2018-2019 Room Selection Instructions for: (Platinum 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. Login 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 Platinum Level Selection.
4. Carefully review the instructions regarding Roommate/Suitemate Selection, Roommate/Suitemate Pull-In, Dining Plan, and Booking Review. After completing please click “Next” to continue.

5. You will now be directed to the Roommate/Suitemate Selection page. At this point, you will need to verify your roommate/suitemate’s terms by clicking on both checkboxes. After clicking on the checkboxes, you are now ready to add your roommate/suitemate(s). You may add one, two, or three roommate/suitemate(s), depending on how many bed-spaces are available in your unit. **Note: Judaculla, Harrill, and Reynolds are the only buildings that have bed-spaces for more than one roommate/suitemate(s).** Each roommate/suitemate(s) you add must have already submitted a contract and paid the housing deposit in order to be eligible for this process.

To add a roommate/suitemate please click the button. You will need their Student ID Number (920 #) in order to add them. Enter your roommate/suitemate’s Student ID Number, then click “Search”. After verifying your roommate/suitemate’s name, please confirm the Student ID Number (920 #), then click “Confirm”. If you wish to add additional roommate/suitemate(s) you can click on the button again or if you would like to delete a roommate/suitemate you can by clicking on the button. When completed with roommate/suitemate(s), please click on “Next” button in order to continue. 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.

6. You will now be directed to the Roommate/Suitemate Pull-In page. On this step you will lock your room by clicking on “Select”. After locking your room, you will select which bed(s) will be occupied by your roommate/suitemate(s). Select which roommate/suitemate will be assigned to a bed space by clicking on the drop-down box. You will have 10 minutes to complete this process in addition to the dining plan selection for each roommate/suitemate. If you wish to unlock the room please click on “Release Lock”. To continue, please click on “Next”.
7. You will now select your roommate/suitemate’s 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. We also suggest you discuss your roommate/suitemate(s) preferred dining plans prior to room selection.

- You must select ONLY ONE meal plan.
- Any student who earned less than thirty (30) hours at the beginning of the fall 2018 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 roommate/suitemate’s dining option, please click on “Next” to continue.

8. 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 summary is correct, click the "Finish" button to confirm your roommate/suitemate(s) room and dining plan.

9. Congratulations! You have completed the room selection process. A confirmation email will be sent to your roommate/suitemate’s Catamount email address.

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!