



Selecting A Room and Meal Plan (With A Paired Roommate)

15 Steps [View on Tango](#)

Created by

Jason Bartlett

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Last Updated

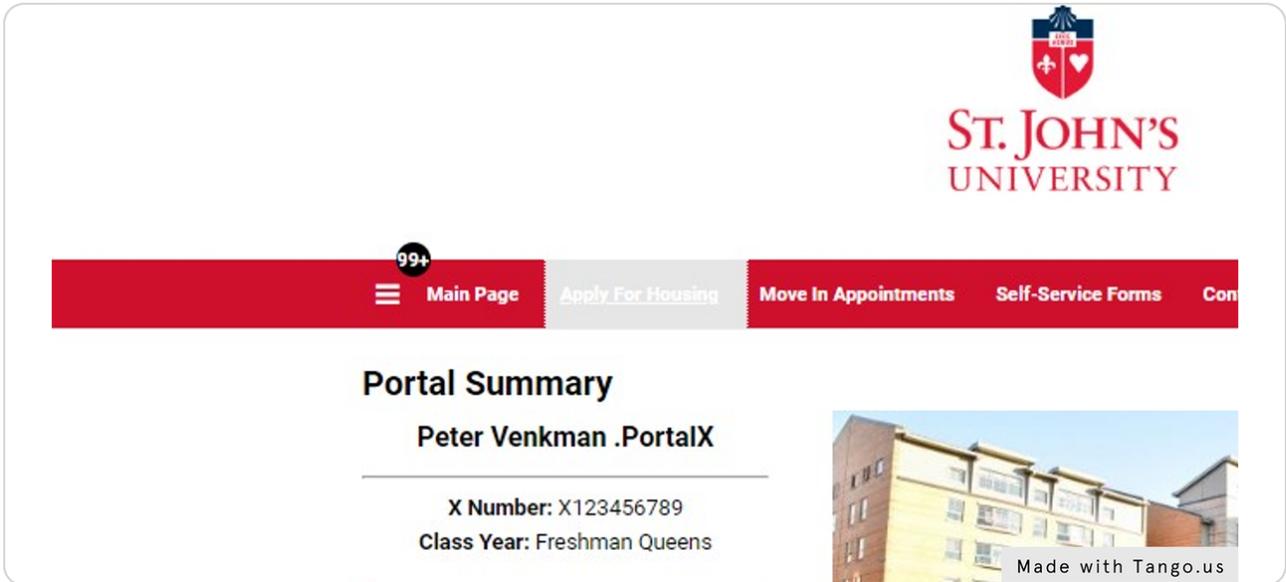
May 24, 2022

STEP 1

Review Your Appointment Time and Return To The Housing Portal

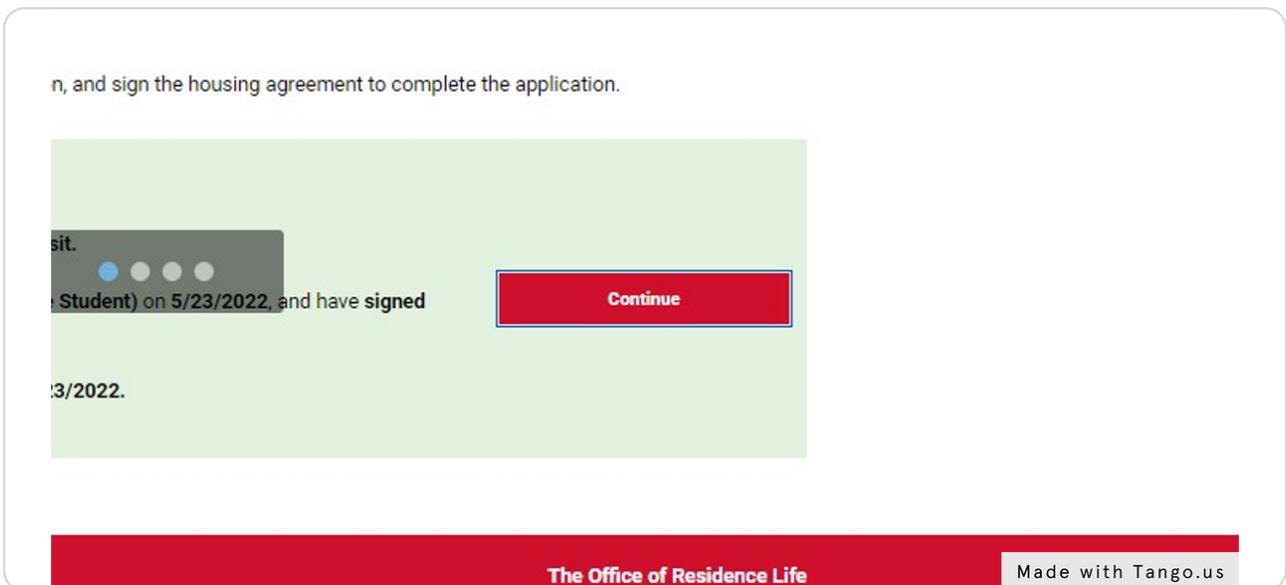
On the date and time of your appointment, you will return to the Housing Portal to begin the Self-Selection Process.

