

Master's Programs Student Services Guide 2011-2012

School of Public Policy
George Mason University
3351 Fairfax Drive, MS 3B1
Arlington, Virginia 22201

Phone: (703) 993-2280
Email: spp@gmu.edu
Web: <http://policy.gmu.edu>



Table of Contents

Welcome from Dean Rhodes.....	4
Introduction.....	5
Guide Overview	5
School of Public Policy Overview	5
The Administration, Faculty, and Staff	6
SPP Student Services	7
Academic Advising	7
SPP 101	7
<i>SPP Career Services.....</i>	7
University Career Services	8
SPP Alumni Relations	8
University Services.....	8
Identification Cards	8
Parking Decals and Locations	8
Electronic Communication and GMU Email Accounts	9
Arlington Campus Library	9
GMU Campus Police.....	9
Student Health Services.....	9
Health Insurance.....	10
Counseling and Psychological Services (CAPS).....	10
Office of Disability Services (ODS).....	10
GMU Housing	11
The Writing Center.....	11
International Student Services.....	11
Office of International Programs and Services (OIPS)	11
English Language Institute (ELI)	11
International Student Health Insurance	12
Academic Policies & Procedures	12
The Honor System and Professional Conduct.....	12
SPP Policy on Plagiarism	12
Provisional Admission	13
Grading Policies	14
Grade Appeals	14
Appeals of Dismissal.....	15
Core Course Waivers.....	15
Non-Degree Status Credits.....	15
Transfer Credits.....	16
Certificate Programs	17
Consortium Courses	17
Internships	18
Independent Study.....	18
Study Abroad.....	19

Student Services Guide 2011-2012

Registration Information.....	19
The Registration Procedure	19
Typical Course Loads.....	19
Class Locations and Times	20
Degree Time Limit	20
Wait Lists	21
Canceling Registration/Withdrawal	21
Re-enrollment Procedures	21
Academic Records.....	22
Change of Address or Name.....	22
Privacy of Student Records	22
Tuition, Financial Aid and Payment Information	23
Tuition and Fees	23
Domicile Reclassification.....	23
Academic Common Market	23
Financial Aid	23
Payment Methods	24
Financial Holds.....	24
Financial Penalties.....	24
Third-Party Billing	24
Graduation Information	25
The Graduation Application Process.....	25
Participation in Convocation/Commencement.....	25
Appendix I – SPP Master’s Programs	26
Appendix II – Patriot Pass Activation and Registration Instructions.....	29
Appendix III – Useful Websites	31

This Guide incorporates most of the requirements and rules pertaining to the master’s programs in the School of Public Policy. In addition, the University catalog (current edition) and associated requirements and rules, along with other pertinent University policies apply to, and in the case of inconsistency, take precedence over this Guide.

Welcome from Dean Edward Rhodes

Welcome to the School of Public Policy at George Mason University.

Over the last 20 years, we have pioneered the integration of policy studies with the implications of our hi-tech world. We are uniquely situated in northern Virginia at the crossroads of the nation's capital and one of the country's most important technology corridors. The School of Public Policy brings together accomplished faculty, talented students, and strong partnerships with the public and private sectors.

Our unique lineup of policy-oriented master's degrees is designed for working professionals who want to advance their careers in the private and public sectors. Our prestigious faculty members come directly from their fields to teach courses at our conveniently located GMU Arlington Campus.

Our research centers make valuable, tangible contributions to both the world and our own community every day. From global issues, such as peacekeeping and international trade, to regional issues, such as land use and transportation management in northern Virginia, the School of Public Policy is an important clearinghouse for solutions, large and small.

We look forward to working with you in the coming years as you complete your master's degree program in the School of Public Policy.

Edward Rhodes
Dean

INTRODUCTION

Guide Overview

This Guide is intended to provide an accessible reference source as you proceed through your master's program. Where appropriate, website addresses are included; you should go to those websites for further information on a particular topic. Be advised that each incoming class is guided by a somewhat different version of this Guide. The faculty reserves the right to make reasonable and prudent changes. The provisions of this Guide are subordinate to the University's general catalog and rules, and do not constitute a contract with the students to whom they apply.

School of Public Policy Overview

The School of Public Policy (SPP) originated in 1991 as The Institute of Public Policy to provide the focal point for George Mason University's commitment to public policy studies and policy research. While most of SPP's core faculty hold full-time, tenured or tenure-track positions within the school, other members of the faculty are from other university departments and schools or adjunct faculty working in their specialties outside the university. All faculty are central to SPP's educational and research objectives.

