

# **MYHOUSING SELF-SERVICE GUIDE**

Bloomsburg University, Residence Life Office

## Where Do I Find.....?

The MyHousing Self Service Portal	Slides 3-6
Filling Out the Housing/Dining Agreement	Slides 7-13
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The MyHousing Self-Service link can be found on the Residence Life website.

Hover over the Student Life tab and click on the second option down which should say "Housing and Residence Life"

<https://www.bloomu.edu/student-life/housing-and-residence-life>

# HOUSING AND RESIDENCE LIFE

[First Year Experience & Orientation](#)

Housing and Residence Life —

[Resident Welcome Packet](#)

**[MyHousing](#)**

[Housing Selection](#)

[Halls and Apartments](#)

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[Resources](#)

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[Dining Services](#) +

it marks the beginning of the next phase of your journey. And at Bloomsburg, you'll live in comfort and flourish as a member of the Husky Family.

The heartbeat of the Husky Nation? You'll find it right here in our on-campus communities. From the excitement of move-in day for a new freshman to the grit and determination of a senior excited to finish their

Then, scroll down until you find the "MyHousing" tab underneath "Housing and Residence Life"

inclusivity, and of course fun. From the day you move in you'll find yourself immersed in the Husky Life and all it has to offer.

At Bloomsburg, our communities offer diverse, convenient, safe and supportive environments to live and learn as well as providing an unmatched opportunity for you to get involved, stay active and achieve personal growth – studies show you may even do better academically too.

Your college experience will be more successful the more you actively participate in our campus community and with hundreds of social, recreational and educational programs and events right outside



[Housing and Residence Life](#)

[Resident Welcome Packet](#)

[MyHousing](#)

[Housing Selection](#) +

[Halls and Apartments](#) +

[Housing Rates & Fees](#)

[Moving-In](#)

[Forms & Policies](#)

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[Student Employment](#)

## MyHousing Self-Service is your online portal for managing your housing and dining at Bloomsburg University.

With MyHousing Self-Service, you'll have access to sign your online housing agreement, answer personal information questions, request roommates, select a dining plan and, if you're currently living on campus, choose your housing assignment for the next academic year during the housing selection process.

All registered students of Bloomsburg University are able to use MyHousing Self-Service but only students who will be living on campus are required to complete the housing agreement. Remember, by signing your agreement, you are entering a binding contract for the full term of the agreement.



Scroll down and click on the yellow "MyHousing Self-Service" button.

## MyHousing Information

Please refer to your student status description below for specific details.

**New First-Year Students** +

Self Service

Sign into the Self-Service with your Husky ID and password.

\*NOTE: The login for the MyHousing Portal is the same username and password that you use to login to BOLT, MyHusky, etc

\*\*NOTE: If you are having issues with logging in, please try using Mozilla Firefox or Google Chrome, as Internet Explorer and Safari do not always work with our website.



User Name \*

geo89907

Password \*

.....

Login

To safeguard user security, session ends after 15 minutes of inactivity and upon refreshing / closing the page.

# **Filling Out the Housing & Dining Agreement**



- Home
- Agreement
- Personal Information
- Room Selection
- Dining

These tabs on the left are used to direct you to Agreements, Personal Information, Room Selection, and Dining.

Sally Smith  
12345  
kag85518@huskies.bloomu.edu  
Box No:

This is the MyHousing "Home" page.

Messages

Room Selection

There are no room selections to display

You can also see an overview of your room selection, housing assignment, and meal plan.

Assignments

There are no active room assignments to list

Dining

Spring 2021

Dining Plan: F2 Spring  
Starts: 1/25/21  
Ends: 5/15/21  
Chosen on: 11/9/20

Help Text

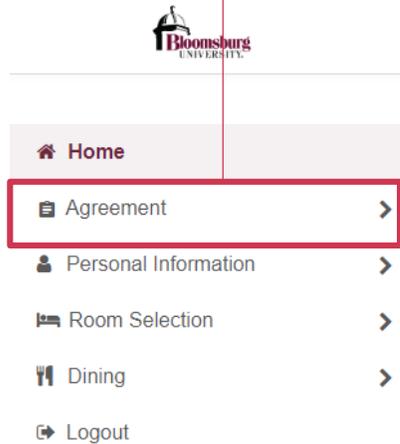
- Fall 2020 meal plans were reassigned to the spring 2021 semester for any student having a fall meal plan on November 9, 2020.
- You may now add, change or cancel a spring 2021 meal plan by selecting Dining.
- The last day to cancel or lower a spring meal plan is Sunday, February 7, 2021.
- All students living in a residence hall and those assigned to upper campus apartments paying the residence hall room rate are required to have at least a 10 meals per week meal plan.
- Off-campus and commuter students that did not have a fall meal plan wanting to add a spring meal plan must first complete the Spring 2021 dining only agreement in MyHousing before selecting a meal plan.

