

# Completing Your Spring 2018 Traditional Housing Application

## 1. BEFORE COMPLETING YOUR APPLICATION, YOU MUST READ THE FOLLOWING:

- a. Student Occupancy Agreement
  - i. This document is available at: [www.wcupa.edu/reslife](http://www.wcupa.edu/reslife), then choose Housing Information-> Forms and Applications -> Residence Hall Occupancy Agreement. You will be asked to agree to this occupancy agreement as part of your on-line housing application.
  - ii. *If you are under 18, you will be required to provide a parent or guardian's e-mail on your application for future verification.*
  - iii. For students assigned to the North Campus Traditional Halls or the South Campus Apartment Complex, the Occupancy Agreement is legally binding. Students assigned to the College Arms Apartment Complex will be contacted individually regarding the Occupancy Agreement.
- b. Housing Deposit Submission
  - i. A \$200 deposit is required to secure your housing. You will be directed to a payment page as part of your housing application. If you paid your Admission deposit on-line, it is the same system.
  - ii. Students whose Admission deposit was waived will not be required to pay the deposit.
- c. Meal plan choice
  - i. You will be asked to choose your meal plan on your on-line application. Please see this site for a description of the meal plans: <https://westchester.campusdish.com/>, then choose "Meal Plans."
  - ii. Students assigned to the South Campus Apartment Complex or College Arms are not required to purchase a meal plan, so while the choice is available on the application, a meal plan will not be posted to your account.
  - iii. Students assigned to the North Campus Traditional residence halls are required to have a meal plan. If you do not choose one as part of your housing application, the 14-meals-per-week & \$250 Flex (The Gold Plan) will be posted to your account.
- d. Meningitis Information
  - i. Please read this information recommended by our Student Health Services: <http://www.cdc.gov/meningitis/index.html>,
  - ii. You will need to either: 1) confirm that you have had the meningitis vaccine OR 2) decline to have the vaccine. If you decline, you will be contacted later to complete a waiver. If you are under 18 and decline, we will require a signed form from a parent/guardian. *We will not allow you to check in to your residence hall if your information is incomplete. Failure to comply with the meningitis vaccine legal requirements will result in the forfeiture of housing.*

## 2. AFTER you have reviewed the information listed above, you can complete your housing application.

- a. Please log in to MyWCU, click on MyHousing, then click "Applications." You will see the Spring 2018 Housing Application – choose this. *If you do not see this application, please call 610-436-3307 so we can check your eligibility for housing.*
- b. You will be asked to complete information on several screens. Please read all information carefully, including the information along the right side of the screen.
- c. You will see a confirmation screen that your application is complete. In addition, you will receive an e-mail in your WCU e-mail account that also confirms that you completed your application.

- d. You may return to update your application information through January 2. After that time, we will be processing housing applications and any changes you make may not be seen by our staff.
- e. You may also update information on an on-going basis by logging into MyWCU, click on MyHousing, then click Personal Information or Applications.

**3. After your application is complete:**

- a. We will process applications and make assignments on a rolling basis starting the first week of January.
- b. We will send out assignment information, roommate contact information, and check-in instructions via e-mail during the week of January 8.
- c. Roommate requests can be made by sending an e-mail to [housing@wcupa.edu](mailto:housing@wcupa.edu). Please include your requested roommate's name, ID number, and his/her current status (i.e., current resident with current address, incoming transfer, etc.) We will do our best to accommodate roommate requests, but cannot guarantee placement because of space limitations mid-year.
- d. Due to limited space availability mid-year, we are usually unable to accommodate specific residence hall requests.
- e. Students with medical needs or special circumstances should call our office with specific information as soon as possible.

**Notes:**

- o All e-mail correspondence will be sent to your WCU e-mail address, so check it regularly. Information for incoming students' access to WCU e-mail and myWCU can be found within the Spring admission decision packet.
- o If you are a current student and have a Bursar hold on your account, you will not be able to complete the application until the hold has been lifted. Please do not contact our office until your hold has been lifted.
- o If you encounter any problems, please contact the Office of Residence Life and Housing at 610-436-3307.

Questions regarding University Student Housing (**Affiliated Housing**) can be referred to [leasing@ushcommunities.org](mailto:leasing@ushcommunities.org) or 610-430-4988. You are also encouraged to view the USH website for further information at [www.ushcommunities.org](http://www.ushcommunities.org).