George Mason University is located on three campuses in northern Virginia: Arlington, 5 miles from downtown Washington, DC; Fairfax, 15 miles west of downtown Washington, DC; and Prince William County, in Manassas, VA. SPP is based on the GMU Arlington Campus. SPP takes advantage of its location adjacent to the nation's seat of government, offering students and faculty unique opportunities to study federal executive and legislative policy-making as well as agency policy activities. In addition, our Transportation Policy, Operations and Logistics program offers courses via distance learning through interactive video conferencing to locations throughout Virginia as well as other states across the U.S.

In addition to its academic programs, SPP is a major center for applied policy research in a number of fields, including regional economic development, transportation policy, science and technology policy, electronic commerce and organizational informatics, governance and public management, international commerce, and economic policy. SPP emphasizes alternative approaches to policy decisions. Our interests result from a view that social and economic changes caused by continuing innovations in modern technology require modifications in the substance of public policy, as well as in the way in which public decisions are made. SPP contributes to new concepts in policy formation, while building on the fundamental, pluralistic, and democratic characteristics of policy-making in the United States.

Student Services Guide 2011-2012

The Administration, Faculty, and Staff

The School of Public Policy's administrative offices are located on the fifth floor of Founders Hall on the Arlington campus.

SPP Administration

Edward Rhodes, Ph.D.	Dean	edrhodes@gmu.edu	(703) 993-4108
Ann Baker, Ph.D.	Senior Associate Dean	abaker1@gmu.edu	(703) 993-3805
Matthys van Schaik, Ph.D.	Associate Dean for Academic Affairs	mvanscha@gmu.edu	(703) 993-8227
Jonathan Gifford, Ph.D.	Associate Dean for Research	kgifford@gmu.edu	(703) 993-2275

Tennille Haegele	Director of Graduate Admissions	thaegele@gmu.edu	(703) 993-3183
Stephanie Floyd	Assistant Director of Graduate Admissions	sfloyd@gmu.edu	(703) 993-3182
Janet Viveiros	Assistant Director of Graduate Admissions	gviveiro@gmu.edu	(703) 993-4478
Jill Emerson	Assistant Dean of Student Affairs	jemerson@gmu.edu	(703) 993-8209
Duane Bradshaw	Director for Career Development and Alumni Relations	dbradsha@gmu.edu	(703) 993-3188
Heather Wright	Assistant Director for Career Development	hwright5@gmu.edu	(703) 993-8559
Silva Pecini	Director of Student Services	specini@gmu.edu	(703) 993-4157
Matthew Sacco	Assistant Director of Student Services	msacco@gmu.edu	(703) 993-4975
Elizabeth Eck	Assistant Dean for Program Management	eeck@gmu.edu	(703) 993-8225
Shannon Hettler	Assistant Director, PhD Student Services	shettler@gmu.edu	(703) 993-4143

Andrew Brown	Director of Communications	abrown27@gmu.edu	(703) 993-9824
William Coester	Assistant Dean for HR and Planning	wcoester@gmu.edu	(703) 993-2261
Barbara Hill	Arlington Office Administrator	bhill11@gmu.edu	(703) 993-3179
Susan McClure	Assistant to the Dean	mmcclure@gmu.edu	(703) 993-4108
Holly Park	Director of Fiscal Services	cpark8@gmu.edu	(703)993-2014
Craig Rocklin	Director of Development	crocklin@gmu.edu	(703) 993-7527

Master's Program Directors

Desmond Dinan, Ph.D.	International Commerce and Policy	ddinan@gmu.edu	(703) 993-4973
Jeremy Mayer, Ph.D.	Public Policy	jmayer4@gmu.edu	(703) 993-8223
Tojo Thatchenkery, Ph.D.	Organization Development/Knowledge Mgmt	thatchen@gmu.edu	(703) 993-3808
Jonathan Gifford, Ph.D.	Transportation Policy, Operations, and Logistics	kgifford@gmu.edu	(703) 993-2275
Allison Friendak-Blume, PhD.	Peace Operations	afrendak@gmu.edu	(703) 993-4983
Salim J. Habayeb, M.D.	Health and Medical Policy	shabayeb@gmu.edu	(703) 993-4865

SPP STUDENT SERVICES

The Mission of the School of Public Policy's Office of Student Services is to provide professionally-delivered academic and career advising, and other resources, to engage and support students in the development of a well-informed plan to succeed in their educational and professional goals.

Academic Advising

The Student Services Office counsels students on academic issues through the exploration of students' academic, career, and personal goals. The staff is available to assist students with course selection and the registration process as well as the interpretation of academic regulations and policies. The office also helps students track their progress towards degree completion and provides resource referral when students are in need of specialized assistance. Each student is assigned a Student Services academic advisor according to one's program upon admission. Contact information is provided in the admissions packet.

