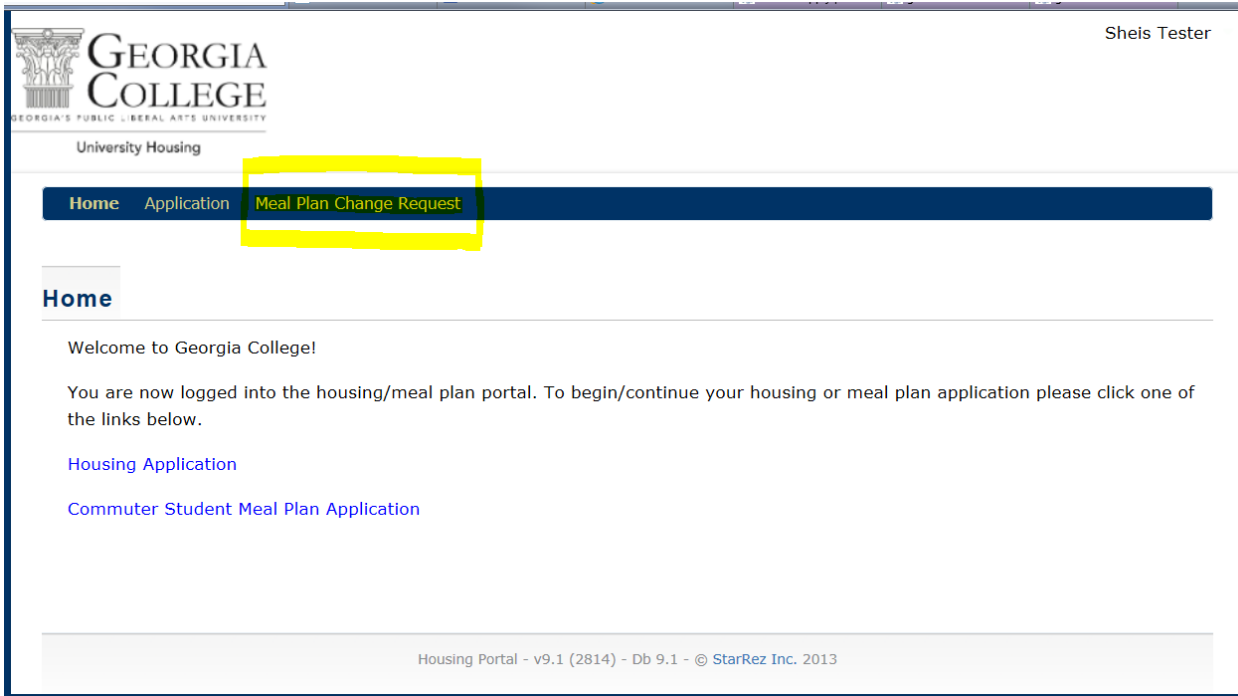


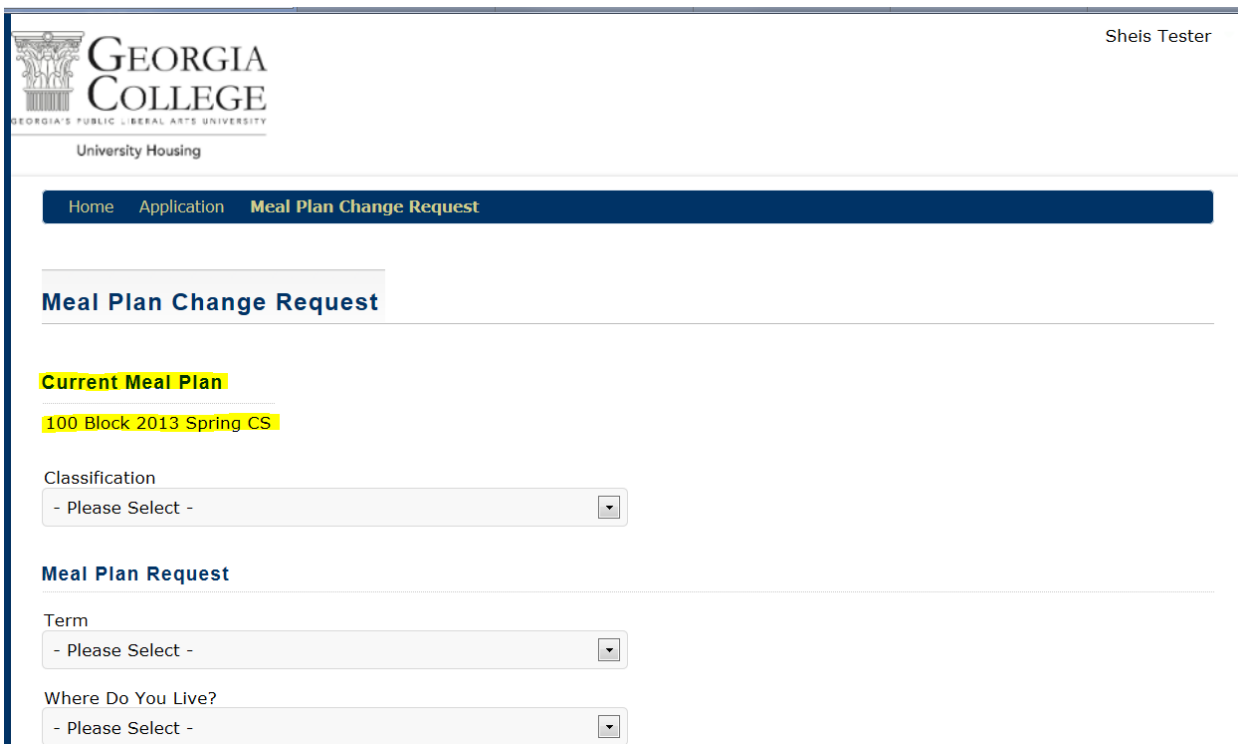
How do I request a meal plan change?

1. Log into PAWS.
2. Click on the “Menu for New and Returning Students” tab.
3. Select “Commuter Student Meal Plan Application”.
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.



The screenshot shows the Georgia College University Housing portal. At the top left is the Georgia College logo with the text "GEORGIA COLLEGE" and "GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY". At the top right is the name "Sheis Tester". Below the logo is the text "University Housing". A dark blue navigation bar contains three links: "Home", "Application", and "Meal Plan Change Request", which is highlighted with a yellow box. Below the navigation bar is a "Home" section with a heading "Home" and a sub-heading "Welcome to Georgia College!". The text reads: "You are now logged into the housing/meal plan portal. To begin/continue your housing or meal plan application please click one of the links below." There are two blue links: "Housing Application" and "Commuter Student Meal Plan Application". At the bottom of the page is a footer: "Housing Portal - v9.1 (2814) - Db 9.1 - © StarRez Inc. 2013".

6. Your meal plans for current and future terms will be displayed at the top of the form.



The screenshot shows the Georgia College University Housing portal "Meal Plan Change Request" form. At the top left is the Georgia College logo with the text "GEORGIA COLLEGE" and "GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY". At the top right is the name "Sheis Tester". Below the logo is the text "University Housing". A dark blue navigation bar contains three links: "Home", "Application", and "Meal Plan Change Request". Below the navigation bar is a "Meal Plan Change Request" section with a heading "Meal Plan Change Request". Underneath is a yellow box containing the text "Current Meal Plan" and "100 Block 2013 Spring CS". Below this is a "Classification" dropdown menu with the text "Classification" and "- Please Select -". Below the dropdown menu is a "Meal Plan Request" section with a heading "Meal Plan Request". Underneath is a "Term" dropdown menu with the text "Term" and "- Please Select -". Below the dropdown menu is a "Where Do You Live?" dropdown menu with the text "Where Do You Live?" and "- Please Select -".

7. Under "Classification", choose whether you are a Transfer Student or Non-First-Year Student.
8. Under "Term", select the term you are making the request for: Fall, Spring, or Summer.
9. Under "Where Do You Live?" select "Off Campus".
10. Under "Requested Meal Plan" select the meal plan you would like to change to. If you would like to cancel your meal plan choose "None (cancel my meal plan)".
11. Under "Status" select "Change my current meal plan"
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.

GEORGIA COLLEGE
GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY

University Housing

Sheis Tester

Home Application **Meal Plan Change Request**

Meal Plan Change Request

Current Meal Plan
100 Block 2013 Spring CS

Classification
Non-First-Year Student

Meal Plan Request

Term
Spring

Where Do You Live?
Off Campus

Requested Meal Plan
25 Block

Status
Change my current meal plan

Submit

