



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

15 Steps    [View on Tango](#)

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## 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.

The screenshot shows the St. John's University Housing Portal. At the top right is the university's crest and the text "ST. JOHN'S UNIVERSITY". Below the header is a red navigation bar with links: "Main Page" (highlighted), "Apply For Housing", "Move In Appointments", "Self-Service Forms", and "Contact Us". The main content area is titled "Portal Summary" and displays the user's information: "Peter Venkman .PortalX", "X Number: X123456789", and "Class Year: Freshman Queens". To the right of the user info is a small image of a residential building and the text "Made with Tango.us".

## STEP 2

### Click Continue on the Term Selector to enter your application

The screenshot shows a step in the housing application process. A message at the top says "Please read and sign the housing agreement to complete the application." Below this is a "Term Selector" section with a progress bar showing one blue dot and three grey dots, followed by the text "Student) on 5/23/2022, and have signed". To the right is a large red "Continue" button. The background is light green. At the bottom of the page is a red footer bar with the text "The Office of Residence Life" and "Made with Tango.us".

## 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 shows the 'Application: Next Steps' page with a sidebar of checked items and sections for appointment distribution and timeline, followed by a red summary bar.

**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 shows a web-based housing application interface for St. John's University. At the top, there is a navigation bar with links: Main Page, Apply For Housing, Move In Appointments, Self-Service Forms, Contact Information, Room Swap, and Log Out. Below the navigation bar is the university's logo and name, "ST. JOHN'S UNIVERSITY".

The main content area is titled "Room List" and displays a search filter for "Room Type". The filter dropdown is set to "Double" and is highlighted with a yellow box. A note below the filter states: "Staying between 08/23/2022 and 12/19/2022 for Term: Fall 2022 (Undergraduate Student)".

On the left, a sidebar lists various application steps with green checkmarks: Personal Information, Gender Affirming Resources, Gender Inclusive Housing, Contact Information, Evacuation Survey, Insurance Information, Private Insurance, Accommodations, Roommate Profile, Preferences, Housing Agreement (Under 18), Roommate Search, Application: Next Steps, Room Selection, and Selection Summary. The "Room Selection" step is highlighted with a red circle.

The main list area shows three room options:

- Century S308-R1**: Double room, Century Hall, DaSilva Hall, Carey Hall, Hollis Hall, 141 sq ft, 2 bathrooms, 2 orientations, 6 spaces available in suite, Add To Cart button.
- Century S308-R2**: Double room, Century Hall, DaSilva Hall, Carey Hall, Hollis Hall, 144 sq ft, 2 bathrooms, 2 orientations, 2 spaces available in room, Add To Cart button.
- Century S308-R3**: Double room, Century Hall, DaSilva Hall, Carey Hall, Hollis Hall, 152 sq ft, 2 bathrooms, 2 orientations, 2 spaces available in room, Add To Cart button.

At the bottom of the page, there is a footer note: "Made with Tango.us".

## 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**

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

Room Type:  Double  
 Single

Locations:  Century Hall  
 DaSilva Hall  
 Donovan Hall  
 Hollis Hall

Room	Type	Size	Bathrooms	Orientation	Spaces Available in Suite	Spaces Available in Room
DaSilva S102-R4	Double	183 sq ft	2	Faces Quad	6	2
DaSilva S105-R1	Double	191 sq ft	2	Faces Village Path	4	2
DaSilva S106-R1	Double	191 sq ft	2	Faces Village Path	6	2

[Show Room Info](#) [Add To Cart](#)

[Show Room Info](#) [Add To Cart](#)

[Show Room Info](#) [Add To Cart](#)

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STEP 6

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

	Size: 100 sq ft Bathrooms: 2 Orientation: Faces Quad	Size: 121 sq ft Bathrooms: 2 Orientation: Faces Village Path	Size: 131 sq ft Bathrooms: 2 Orientation: Faces Village Path
nt (Under 1 Steps y	Spaces Available in Suite: 6	Spaces Available in Suite: 4	Spaces Available in Suite: 6
	Spaces Available in Room: 2	Spaces Available in Room: 2	Spaces Available in Room: 2
	<a href="#">Show Room Info</a>	<a href="#">Show Room Info</a>	<a href="#">Show Room Info</a>
	<a href="#">Add To Cart</a>	<a href="#">Add To Cart</a>	<a href="#">Add To Cart</a>
			

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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



