



## How do I request a meal plan change?

1. Visit my.gcsu.edu
2. Login by entering your Bobcats email address and MyGCSU password.
3. Scroll down and click the “Service Apps” section on the main screen.
4. Search for and click on the “Commuter Student Meal Plan” link
5. If a new page or tab does not appear, you will need to allow pop-ups for the site.
6. Click on “Forms” at the top of the page and then the “START REQUEST” button for the Meal Plan Change Request.

The screenshot shows the top navigation bar of the Housing and Residence Life website at Georgia College & State University. The navigation bar includes a menu icon, a notification badge with the number 48, and links for Home, Housing Application, Forms (highlighted in yellow), and Commuter Student Meal Plan. A Log Out link is located on the right side. Below the navigation bar, the 'Online Forms' section is displayed, with the instruction 'Please select a form below.' A table lists the 'Meal Plan Change Request' form, with a blue 'START REQUEST' button to its right.

Form Name	Action
Meal Plan Change Request	<a href="#">START REQUEST</a>

7. 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

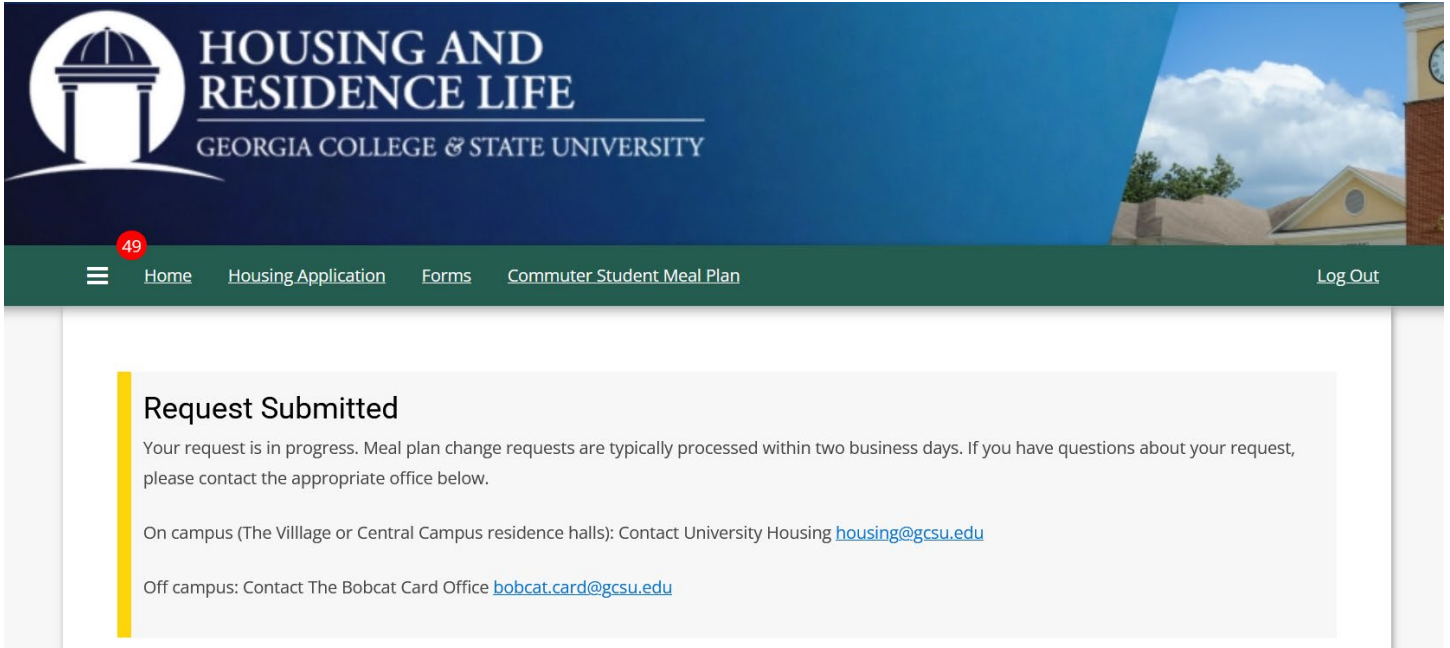
  

## Attention Off-Campus Students

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**

8. Once your request is submitted a confirmation screen will be displayed and confirmation email will be sent to your GCSU email address.



The screenshot shows the top navigation bar of the Housing and Residence Life website at Georgia College & State University. The header includes the university logo and the text "HOUSING AND RESIDENCE LIFE" and "GEORGIA COLLEGE & STATE UNIVERSITY". A dark green navigation bar contains a menu icon, a notification badge with the number "49", and links for "Home", "Housing Application", "Forms", "Commuter Student Meal Plan", and "Log Out". The main content area features a white box with a yellow vertical bar on the left, containing the heading "Request Submitted" and a message: "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." Below this message are two lines of contact information: "On campus (The Village or Central Campus residence halls): Contact University Housing [housing@gcsu.edu](mailto:housing@gcsu.edu)" and "Off campus: Contact The Bobcat Card Office [bobcat.card@gcsu.edu](mailto:bobcat.card@gcsu.edu)".

**Request Submitted**

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