Helpful Links

- Learning Communities
- Residence Life
- Meal Plan and Flex Info

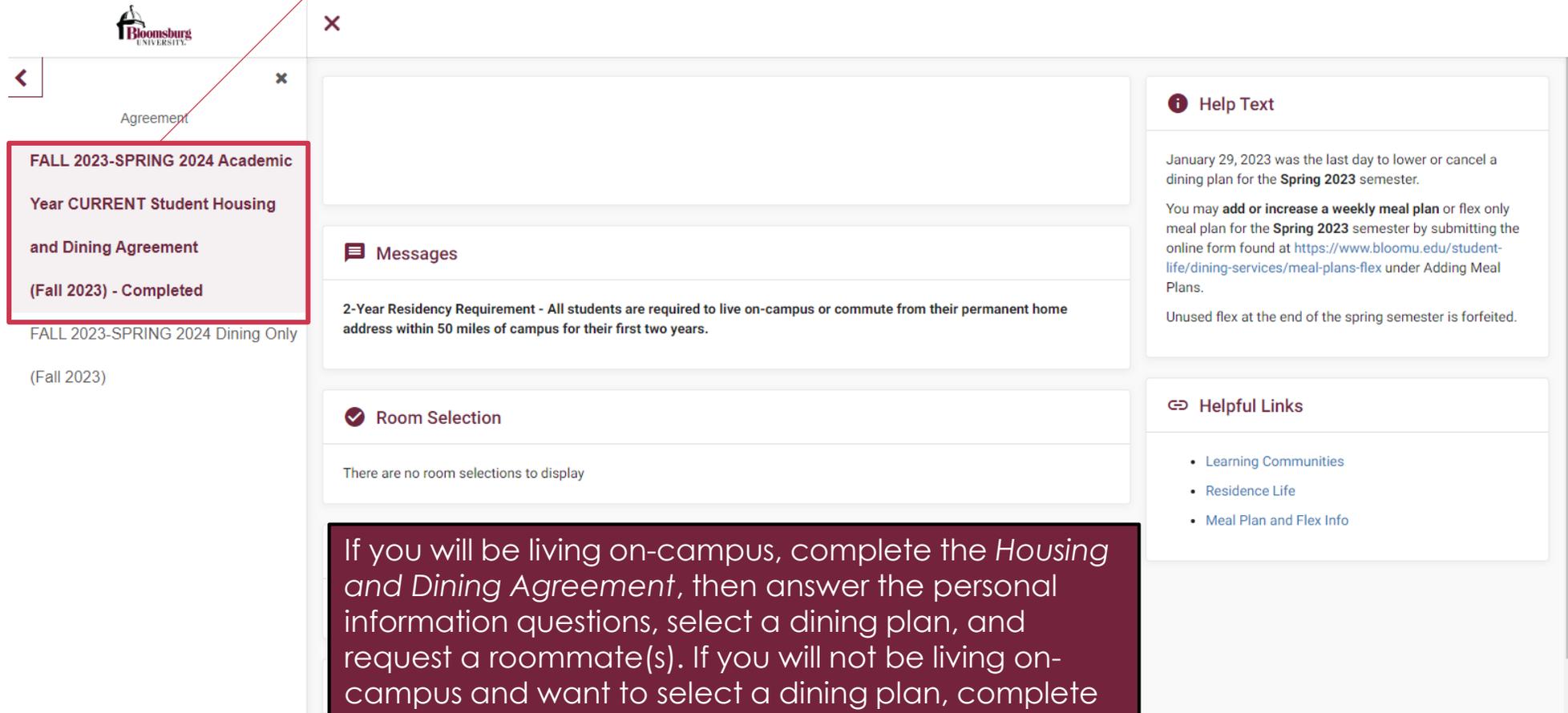
News and announcements can be found on the right-hand side of the page.

Under the “Agreements tab on the Homepage, you can find the Housing & Dining Agreement, and the Dining Only Agreement



In order to select a dining plan, housing, or a roommate, you must first fill out the “Agreement”.

If you will be living on campus, you will see the “Housing and Dining” agreement. If you will not be living on campus, you will see the “Dining Only” agreement. Make sure to select the right semester and year.



If you will be living on-campus, complete the *Housing and Dining Agreement*, then answer the personal information questions, select a dining plan, and request a roommate(s). If you will not be living on-campus and want to select a dining plan, complete the *Dining Only Agreement* and follow the steps to select a dining plan beginning on Slide 31. **Do not complete the Dining Only Agreement if you are living on-campus.**

## Housing/Food Service Agreement

### TERMS AND CONDITIONS

Revised: October 2022

Commonwealth University - Bloomsburg agrees, when spaces are available, to assign on-campus residence hall, suite or apartment accommodations to students who are eligible to live on campus. Upon execution of the agreement, the student agrees to abide by all university and residence hall/suite/apartment rules and regulations as set forth below and in the Guide to Campus Living and other university publications. The university houses students without regard to race, creed, age, sexual orientation or disability in compliance with state and federal legislation.

#### I. ELIGIBILITY

**2-year residency requirement:** All new full-time undergraduate freshmen are required to live on campus for their first four semesters (not including summer and winter sessions) unless they turn 21 years of age before the first day of classes for the fall semester or are commuting from the home of their parent(s) or legal guardian(s) within 50 miles of campus.

As part of the 2-year residency requirement, students will complete a new housing agreement for the following year and will have the opportunity to select their specific housing location during the housing selection for returning students process. Information will be sent to all on-campus residents beginning in late September or early October with the room/suite/apartment selection process occurring later in the fall or early spring semester.

Students under obligation of the 2-year residency requirement who do not complete this process and select housing or do not have an approved exemption will automatically be matched with roommates and assigned housing by the Office of Residence Life.

Students wishing to request an exemption must submit the 2-Year Residency Requirement Exemption Request. The form is found online at [Forms and Policies](#). You **will not be exempt** unless you receive an approval notice from the Office of Residence Life.

Full-time matriculating students currently living on campus are eligible to continue living on campus. A full-time student is enrolled for 12 or more credit hours per

If you do not agree, [exit the application here](#).

If you agree, sign your name in the box below.

