Log in to the Housing Portal.

Select Application/Contract and then Continue with Fall 2020 (Academic Year).



At the bottom of the Contract Status, under Select Next Step choose Meal Plan Change Request and Save & Continue.

Thank you for c	ompleting your Housing application and contract. We look forward to you living with us and would
like to provide y	ou with some additional dates regarding the next steps.
- Week of June	15th - You will receive a selection time or waitlist notification.
Room Selection	dates will be during the week of June 22nd.
Waitlist: For the	se placed on the waitlist, once a space becomes available, you will be contacted through your
Horizon email v	vith an offer and will be given 48 hours to confirm your acceptance. More instructions will be
provided to you	as part of the waitlist notification.
Cancellation: If Request below.	you change your mind and wish to cancel your housing contract, please go to the Cancellation
Should you hav	e any additional questions, feel free to contact the Student Housing office at
housing@csuea	astbay.edu , or call (510)-885-7444 , and we'll be happy to assist you.
Do not select th	e Waitlist Signup prior to receiving your waitlist notification email.
Selecting the Waitlist email will be able to p	Signup prior to receiving your wait list email will result in the page creating no additional actions. Only those that have received their orgress to the waitlist page.
Select New Step.	
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Review the Meal Plan Change Request options then select Save & Continue.



At the Meal Plan Change Request Form page, under **New Meal Plan Selection** please choose the option that is most applicable and select Click on **Date** to acknowledge the price difference between meal plans. Lastly, click **Save & Continue.**

Meal Plan Change Request	
Please submit your request by July 31, 2020, to complete your request for the beginning of the semester.	
Bay Plan (\$2,537.50 per Semester) Provides 236 Meal Swipes per semester at the Pioneer Kitchen and \$200 Fle Campus Dining locations.	x Dollars that may be used at any of the
Pioneer Plan (\$1,091.00 per Semester) Provides 85 Meal Swipes per semester at the Pioneer Kitchen and \$250 Campus Dining locations.	Flex Dollars that may be used at any of the
New Maal Plan Selection	
By clicking the bew below. I understand that there is a price difference between these meal plans and I will be c	harged accordingly.
SAVE & CONTINUE	

You have successfully submitted your Meal Plan Change Request. A confirmation email will be sent to you.