Click **Apply For Housing** to re-enter your application.



STEP 2

Click Continue on the Term Selector to enter your application



STEP 3

Appointment Timeslot

If you enter the portal before your appointment you will see your appointment timeslot entered into the bottom of the **Application: Next Steps** page of your application.

Wait until your appointment time begins to access the room selection pages.

The screenshot displays a user interface for a student application portal. On the left, a vertical list of steps is shown with green checkmarks for completed items and a red checkmark for the current step, 'Application: Next Steps'. The main content area is divided into two sections: 'APPOINTMENT DISTRIBUTION' and 'SELF-SELECTION TIMELINE'. The 'APPOINTMENT DISTRIBUTION' section lists dates for Continuing Undergraduate and Graduate Students (April 1, 2022), Law Students (April 21, 2022), and New Undergraduate, Transfer, and New Graduate Students (May 20, 2022). It also includes a note about returning to the portal to complete room and meal plan selection. The 'SELF-SELECTION TIMELINE' section lists dates for Continuing Undergraduate and Graduate Students (April 19-22, 2022), Law Students (April 28, 2022), and New Undergraduate, Transfer, and New Graduate Students (May 31-June 8, 2022). A prominent red-bordered box highlights the text: 'Your Self-Selection Appointment is: 05/24/2022 03:01 PM (EST)'. Below this box is a red 'Save & Continue' button. At the bottom right, contact information for 'The Office of Residence Life' is provided, along with a 'Made with Tango.us' watermark.

Contact Information

Evacuation Survey

Insurance Information

Private Insurance

Accommodations

Roommate Profile

Preferences

Housing Agreement (Under 18)

Roommate Search

Application: Next Steps

Selection Summary

APPOINTMENT DISTRIBUTION

Continuing Undergraduate and Graduate Students: April 1, 2022
Law Students: April 21, 2022
New Undergraduate, Transfer, and New Graduate Students: May 20, 2022

You will return to the portal at the time of your appointment to complete your room and meal plan selection. Selection will take place during the following timetable:

SELF-SELECTION TIMELINE

Continuing Undergraduate and Graduate Students: April 19-22, 2022
Law Students: April 28, 2022
New Undergraduate, Transfer, and New Graduate Students: May 31-June 8, 2022

SELF-SELECTION APPOINTMENT

Your Self-Selection Appointment is: 05/24/2022 03:01 PM (EST)

[Save & Continue](#)

The Office of Residence Life
8000 Utopia Parkway
Donovan Hall, Room C-16
Queens, New York 11439

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STEP 4

Room List

Upon entry into the portal at the time of your appointment you will see a **Room List** filter that will allow you to seek out room types and buildings. Clicking a filter button will reduce the number of options on the right hand side of the screen.

Using the filters will make the available room type options more manageable. If a filter returns no results it means that all of those room types have been filled.

