



Welcome to George Mason University, where Innovation is Tradition!  
We are excited you have joined our academic community.

Mason is home to over 32,000 students and four campuses across Northern Virginia, and offers nearly 200 total undergraduate and graduate degrees.

This guide will provide some additional information that will help familiarize you with Mason's campus and the resources available to every student. We encourage all new students to learn more about the history and traditions at Mason by visiting: <http://about.gmu.edu/history-and-tradition/>.

As a non-degree student, you're still expected to follow the same regulations and abide by the same honor codes as degree-seeking students. You should familiarize yourself with the policies found on the Judicial Affairs website: <http://studentconduct.gmu.edu/> as well as those found through our Office for Academic Integrity: <http://academicintegrity.gmu.edu/honorcode/>.

# *Admission Checklist*

Now that you're a Mason Patriot, follow these steps to make the most of your Mason experience:

-Claim and create your account through <http://password.gmu.edu>. Select the first option: "To activate your Patriot Pass account.." and follow the instructions to create a secure password. If you have difficulty registering your account, contact ITU Support at 703.993.8870.

-Claim your email through <http://masonlive.gmu.edu>.

-Register for your courses through PatriotWeb: <http://patriotweb.gmu.edu>. **If your course requires a pre-requisite, contact the department which offers the course to attain a course override.** They may require a copy of your unofficial transcripts or a syllabus for a pre-requisite course to grant you access to Mason's course.

-Pay for your course(s). Information can be found regarding payments and third party billing at <http://studentaccounts.gmu.edu>. They can also be reached for questions at 703-993-2484.

-Purchase a parking permit: <http://parking.gmu.edu>. Permits can be purchased online.

-Obtain your student ID. You may find information about the Mason ID office here: <http://masonid.gmu.edu/photoindex.html>

-If you're staying for more than one term, verify your immunization information with the Immunizations office. Information about requirements, including the form you must complete and return can be found here: <http://shs.gmu.edu/immunizations/>.

-View information on gym memberships: [http://recreation.gmu.edu/memberships/nondegree\\_students](http://recreation.gmu.edu/memberships/nondegree_students).

Consider different student involvement options:

-Visit Student Involvement: <http://si.gmu.edu>

-Visit Weekends at Mason: <http://weekends.gmu.edu>

-Visit Mason Athletics information and schedules: <http://gomason.com>

## *Guide to Registration*

1. Upon activation of your Patriot Pass account, access PatriotWeb:

<https://patriotweb.gmu.edu>.

2. In order to log in to PatriotWeb, you will need to have accessed your Patriot Pass account and attained a Mason username and secure password. If you have not yet done so, please go to <http://password.gmu.edu> and follow the on-screen instructions before continuing.

3. Once logged in, select "Student Services."

4. Select "Registration."

5. Select "Search for Classes."

6. Use the scroll bar to select the semester for which you are trying to register and click "submit."

7. You may register for one course at a time using this option. Select the "subject" of the first class for which you wish to register from the first scroll bar at the top of the page.

8. In the next field, type the "Course Number" of the course for which you wish to register. (For example, if attempting to register for English 302, you should select "English" from the subject field and type "302" into the course number field.)

9. Next, you may choose the campus at which you wish to take the course. If you have no preference, you may select "All." Note that the more you refine your search, the fewer options

will appear upon submission.

10. You may repeat this process with the "Course Level" and "Instructor" fields, but note that they are not necessary in order to search.

11. Select "Class Search" once you have chosen all desired search criteria.

12. A list of courses should appear for which you may register. Select the open box to the left of the course for which you wish to register, scroll to the bottom of the page, and select "Register." If a "C" appears next to the course, this section is completely closed and not subject to a wait list.

13. You will be directed to a new page in which \*\*\*Web Registered\*\*\* should appear along with the specifics of the course for which you are now registered. Upon receiving this message, you are registered for the course and would need to select "Web Drop," followed by "Submit Changes" should you no longer desire to be registered for that course.

14. Click "Class Search" at the bottom of the page and continue with steps 8 through 13 for the remaining courses for which you register.

15. Once you have finished registering, you may select "View my Schedule" on the bottom right hand side of the screen to view your confirmed schedule.

