How do I request a meal plan change or add a new meal plan?

1. Log into PAWS.
2. Click on the “Menu for New and Returning Students” tab.
3. Select “Online Housing Application/Contract”.
4. If a new page or tab does not appear, you will need to allow pop-ups for the site.
5. Click on “Meal Plan Change Request” at the top of the page.
6. Your meal plans for current and future terms will be displayed at the top of the form.
7. Under “Classification”, choose whether you are a First-Year Freshmen, Transfer Student, or NonFirst-Year Student.
8. Under “Term”, select the term you are making the request for: Fall, Spring, or Summer.
10. Under “Requested Meal Plan” select the meal plan you would like to change to or add. If you would like to cancel your meal plan choose “None (cancel my meal plan)”.
11. Under “Status” you can select either, “Change my current meal plan” or “Add a new meal plan for me” depending on your specific situation.
12. The last step is to click the “Submit” button. After you submit the request, a confirmation email will be sent to your Georgia College address.