Enter your full name to give consent (Hand drawn signature will be auto generated)

Use the signature pad to draw your signature

Enter your full name

Clear signature

Continue

There is no help text for this screen

#### Helpful Links

- [Learning Communities](#)
- [Residence Life](#)
- [Meal Plan and Flex Info](#)

After you've read through the Terms and Conditions, scroll all the way down and check the "I have read the above terms and conditions" box. Then sign your name and press continue.

### My Information - FALL 2023-SPRING 2024 Academic Year CURRENT Student Housing and Dining Agreement

Have you ever been subject to disciplinary sanction(s) for behavioral misconduct at any post-secondary educational institution? (Note: You do not need to disclose interim measures taken prior to final disposition of student conduct matters, academic dismissal, suspension, or probation for poor grades.) \*

Yes  No

At any post-secondary educational institution, are you currently subject to disciplinary action or have you withdrawn prior to final disposition of any pending student conduct charges? \*

Yes  No

Have you ever been convicted of a crime? (Note: This excludes conviction for summary offenses or traffic citations, or adjudication of delinquency for criminal offenses. If your criminal conviction has been expunged pursuant to applicable law, then you are not required to answer YES to Question #3.) \*

Yes  No

Are you currently subject to pending misdemeanor or felony charges? \*

Yes  No

05 If you received the Meningitis vaccine, please enter the Month/Year. (can be updated) \*

01/2018

7 of 300 characters

04 I did not receive the Meningococcal vaccine but have read the Meningococcal information in the housing agreement. I am fully aware of risks associated with this disease. I knowingly agree to accept this Waiver for this vaccine. (can be updated) \*

N/A

Continue

#### Help Text

Please note, failure to provide this information may result in a delay or denial of your housing application:

- Discipline and Justice Involved-If your answer to any of these questions is YES, you will receive a request for additional information to be completed from the Office of Residence Life.
- Meningitis Vaccine question(s)-For more information regarding the Meningitis Vaccine visit <https://www.bloomu.edu/meningitis-vaccine>.

#### Helpful Links

- [Learning Communities](#)
- [Residence Life](#)
- [Meal Plan and Flex Info](#)

Next, you will be asked to answer some Discipline and Justice Questions. You'll also be asked to type in the date that you received the Meningitis vaccine if you've received it. Fill these out and then click "Continue".

Agreement

FALL 2023-SPRING 2024 Academic  
Year CURRENT Student Housing and  
Dining Agreement  
(Fall 2023) - Completed  
FALL 2023-SPRING 2024 Dining Only  
(Fall 2023)

### Addresses/Contacts - FALL 2023-SPRING 2024 Academic Year CURRENT Student Housing and Dining Agreement

Please save one Address/Emergency Contact at a time and click the Continue button when you are done.

#### Addresses

Required	Completed	Type	Street	City	Zip Code	
✓	✓	Primary				
✗	✗	Secondary	N/A	N/A	N/A	

#### Contacts

Required	Completed	Type	Name	Relationship	Email	Mobile	Home	Work	
✓	✓	Guardian 1			...			N/A	

[Continue](#)

#### Help Text

Please fill out your Address/Contacts Information. **If you are under the age of 18**, your parent/guardian will receive an email to verify that they acknowledge you have submitted the Housing and Dining agreement.

#### Helpful Links

- [Learning Communities](#)
- [Residence Life](#)
- [Meal Plan and Flex Info](#)

Finally, you'll be asked to enter your permanent home address as well as some emergency contact info. Fill these out and then click "Continue".

Agreement

FALL 2023-SPRING 2024 Academic  
Year CURRENT Student Housing and

Dining Agreement

(Fall 2023) - Completed

FALL 2023-SPRING 2024 Dining Only

(Fall 2023)

## Application Complete - FALL 2023-SPRING 2024 Academic Year CURRENT Student Housing and Dining Agreement

Thank you for completing the [Fall 2022-Spring 2023 Academic Year CURRENT Student Housing and Dining Agreement](#)! You are now eligible to request roommates and answer the personal information questions. And then select an on-campus apartment, suite, or residence hall room during the upcoming selection dates in March. Follow the Housing Selection process and review all information and instructions sent out. Contact [buhouse@bloomu.edu](mailto:buhouse@bloomu.edu) with any questions.

Home

### Help Text

I certify that any information submitted is true and correct. I understand that any incomplete or untruthful responses may result in denial or rescission of housing or, if housing is granted, disciplinary sanctions and/or removal from housing.

### Helpful Links

- [Learning Communities](#)
- [Residence Life](#)
- [Meal Plan and Flex Info](#)

You will then get a notification that your application is complete. You'll also receive an email confirming that the application was submitted.

**Personal Info &  
Emergency  
Contacts**



Personal Information

- My Info
- Addresses/Contacts
- Roommate Profile

After you complete your agreement, you will need to fill out your personal information.

09 When do you usually go to sleep? \* Around 11

10 After someone gets to know you how do you describe yourself? \* Outgoing

11 How do you study? \* Quiet

12 Do you enjoy watching or participating in sports? \*  Yes  No

13 What types of music do you enjoy? (none)

14 Where would you PREFER to live? This does not guarantee placement in that area but may help with roommate matching. (none)

15 Do you want to live on a floor with a gender inclusive bathroom?  Yes  No

16 Are you comfortable living with a student who identifies as lesbian, gay, bisexual or queer?  Yes  No

17 Would you prefer to live with a student who identifies as lesbian, gay, bisexual or queer?  Yes  No

18 Are you comfortable living with a student who is transgender or gender non-conforming?  Yes  No

19 Would you prefer to live with a student who is transgender or gender non-conforming?  Yes  No

20 12-month housing is for students who require living accommodations year-round. Students needing 12-month housing will be assigned to Elwell Hall. Additional charges apply. Do you need 12-month housing?  Yes  No

21 Interim housing is for students who need living accommodations over breaks (Thanksgiving, Winter or Spring). Students needing interim housing will be assigned to Elwell hall or JKA/MOA/MPA only. Additional charges apply. Do you need interim housing?  Yes  No

Save

“My Info” includes questions about your lifestyle and preferences. The answers to these questions can be used to match you with roommates.