Students should come prepared with the following information when meeting with the Student Services staff for academic advising:

1. A copy of their degree worksheet.
This can be found in the Student Services Office or on the School's web page under Master's Academic Advising Degree Requirements.
2. A copy of their unofficial transcripts.
This can be found on Patriot Web at <https://patriotweb.gmu.edu/>.

SPP 101

This interactive website is designed to help students launch successfully into their SPP master's programs and supplement the important information received during the SPP on-campus New Student Orientation Program. Continuing students can use the SPP 101 site to connect with key services and resources throughout their program. Students will also find writing and math tutorials to help them prepare for graduate studies in the policy arena. Students can access SPP101 at <http://policy.gmu.edu/SPP101>.

SPP Career Services

SPP Student Services offers comprehensive career services at the Arlington campus. Career Services staff can assist you in reviewing and revising your resume and cover letter, exploring career goals, identifying employment opportunities, and by providing you with the skills necessary for a successful career search. The Career Services office also maintains SPP JobNet, an online job and internship database, to aid students in their employment search. Students can access SPP JobNet at <https://spp-gmu-csm.symplicity.com/students/>. To schedule an appointment, students can contact Duane Bradshaw, Director for Career Development and Alumni Relations at (703) 993-3188 / dbradsha@gmu.edu or Heather Wright, Assistant Director for Career Development at (703)

993-8559 / hwright5@gmu.edu. For additional information visit:
policy.gmu.edu/careerservices.

University Career Services

In addition to SPP Career Services, University Career Services offers a wide array of programs to support students, including career workshops, internships, cooperative education, HireMason, on-campus interviews, and graduate recruitment fairs. For additional information, visit <http://careers.gmu.edu>.

SPP Alumni Relations

The School of Public Policy has an active alumni chapter, SPPAC. For more information on the SPPAC, go to: policy.gmu.edu/alumni or contact the Director for Career Services and Alumni Relations, Duane Bradshaw, at 703-993-3188 or dbradsha@gmu.edu.

UNIVERSITY SERVICES

Identification Cards

Each student must obtain a University photo identification card. It must be presented to use the library and parking services, and is required for admission to university events and when using university facilities after normal operating hours. In order to obtain a student ID card, each student must be registered for at least one credit hour and present another form of photo identification. The first University identification card is free of charge and is valid as long as registration is in place. For more information, visit <http://photoid.gmu.edu> or call (703) 993-8141. Distance learning students should coordinate the acquisition of their IDs with their program director. The ID office is located in the Hazel Hall Library, Room 134 (Print Services).

Parking Decals and Locations

Students who wish to park their vehicles on campus must register with Parking Services and pay for a parking decal. **Be advised that Arlington campus decals are valid for parking on the Fairfax campus, but Fairfax decals are *not* valid on the Arlington campus.** Parking Services on the Arlington campus is located in Founders Hall, Room 219. Decals can be purchased online by credit card payment using your GMU ID# and PIN at <http://parking.gmu.edu/index.html>. For decal sales and fine payments on the Fairfax campus, go to the lower level of Student Union Building II. For information, call (703) 993-2710.

Parking is located in the Foundation Building parking garage (adjacent to campus on Washington Boulevard), the Truland Building parking garage (two blocks east of the Giant grocery store on Washington Boulevard), and the Founder's Hall underground parking garage. Foundation and/or Truland parking passes currently cost \$150.00 per semester or

\$275.00 for the full year. Founder's Hall parking passes currently cost \$550.00 for the full year.

As parking is limited, students are encouraged to travel to campus via the Metro.

Electronic Communication and GMU Email Accounts

Each student is required to access and activate the email account provided by the University. **The University will only communicate via GMU email accounts for official university business.** The School of Public Policy also communicates information directly to SPP students through program listservs that have been established using GMU MasonLive email addresses. You are responsible for the content of any communication sent to you by email. **If you prefer to use another email system as your primary mailbox, you must place an email "forward" on your university account.** Note that if you forward your GMU MasonLive email to another account, the GMU mail server retains copies of that mail. Please check your GMU MasonLive account on a regular basis to delete these messages. For more information, visit the following link:
<http://masonlive.gmu.edu>.

Arlington Campus Library

The library is a full-service research facility supporting the teaching and research needs of George Mason faculty, students, and staff on this campus. Consistent with the Arlington Campus's distinct areas of academic specialization at the graduate level, the library's collection emphasizes public policy, international commerce, economics, education, and nonprofit management. The Arlington Campus Library holds a core of reference materials and is a depository of European Union documents. Library staff provides reference assistance and instructions for students, faculty, and staff in identifying and using resources. The library also has a strong virtual presence, with many of its resources and services available online. The circulation desk telephone number is (703) 993-8188. Further information can be obtained from GMU Libraries' web site: <http://library.gmu.edu>.