The screenshot displays the St. John's University Room List application. At the top, the university's logo and name are centered. Below this is a navigation bar with links: Main Page, Apply For Housing, Move In Appointments, Self-Service Forms, Contact Information, Room Swap, and Log Out. A sidebar on the left contains a list of menu items, each with a green checkmark, indicating they are active or completed. The 'Room List' section is highlighted in yellow. The main content area shows the 'Room List' filter, which includes 'Room Type' (with 'Double' selected), 'Locations' (with 'Century Hall', 'DaSilva Hall', 'Donovan Hall', and 'Holla Hall' listed), and a date range: 'Staying between 08/23/2022 and 12/19/2022 for Term: Fall 2022 (Undergraduate Student)'. Three room options are displayed in a grid, each with a photo, title, price, and details. Each room has an 'Add To Cart' button. The footer of the application includes the 'Tango' logo and the text 'Made with Tango.us'.

Room Type	Location	Price	Size	Bathrooms	Orientation	Spaces Available
Double	Century Hall	From \$5875.00 per Semester	141 sq ft	2	Faces Carey Hall, Hollis and DaSilva Halls	6 in Suite, 2 in Room
Double	Century Hall	From \$5875.00 per Semester	144 sq ft	2	Faces Carey Hall	6 in Suite, 2 in Room
Double	Century Hall	From \$5875.00 per Semester	152 sq ft	2	Faces Carey Hall	6 in Suite, 2 in Room

STEP 5

Selecting A Building And Room

Once filters have been applied the list of available rooms will condense. Each available room provides a variety of important information including:

- Room Cost (per semester)
- Location
- Room Type
- Size
- Number of Bathrooms in space
- Orientation on Campus
- Spaces Available In Suite
- Spaces Available In Room

Students looking to place a roommate(s) should carefully consult the **Spaces Available In Room** indicator to ensure that there are enough spaces in a bedroom to accommodate your roommate pair or trio.

Room List

Room Type

Double

Single

Locations

Century Hall

DaSilva Hall

Donovan Hall

Hollis Hall

Staying between 08/23/2022 and 12/19/2022 for Term: Fall 2022
(Undergraduate Student)

 DaSilva S102-R4 2  From \$5875.00 per Semester DaSilva-Suite 102 Type: Double Size: 183 sq ft Bathrooms: 2 Orientation: Faces Quad Spaces Available in Suite: 6 Spaces Available in Room: 2 Show Room Info Add To Cart	 DaSilva S105-R1 2  From \$5875.00 per Semester DaSilva-Suite 105 Type: Double Size: 191 sq ft Bathrooms: 2 Orientation: Faces Village Path Spaces Available in Suite: 4 Spaces Available in Room: 2 Show Room Info Add To Cart	 DaSilva S106-R1 2  From \$5875.00 per Semester DaSilva-Suite 106 Type: Double Size: 191 sq ft Bathrooms: 2 Orientation: Faces Village Path Spaces Available in Suite: 6 Spaces Available in Room: 2 Show Room Info Add To Cart
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STEP 6

For Information On The Room or Suite Click On Show Room Info

<p>nt (Under</p> <p>Steps</p> <p>y</p>	<p>Size: 183 sq ft Bathrooms: 2 Orientation: Faces Quad</p> <p>Spaces Available in Suite: 6</p> <p>Spaces Available in Room: 2</p> <p>Show Room Info</p> <p>Add To Cart</p> 	<p>Size: 191 sq ft Bathrooms: 2 Orientation: Faces Village Path</p> <p>Spaces Available in Suite: 4</p> <p>Spaces Available in Room: 2</p> <p>Show Room Info</p> <p>Add To Cart</p> 	<p>Size: 191 sq ft Bathrooms: 2 Orientation: Faces Village Path</p> <p>Spaces Available in Suite: 6</p> <p>Spaces Available in Room: 2</p> <p>Show Room Info</p> <p>Add To Cart</p> 
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STEP 7

Review Roommate and Suitemates

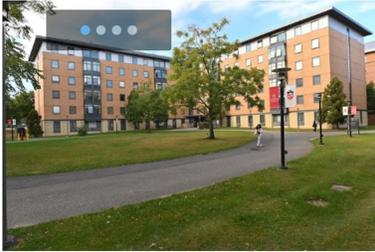
Here on the reverse side of the room you can see the names of the students who may have already selected a room in that space.

Note: R1 means room 1. A/B are merely placeholders to indicate that there are two beds in that space.