Click “Save” to ensure your information is saved properly. You can also return to this page to update your information in the future.



Personal Information

- My Info
- Addresses/Contacts**
- Roommate Profile

Addresses					
Required	Type	Street	City	State	Zip Code
✓	Primary	123 East St	Philadelphia	PA	19111

**Edit Address: Primary**

Address * 123 East St	Address 2
Address 3	Address 4
City * Philadelphia	State * PA
Zip Code * 19111	Country * United States
Email	Mobile Phone

**Save** **Cancel**

**Help Text**

There is no help text for this screen

- Helpful Links**
- [Learning Communities](#)
  - [Residence Life](#)
  - [Meal Plan and Flex Info](#)

Under the Addresses tab, you'll be able to see the primary home address that you listed on your Admissions Application

If your address has changed since then, you can contact the Registrar's Office to have it changed in the system.



Personal Information

- My Info
- Addresses/Contacts**
- Roommate Profile

Addresses						^
Required	Type	Street	City	State	Zip Code	
✓	Primary	123 East St	Philadelphia	PA	19111	

### Edit Contact: Guardian 1

Name *	Relationship *
Email *	Mobile Phone *
Home Phone *	Work Phone
Address *	Address 2
Address 3	Address 4
City *	State *
Zip Code *	Country *

**Help Text**

There is no help text for this screen

- Helpful Links**
- [Learning Communities](#)
  - [Residence Life](#)
  - [Meal Plan and Flex Info](#)

If you need to make changes to the contact info you entered after completing the Agreement, you can do so here at any time

To edit your contacts, press the pencil icon and input the correct information. Press save to finish.

# **Requesting a Roommate**



- Personal Information
- My Info
- Addresses/Contacts
- Roommate Profile**

### Roommate Profile

Profile Privacy  
Display my information and my profile

Contact Preference Type  
None Contact Information

My Profile

**Update Roommate Profile**

To create your "Roommate Profile", fill in the information and click "Update Roommate Profile".

\*NOTE: Make sure the Profile Privacy is set to "Display my information and profile". Otherwise, other students won't be able to see and find your profile when searching/requesting you as a roommate in the portal.

**Help Text**  
There is no help text for this screen

- Helpful Links**
- Learning Communities
  - Residence Life
  - Meal Plan and Flex Info



- Home
- Agreement >
- Personal Information >
- Room Selection >**
- Dining >

Sally Smith  
12345  
kag85518@huskies.bloomu.edu  
Box No:

**To select a roommate/suitemate, click on the "Room Selection" tab.**

**Room Selection**

There are no room selections to display

**Assignments**

There are no active room assignments to list

**Dining**

Spring 2021

**Dining Plan:** F2 Spring  
**Starts:** 1/25/21  
**Ends:** 5/15/21  
**Chosen on:** 11/9/20

**Help Text**

- Fall 2020 meal plans were reassigned to the spring 2021 semester for any student having a fall meal plan on November 9, 2020.
- You may now add, change or cancel a spring 2021 meal plan by selecting Dining.
- The last day to cancel or lower a spring meal plan is Sunday, February 7, 2021.**
- All students living in a residence hall and those assigned to upper campus apartments paying the residence hall room rate are required to have at least a 10 meals per week meal plan.
- Off-campus and commuter students that did not have a fall meal plan wanting to add a spring meal plan must first complete the Spring 2021 dining only agreement in MyHousing before selecting a meal plan.

**Helpful Links**

- [Learning Communities](#)
- [Residence Life](#)
- [Meal Plan and Flex Info](#)



Room Selection

Select Roommates

Select a Room/Suite

For the Term: Fall 2023

Roommate Requests (1)

Pending Roommate Requests (0)

Search for Roommate

### Help Text

Submit your roommate preferences to find someone with a matching roommate profile. All students who meet these criteria will be displayed. To see more results, try clearing some of the search fields. You can then reach out to see if you would be a good roommate match. If so, you will need to request each other so the roommate group is fully matched.

### Helpful Links

- [Learning Communities](#)
- [Residence Life](#)
- [Meal Plan and Flex Info](#)

Next, click on “Select Roommates”, select the correct term, and click the dropdown arrow on the “Search for Roommate” tab.

\*NOTE: In order to select a roommate/s, all parties must have completed the Housing Agreement.



### Search for Roommate

Room Selection

Select Roommates

Select a Room/Suite

The drop down arrow will reveal several search fields. If you know the name of the individual/s you would like to request, you can enter their first and last name and then click "Begin Search".

	Last Name	stout
	First Name	michele
	Email	Email
	Gender	Gender
*08 Smoke		<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> (no preference)
*10 Sleeping Routine		Around 11
*11 Personality Trait		In The Middle, Shy
*12 Study Habits		Either
*13 Sports Question		<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> (no preference)
*14 Musical Taste		Alternative
*15 Living Preference		Residence Hall
*16 Gender Inclusive Bathroom		<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> (no preference)
*20 Trans/Non Gndr Rmmt prefer		<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> (no preference)

**Begin Search**

If you do not have a specific person in mind, you can just use the other fields in order to find someone with a similar roommate profile to yours.



