

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

1. Log into Unify.
2. Click on the “Service Apps” tab.
3. Scroll down and click on the “Housing Application” icon (icons are in alphabetical order).
4. If a new page or tab does not appear, you will need to allow pop-ups for the site.
5. Click on “Forms” at the top of the page and then the “START REQUEST” button for the Meal Plan Change Request.



Meal Plan & Room Change Requests

Meal Plan Change Request

START REQUEST

Room Change Request

START REQUEST

6. Complete all the required fields and then click the “SUBMIT REQUEST” button at the bottom.

Meal Plan Change Deadlines

The deadline to lower your meal plan is August 14 for fall semester and January 3 for spring semester.

Meal Plan Requirements

According to Dining Services policy, the lowest meal plan available to first-year freshmen living in the Central Campus residence halls is the 14 meals per week plan. The lowest meal plan available to first-year freshmen living at The Village is the 10 meals per week plan.



1-Request Date

1-Classification

1-Where Do You Live?



1-Term

1-Requested Meal Plan

1-Status

Attention Off-Campus Students

Off-campus students who would like to add a new Commuter Student Meal Plan should follow the instructions that can be found [HERE](#).

SUBMIT REQUEST

7. Once your request is submitted a confirmation screen will be displayed and confirmation email will be sent to your Georgia College email address.



Request Submitted

Your request is in progress. Meal plan change requests are typically processed within two business days. If you have questions about your request, please contact the appropriate office below.

On campus (The Village or Central Campus residence halls): Contact University Housing housing@gcsu.edu

Off campus: Contact The Bobcat Card Office bobcat.card@gcsu.edu