Click **Go Back** to return to the front of the room selection page and finalize your choice.

g	DaSilva S102-R1 A	-Vacant-
	DaSilva S102-R1 B	-Vacant-
	DaSilva S102-R2 A	-Vacant-
	DaSilva S102-R3 A	-Vacant-
	DaSilva S102-R4 A	-Vacant-
	DaSilva S102-R4 B	-Vacant-

der



DaSilva S102-R4
Location: DaSilva Hall Floor/Suite: DaSilva-Suite 102
Terms: Academic Year
Classifications: Freshman Queens

[Go Back](#)

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STEP 8

Click on Add To Cart

This will begin the next step in the process to secure a chosen room space.

Village Path	Village Path	Village Path	
Spaces Available in Suite: 6	Spaces Available in Suite: 6	Spaces Available in Suite: 6	
Spaces Available in Room: 2	Spaces Available in Room: 2	Spaces Available in Room: 2	
Show Room Info	Show Room Info	Show Room Info	
Add To Cart	Add To Cart	Add To Cart	
			

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STEP 9

Assign Yourself to a bedspace

in Beds
om



Peter Venkman .PortalX
Age: 17
Gender: Male

Select Bed

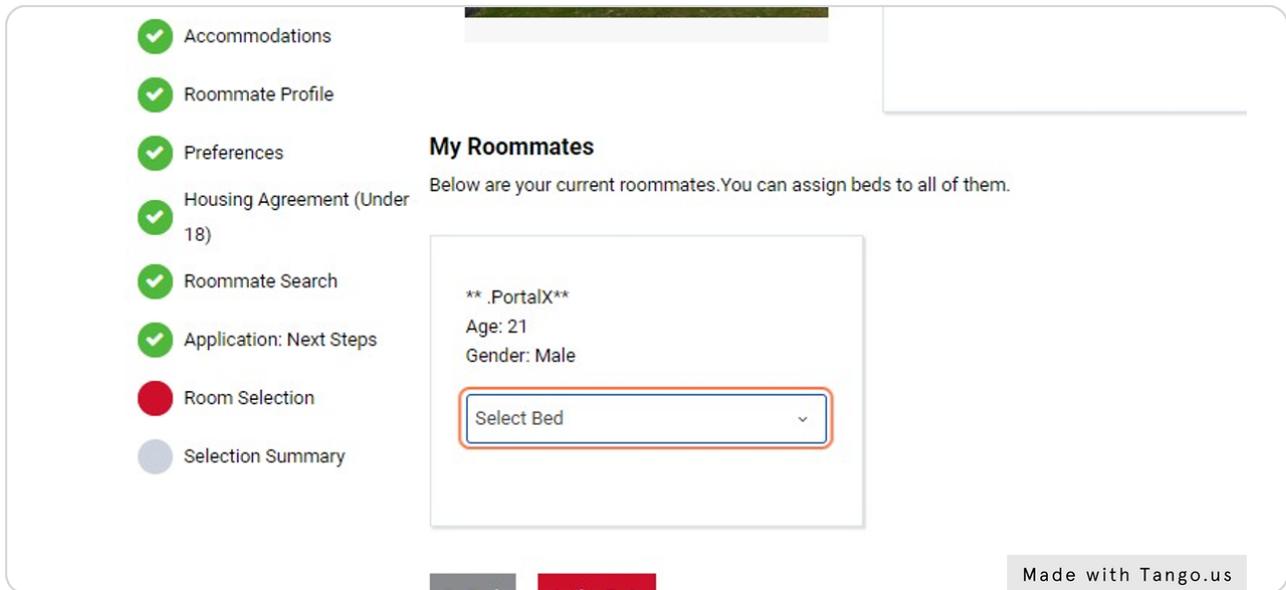
ommates
e your current roommates.You can assign beds to all of them.

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STEP 10

Then assign your verified roommate to a bedspace

If you selected a room that does not have enough beds, you will not be able to place your roommate.