Room Selection

Select Roommates

Select a Room/Suite

\*13 Sports Question  Yes  No  (no preference)

\*14 Musical Taste

\*14 Musical Taste

Alternative

\*15 Living Preference

\*15 Living Preference

Residence Hall

\*16 Gender Inclusive Bathroom  Yes  No  (no preference)

\*20 Trans/Non Gndr Rmmt prefer  Yes  No  (no preference)

Begin Search

Search Results (1)

Last Name :  
First Name :  
Email  
Gender : F  
\*08 Smoke : No  
\*10 Sleeping Routine : Around 11  
\*11 Personality Trait : In The Middle  
\*12 Study Habits : Either  
\*13 Sports Question : Yes  
\*14 Musical Taste : Country;Alternative  
\*15 Living Preference : Residence Hall  
\*16 Gender Inclusive Bathroom : No  
\*20 Trans/Non Gndr Rmmt prefer : No  
Contact  
Profile: Em

Request Roommate

Your search results will appear underneath "Begin Search", and then you can click "Request Roommate".

\*NOTE: Sometimes entering too much criteria can narrow the results. If you are not finding any or many results, try clearing some of the search criteria to expand your options.



Room Selection

For the Term: Fall 2023

**i Help Text**

Submit your roommate preferences to find someone with a matching roommate profile. All students who meet these criteria will be displayed. To see more results, try clearing some of the search fields. You can then reach out to see if you would be a good roommate match. If so, you will need to request each other so the roommate group is fully matched.

**Helpful Links**

- [Learning Communities](#)
- [Residence Life](#)
- [Meal Plan and Flex Info](#)

Select Roommates

Select a Room/Suite

Roommate Requests (1)

Pending Roommate Requests (0)

Search for Roommate

If someone requested you as a roommate, it would appear under "Roommate Requests".

Once you send a request, it will appear under "Pending Roommate Requests".

Please note that the person you are requesting must accept your request in their MyHousing account for your roommate group to be fully matched.

# **Selecting a Room/Suite**

**(For Returning Students Only)**



You are not set to participate in any room selection processes at this time.

- Room Selection
- Select Roommates
- Select a Room/Suite

To select a room/suite/apartment, click on the "Select a Room/Suite" tab

\*NOTE: For returning students, room selection is based on where you currently live and how many credits you have earned as of the selection dates in March. You might not get your first choice so have a backup plan.

\*\*NOTE: New incoming students do not participate in the Housing Selection process and are not eligible to select their housing assignment. New students will be assigned housing by the Office of Residence Life.

**Help Text**  
There is no help text for this screen

- Helpful Links**
- Learning Communities
  - Residence Life
  - Meal Plan and Flex Info



< X

Room Selection

Select Roommates

Select a Room/Suite

**Your Room Selection**

Here you'll be able to see whether you are eligible to participate in that selection process

You are now eligible to select a room in the 'Testing' process.  
You have until 1/6/2023 at 04:00 PM (US/Eastern).

**Roommate Group (2)**

To select a room/suite/apartment, you **must have enough roommates to fill that space**. Otherwise, you will not be eligible to choose the room/suite/apartment you prefer.

**Select from Room List**

Search Available Rooms

Click on "Search Available Rooms". The portal will bring up all of the available spaces on campus that match the number of roommates in your group.

**Available Rooms: (580)**

**Columbia - 214**

Room Type: Air Condition Room Fall  
Spots: 2  
Rate: \$0 [Term]

Roster

Select Room

Once you find the room you want to select, click on the "Select Room" button.



< 

Room Selection

Select Roommates

**Select a Room/Suite**

Roommate Group (2) 

Select from Room List 

**Search Available Rooms**

Available Rooms: (580) 

Room Columbia 214

Once you select the room you want, you will need to assign each of your roommates to an available bed/space in that room

Room 214 Bed 1 Sally Smith 	Room 214 Bed 2 Michele Stout 
--	--

Please make sure that this is correct (You will not be able to change this yourself)

**Submit Room Selection**

Then, click on the "Submit Room Selection" button

**Note:** There is no guarantee that you will be able to select your first housing option, so it's important to have a back-up plan. This means that you may need to add or remove roommates from your group in order to select something else.

**Your Room Selection**

Congratulations! Your room selection process is complete! Your room assignment has been saved. You and your roommates will receive a confirmation e-mail shortly.

Once you submit your Room Selection, you will see a message and receive an email that your room selection process is complete

**Home**

- Agreement
- Personal Information
- Room Selection
- Dining
- Logout

**Messages**

2-Year Residency Requirement - All new freshmen are required to live on-campus for their first two years.

**Room Selection**

There are no room selections to display

**Assignments**

Fall 2023

<b>Hall Name:</b> Columbia <b>Room:</b> 214 <b>Bed:</b> 1 <b>Room Type:</b> Air Condition Room Fall	<b>Roommates/Suitemates: 1</b> <a href="#">Stout, Michele</a> - Room: 214   Bed: 2
--	--

You'll also be able to see your selected room assignment listed on your MyHousing Homepage.

# **Dining Plans**

Home

Agreement

Personal Information

Room Selection

Dining

Logout

To get to the *Dining Only Agreement*, start by clicking on the *Agreements* tab

If you are not living on campus but still want to purchase a meal plan, you'll need to fill out the *Dining Only Agreement*

### Messages

**2-Year Residency Requirement - All students are required to live on-campus or commute from their permanent home address within 50 miles of campus for their first two years.**

### Room Selection

There are no room selections to display

### Assignments

There are no active room assignments to list

### Dining

### Help Text

January 29, 2023 was the last day to lower or cancel a dining plan for the **Spring 2023** semester.

