection **click** CONTINUE.

“Data processing” **click** OK.

You are finished.