Housing Preferences and Meal Plan Instructions

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:

Note: You will need to complete your online contract first and have access to Application Preferences!

Welcome Page
- Click on Contract & Application Preferences.
- A new screen will pop up with your 920# listed at the top.

Meal Plan Preference
- Click on Meal Plan drop-down menu and select your meal plan.

Room Preference
- Click on to add a building preference.
- Preference Type: Building
- Preference: Choose building
- Preferred Room Type: Select private or double or leave blank
  (Remember: Freshman Residence halls are: Albright/Benton & Allen)
- You can click on the to remove the building choice.

Choose your Roommate

Roommate Group: If you have a specific person you would like to room with.
- Click on Invite-to be the leader (If you have someone who's already a leader please accept/decline).
- Enter their 920# or last name and click search.
- Select your roommate (You can update your status until the website is closed for room assignments).

Roommate Matching: If you don't have a specific person to room with.
- If you have not chosen a specific roommate complete the Roommate Matching Questions.
- Click Next Step, then Finish, and then OK.

You have now completed your housing preferences. If you have any questions, please contact The Department of Residential Living at 828-227-7303 or email us at housingquestions@wcu.edu.