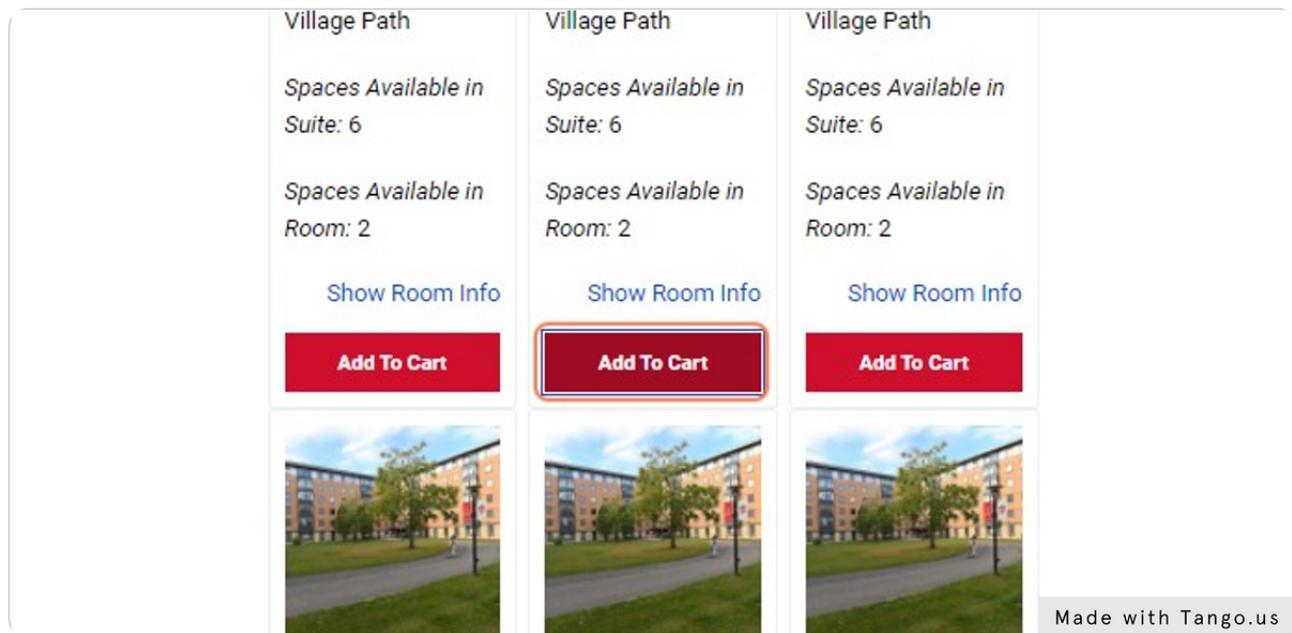
**DaSilva S102-R4**  
Location: DaSilva Hall Floor/Suite: DaSilva-Suite 102  
Terms: Academic Year  
Classifications: Freshman Queens

[Go Back](#) Made with Tango.us

## STEP 8

### Click on Add To Cart

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



## STEP 9

### Assign Yourself to a bedsppace

The screenshot shows a user profile for 'Peter Venkman .PortalX' with the following details:

Peter Venkman .PortalX  
Age: 17  
Gender: Male

A dropdown menu labeled 'Select Bed' is highlighted with a red border.

At the bottom left, there is a section for 'Roommates' with the text: 'Assign yourself to your current roommates. You can assign beds to all of them.' A watermark 'Made with Tango.us' is visible in the bottom right corner.

## 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 progress bar at the top with several green checkmarks indicating completed steps: Accommodations, Roommate Profile, Preferences, Housing Agreement (Under 18), Roommate Search, Application: Next Steps, and Room Selection. The 'Room Selection' step is highlighted with a red circle. To the right, under 'My Roommates', it lists a roommate named '\*\* .PortalX\*\*' with Age: 21 and Gender: Male. A dropdown menu labeled 'Select Bed' is open, with a red box drawn around it. At the bottom right, there is a 'Made with Tango.us' watermark.

## STEP 11

### Click on Assign Beds

This will lock in your selection for this room space.

The screenshot shows a progress bar at the top with a red circle next to 'Room Selection' and a grey circle next to 'Selection Summary'. To the right, a dropdown menu shows 'DaSilva S107-R1 B' with a yellow border and a red box around it. Below the dropdown are two buttons: 'Go Back' and 'Assign Beds', with 'Assign Beds' having a red border and a red box around it. At the bottom right, there is a 'Made with Tango.us' watermark.

## STEP 12

### Click on Finalize Selections

✓ Gender Affirming Resources	Confirmation
✓ Gender Inclusive Housing	DaSilva S107-R1, DaSilva-Suite 107, DaSilva Hall
✓ Contact Information	1. DaSilva S107-R1 A: Peter Venkman .PortalX 2. DaSilva S107-R1 B: .PortalX
✓ Evacuation Survey	
✓ Insurance Information	
✓ Private Insurance	
✓ Accommodations	
✓ Roommate Profile	
✓ Preferences	

[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.