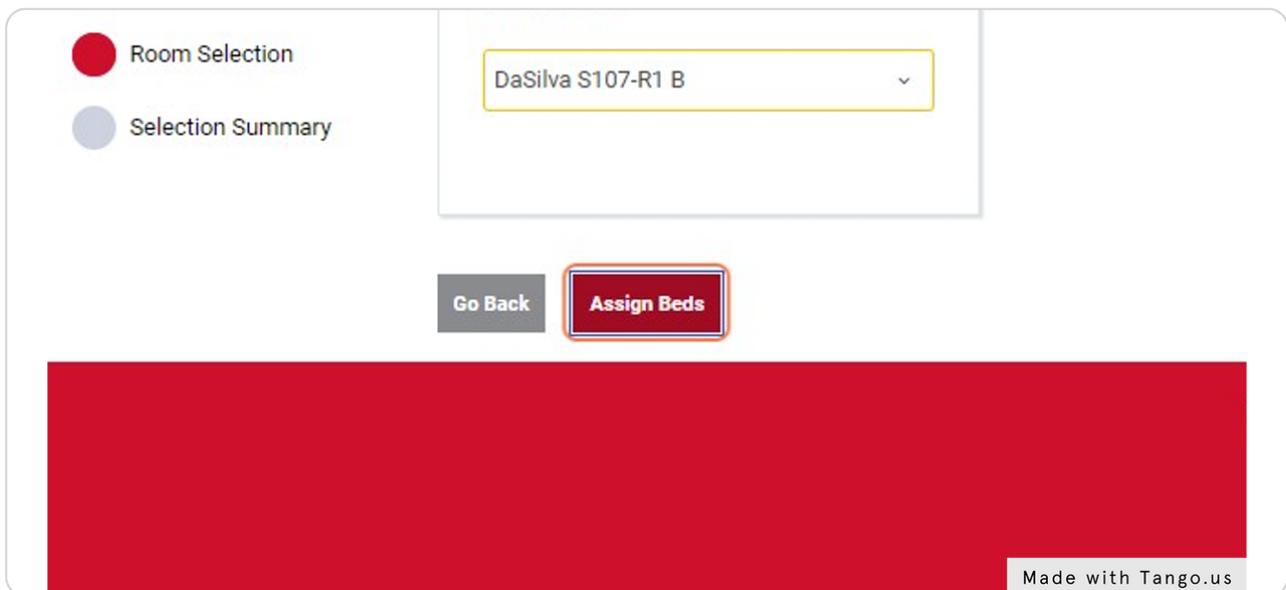


The screenshot shows a sidebar on the left with a list of steps: Accommodations, Roommate Profile, Preferences, Housing Agreement (Under 18), Roommate Search, Application: Next Steps, Room Selection (highlighted in red), and Selection Summary. The main content area is titled 'My Roommates' and includes the text 'Below are your current roommates. You can assign beds to all of them.' A card displays the details for a roommate named '**.PortalX**', with 'Age: 21' and 'Gender: Male'. Below these details is a dropdown menu labeled 'Select Bed'. A red box highlights the 'Select Bed' dropdown. A 'Made with Tango.us' watermark is visible in the bottom right corner.

STEP 11

Click on Assign Beds

This will lock in your selection for this room space.



The screenshot shows a sidebar on the left with 'Room Selection' (highlighted in red) and 'Selection Summary'. The main content area features a dropdown menu with 'DaSilva S107-R1 B' selected. Below the dropdown are two buttons: 'Go Back' and 'Assign Beds', with the 'Assign Beds' button highlighted by a red box. A large red rectangular area is visible at the bottom of the page. A 'Made with Tango.us' watermark is present in the bottom right corner.

Click on Finalize Selections

- ✓ Gender Affirming Resources
- ✓ Gender Inclusive Housing
- ✓ Contact Information
- ✓ Evacuation Survey
- ✓ Insurance Information
- ✓ Private Insurance
- ✓ Accommodations
- ✓ Roommate Profile
- ✓ Preferences

Confirmation
DaSilva S107-R1, DaSilva-Suite 107, DaSilva Hall

1. DaSilva S107-R1 A: Peter Venkman .PortalX
2. DaSilva S107-R1 B: .PortalX

[Go Back](#) [Finalize Selections](#)

