

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 for next year, you will need to do the following:

1. You will begin by clicking the "I'm an existing 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 links on the left-hand side of the page. Please click the link labeled "Self Assignment." Clicking this link will produce a link below it, and you will then need to click the link labeled "General Room Selection."
5. On this first page, you will be presented with an outline of the steps that you will be following in order to complete your room selection process. Please read over these steps and then click "Continue."
6. After clicking "Continue," you will be directed to a page that shows all the buildings that have spaces available for selection. After viewing the buildings, please click the "Advanced Search" link at the bottom of the page.
7. You will now be directed to a page that allows you to narrow down your search of available rooms. Please remember when more criteria is selected the fewer spaces you will see. It is recommended to limit your search to at least one building. However, you may select as many conditions as you want from the criteria fields, to perform this search please click "Continue". You are now viewing the criteria that you specified from your search. In order to view certain page results from your search you can use the navigation links located at the bottom of the page. When you find a room that you want, please click the "Go" button that corresponds with that room. After clicking "Go," you will be directed to a page that will give you details about that particular room. If you decide that this room wasn't what you wanted you can view another room by clicking the "Show me Other Room" link. You can continue this process until you decided on the room that's right for you.
8. Once you find the right space that meets your requirements you will then click the "I Want" checkbox beside the bed space. If the word "valid" appears in the status box you are eligible for that space. However, if the word "invalid" appears you will need to find another bed space. If you would like to assign a preferred roommate for your room enter their login ID and Password at the bottom of the page. If you choose not to pull-in a roommate click the "Only assign Room For Me" link in order to skip this part (please skip to step #10 if you chose "Only assign Room For Me"). Once you enter the login ID and password press the tab button to verify the name of the person. If the name is correct click the "Pull in Roommate" link in order to select that person.

9. After clicking "Pull in Roommate" you will be directed to a page to select the roommate's bed space from a drop down menu. Make sure that the status box shows up valid when selecting a bed space. If you were selecting a building such as Central Drive with additional spaces in a suite, you may now click the "I Want Another Roommate" link. Follow the same process to select any other suitemates that you desire. All other students should now click the "Yes, We Want This Room" link.

10. Please carefully read this confirmation page which acknowledges that you have now made a housing selection for either yourself or yourself along with a roommate for the following academic year. Be sure to note the dates for both terms as well as the rates. Please click continue to proceed.

11. You will now select your meal plan for the following academic year. Please remember any student living on campus must purchase a meal plan. Any student with less than 30 hours of earned credit at the beginning of the upcoming fall semester must select either Unlimited Meal, 175 Block, or 125 Block plan. In order to select your preferred meal plan simply click the box beside the plan that you have chosen. A check mark will then indicate your selection. Please note that only one meal plan may be selected and it will be your choice for both fall and spring semester. You should also follow the same process for any roommate(s) meal plans. Click "continue" once you are satisfied with your meal plan selection, please note that a meal plan must be selected before you will be able to continue.

12. You may now review your meal plan selection for both yourself and roommate if applicable. Be sure to note your plan's beginning and ending dates and the rate. You may click "Quit" should you wish to make any changes and start over. If you are satisfied with your selection click "confirm" to continue.

13. Please review and print this final confirmation page which displays both your housing and meal plan selections for yourself and roommate if applicable. After you have printed this page you may now logout.

Congratulation! You have now successfully completed the selection process.