



**WOU ID / HEALTH & WELLNESS CENTER
LIBRARY/MEAL CARD**

Replacement Cost: \$15 / Replacement Location: WUC

your student id card serves as your meal plan card, your library card and to use to gain entry to the health & wellness center and campus events. when you lose your card or want to add money to your meal plan - follow the directions below to get your card back in action asap.

🍴 TO CHECK THE BALANCE OF YOUR ACCOUNT 🍴

Account balances are printed on your receipt - ask for a receipt after each transaction to check on the balance of your account.

Without making a purchase, just ask a Valsetz cashier to swipe your card and do an inquiry for you.

You can also find your balance on the WOU Portal. (<http://www.wou.edu/wouportal>) **BE AWARE:** Balances will update overnight **ONLY** - SO your true balance will only show on the Portal the morning AFTER you make a deposit or a purchase transaction.

🍴 TO ADD MONEY TO YOUR FOOD ACCOUNT 🍴

WOLF BONUS ACCOUNT: Add money to your meal plan account in the University Housing office located in Ackerman Hall, or on the WOU Portal (*see WOU Portal section below*).

RESIDENTIAL MEAL PLAN: Add money to your meal plan account via one of the following three options:

1. **VALSETZ DINING HALL** Add money to your account at Register #1 (located directly in front of the main entrance), contact the lead cashier. CASH OR CHECK ONLY are accepted here. You may add a minimum of \$20, and up to \$200 to your meal plan account. Debit/Credit cards cannot be accepted here.
2. **WOU PORTAL** To access this application, students need to login to the WOU Portal (wou.edu/wouportal). Look for the "Add Money to Meal Plan" link under the MY Programs section.
Students are able to charge up to \$100 per term to their student Wolf Web account for food. Meal plan additions will be updated and available for use 15 minutes after the transaction is made online. The minimum charge is \$20 and all other charges are in \$20 increments up to the maximum of \$100 per term. To pay off the charges students can go to their Wolf Web account and pay online or go to the cashier's office, located in the Administration building.
3. **UNIVERSITY HOUSING & CAMPUS DINING OFFICE** Add money to your account anytime during regular office hours, (8 am - 5 pm, M-F). You may add a minimum of \$20, and check, debit/credit cards or exact cash are all accepted.

🍴 TO GET A REPLACEMENT WHEN YOUR CARD IS LOST OR STOLEN 🍴

Notify a Valsetz cashier immediately when your ID card is lost. Your meal plan account will be invalidated so that no one else can use it and you will be issued a paper lost card voucher. Your meal plan will be charged \$2 for this service.

If you are unable to find your card, a permanent replacement card can be requested during regular business hours, M-F, in the Werner University Center. A charge of \$15 must be paid at the time of the replacement request, and your new card will have to be encoded in the Werner University Center.

TO CHANGE MY MEAL PLAN

Make your request for a new meal plan IN WRITING in the University Housing office **BEFORE** the beginning of a new term.