GMU Campus Police

In an emergency, dial 911. For non-emergencies in Arlington, call (703) 993-8070 to reach GMU Arlington Campus Police. To reach the GMU Arlington Police escort service, call (703) 993-8070. GMU Crime Solvers also operates a 24-hour confidential hotline: (703) 993-4111.

Student Health Services

GMU's Student Health Services provides high quality health care services to all currently enrolled students. There is no evaluation charge to students, but minimal fees may apply for select procedures and laboratory services. Services available to students include diagnosis and treatment of illness and injury, communicable disease screening, health and wellness counseling, immunizations, referral services, laboratory services, and a travel clinic. On the GMU Arlington Campus, Student Health Services is located in Founders

Student Services Guide 2011-2012

Hall, Suite B102. To schedule an appointment, please call: Arlington (703) 993-4863, Fairfax (703) 993-2831.

Health Insurance

Students may purchase health insurance through Chickering Benefit Planning Insurance Agency (www.chickering.com). Health insurance is mandatory for all students holding F-1 and J-1 visas, and students with this status are automatically enrolled in the University's plan. George Mason University's policy number is 724536. For additional information and enrollment deadlines, please contact Angela Drukier, Insurance Coordinator at Student Health Services at (703) 993-2827 / adrukier@gmu.edu or visit the website at: <http://shs.gmu.edu>.

Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) provides a wide range of services to students, faculty, and staff. Services are provided by a staff of professional counselors, clinical psychologists and social workers. CAPS provides individual and group counseling, workshops, and outreach programs to enhance a student's personal experience and academic performance. The Arlington office is located in Founders Hall, room 222 E & F. To learn more about the services that CAPS provides, please visit the following website: <http://caps.gmu.edu>

If you are in a crisis and need assistance, please call (703) 993-2380 from 8:30am-5pm. After hours, please call University Police at (703) 993-2810.

The **Learning Services** office provides a variety of experience based learning opportunities through which students explore a wide range of academic concerns. The office also offers programs such as study skills workshops, individual study counseling, and tutor referrals. The programs are open to all George Mason University students free of charge. Services are confidential and use of these services does not become part of the student's academic record. For more information visit: caps.gmu.edu/learningservices

Office of Disability Services (ODS)

As part of George Mason University's continuing commitment to upholding the letter and spirit of the laws that ensure equal treatment of people with disabilities, the university established and maintains the Office of Disability Services. Under the administration of University Life, the center implements and coordinates reasonable accommodations and disability-related services that afford equal access to university programs and activities. ODS is available to serve all students with disabilities, including those with cognitive, sensory, mobility, and other physical impairments. For more information, please visit the ODS website (<http://ods.gmu.edu>) or call (703) 993-2474 from 9am-5pm.

GMU Housing

For housing information, GMU offers a web site where students can view listings of private and commercial apartments, houses, and townhouses. A message board for roommate classifieds is also available. Visit: <http://och.gmu.edu>. The School of Public Policy also provides a printed housing guide, available in the Student Services office or via e-mail.

The Writing Center

The Writing Center offers free writing support (including one-on-one tutor sessions) and writing workshops. All members of the George Mason community (student, staff, faculty, alumni) may use the Writing Center's services. The Arlington office is located in Founders Hall, room 212. For more information about these services please visit the center's website (<http://writingcenter.gmu.edu>) or call (703) 993-4491.

International Student Services

The **Office of International Programs and Services (OIPS)** assists international students with all matters pertaining to immigration status, including how to apply for employment benefits, program extensions, transfers, changes of status, and entry of dependents. The office conducts a comprehensive orientation program for new international students each semester, covering important immigration regulations, academic policies at George Mason, the U.S. educational system, registration procedures, health and wellness, and taxation. During the year, OIPS organizes many intercultural programs, such as a series of workshops, the Friends in Deed host family program, receptions, outings, and, most notably, Mason's annual International Week each April. OIPS staff members also act as advisors to the International Student Umbrella. OIPS maintains office hours on the Arlington Campus every Tuesday during the fall and spring semesters. The main OIPS office is located in Student Union I, Fairfax Campus, Room 310, (703) 993-2970. The OIPS website is <http://oips.gmu.edu>.

English Language Institute (ELI)

The School of Public Policy attracts students from around the world. This diversity greatly enhances the educational experience of all students and is seen as one of the School's great strengths. We recognize that many international students may require additional assistance in developing their English language skills. We strongly recommend that all students for whom English is a second language consider participating in programs offered by the English Language Institute (ELI) at George Mason University.

