

# Meal Plan Adjustments

Begin by navigating to DataVU and clicking “Housing and Meal Plans”



**Resources & Services**

Academics	Campus Services	Employee
<ul style="list-style-type: none"><li>Course Scheduling</li><li>Academic Progress +</li><li>Apply for Graduation</li><li>Registrar Forms</li><li>Search for Course Sections</li><li>Starfish</li><li>Transfer Database</li></ul>	<ul style="list-style-type: none"><li>Housing and Meal Plans</li><li>IT Support</li><li>Online Directory Options</li><li>Parking</li><li>Password Reset (AMS)</li><li>Safety Concerns Form</li></ul>	<ul style="list-style-type: none"><li>Employee Self-Service</li><li>Benefit Enrollment</li><li>Office and Emergency Phone Information</li><li>Salaried Leave Request</li></ul>
Faculty	Financial Information	Health & Wellness
<ul style="list-style-type: none"><li>Advisees - List Only</li></ul>	<ul style="list-style-type: none"><li>Student Accounts +</li></ul>	<ul style="list-style-type: none"><li>Fitness Center</li></ul>

A red arrow points from the "+" sign next to "Academic Progress" in the Academics column to "Housing and Meal Plans" in the Campus Services column.

# Log in to DataVU

[LOG IN](#)[MAIN MENU](#)[STUDENTS MENU](#)[CONTACT Us](#)

CURRENT STUDENTS

Welcome Guest!

Log In

Please Log In before accessing Workflow item XWBSTADIR.

User ID:

Password:

SUBMIT

[LOG IN](#)[MAIN MENU](#)[STUDENTS MENU](#)[CONTACT Us](#)

# Click the blue link to log in



[LOG OUT](#) [MAIN MENU](#) [STUDENTS MENU](#) [HELP](#) [CONTACT Us](#)

