2017-2018 Room Selection Instructions for: (Premier Level)

You are about to begin the room selection process. Before you begin this process, it is important that you complete these steps first:

1. Read, print, sign and submit a Residence Hall Agreement to Residential Living.
2. Submit your non-refundable $150 housing deposit to WCU OneStop.
3. Print, read, and choose your meal plan for next year.

In order to select a room for next year, you will need to do the following:

1. Click “I’m an existing or accepted student of Western Carolina University” located on the right.
2. Log in by entering your Student ID Number (920#) in both the username box and the password box. Click “Continue” to be directed to the welcome page.
3. Click “Room Selection” then proceed by clicking on the Premier Level Selection.
4. Carefully review the instructions regarding room and meal plan then click “Next”.
5. You will now be retaining your current room assignment. Please verify the information below and click “SELECT” to lock your room. If you have any questions about your room or the information is incorrect please contact us at (828) 227-7303 or via email at housingquestions@wcu.edu. You will now have 10 minutes in order to complete your room and dining plan selection process.

6. After clicking on “Next” you will now be able to select your dining plan. To select a dining plan, click the button and select from the drop-down menu, then click select. If you wish to delete the dining plan you can by clicking on the button. Please remember any student living on campus must purchase a meal plan.
   - You must select ONLY ONE meal plan.
   - Any student who earned less than thirty (30) hours at the beginning of the fall 2017 semester must select one of the two meal plans (Unlimited Meal or 175 Block).
   - Your room assignment will not be completed until you have finished the dining plan process! When you have selected your dining option, please click on “Next” to continue.

7. You will now be able to confirm your results. A summary of your selections will be shown below. If you wish to change your dining plan please click on the "Previous" button in order to do so. You may also click "Cancel" to exit this process and make no selections. If your results are correct, click the "Finish" button below to confirm your room and dining plan.

8. Congratulations! You have completed the room selection process. A confirmation email will be sent to your Catamount email address.

9. If you would like to add a roommate/suitemate(s) to the room that you just reserved, please log back into the room selection system during the scheduled Platinum Level Selection.

Please close your browser window to exit the process. You will not be able to log in again in order to make any changes. If you have any questions please contact Residential Living at (828) 227-7303 or via email at housingquestions@wcu.edu.

Thank You!