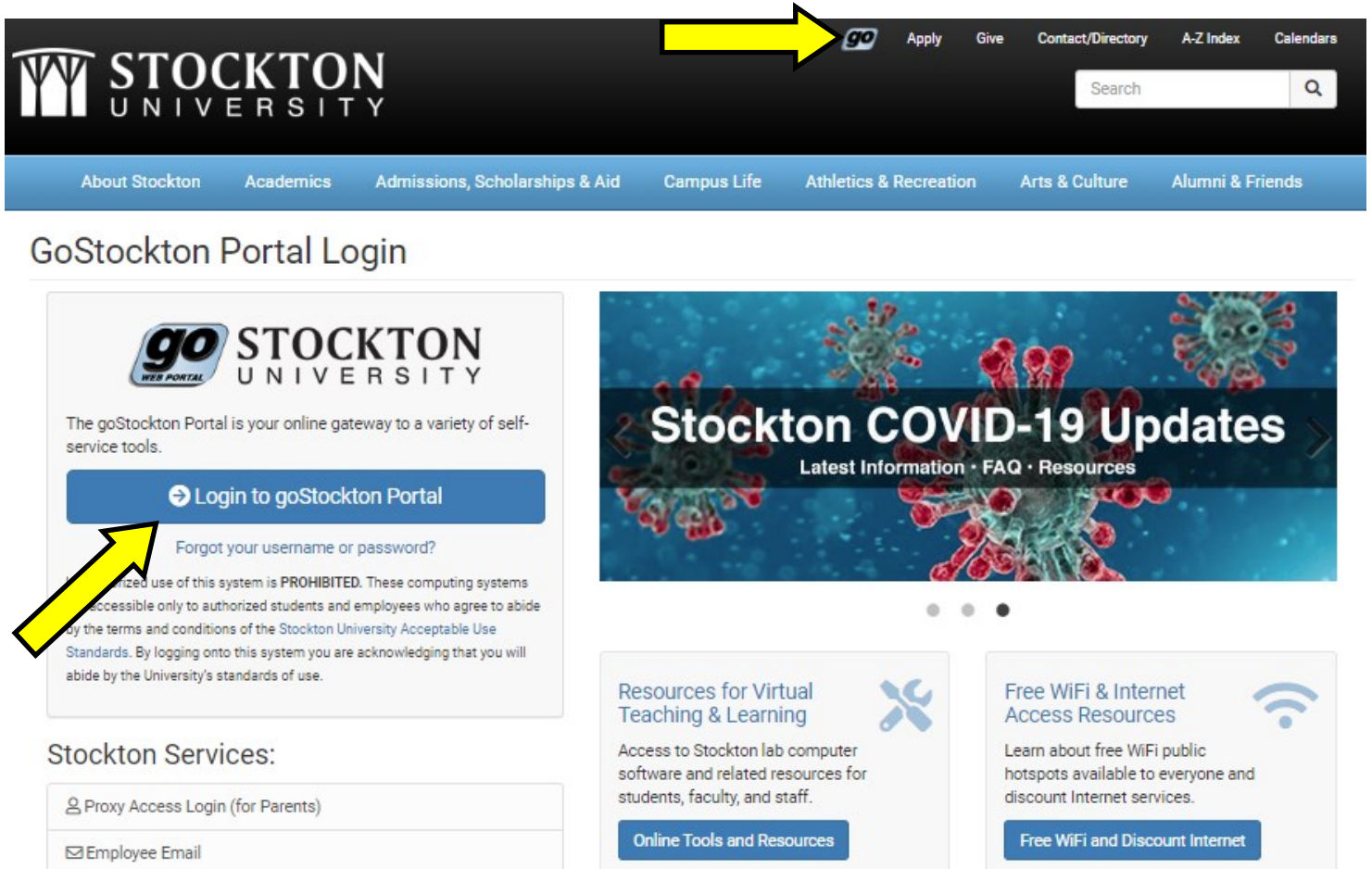


# Meal Plan Change Form Guide

1) Log into your go. Stockton portal.