ELI provides quality instruction in English as a second language, aimed at developing language and academic skills, as well as the cultural awareness necessary for successful academic, personal, and professional life. ELI offers two programs: the Intensive English Program which serves international students who have come to the United States to study English in preparation for academic study at an American college or university; and the Support Services Program, which provides programs for non-native English speaking

Student Services Guide 2011-2012

students newly admitted to George Mason University as well as other international members of the Mason community.

For further information or an application form, call the ELI at (703) 993-3660, fax to (703) 993-3664, e-mail to ELI@gmu.edu, or visit the web site at <http://eli.gmu.edu/>.

International Student Health Insurance

Health insurance is required for all students holding F-1 and J-1 visas. Health insurance fees are deducted from all payments received by the University before funds are applied to tuition or other charges. Failure to make this payment can result in cancellation of classes. See the Health Insurance section for further information.

ACADEMIC POLICIES & PROCEDURES

The Honor System and Professional Conduct

George Mason University operates under an honor system that has existed in the Commonwealth of Virginia for over 150 years. Students are responsible for understanding the provisions of the code that is described in detail in the *George Mason University Catalog*: <http://catalog.gmu.edu>.

The faculty seeks to help students understand and uphold the norms and values of an academic community. Two of the most important sets of academic values are articulated in the “Statement of Professional Ethics” and “Statement on Plagiarism” adopted by the American Association of University Professors. These statements are incorporated in the *GMU Faculty Handbook*, which is available on the GMU website: <http://www.gmu.edu/facstaff/handbook>.

As members of the academic community, students are held to these standards of professional conduct.

Should disagreements between two students or between a student and faculty member arise, every effort should be made to resolve these differences in a collegial manner. If this is not possible, students are responsible for taking the initiative to consult with Student Services, and then the Associate Dean of the School to discuss their concerns.

SPP Policy on Plagiarism

The profession of scholarship and the intellectual life of a university, as well as the field of public policy inquiry, depend fundamentally on a foundation of trust. Thus, any act of plagiarism strikes at the heart of the meaning of the University and the purpose of the School of Public Policy. It constitutes a serious breach of professional ethics and it is unacceptable.

Plagiarism is the use of another's words or ideas presented as one's own. It includes, among other things, the use of specific words, ideas, or frameworks that are the product of another's work. Honesty and thoroughness in citing sources is essential to professional accountability and personal responsibility. Appropriate citation is necessary so that arguments, evidence, and claims can be critically examined.

Plagiarism is wrong because of the injustice it does to the person whose ideas are stolen. But it is also wrong because it constitutes lying to one's professional colleagues. From a prudential perspective, it is shortsighted and self-defeating, and it can ruin a professional career.

The faculty of the School of Public Policy takes plagiarism seriously and has adopted a zero tolerance policy. Any plagiarized assignment will receive an automatic grade of "F." This may lead to failure for the course, resulting in termination from the program and possible dismissal from the University. This dismissal will be noted on the student's transcript. For foreign students who are on a university-sponsored visa (eg. F-1, J-1 or J-2), dismissal also results in the revocation of their visa.

To help enforce the SPP policy on plagiarism, all written work submitted in partial fulfillment of course or degree requirements must be available in electronic form so that it can be compared with electronic databases, as well as submitted to commercial services to which the School subscribes. Faculty may at any time submit a student's work without prior permission from the student. Individual instructors may require that written work be submitted in electronic as well as printed form. The SPP policy on plagiarism is supplementary to the George Mason University Honor Code; it is not intended to replace it or substitute for it. (<http://policy.gmu.edu/honorcode>)

Provisional Admission

An applicant who has not met all degree admission requirements may be offered provisional admission if sufficient evidence is presented to suggest the applicant has the ability to pursue graduate work. Once the student achieves a cumulative GPA of 3.00 in the first three courses of their graduate program as an admitted student, has satisfied any undergraduate deficiencies, and has submitted all admissions credentials, the provisional qualifier will be removed from the student's record. Written confirmation indicating the removal will be sent to the student from the School of Public Policy Student Services Office. Please contact your advisor with any questions.

Grading Policies

The University-wide system for grading graduate courses is as follows:

<u>Grade</u>	<u>Grade Points</u>	<u>Graduate Courses</u>
A+	4.00	Satisfactory/Passing
A	4.00	Satisfactory/Passing
A-	3.67	Satisfactory/Passing
B+	3.33	Satisfactory/Passing
B	3.00	Satisfactory/Passing
B-	2.67	Satisfactory*/Passing
C	2.00	Unsatisfactory*/Passing
F	0.00	Unsatisfactory/Failing

*Note: A cumulative 3.0 GPA must be earned for the courses counted towards graduation. A student who receives a “C” and/or an “incomplete” in a course will automatically receive an academic warning from the University. Students may apply up to six credits of “C” work earned while in degree status toward graduation. Keep in mind that because many SPP courses are worth four credits, this *may* mean that only one four-credit course with a grade of “C” can be applied.