**Please note: If you're attempting to register for a course section and receive a restriction notice, it will be necessary to speak with a representative from the department in which you're hoping to enroll. You may require a registration override, or you may be asked to prove you have certain pre-requisite courses in order to proceed with registration.**

## *Student Accounts*

Bills are mailed approximately thirty (30) days prior to the start of the term. Please review your bill carefully. Questions regarding Out-of-State versus In-State domicile, Meal Plan or Housing amounts, or any other charge must be brought to the attention of the appropriate department immediately. Please be aware that paper bills are not mailed for schedule adjustments or for any charge that may be added after the bill date has passed. All subsequent notices will be sent to the student and their authorized user electronically.

Students who register for his or her first class within 30 days of the semester start will only receive electronic bills. Authorized users may be set up by the student using the Bill and Payment System.

### Bill and Payment System

This system allows students to manage their account activity online. You can view bills, make payments, and set up authorized users (parents, employers, etc). Authorized users will only have access to financial information such as account charges and statements. They will not be able to view class schedules, grades or other academic data.

### Semester Payment Plans

Mason payment plans are available online only, and the following plans are available for students who need to budget their accounts. All payment plans require a \$25 contract fee, which is nonrefundable. Please note:

- The preferred payment method for payment plans is the online/electronic check option, which does not charge a convenience fee.
- In Fall and Spring there are two options available. One plan splits the balance into two payments of 50% each and the other splits the balance into four payments of 25% each. Both plans require a down payment, which is the first payment plus the \$25 contract fee. Important deadlines must be followed to take advantage of the four payment plan.

### Late Payment Penalty

Failure to receive a reminder bill confirming your charges does not waive the requirement for payment when due. Check Patriot Web or the Bill and Payment system for updated balances. Registrations prior to the start of the semester must be paid no later than

the first day of the semester to avoid a 10% Late Payment Fee, up to \$125. The payment due date for registrations on the first day of the semester or later is five business days after registration. Payments will be accepted up to 10:30 p.m. through the Bill and Payment System. Additional payment methods are listed on the Student Accounts Office website. Late payment fees will not be removed from accounts.

### Registration Deadlines

Classes will not be canceled for nonpayment. Please visit the Student Accounts website for penalty deadlines. Students are responsible for confirming the withdrawal of any classes by the published liability deadlines. Approved late schedule adjustments after the deadline for the last day to add will incur additional fees, up to \$125.

### Late Registration Penalty

Students who add their initial class on the first day of the semester or after will be charged a \$125.00 late registration fee. The fee does not apply to students already enrolled prior to the start of classes who make schedule adjustments. Waitlisted classes are not considered class registration.

### Refunds

In cases where tuition charges are less than the payments on the student's account, a refund of the overpayment may be requested. To initiate the refund process, a Refund Request form is completed and submitted to the Student Accounts Office. Refunds will be processed according to the method of payment received:

- Cash or check payments are sent in the form of a check or direct deposit.
- Payments made by check require a five day waiting period. The waiting period may be waived if proof of check clearance is presented, such as a canceled check copy or bank statement showing the check cleared the account.
- Credit card payments are credited back to the credit card that was most recently used for payment. Refund checks are made payable to the student and are mailed to the permanent address listed in the student record. In person check pick up is not available due to negotiable item security and the large number of checks processed.

## *Parking Services*

### **Tips and tricks for parking successfully**

- Parking lots fill up fast. Allow extra time, especially the first few weeks of class to find a space.
- Tuesdays and Thursdays (including the evenings) are the busiest days on campus.
- On the busiest days, it is recommended that those arriving on campus later in the morning park at the Field House as the lots on east campus will often fill. The Field House is a short 15 minute walk to the Johnson Center.
- Don't forget that general student lot permits are valid on Levels 1-2 of the new Rappahannock River Deck. There is even a free Field House shuttle that will take you from the Field House to main campus. Check out <http://shuttle.gmu.edu> for info on the shuttle's hours of operation.
- Parking permits are required to park in any lot on Mason property.
- Always read the signs to know if a lot or area is restricted to a certain type of permit. Never park in reserved, service/repair, state vehicle and administrative spaces.
- Parking lots are enforced all year round, including the first week of classes and even when classes are not in session. Don't believe the myths and rumors

about a grace period. Check the parking website at <http://parking.gmu.edu> for the latest information regarding hours of enforcement and other important news affecting parking on-campus, even when classes are not in session.