You may **add or increase a weekly meal plan** or flex only meal plan for the **Spring 2023** semester by submitting the online form found at <https://www.bloomu.edu/student-life/dining-services/meal-plans-flex> under Adding Meal Plans.

Unused flex at the end of the spring semester is forfeited.

### Helpful Links

- [Learning Communities](#)
- [Residence Life](#)
- [Meal Plan and Flex Info](#)



Agreement

FALL 2023-SPRING 2024 Academic

Year CURRENT Student Housing and

Dining Agreement

(Fall 2023) - Completed

FALL 2023-SPRING 2024 Dining Only

(Fall 2023)

Then, click  
on the Fall  
2023 – Spring  
2024 Dining  
Only  
Agreement

### Messages

2-Year Residency Requirement - All students are required to live on-campus or commute from their permanent home address within 50 miles of campus for their first two years.

### Room Selection

There are no room selections to display

### Assignments

There are no active room assignments to list

### Dining

### Help Text

January 29, 2023 was the last day to lower or cancel a dining plan for the **Spring 2023** semester.

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Unused flex at the end of the spring semester is forfeited.

### Helpful Links

- [Learning Communities](#)
- [Residence Life](#)
- [Meal Plan and Flex Info](#)



Agreement



FALL 2023-SPRING 2024 Academic

Year CURRENT Student Housing and

Dining Agreement

(Fall 2023) - Completed

FALL 2023-SPRING 2024 Dining Only

(Fall 2023)

## Dining Agreement

### TERMS AND CONDITIONS

Revised: October 2022

#### I. FOOD SERVICE ELIGIBILITY

All Bloomsburg University students are eligible to purchase a dining plan. All residence hall/suite-style students are required to purchase a dining plan. Residence hall/suite-style students must choose either Plan A (19 meals per week), Plan B (14 meals per week), Plan C (10 meals per week), or Plan E 175 Block (175 meals per semester), all of which include FLEX dollars (a declining balance fund for food purchases from the campus dining provider). **Traditional meal plans allow students to eat up to six meals per day (one meal per transaction), up to the number of meals available per week based on the meal plan chosen. Block meal plans allow students to eat up to six meals per day (one meal per transaction), up to the number of meals available per semester based on the meal plan chosen.** See <https://www.bloomu.edu/student-life/dining-services> for full dining plan details.

Students living in apartments or residing off campus are offered the option of purchasing any available dining plan. They may choose from the dining plans listed above or Plan D (5 meals per week), Plan F 75 Block (75 meals per semester) or a FLEX only plan.

**The dining plan chosen in the fall will automatically be reassigned for the spring semester unless the student chooses to change the dining plan during the defined dates. FLEX balances carry forward from the fall to spring semesters. Any remaining balance of FLEX at the end of the spring semester is forfeited.**

#### II. AGREEMENT TERMS

The food service agreement is binding for the period of one academic year (both fall and spring semesters or remaining portion thereof) and may not be transferred or reassigned. Food service fees do not cover vacation periods when the university is officially closed. The meal plan purchased in the beginning of the semester must be maintained unless the student officially withdraws from the university. Students may **change their choice of meal plan by the end of the first week of the semester ONLY.**

Students can request to have their agreement cancelled if required to live elsewhere in order to complete their academic program (interns, student teachers, co-ops,

If you do not agree, [exit the application here.](#)

If you agree, sign your name in the box below.

Enter your full name to give consent (Hand drawn signature will be auto generated)

Use the signature pad to draw your signature

Enter your full name

Clear signature

Continue

Read the Terms and Conditions and check the box that says you agree.

Then, sign your name in the box below and click "Continue"

There is no help text for this screen

#### Helpful Links

- [Learning Communities](#)
- [Residence Life](#)
- [Meal Plan and Flex Info](#)



Dining

Dining Plans

Dining History

Purchased Meal Plans - Fall 2023 (no current dining plan) ▾

Purchase Points ▾

Select a Meal Plan ▾

To select a meal plan, click on the "Dining Plans" option under the "Dining" tab.

### Help Text

- All Spring 2023 meal plans will be cancelled at the end of the spring semester and any unused flex is forfeited.
- **The last day to cancel or lower a fall 2023 meal plan is Sunday, August 27, 2023.**
- All students living in a residence hall are required to have at least a 10 meals per week meal plan.
- Off-campus and commuter students wanting to add a fall/spring meal plan must first complete the FALL 2023/SPRING 2024 dining only agreement in MyHousing Self-Service before selecting a dining plan.
  
- **To add, change or cancel your dining plan for Fall 2023**
- Select "Dining Plans" on the left side of the screen under Dining
  - Select the drop down box to the right of "Purchased Meal Plans - Spring 2023"
  - **In the term drop down box to the right of "Filter" select "Fall 2023"**
  - Proceed here to add, change or cancel your meal plan.
- More information about meal plans can be found at <https://www.bloomu.edu/student-life/dining-services>.

**Important:** Students who selected a meal plan will automatically be credited with either \$250 or \$300 of flex points. Purchasing points should only be done by students wanting a Flex Only Plan or students low on their original flex points added with their meal plan.