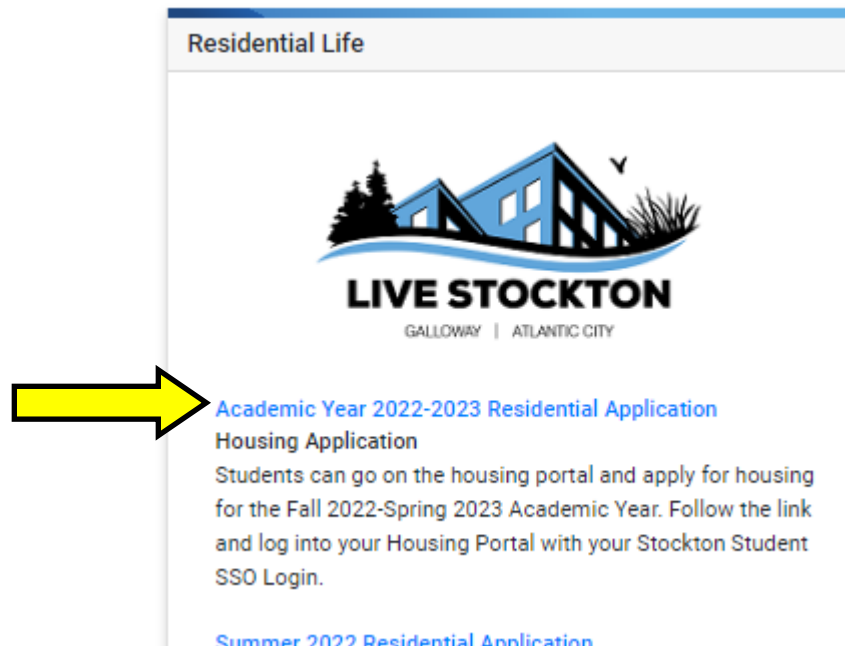
The screenshot shows the Stockton University website. At the top, there is a navigation bar with the Stockton University logo on the left and links for 'go', 'Apply', 'Give', 'Contact/Directory', 'A-Z Index', and 'Calendars' on the right. A yellow arrow points to the 'go' logo. Below the navigation bar is a search box. The main content area features a 'GoStockton Portal Login' section on the left and a 'Stockton COVID-19 Updates' banner on the right. The login section includes the 'go STOCKTON UNIVERSITY WEB PORTAL' logo, a description of the portal, a 'Login to goStockton Portal' button (highlighted with a yellow arrow), a 'Forgot your username or password?' link, and a disclaimer. Below the login section are 'Stockton Services' links for 'Proxy Access Login (for Parents)' and 'Employee Email'. The COVID-19 banner includes links for 'Latest Information', 'FAQ', and 'Resources'. Below the banner are two service boxes: 'Resources for Virtual Teaching & Learning' and 'Free WiFi & Internet Access Resources'.

2) Move over to the Student Life Tab.



The screenshot shows the goStockton website navigation bar. The bar is blue and contains the goStockton logo on the left and a series of tabs: 'Welcome', 'Home', 'Student Life', 'Student Services', 'Financial Aid', 'Bursar', 'Employee', and 'Alumni'. A yellow arrow points to the 'Student Life' tab.

3) From here click on the first link in order to access the Housing Portal



The screenshot shows a webpage titled "Residential Life". At the top center is the "LIVE STOCKTON" logo, which includes a stylized house and trees, with "GALLOWAY | ATLANTIC CITY" written below it. Below the logo, there are two blue hyperlinks. The first link is "Academic Year 2022-2023 Residential Application Housing Application", and the second is "Summer 2022 Residential Application". A yellow arrow points to the first link. Below the first link, there is a paragraph of text: "Students can go on the housing portal and apply for housing for the Fall 2022-Spring 2023 Academic Year. Follow the link and log into your Housing Portal with your Stockton Student SSO Login."

4) Now that you are in the Housing Portal click the "Forms" menu.



The screenshot shows the top navigation bar of the Housing Portal. It features the "LIVE STOCKTON" logo on the left, followed by a navigation menu with the items "Home", "Application", "Forms", and "Visitors/Guests". A yellow arrow points to the "Forms" menu item. On the far right of the navigation bar is a "Log Out" link. There is also a small "99+" notification icon next to the Home link.

5) Select the "Meal Plan Form" from the drop down menu.

## Form Selection

Select Next Step:

Meal Plan Form - Term Selector 


SAVE & CONTINUE

6) Select the term that this meal plan is for. Terms that you have interacted with for housing or meal plan will be displayed in green.

## Meal Plan Form - Term Selector

Please select a term below to start or continue with your application.

Academic Year 22-23  
(9/2/2022 - 5/7/2023)



7) The form will differ based on your currently assigned housing location. If you are transitioning to a new location you will need to wait until your new location takes effect before your new meal plan choices are displayed. If you believe you are not being shown the correct options please send an email to [Mealplan@stockton.edu](mailto:Mealplan@stockton.edu).

## Meal Plan Change Form - Commuter

This form is used to submit a meal plan change request for your selected term (Academic Year 22-23). The options presented are determined by your current housing assignment. If you believe the options presented to you are incorrect please send an email to [MealPlan@stockton.edu](mailto:MealPlan@stockton.edu). Please provide your name, Z Number, and a short description of the error that you are encountering.

Fall 2022:

(Please Select Meal Plan) ▾

Spring 2023:

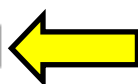
(Please Select Meal Plan) ▾

Updated meal plans are not automatically assigned to your account. Please allow up to 48 hours for the requested changes to be reflected on your account.

8) Select a meal plan from each of the drop down boxes and hit Save & Continue to submit your request. (Some terms will only have one drop down to select from). Requests can take up to two business days to be processed.

Fall 2022:

Fab 14 w \$100 Flex ▾



Spring 2023:

180 Block w \$100 Flex ▾

9) Once submitted you will land on the confirmation page. An additional confirmation email will be sent to your go. Stockton email address.

## Meal Plan Confirmation

Thank you for your submission. These changes can take up to 48 hours to be reflected on your account.

For *Fall 2022* your selected plan is: **180 Block w \$100 Flex** For *Spring 2023* your selected plan is: **180 Block w \$100 Flex**