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STEP 13

Click on Carte Blanche Meal Plan

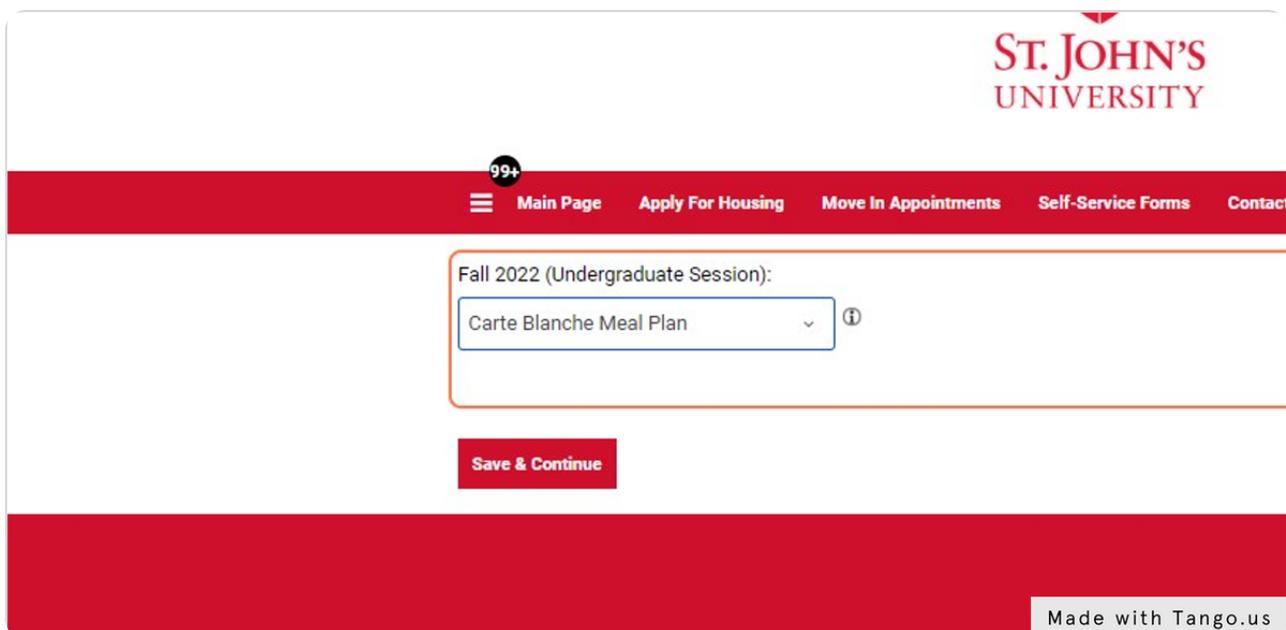
It is now time to choose the meal plan required for your room selection.

Students living in Freshmen Spaces are required to have the Carte Blanche Meal Plan.

Students living in upperclassmen on campus spaces must maintain a minimum of Meal Plan 10.

Students living in Founder's Village must maintain a minimum of the Apartment Meal Plan 7.

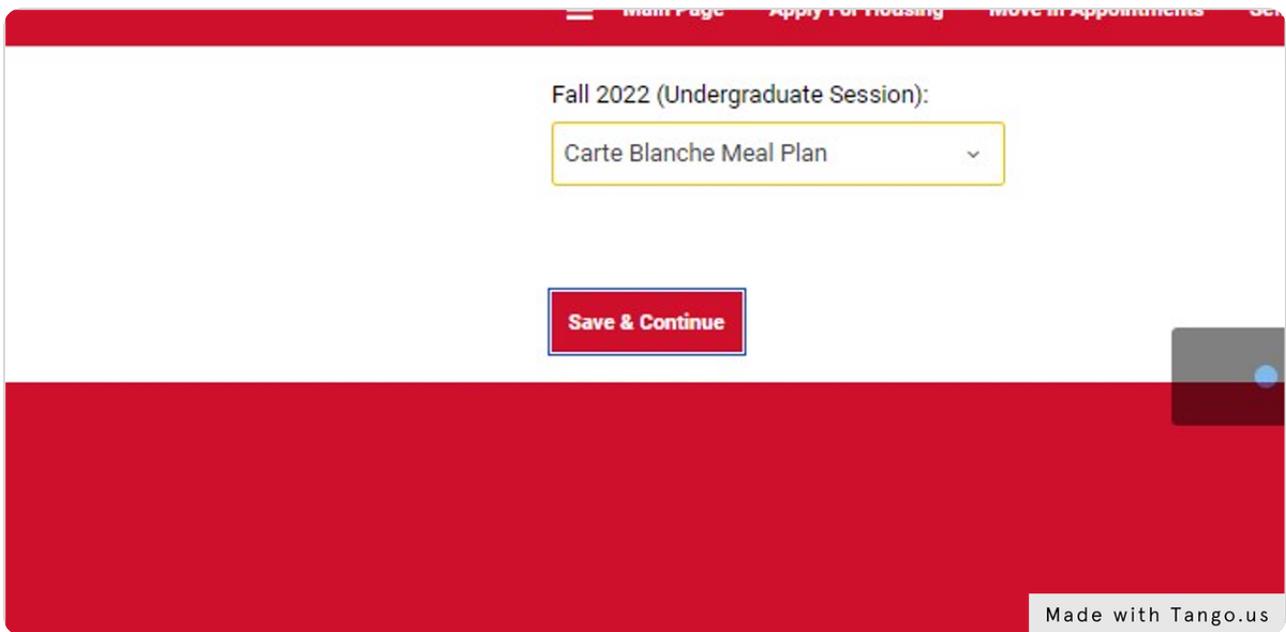
Students living in off-campus locations may choose to have no meal plan to can select the Apartment Meal Plan 7 or any other meal plan.