The School of Public Policy reserves the right to terminate or dismiss any student who is not making satisfactory progress in their degree. Satisfactory progress is defined as maintaining the minimum cumulative GPA of 3.0 in all courses throughout their program. Grades for courses that are repeated (due to a less than satisfactory grade, i.e. a “C”) will be included in the calculation of the cumulative grade point average for SPP degree purposes.

- A student is automatically dismissed from the University for the following reasons:
 1. Receiving a grade of “F” in two or more graduate level courses; and/or
 2. Receiving a grade of “C” in nine or more credit hours.
- A student is automatically terminated from the program for receiving a grade of “F” in a single graduate level course.

A student who is dismissed or terminated from the program will receive written notification from the Dean of the School of Public Policy. If a notation of academic “**termination**” is affixed to the graduate student's official record, the student will no longer be eligible for study in this academic unit. If a notation of academic “**dismissal**” is affixed to the graduate student’s official record, the student is not eligible to take additional coursework in any department at the University.

Grade Appeals

Although in most cases, the individual faculty member is the best judge of student performance, there may be instances in which a student believes a grade or other evaluation

has been assigned unfairly. In such cases, the student may ask the professor or faculty member(s) concerned to reconsider the grade; this should be done in a formal meeting with the faculty member and student. If the student is not satisfied after this meeting, a request for review may be made to the Dean. This request must be in writing and must be submitted prior to the end of the drop period of the next regular session, excluding summer. The Dean may make one of the following determinations:

1. The appeal has no merit and the instructor's assigned grade will stand.
2. The Dean agrees with the appeal and recommends that the instructor change the grade. If the instructor does not change the grade, the Dean may order it changed.
3. The Dean assigns the appeal to the Faculty Grievance Committee. This committee will review the appeal and may collect such evidence, as it deems necessary. This may or may not include interviews with the student and/or instructor. The committee makes a recommendation to the Dean. He may choose to accept or reject this recommendation in making a final decision.

Appeals of Termination/Dismissal

A student who is discharged from the program for any reason other than an automatic termination/dismissal may appeal the decision to the Dean of the School. This appeal must be in writing and must be received within 30 calendar days of the date on the notice of dismissal or termination. The Dean will appoint a committee to review the appeal. This committee will make a recommendation to the Dean concerning the appeal. The Dean of the School will make a final determination. This determination may not be appealed.

There is no appeal of academic dismissal/termination if such action is an automatic dismissal/termination that results from a student's failure to meet the previously stated academic requirements. However, students are entitled to an appeal of the grade that led to the dismissal/termination.

Core Course Waivers

Students who have previously taken *graduate* level courses in a subject matter that is closely related to a core class may request that their coursework be evaluated for a waiver. The student must provide a copy of an official transcript of work done along with a course description or syllabus to his or her advisor. Upon review of the coursework by SPP Student Services in consultation with the Program Director or other designated faculty members, the student will be informed about any possible waiver given. **However, students who are granted a course waiver are required to make up the credits in the form of additional elective(s).**

Non-Degree Status Credits

Students who have earned credits while in non-degree status must transfer their credits into degree status by submitting the *Graduate Transfer of Credit Request* form, which is available in the Student Services Office or online at policy.gmu.edu under the "Student and

Career Services” section. Requests should be filed during the first semester of enrollment prior to the add/drop deadline for that semester.* SPP allows students to transfer up to **four** courses earned while in extended studies/non-degree status in SPP. **Courses in which a B- or lower was earned are not eligible for transfer** and all students must earn a *minimum* of 18 credits while in degree status (See “Transfer Credits” for additional details.)

* If a student is admitted to SPP under the “provisional” status, transfer of non-degree coursework can take place only after the provisional requirements are met and the “PR” has been removed from the student’s record.

Transfer Credits

The School of Public Policy is committed to the curriculum that has been developed in each of our Master’s programs and believes in the value of the courses selected. Our students gain an understanding of both domestic and international policy, of public and private organizations, and of the ever-changing global economy and political structure; this combination will provide students with an unparalleled set of skills and knowledge upon graduation. Therefore, it is our intention that you will take advantage of the entire curriculum we have to offer.