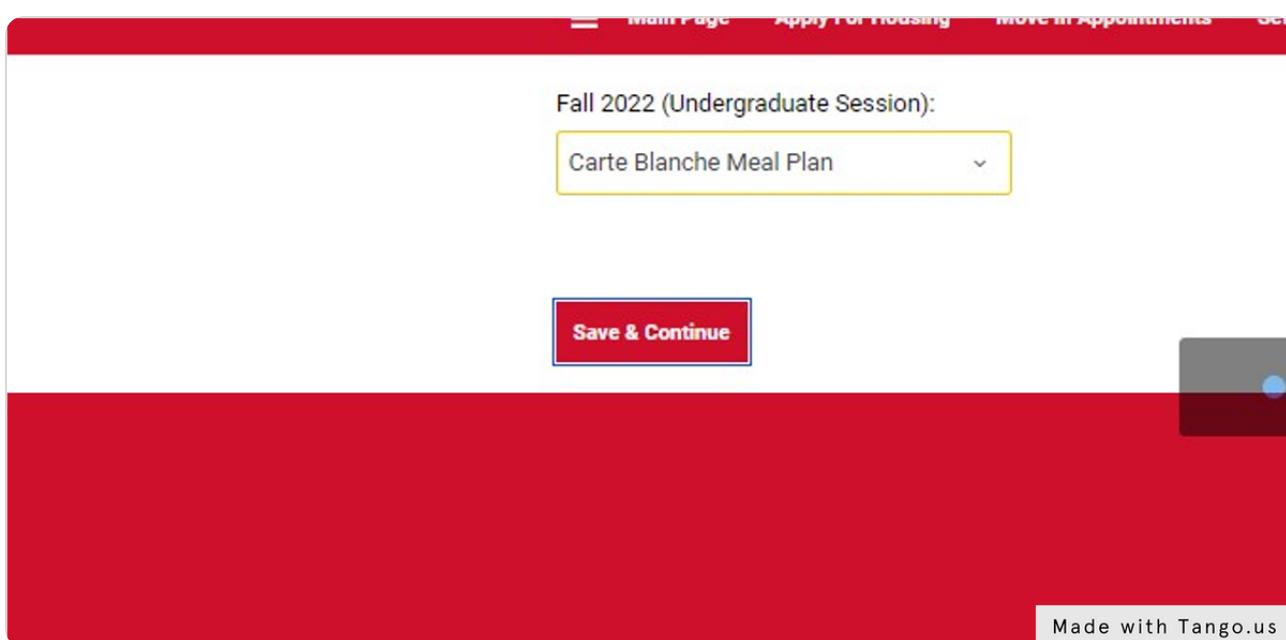
Students living in Founder's Village must maintain a minimum of the Apartment Meal Plan 7.

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-based application for housing selection at St. John's University. At the top, the university's name is displayed in red. Below it is a red navigation bar with links: Main Page, Apply For Housing, Move In Appointments, Self-Service Forms, and Contact. The main content area has a white background with an orange border. It displays the text "Fall 2022 (Undergraduate Session):" followed by a dropdown menu containing the option "Carte Blanche Meal Plan". A small information icon is next to the dropdown. At the bottom of this section is a red "Save & Continue" button. In the bottom right corner of the main area, there is a small text "Made with Tango.us".

STEP 14

**Click on Save & Continue**



## STEP 15

### 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.

<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Personal Information</li><li><input checked="" type="checkbox"/> Gender Affirming Resources</li><li><input checked="" type="checkbox"/> Gender Inclusive Housing</li><li><input checked="" type="checkbox"/> Contact Information</li><li><input checked="" type="checkbox"/> Evacuation Survey</li><li><input checked="" type="checkbox"/> Insurance Information</li><li><input checked="" type="checkbox"/> Private Insurance</li><li><input checked="" type="checkbox"/> Accommodations</li><li><input checked="" type="checkbox"/> Roommate Profile</li><li><input checked="" type="checkbox"/> Preferences</li><li><input checked="" type="checkbox"/> Housing Agreement (Under 18)</li><li><input checked="" type="checkbox"/> Roommate Search</li><li><input checked="" type="checkbox"/> Application: Next Steps</li><li><input checked="" type="checkbox"/> Selection Summary</li></ul>	<p><b>Selection Summary</b></p> <p>You started your application for Fall 2022 (Undergraduate Student) on 5/23/2022</p> <p>Your housing agreement is signed as of 5/23/2022.</p> <p>The first stage of the application process was complete as of 5/24/2022</p> <p>You have a room reservation for <b>Century S308-R1 A</b></p> <p>You have selected: <b>Carte Blanche Meal Plan</b></p> <p><b>Roommate/Suitemate(s) Information</b></p> <p><b>My Room:</b> DaSilva S107-R1 A, Double</p> <p><b>Roommate Name:</b> .Batman .PortalX</p> <p><b>Room Location:</b> DaSilva S107-R1 B, Double</p> <p><b>Hometown:</b> Garden City, NY</p> <p><b>NEED TO MAKE A NEW SELECTION?</b></p> <p>Have you changed your mind about your room selection? <a href="#">Click Here</a> to return to the portal and make a new room and meal plan selection.</p> <p><b>IMPORTANT NOTE:</b> 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.</p>
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