CURRENT STUDENTS

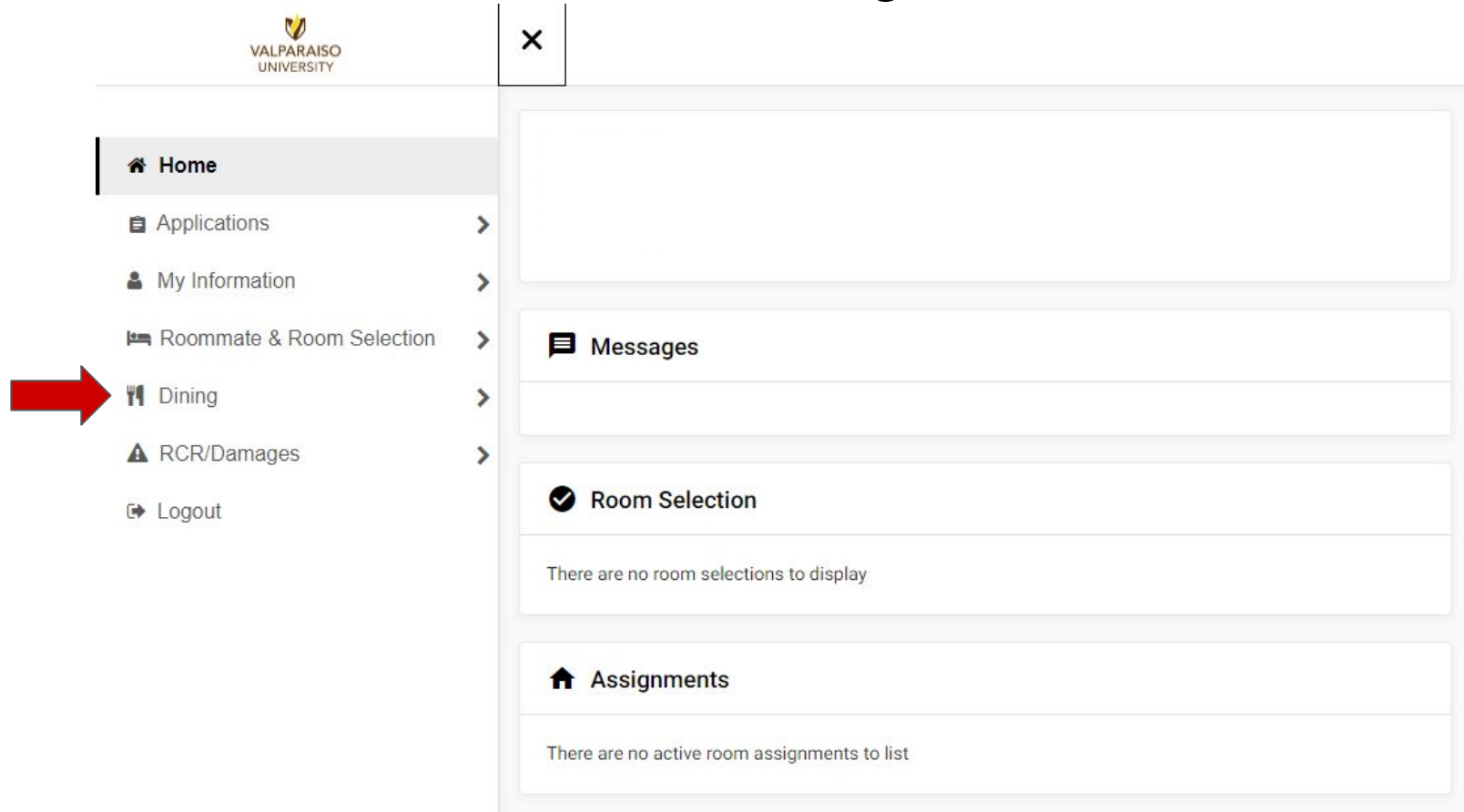
Housing and Meal Plan Self-Service



Click here: [Login to Housing and Meal Plan Self Service](#)

[LOG OUT](#) [MAIN MENU](#) [STUDENTS MENU](#) [HELP](#) [CONTACT Us](#)

# From Self-Service, select “Dining” under the menu



The screenshot displays the Valparaiso University Self-Service portal. At the top left is the Valparaiso University logo. A search bar with a close button (X) is located at the top right. The main navigation menu on the left includes the following items:

- Home
- Applications
- My Information
- Roommate & Room Selection
- Dining** (highlighted with a red arrow)
- RCR/Damages
- Logout

The main content area on the right is divided into several sections:

- A large empty white box at the top.
- A section titled "Messages" with a message icon.
- A section titled "Room Selection" with a checkmark icon and the text "There are no room selections to display".
- A section titled "Assignments" with a house icon and the text "There are no active room assignments to list".

# Click “Dining Plans”

The image shows a mobile application interface for Valparaiso University. At the top left, the university's logo and name 'VALPARAISO UNIVERSITY' are displayed. Below this is a navigation bar with a back arrow on the left and a close 'X' icon on the right. The main content area is titled 'Dining' and contains three menu items: 'Dining Plans', 'Dining History', and 'Room Selection'. A red arrow points to the 'Dining Plans' option. The 'Room Selection' option is currently selected, indicated by a checkmark icon. Below the 'Room Selection' option, there is a message that reads 'There are no room selections to display'. The 'Messages' option is also visible in the menu.

VALPARAISO  
UNIVERSITY

< X

Dining

Dining Plans

Dining History

Messages

Room Selection

There are no room selections to display

# Choose the current term

The screenshot shows the Valparaiso University Dining portal. On the left is a navigation sidebar with the Valparaiso University logo at the top, followed by a back arrow, a close button, and menu items for "Dining", "Dining Plans" (highlighted), and "Dining History". The main content area is titled "Purchased Meal Plans - Fall 2023 (no current dining plan)". Below the title is a "Filter" button with a red arrow pointing to a dropdown menu. The dropdown menu is open, showing "Summer 2 2023" and "Fall 2023" (highlighted in blue). Below the dropdown is a table header with columns "Dining Plan", "Starts", and "Ends". The table content is empty, with the message "You have no current dining plans." Below the table is a section titled "Dining Dollars" with a table header for "Transaction date" and "Amount", and the message "You have not purchased any dining points." At the bottom of this section is a black "Add Points" button. The final section is titled "Select a Meal Plan".