Should you wish to transfer credits (*which were not previously applied to a degree or certificate*) from another relevant graduate program into your SPP program, we will consider a request to transfer up to, but no more than, two courses or six credit hours of appropriate work earned prior to enrollment. We will review each request on an individual basis, weighing its significance to our coursework, its application to our program goals, and your performance in the course. Requests must be submitted in writing to the Office of Student Services and filed during the first semester of enrollment no later than the final date for adding or dropping a course in that semester. The transfer request form can be found at: policy.gmu.edu under the Student and Career Services section. All decisions are final and may not be appealed.

Other policies with regard to transfer credits include:

1. Non Degree credits taken at GMU are considered transfer courses.
2. Credits you wish to transfer must have been earned within six years prior to enrollment in the degree program. To request a transfer of credit for courses taken *outside of GMU*, the student must submit the *Graduate Transfer of Credit Request* form with an original transcript to the Office of Student Services.
3. Transfer credits earned outside of SPP must have been graduate level, worth three or more credits, and the student must have earned at least a B in the course in order for it to transfer.
4. Credits used to earn a previous degree or certificate will not be accepted.

In cases where a student believes they have taken a course, as part of a previous degree or certificate program, that is similar to one required in our programs, they may request a waiver from that course. Request must be made in writing to the Office of Student Services. When such approval is granted, this is not treated as a transfer of credits and there

is no reduction in the number of credit hours required. Instead, students will be permitted to substitute either a related advanced course or an elective. For additional information about transfer credits or to initiate a review of courses previously taken, contact your academic advisor.

Certificate Programs

Offered in conjunction with our master's programs, SPP's certificate programs allow students to remain competitive in an increasingly complex global economy by gaining specialized knowledge.

Certificate applicants are required to follow the same admission procedures as those applying for master's degrees, and are subject to the same termination and dismissal policies.

SPP certificates require the completion of 15 credit hours (18 credit hours for the certificate in Global Medical Policy). All certificates require the completion of at least one core course and additional elective courses chosen from an approved list. We are currently offering certificates in the following areas of study:

- Culture, Values and Social Policy
- Global Trade Management
- Global Medical Policy
- National Security & Public Policy
- Transportation and Logistics Policy

Students already pursuing a master's degree in SPP may earn a certificate by completing an additional three (3) courses beyond what is required for the master's degree. To receive the reduction in credits, a student must apply and be admitted to the certificate program *prior to* graduating from their master's degree program (and *at least* one semester prior to the completion of the certificate requirements) and must begin certificate coursework either concurrent with their degree coursework or in the semester immediately following. The certificate will not be conferred until the master's degree is conferred and all certificate requirements have been met.

Consortium Courses

George Mason University is a member of the Consortium of Universities of the Washington Metropolitan Area, which includes American University, The Catholic University of America, Gallaudet University, The George Washington University, Georgetown University, Howard University, Marymount University, Southeastern University, Trinity College, the University of the District of Columbia, and the University of Maryland – College Park. Students admitted to a degree program may enroll in up to 6 credit hours (no more than 3 credit hours per semester) of elective coursework at one of these universities and apply the credit toward their degree. Credits earned through the consortium are considered resident credit; therefore, consortium grades are included in the

GPA calculation. Auditing courses through the consortium is not permitted. Students *must* receive prior approval from the Office of Student Services before enrolling in consortium courses.

See <http://registrar.gmu.edu/consortium/> or <http://www.consortium.org/consortium/index.cfm> for more information about the Consortium.

Internships

Internships provide an opportunity for students to gain real world experience and professional skills that will complement their academic program and enhance their career opportunities. Internship credit is available to all degree seeking master's students who have completed a minimum of 12 credits of core coursework and maintain a 3.0 GPA. Students who are required to complete an internship for their academic program will be required to register for the internship course.

We encourage you to begin your research and prepare for your internship as early as possible. Career Services will assist you with your internship search but does not match students with employers; obtaining an internship is the students' responsibility. To schedule an appointment, students can contact Duane Bradshaw, Director for Career Development and Alumni Relations at (703) 993-3188 / dbradsha@gmu.edu or Heather Wright, Assistant Director for Career Development at (703) 993-8559 / hwright5@gmu.edu. Career Services and the student's advisor must approve all internships. Additional information about internships is available at: <http://policy.gmu.edu/careerservices/>. Once all of the required forms are signed, the Student Services Office will provide the student with approval to register for the internship course.

The Master of Public Policy (MPP) and Master of Science in Organization Development and Knowledge Management (ODKM) require that all students complete a three-credit internship if they do not have a total of two years of relevant work experience. Relevant work experience may include, but is not limited to, policy analysis, policy research and program development. If a student has two or more years of experience in these (or similar) areas, they may request an internship waiver.

For further information about the internship course and requirements to register an internship for academic credit, please review the Internship Program Packet at: <http://policy.gmu.edu/internship> .

