



Completing your Traditional Housing Application

New First-Year Students

1. **Before completing your application, you must read the following:**
 - a. Housing Deposit Submission: 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 do not complete this, your application is invalid.
 - b. Meal plan choice: You will be asked to choose your meal plan on your on-line application. Your options are 14-meals-per-week, 10 meals-per-week, and Unlimited Lawrence. Each plan comes with \$250 or \$300 in Flex. Meal plan rates will be available in April. You will have opportunities to make changes to your meal plan throughout the summer.
 - c. 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) have the meningitis vaccine OR 2) complete the waiver application. *We will not allow you to check in to your residence hall if your information is incomplete. Failure to follow-up could result in the forfeiture of housing.* Additional follow-up may be necessary for students under 18.
 - d. Room Options: Our most common room type is a double room. However, we also offer a very limited number of larger triple rooms. Students in roommate groups of three that matched up prior to June 9 will be considered for these spaces.

- d. **Themed Communities:** Three special interest communities are available in Tyson Hall. You can indicate your interest in these communities on your application.
- i. **West Chester's FIRST Generation Themed Community:** This themed community will connect you to campus, fellow first-generation college students, and WCU faculty and staff dedicated to your success. If none of your parents/guardians completed a bachelor's degree, West Chester University considers you "first gen." By participating in West Chester's FIRST, you will gain a sense of belonging and establish your identity on campus, develop your leadership skills, improve your skills to become a successful student, and help increase awareness around your and your family's needs as a first-generation student.
 - ii. **Sustainability and Social Justice:** West Chester University's Sustainability and Social Justice community is an inclusive community in which students practice being engaged, ethical leaders in a world that faces unprecedented threats and opportunities. Through this community, students apply their learning on campus and in local and global contexts. All activities serve a vision of the future characterized by improved quality of life and wellbeing for all; meeting the needs of present and future generations; justice and equity; and living within ecosystem limits.

This inclusive community will engage students in applied sustainability leadership on the West Chester University Campus, in the region, and beyond. Sustainability as defined by this community encompasses the environmental, social, and other implications of our current world. Students living in this community will engage in educational programming and design and implement projects to enact meaningful change in our inter-connected world.

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

- a. Please log in to MyWCU, click on MyHousing, and then click MyHousing. Use the Application drop-down to choose the **First Year Student Housing Application**. **This application will only be accessible after we have sent the housing application instructions e-mail.**
- b. **Student Occupancy Agreement**
 - i. The first screen of your application is the Student Occupancy Agreement. Please read it thoroughly, and sign the bottom of the screen, either with a mouse or on your touchscreen.
 - ii. *If you are under 18, a follow-up verification will be sent to your parent/guardian. Please make sure they look for it in their spam folder if they do not see it in their inbox.*

- iii. The Occupancy Agreement is legally binding for students 18 and older, and for students under 18 whose parents have submitted verification.
- c. You will be asked to complete information on several screens. Please read all information carefully.
- d. 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.
- e. You may return to update your application information while the applications are still available, typically into May.
- f. You may also update information on an on-going basis by logging into MyWCU, click on MyHousing, then Personal Information, then Update Information.

Notes:

- These instructions are only for first-year (freshmen) students who have paid their deposit and who have individually received this information via e-mail. Transfer students and current students have different housing application processes.
- Roommate requests are made from mid-May through late June. All eligible students with complete applications will be sent instructions via e-mail in mid-May for choosing their roommate. Do not use the special needs question on the housing application to choose a roommate. Also, please be advised that WCU has only one authorized roommate matching service provider. Beware of services that solicit you directly and/or charge a fee--these services are not endorsed by WCU. Information about the roommate matching service will be sent in the May e-mail.
- All e-mail correspondence will be sent to your WCU e-mail address, so check it regularly. Information on how to access your WCU e-mail and MyWCU can be found on the "STUDENT ACCOUNT INFORMATION" card that was included in the letter you received from New Student Programs.
- Incoming First-year students are not able to make specific residence hall requests.
- Students with special needs or requests should let us know on the application and call our office with specific information.
- Academic Success Program (ASP) students: ~~Housing information for the summer program will be sent in a separate e-mail. All instructions enclosed here must be followed so that you can receive a fall housing assignment. (Not offered on-campus in 2020)~~

If you encounter any problems, please contact the Office of Residence Life and Housing.

Contact Information:

Phone: 610-436-3307
Fax: 610-430-5945
E-mail: housing@wcupa.edu
Mailing address: Office of Residence Life and Housing Services
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