The screenshot shows a web form for St. John's University. At the top right is the university logo. Below it is a red navigation bar with a hamburger menu icon and a notification bubble with '99+'. The navigation bar contains the following links: Main Page, Apply For Housing, Move In Appointments, Self-Service Forms, and Contact. The main content area has a white background with a red border. It contains a dropdown menu labeled 'Fall 2022 (Undergraduate Session):' with 'Carte Blanche Meal Plan' selected. To the right of the dropdown is an information icon. Below the dropdown is a red 'Save & Continue' button. At the bottom right of the form is a grey box with the text 'Made with Tango.us'.

STEP 14

Click on Save & Continue



Selection Summary

Here you can review the final details of your placement. As others select space in the room or suite, their information will populate on the Roommate/Suitemate Information section.

Students have the option to Make A New Selection. We strongly recommend that this option be used for those seeking a room on their own.

CAUTION

This is a live process and if you opt to make a new selection there is no guarantee that your first selection will remain available.

ADVISORY FOR ROOMMATE PAIRS AND TRIOS SEEKING TO UNDO THEIR SELECTION

If you selected a room and placed a roommate, choosing the **MAKE A NEW SELECTION PROCESS** will *only undo your selection*. Your placed roommate will remain in the bed you placed them into. If it is not your roommate's appointment time they cannot enter the portal and will need to call our office ASAP at 718-990-2417 to have their booking canceled so that you can return to the portal and make a new selection.

The Office of Residence Life will host an open room change process on the first day of classes each semester. This will be your opportunity to meet with your Residence Director and explore possibilities for room changes based on our availability.

A formal email from our office confirming your placement will be sent to you once the self-selection process concludes.

Selection Summary
You started your application for Fall 2022 (Undergraduate Student) on 5/23/2022

Your housing agreement is signed as of 5/23/2022.

The first stage of the application process was complete as of 5/24/2022

You have a room reservation for **Century S308-R1 A**

You have selected: **Carte Blanche Meal Plan**

Roommate/Suitemate(s) Information

My Room: DaSilva S107-R1 A, Double

Roommate Name: Batman .PortalX
Room Location: DaSilva S107-R1 B, Double
Hometown: Garden City, NY

NEED TO MAKE A NEW SELECTION?
Have you changed your mind about your room selection? [Click Here](#) to return to the portal and make a new room and meal plan selection.

IMPORTANT NOTE: IF YOU ASSIGNED A PAIRED ROOMMATE TO A SPACE YOU WILL BE UNABLE TO REMOVE THEM FROM THEIR PLACEMENT. YOU CAN ONLY EDIT YOUR OWN ROOM AND MEAL SELECTIONS.

YOUR ROOMMATE WILL NOT BE ABLE TO EDIT THEIR ROOM PLACEMENT UNTIL THEIR APPOINTMENT

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Created in seconds with

Tango