# **Steps to Choose or Change a Dining Plan**

Need to change your meal plan? This step-by-step guide is for you!

As per policy, meal plans may be changed until the 2nd Friday of each semester. Students will receive a prorated refund of the meal plan based on usage.

You can purchase Bogey Bucks online at <u>https://shop-mckendree.sodexomyway.com/dining-plans</u> or call 618-537-6985.

The available Meal Plan options are described on the Residence Life website: <u>https://www.mckendree.edu/student-life/res-life/life/diningservicesmealplans.php</u>.

If you have further questions, please contact the Office of Residence Life at reslife.

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Start at to https://www.mckendree.edu/

# 1. Click on My McK



2. Select the Res Life Portal Tile



3. This will bring you to your ResLife Portal Dashboard.



## 4. Select Dining



# 5. Click on Dining Plans

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## 6. The Current Semester will be shown.

Select this bar to bring up the semester available to you for meal plan alteration.

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K K	Purchased Meal Plans - 2023 Summer (no current dining plan)	~
Dining Plans		

# 7. Click on current semester to see the drop-down options.

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< s Dining	Purchased Meal Plans - 2023 Summ	er (no current dining plan)	^
Dining Plans	Filter	2023 Summer	- C
Dining History	Dining Plan	Starts	Ends
	You have no current dining plans.		

#### 8. Change it to the Semester you wish to change.

In the example below, the student wants the Fall Semester changed.

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Dining History	Filter Dining Plan	2023 Summer 2023 Fall Starts En	ds
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## 9. Select a Dining Plan

The options available to you reflect the selections you can make based on where you live. If you don't see an option you believe you should have, contact our office at reslife@mckendree.edu.

Dining	O 10 Mod Plan	G Helpful Links
ning Plans	10 Meals per week and \$100 in Flex per semester Meals may be used in Ames Dining Hall only. Flex may be used at either Ames Dining Hall or 1828 Cafe at any time. Additional info at https://www.mckendree.edu/student-life/res- life/life/diningservicesmealplans.php (10-MEAL) Dining Plan Fee: \$2,545.00 Total Fee: \$2,545.00	<ul> <li>Residence Life Website</li> <li>Work Order - How to register for t</li> <li>Work Order for Maintenance</li> <li>Laundry Machine Repair</li> <li>Purchase Bedding, Storage, or Ca</li> </ul>
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	15 Meals per week and \$75 in Flex per semester Meals be used in Ames Dining Hall OR in 1828 Cafe during the Meal Exchange lunch or dinner hours. Flex may be used at either Ames Dining Hall or 1828 Cafe at any time. Additional info at https://www.mckendree.edu/student-life/res-life/life/diningservicesmealplans.php (15-MEAL) Dining Plan Fee: \$2,915.00 Total Fee : \$2,915.00	Are You Con
	19 Meal Plan     19 Meals per week and \$50 in Flex per semester Meals be used in Ames Dining Hall OR in 1828 Cafe during the Meal Exchange lunch or dinner hours. Flex may be used at either Ames Dining Hall or 1822 Cafe at any time. Additional line at https://diningeniloscom/schedule/dininge	Prope

## 10. Make sure you click on the bubble.

Select a Meal Plan		,
10 Meal Plan		
10 Meals per week and \$100	lex per semester Meals may be used in Ames Dining Hall	only. Flex may be used at

# 11. Click on Purchase Meal Plan once you made your selection.

And that is it, you have selected a meal plan.

IF you want to change your meal plan, continue below.

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Dining Plan Fee: \$3,180.00
Total Fee : \$3,180.00
Purchase Meal Plan

#### 12. Want to Change my Meal Plan, that is an Option under Dining Plans as well.

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12.50 ( <b>x</b> )	Dining Plan	Starts	Ends	you will have the option of selection and the selection of selection of selection and the selection of selection and the selection of selection of selection and the selection of selection and the selection of selection of selection of selection and the selection of selection of selection and the selection of selection
	10 Meal Plan	08/18/2023	12/07/2023	<ul> <li>Not seeing your current Mea placement has not been confirr view your Meal Plan once your from the Office of Residence Li</li> </ul>
	Change my Meal Plan		v	a 4 b
	·			C Helpful Links

Make sure you are in the correct semester/term selected first.

# **13.** Select a Dining Plan that you wish to have just like you did above.

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lory	<ul> <li>15 Meal Plan</li> <li>15 Meals per week and \$75 in Flex per semester Meals be used in Ames Dining Hall OR in 1828 Cafe during the Meal Exchange lunch or dinner hours. Flex may be used at either Ames Dining Hall or 1828 Cafe at any time. Additional info at https://www.mckendree.edu/student-life/res-life/life/diningservicesmealplans.php (15-MEAL)</li> <li>Dining Plan Fee: \$2,915.00</li> <li>Total Fee: \$2,915.00</li> </ul>	Residence Life Website     Work Order - How to regi     Work Order for Maintena     Laundry Machine Repair     Purchase Bedding, Stora
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	19 Meals per week and \$50 in Flex per semester Meals be used in Ames Dining Hall OR in 1828 Cafe during the Meal Exchange lunch or dinner hours. Flex may be used at either Ames Dining Hall or 1828 Cafe at any time. Additional info at https://www.mckendree.edu/student-life/res-life/life/diningservicesmealplans.php (19-MEAL) Dining Plan Fee: \$3,180.00 Total Fee : \$3,180.00	

## 14. Click on Purchase Meal Plan

Then you are finished, and your meal plan has been changed.