- **Flex points added after the first week of the fall and spring semesters must be paid within 10 days. If not paid a hold could be placed**

### Helpful Links

- [Learning Communities](#)
- [Residence Life](#)
- [Meal Plan and Flex Info](#)

## Purchased Meal Plans - Fall 2023 (no current dining plan) ^

Filter Fall 2023 ↕ ↻

Dining Plan	Starts	Ends
You have no current dining plans.		

## Purchase Points ▾

## Select a Meal Plan ▾

## i Help Text

- All Spring 2023 meal plans will be cancelled at the end of the spring semester and any unused flex is forfeited.
- **The last day to cancel or lower a fall 2023 meal plan is Sunday, August 27, 2023.**
- All students living in a residence hall are required to have at least a 10 meals per week meal plan.
- Off-campus and commuter students wanting to add a fall/spring meal plan must first complete the FALL 2023/SPRING 2024 dining only agreement in MyHousing Self-Service before selecting a dining plan.

• **To add, change or cancel your dining plan for Fall 2023**

- Select "Dining Plans" on the left side of the screen under Dining
  - Select the drop down box to the right of "Purchased Meal Plans - Spring 2023"
  - **In the term drop down box to the right of "Filter" select "Fall 2023"**
  - Proceed here to add, change or cancel your meal plan.
- More information about meal plans can be found at <https://www.bloomu.edu/student-life/dining-services>.

**Important:** Students who selected a meal plan will automatically be credited with either \$250 or \$300 of flex points. Purchasing points should only be done by students wanting a Flex Only Plan or students low on their original flex points added with their meal plan.

- **Flex points added after the first week of the fall and spring semesters must be paid within 10 days. If not paid a hold could be placed**

## ⇒ Helpful Links

- [Learning Communities](#)
- [Residence Life](#)
- [Meal Plan and Flex Info](#)

Under the first section, you can see what meal plan you currently have for a selected a specific term.

Purchased Meal Plans - Fall 2023 (no current dining plan) ▼

Purchase Points ▲

Transaction date

Amount

You have not purchased any dining points.

**Add Points**

Select a Meal Plan ▼

Note that remaining flex points will carry from the Fall semester to the Spring semester, but not from the Spring semester to the Fall semester.

### i Help Text

- All Spring 2023 meal plans will be cancelled at the end of the spring semester and any unused flex is forfeited.
- **The last day to cancel or lower a fall 2023 meal plan is Sunday, August 27, 2023.**
- All students living in a residence hall are required to have at least a 10 meals per week meal plan.
- Off-campus and commuter students wanting to add a fall/spring meal plan must first complete the FALL 2023/SPRING 2024 dining only agreement in MyHousing Self-Service before selecting a dining plan.

#### • **To add, change or cancel your dining plan for Fall 2023**

- Select "Dining Plans" on the left side of the screen under Dining
  - Select the drop down box to the right of "Purchased Meal Plans - Spring 2023"
  - **In the term drop down box to the right of "Filter" select "Fall 2023"**
  - Proceed here to add, change or cancel your meal plan.

- More information about meal plans can be found at <https://www.bloomu.edu/student-life/dining-services>.

Important: Students who selected a meal plan will automatically be credited with either \$250 or \$300 of flex points. Purchasing points should only be done by students wanting a Flex Only Plan or students low on their original flex points added with their meal plan.

- **Flex points added after the first week of the fall and spring semesters must be paid within 10 days. If not paid a hold could be placed**

### ⇒ Helpful Links

- [Learning Communities](#)
- [Residence Life](#)
- [Meal Plan and Flex Info](#)

Under the second section, you can purchase points, otherwise known as flex, by clicking on "Add Points".



Dining

Dining Plans

Dining History

## Purchased Meal Plans - Fall 2023 (no current dining plan)

Filter

Fall 2023



Dining Plan

Starts

Ends

You have no current dining plans.

## Purchase Points

## Select a Meal Plan

 A1 Fall

A1 FALL (19 meals/week \$250 Flex)

Dining Plan Fee: \$0.00

Points Fee: \$250.00

Total Fee (Plan + Points): \$250.00

 A2 Fall

A2 FALL (19 meals/week \$300 Flex)

Dining Plan Fee: \$0.00

Points Fee: \$300.00

Total Fee (Plan + Points): \$300.00

 B1 Fall

B1 FALL (14 meals/week \$250 Flex)

Dining Plan Fee: \$0.00

Points Fee: \$250.00

Total Fee (Plan + Points): \$250.00

 B2 Fall

B2 FALL (14 meals/week \$300 Flex)

Dining Plan Fee: \$0.00

Points Fee: \$300.00

 C1 Fall

C1 FALL (10 meals/week \$250 Flex)

Dining Plan Fee: \$0.00

Points Fee: \$250.00

 C2 Fall

C2 FALL (10 meals/week \$300 Flex)

Dining Plan Fee: \$0.00

Points Fee: \$300.00

Make sure the tab at the top is set to the correct term

## Help Text

- All Spring 2023 meal plans will be cancelled at the end of the spring semester and any unused flex is forfeited.
- The last day to cancel or lower a fall 2023 meal plan is Sunday, August 27, 2023.
- All students living in a residence hall are required to have at least a 10 meals per week meal plan.
- Off-campus and commuter students wanting to add a fall/spring meal plan must first complete the FALL 2023/SPRING 2024 dining only agreement in MyHousing Self-Service before selecting a dining plan.

- To add, change or cancel your dining plan for Fall 2023**
- Select "Dining Plans" on the left side of the screen under Dining
  - Select the drop down box to the right of "Purchased Meal Plans - Spring 2023"
  - In the term drop down box to the right of "Filter" select "Fall 2023"
  - Proceed here to add, change or cancel your meal plan.
- More information about meal plans can be found at <https://www.bloomu.edu/student-life/dining-services>.

