Completing Your Housing Application

New First-Year Students

1. **BEFORE COMPLETING YOUR APPLICATION, YOU MUST READ THE FOLLOWING:**
   a. 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 do not complete this, your application is invalid.
      ii. Students whose Admission deposit was waived will not be required to pay the deposit, and the application will not redirect to the payment page.
   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, 12-meals-per-week, 9-meals-per-week, and Unlimited Lawrence. Each plan comes with $250 in Flex. Meal plan rates will be available in June. All meal plan information will be explained in detail at New Student Orientation in June, and 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](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.

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:

- 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 “WCU EMAIL STUDENT ACCOUNT INFORMATION” card that was included in the letter you received from New Student Programs.
- If you encounter any problems, please contact the Office of Residence Life and Housing at 610-436-3307 or housing@wcupa.edu.
- 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 early July. All eligible students with complete applications will be sent instructions via e-mail in mid-May for choosing their roommate. Do not use 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.
- Incoming First-year students are not able to make specific residence hall requests.
- Students with special needs or requests should put a note in the comments field and call our office with specific information.
• Academic Development Program (ADP) students: Any previous housing materials you have filled out for ADP are for the ADP summer session only. All instructions enclosed here must be followed so that you can receive a fall housing assignment.

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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West Chester University
West Chester, PA 19383