- If you are an off-campus student and want to save money, you can park in the West Campus Lot, located by the softball stadium. Parking at the West Campus Lot is only \$90 for the entire year.
- Visitor parking is available in the Mason Pond and Sandy Creek parking Decks, as well as metered lots. There is also visitor parking in the new Rappahannock River Parking Deck.
- Pay attention to your Mason email, as students are often emailed about temporary lot closures. Information about online permit sales and online citation appeals and payment options is available at <http://parking.gmu.edu>.
- Always contact Parking Services if you have questions or concerns! Their office is located in the Parking Services building next to the Sandy Creek Parking Deck. You can also call them at (703) 993-2710 or e-mail at [parking@gmu.edu](mailto:parking@gmu.edu).

## *Campus Transportation*

### Mason to Metro Shuttle

You can ride the Mason to Metro Shuttle, which runs between the Fairfax Campus and Vienna Metro station from 6:00 AM to midnight Monday through Friday. There is also extended service until 3:30AM on Fridays, from 8:30 PM to 3:30 AM on Saturday nights, and 5:30PM to 11:30 PM on Sundays to help you get back and forth to Washington, D.C.!

### Prince William Shuttle

You can ride for free on the Prince William Shuttle that runs back and forth between the Fairfax and Prince William campuses between 7:00 AM to 10:20 PM Monday through Friday. New stops added at the RAC on Fairfax campus. The shuttle also stops at the Target at Manassas Mall.

### Gunston Go Bus

The new Gunston Go Bus provides service from Fairfax campus to University Mall, Fair Lakes Center, Fair Oaks Mall, Fairfax Corner, and Old Town Fairfax from 3:00 PM to 10:00 PM. Now 7 days a week with late hours until 2:00 AM on Friday and Saturday.

### CUE Bus

You can take the CUE Bus – IT'S FREE!!!! Just show your Mason ID and you can ride for free on any of the City of Fairfax CUE Buses. They all pick up at the bus stop on Fairfax campus at the new CUE bus stop adjacent to the Rappahannock River Parking Deck (they no longer stop across from Lot G) and can take you to various places in Fairfax with all routes winding up at the Vienna Metro Station. For more info go to: <http://www.fairfaxva.gov/CUEBus/CUEBus.asp>.

### Metro Rail

From the Vienna Metro Station you can take the Orange Line to the Arlington Campus or beyond into D.C. The Virginia Square Metro stop is only 2 short blocks from Mason's Arlington Campus.

### Green and Gold Campus Circulator

Formerly the West Campus shuttle, the new Green & Gold Campus Circulators operate from 7:00 AM to 1:00 AM Monday through Friday and 2:00 PM to 1:00 AM on Sundays, providing service between President's Park and West Campus Lot, with several stops around campus including the new RAC, Rappahannock River Deck, and the Concert Hall.

## *Applying for a Degree Program*

Interested in applying your credits toward the progress of a degree at Mason? Here are some helpful tips.

### **Undergraduate study:**

- Bachelor's programs allow up to 18 credits taken in non-degree status to be transferred to a degree program. This means you should consider applying to a degree program before you approach 18 credits, or your credits may not be completely applied to your degree audit.
- Transitioning into a degree program requires an application for transfer admission, which must meet the appropriate deadlines posted on the transfer admission page: <http://admissions.gmu.edu/dates/>.
- Many of your documents submitted for your non-degree application will remain for any future applications. Check after applying to see if additional documentation is necessary.
- Keep in mind that admission to degree-seeking status is not guaranteed, even if you're currently enrolled as a non-degree student.

### **Graduate Study:**

- Graduate programs generally allow up to 12 credits be transferred to degree status, but program requirements vary. Speak with a graduate admission coordinator before beginning your non-degree coursework to ensure you understand the regulations.
- Transitioning from non-degree status to graduate status requires an application for the program. Please keep in mind that in many cases, the graduate admissions offices for each department handle their own graduate, degree-seeking admission.
- Some graduate programs have requirements that are not fulfilled through the non-degree application. Visit <http://admissions.gmu.edu/grad> for helpful links, deadlines, and application requirements.
- Some programs only have fall deadlines. Check early to ensure you have enough time to gather recommendations; arrange to take tests, etc.