**Important:** Students who selected a meal plan will automatically be credited with either \$250 or \$300 of flex points. Purchasing points should only be done by students wanting a Flex Only Plan or students low on their original flex points added with their meal plan.

- Flex points added after the first week of the fall and spring semesters must be paid within 10 days. If not paid a hold could be placed

## Helpful Links

- Learning Communities
- Residence Life
- Meal Plan and Flex Info

Under the third section, you can purchase your meal plan. Please check the righthand side for the deadline to reduce or cancel meal plans.



Dining

**Dining Plans**

Dining History

Be sure to click "Purchase Meal Plan" to save your new dining plan.

<input type="radio"/> B2 Spring <i>B2 SPRING (14 meals/week \$300 Flex)</i> Dining Plan Fee: \$1,399.00 Points Fee: \$300.00 <b>Total Fee (Plan + Points): \$1,699.00</b>	<input type="radio"/> C1 Spring <i>C1 SPRING (10 meals/week \$250 Flex)</i> Dining Plan Fee: \$1,257.00 Points Fee: \$250.00 <b>Total Fee (Plan + Points): \$1,507.00</b>	<input type="radio"/> C2 Spring <i>C2 SPRING (10 meals/week \$300 Flex)</i> Dining Plan Fee: \$1,257.00 Points Fee: \$300.00 <b>Total Fee (Plan + Points): \$1,557.00</b>
<input type="radio"/> D2 Spring <i>D2 SPRING (5 meals/week \$300 Flex)</i> Dining Plan Fee: \$829.00 Points Fee: \$300.00 <b>Total Fee (Plan + Points): \$1,129.00</b>	<input type="radio"/> E1 Spring <i>E1 SPRING (175 meals \$250 Flex)</i> Dining Plan Fee: \$1,294.00 Points Fee: \$250.00 <b>Total Fee (Plan + Points): \$1,544.00</b>	<input type="radio"/> E2 Spring <i>E2 SPRING (175 meals \$300 Flex)</i> Dining Plan Fee: \$1,294.00 Points Fee: \$300.00 <b>Total Fee (Plan + Points): \$1,594.00</b>
<input type="radio"/> G1 Spring <i>G1 SPRING (275 meals \$250 Flex)</i> Dining Plan Fee: \$1,793.00 Points Fee: \$250.00 <b>Total Fee (Plan + Points): \$2,043.00</b>	<input type="radio"/> G2 Spring <i>G2 SPRING (275 meals \$300 Flex)</i> Dining Plan Fee: \$1,793.00 Points Fee: \$300.00 <b>Total Fee (Plan + Points): \$2,093.00</b>	

**Purchase Meal Plan**

**semesters must be paid within 10 days. If not paid a hold could be placed on your account and you will not be able to add additional flex.**

- Flex points added on MyHousing once the semester starts will generate a charge on the student MyHusky account within 2 days.
- Flex points added on MyHousing once the semester starts will be available to use in the dining halls within 8 hours.
- Students can view flex balances and meal usage at the [BU Card Center's website](#)
- Flex dollar balances carry over from Fall to Spring semesters only. Any balance remaining at the end of the Spring semester is non-refundable and non-transferable.
- Flex dollars are non-refundable except when a student withdraws from the University during the semester. A \$10.00 fee will be charged for students who withdraw from the University and the flex program

Flex points purchased may not be cancelled on Self-Service. E-mail Deb Yablonski at [dyablons@bloomu.edu](mailto:dyablons@bloomu.edu) to discuss removing flex added in error.

**Helpful Links**

- [Learning Communities](#)
- [Residence Life](#)
- [Meal Plan and Flex Info](#)



Dining

Dining Plans

Dining History

Under the "Dining History" Plan, you can see the meal plans you have purchased in previous semesters.

### Dining History (29)

Term	Start Date	End Date	Dining Plan	Description	# Points	Point Type
Spring 2021	1/25/21	5/15/21	F2 Spring	F2 SPRING (75 meals \$300 Flex)	0	N/A
Spring 2021	N/A	N/A	N/A	N/A	300	Flex Points
Fall 2020	8/10/20	11/24/20	F2 Fall	F2 FALL (75 Meals \$300 Flex)	0	N/A
Fall 2020	N/A	N/A	N/A	N/A	300	Flex Points
Spring 2020	1/17/20	3/16/20	F2 Spring	F2 SPRING (75 meals \$300 Flex)	0	N/A
Spring 2020	N/A	N/A	N/A	N/A	300	Flex Points
Fall 2019	8/19/19	8/19/19	F2 Fall	F2 FALL (75 Meals \$300 Flex)	0	N/A
Fall 2019	8/19/19	12/14/19	F2 Fall	F2 FALL (75 Meals \$300 Flex)	0	N/A
Fall 2019	N/A	N/A	N/A	N/A	-300	Flex Points
Fall 2019	N/A	N/A	N/A	N/A	300	Flex Points
Fall 2019	N/A	N/A	N/A	N/A	300	Flex Points
B1 SPRING /14						

#### Help Text

There is no help text for this screen

#### Helpful Links

- [Learning Communities](#)
- [Residence Life](#)
- [Meal Plan and Flex Info](#)

**YOU HAVE COMPLETED  
THE MYHOUSING SELF-  
SERVICE GUIDE!**

For questions, please contact the Residence Life Office

Phone #: 570-389-4970

E-Mail Address: [buhouse@bloomu.edu](mailto:buhouse@bloomu.edu)