VALPARAISO UNIVERSITY

Dining

**Dining Plans**

Dining History

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

Filter

Summer 2 2023

Fall 2023

Dining Plan	Starts	Ends
You have no current dining plans.		

Dining Dollars

Transaction date	Amount
You have not purchased any dining points.	

**Add Points**

Select a Meal Plan

# Changing a Meal Plan



# Click “Change my Meal Plan” to open the drop-down

The screenshot shows the Valparaiso University Dining Plans interface. On the left is a navigation menu with 'Dining Plans' selected. The main content area is titled 'Purchased Meal Plans - Fall 2023' and contains a table with one row of data. Below the table are two buttons: 'Dining Dollars' and 'Change my Meal Plan'. A red arrow points to the 'Change my Meal Plan' button.

VALPARAISO UNIVERSITY

Dining

**Dining Plans**

Dining History

Purchased Meal Plans - Fall 2023

Filter Fall 2023

Dining Plan	Starts	Ends
MOA250	08/19/2023	12/16/2023

Dining Dollars

Change my Meal Plan

# View and compare available meal plans

**Purchased Meal Plans - Fall 2023**

Filter: Fall 2023

Dining Plan	Starts	Ends
M225BK250	08/19/2023	12/16/2023

**Dining Dollars**

**Change my Meal Plan**

- 00A500  
Open Access Plan + \$500  
Dining Plan Fee: \$2,811.00  
**Total Fee : \$2,811.00**
- 00A250  
Open Access + \$250  
Dining Plan Fee: \$2,595.00  
**Total Fee : \$2,595.00**
- 014MWK  
14 Meals Weekly Plan  
Dining Plan Fee: \$1,995.00  
**Total Fee : \$1,995.00**

**Purchase Meal Plan**

# Select the Meal Plan Change and click “Purchase Meal Plan” to confirm the change.

The screenshot displays the Valparaiso University Dining Plans interface. The left sidebar shows the navigation menu with 'Dining Plans' selected. The main content area is titled 'Purchased Meal Plans - Fall 2023' and includes a table with the following data:

Dining Plan	Starts	Ends
M225BK250	08/19/2023	12/16/2023

Below the table is a 'Dining Dollars' section. The 'Change my Meal Plan' section features three options:

- OOA500  
Open Access Plan + \$500  
Dining Plan Fee: \$2,811.00  
Total Fee : \$2,811.00
- OOA250  
Open Access + \$250  
Dining Plan Fee: \$2,595.00  
Total Fee : \$2,595.00
- 014MWK  
14 Meals Weekly Plan  
Dining Plan Fee: \$1,995.00  
Total Fee : \$1,995.00

At the bottom of the 'Change my Meal Plan' section is a black button labeled 'Purchase Meal Plan'. Two red arrows point to the first option and the button.

# Adding Dining Dollars

# Scroll to Dining Dollars

< Dining x

Dining Plans

Dining History

## Dining Dollars

Transaction date Amount

You have not purchased any dining points.

Clear

Add Points

Point Type \*

Number of Points \*

Add Clear

Select “Dining Dollar Increments” and enter the dollar amount

### Dining Dollars

Transaction date	Amount
You have not purchased any dining points.	

Clear

#### Add Points

Point Type *	Number of Points *
Dining Dollar Increments (...)	100

Add Clear

# Click “Add” to complete your Dining Dollar Purchase


Dining Dollars ^

Transaction date	Amount
You have not purchased any dining points.	

