

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 retain your current room for next year, you will need to do the following:

1. You will begin by clicking on 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 three links on the left-hand side of the page. Please click on the link labeled "Self Assignment." Clicking this link will produce one link below it, and you will need to then click on the link labeled "Room Retention."
4. You will now be directed to the first page of the Premier Level Selection process. On this first page, you will be presented with an outline of the steps that you will be following in order to retain your current room for next year. Please read these steps and then click "Continue."
5. After clicking "Continue," you will be directed to a page that displays the dates and information. Read over this information and then click the "Retain Your Room" link at the bottom of the page.
6. You are then directed to a page that displays information concerning your room assignment, as well as room charges for both the fall and spring semesters. After you have verified that this information is correct, please click "Continue."
7. You will then be directed to a page that will allow you to select your meal plan. You should have already determined your meal plan choice prior to logging on to the system. You must select **ONLY ONE** meal plan from this page. Please note that any student who will have earned less than thirty (30) hours at the beginning of fall semester, must select one of the three Block meal plans (Unlimited Meal, 175 Block, or 125 Block). You will select your meal plan by clicking in the "Nominate" box next to the meal plan you want. You will then need to click "Continue" at the bottom of the page.
8. At this point, you are directed to a page that will display information and charges regarding the meal plan that you just selected. Please verify that this information is correct. If you selected the wrong meal plan, you will need to click on the "Back to Previous" link at the bottom of the page and then unselect the incorrect meal plan and select the correct choice. If all information regarding the meal plan that you want is correct, please click on the "Confirm" link at the bottom of the page.
9. You will now be directed to the final page of your process. This page is your receipt for completing the process. Please print this page for your records. Note that your room assignment information will be emailed to you in mid to late July via your WCU email address. You may now log out of the system.
10. If you would like to pull in a roommate to the room that you just reserved, please visit back on our online system during the scheduled Platinum Level Selection.