



STEP 1:

Click and login to your max account. Then Click on Housing & Dining. After you click on My Housing.

Personal Information **Student Services** Financial Aid

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STUDENT SERVICES

MAX Mobile

MAX Mobile notification system provides mobile phone text message notifications for various MAX systems.

MAX ID

View your MAX ID and Library Patron ID.

Advisement

View your advisers. Process and view a degree audit report.

Registration

Register (add or drop) class; Check your registration status; Display your class schedule.

Housing & Dining

Add or Change Meal Plan; Application, Request to Move Off Campus

Student Accounts

Billing, Balance Due, Online Payments

See your account charges, current balance, payments made, pay online, print a receipt, see if your account is "clear", get 1098T tax info, enable parent (third party) access to billing information.

Student Academic Records

View your holds; Display your grades and unofficial transcript; Review charges and payments.

National Student Clearinghouse Gateway

Enrollment Verifications, Deferments and other services.

Personal Information **Student Services** Financial Aid

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HOUSING & DINING

My Housing

Online Housing Interface

Off Campus Housing Request

Submit an off campus housing request to the Housing office.

My Dining - Add/Change Meal Plan

Online Dining Application

Flex Dollars

Additional dining funds that can be purchased in increments of 50 dollars or more throughout the semester.

Marauder Gold

*** May not be used for tuition payments and must be added in increments of \$25.00 or more.

Make Marauder Gold (MAP) deposits by online payment. Please refer to MyVille for Flex and Marauder Gold (MAP) balance and transaction information.

Jane Doe
M00100101

Step 2:

This page will appear. You want to click on Select a Room/Suite button.

Messages

• There are no important messages.

Room Selection

Fall 2020 - Same Room

This is a Same bed only room selection process. YOU CAN ONLY SELECT YOUR CURRENT ROOM - YOU CANNOT PULL IN SUITEMATES! If an error occurs and a suitemate is brought in, Housing will correct the error and remove the suitemate. Each student must select their own spot. Unmatch any roommate matches prior to selecting room. MARAUDER SUITES - are not available for room selection. If you are currently in a Marauder suite, please see email from housing.

Your Start Time: (open selection)

Selection Times:

Jan 28 9:00 AM to Jan 31 10:00 PM

Select a Room/Suite



Available Rooms

West Village B - Floor 0

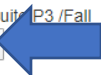
Room: T104B

2 BR Double Suite P3 /Fall

Select Room

Spots: 2

Suite: 3BT104



Step 3:

Available Rooms page will show. The room you are currently residing in will appear. You will need to click on the Select Room button.

Room Booking

You have selected the room:
in the suite:

West Village B T104B
3BT104

West Village B

T104A bed 1

T104A bed 2

T104B bed 1

T104B bed 2

(unoccupied)

(unoccupied)

Julia Collett

<Leave Empty>

Are you sure that this is correct (you will not be able to change this yourself)?

If so, you may submit room booking now...

Step 4:

The Room Booking page will appear. It will ask you if this is correct. If it is correct click on

I Agree – Submit My Room Selection button.



Save Room Assignment

Congratulations! Your room selection process is complete!

Your room assignment has been saved.

You will receive a confirmation e-mail shortly.

Step 5:

Save Room Assignment page will show. Just click on Back to Main Menu button.

Jane Doe

M00100101

Messages

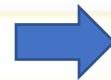
• There are no important messages.

Room Selection

No room selection processes to list.

Room Assignments

West Village B T104B
2 BR Double Suite P3 /Spring



Spring 2020

Fall 2020

After you have finished the selection process, your main page should look like this. Both semesters will be available for viewing.

Jane Doe

M00100101

Messages

• There are no important messages.

Room Selection

No room selection processes to list.

Room Assignments

West Village B T104B
2 BR Double Suite P3 /Fall



Spring 2020

Fall 2020