Clear

**Add Points**

Point Type *	Number of Points *
Dining Dollar Increments (... <span>↻</span> )	100

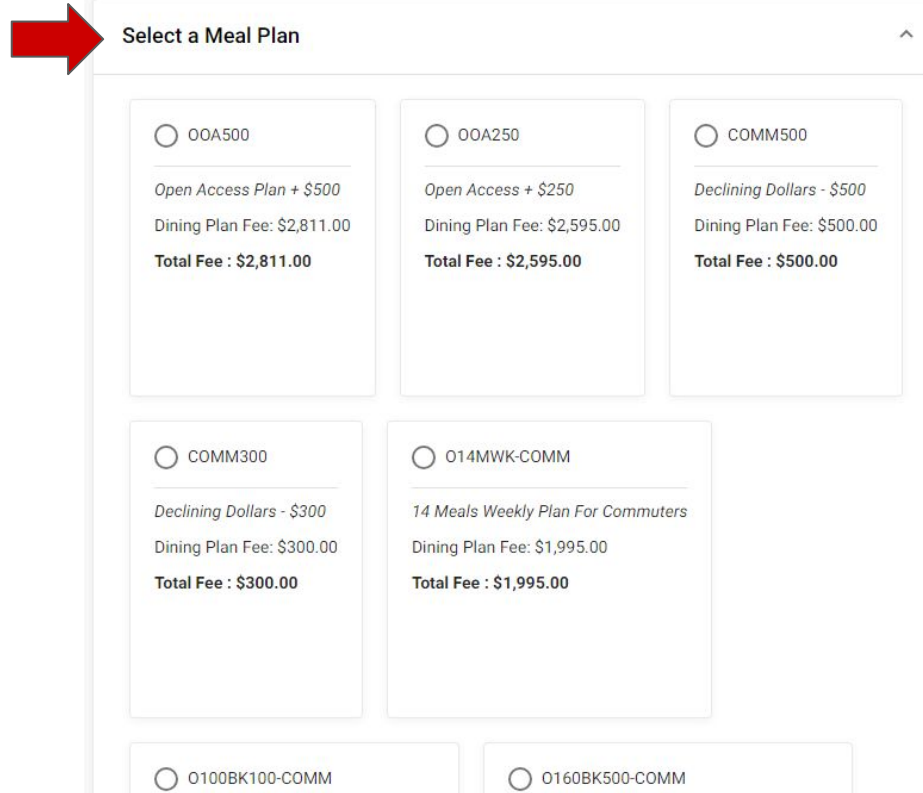
 Add Clear

# Adding a Meal Plan

(For students with no current meal plan)



# Scroll to “Select a Meal Plan”



A screenshot of a web interface for selecting a meal plan. A red arrow points to the title "Select a Meal Plan" at the top of the selection area. Below the title, there are five meal plan options, each in a separate box. Each option includes a radio button, a plan name, a description, the dining plan fee, and the total fee.

Plan ID	Description	Dining Plan Fee	Total Fee
<input type="radio"/> OOA500	Open Access Plan + \$500	\$2,811.00	\$2,811.00
<input type="radio"/> OOA250	Open Access + \$250	\$2,595.00	\$2,595.00
<input type="radio"/> COMM500	Declining Dollars - \$500	\$500.00	\$500.00
<input type="radio"/> COMM300	Declining Dollars - \$300	\$300.00	\$300.00
<input type="radio"/> 014MWK-COMM	14 Meals Weekly Plan For Commuters	\$1,995.00	\$1,995.00
<input type="radio"/> 0100BK100-COMM			
<input type="radio"/> 0160BK500-COMM			

Select the meal plan and click “Purchase Meal Plan” to complete the transaction



0100BK100-COMM

100 Block Plan + \$100 For Commuters

Dining Plan Fee: \$974.00

**Total Fee : \$974.00**

0160BK500-COMM

160 Block Meal Plan + \$500 For Commuters

Dining Plan Fee: \$2,229.00

**Total Fee : \$2,229.00**

0225BK250-COMM

225 Block Meal Plan + \$250 For Commuters

Dining Plan Fee: \$2,348.00

**Total Fee : \$2,348.00**

050BK50-COMM

50 Block Meal Plan + \$50 For Commuters

Dining Plan Fee: \$487.00

**Total Fee : \$487.00**



**Purchase Meal Plan**