Independent Study

Students who wish to enroll in an Independent Study must discuss their topics with a faculty member and obtain a copy of the Independent Study Packet from the Student Services Office or online at policy.gmu.edu/independentstudy. Once the faculty member has agreed to supervise the study and the topic has been agreed upon, both the advisor and

student must complete the contract. Written documentation of the specific academic requirements (i.e. deliverables, deadlines), including the specifics of the final exam or grade) should be included. Independent study courses may range from 1-6 credit hours. Students must complete 12 credits of course work prior to pursuing independent study.

Upon receiving the completed contract form, the Student Services Office will complete the Individualized Section form and submit all information to the Registrar's Office to enroll the student in the course.

Study Abroad

The School of Public Policy (SPP) includes opportunities for students to take intensive, short, three-credit elective courses abroad, led by some of the school's distinguished faculty. For instance, students may participate in a course at Mansfield College, Oxford University, on current global challenges, or a course on the North American Free Trade Agreement and doing business in Mexico. SPP also offers courses in Brussels, China, Costa Rica, Southeast Asia, Europe, India, and South Africa (depending on the year). These courses allow students to gain valuable insight and experience the changing global landscape. For more information about the study abroad program, please visit the School of Public Policy website, Academic and Professional Programs page.

All SPP Master's degree students are encouraged to take one of our study abroad courses for a total of three elective credits in their particular program. In general, students may take only one study abroad course for credit toward graduation. In exceptional circumstances, students may be permitted to take a second study abroad if approval is granted by the Associate Dean for Academic Affairs prior to traveling. To be granted an exception, students generally must possess an outstanding academic record (usually at least a 3.8 GPA or higher) and present a well-motivated, compelling written justification. The decision of the Associate Dean is final and may not be appealed.

REGISTRATION INFORMATION

The Registration Procedure

Students are responsible for registering **and** confirming the accuracy of their enrollment status through PatriotWeb. Normal modifications to your schedule should be made using the PatriotWeb system.

Registration instructions may be found in Appendix III of this Guide.

“Typical” Course Loads

The university considers nine credits to be a full-time load at the graduate level. (International students on F-1 and J-1 visas are required to carry nine or more credits each semester.) Part time students should generally take two courses per semester. We

Student Services Guide 2011-2012

recommend taking into consideration a number of factors when choosing a course load for upcoming semesters:

- The amount of work required for each course (a review of current or past syllabi can provide a general sense of what will be required).
- Many of SPP's courses are worth four credits and, therefore, require some additional work than may be found in other graduate courses.
- If you are working or have other responsibilities, consider class times and length, travel time to school, and future obligations that may conflict.
- Only elective courses are offered during summer session.
- Registration for 800-level courses is open only to PhD students.

SPP requires that students request permission to take beyond 12 credits of coursework per semester. A student *may* be granted permission to enroll for more than the limit but must first meet with their advisor to discuss it.

Class Locations and Times

SPP courses are offered on the GMU Arlington campus, Monday through Thursday, from either 4:30 – 7:10 p.m. or 7:20 – 10:00 p.m. On occasion, daytime sections (1:30 – 4:15) are offered.

Students may find it necessary to register for courses during both the 4:30 and 7:20 timeslots. We understand that many students work and have outside obligations, but the school must utilize both timeslots to provide the maximum number of course offerings.

Organization Development and Knowledge Management classes are held on the Arlington campus, in an executive style format with weekend classes (Friday evening/Saturday).

Transportation Policy, Operations, and Logistics classes take place in Arlington and are broadcast to multiple locations via interactive videoconference. TPOL's current distance learning locations include Richmond, Abingdon, Suffolk, and Chantilly, Virginia, as well as Bozeman, Montana.

SPP reserves the right to select the time and place of each class, within the limits set by general University policies and procedures.

Degree Time Limit

Students must complete all requirements for the desired master's degree or certificate within **six years** from the date of initial registration as an admitted (degree or provisional) graduate student. A graduate student who terminates enrollment and is later granted permission to re-enroll must continue to work from the six-year time limit starting at his or her initial enrollment date. A student who does not register for two consecutive terms (not including summer) is considered inactive and must apply for reinstatement to continue his/her studies.

Wait Lists

For *some SPP courses*, wait lists are put in place so that the school can maintain a sense of equity for all students when courses reach their full enrollment. If a student attempts to register for a course that is full, ***and a wait list exists for that particular course***, the Patriot Web system will permit the student to add his/her name to the wait list. Each time a student drops the course, the first person on the wait list will receive an override in Patriot Web permitting that student to register for the course. The override is in effect for three days. If the student fails to register during the three-day period, the next student on the list is issued the override. Students who are wait listed should check Patriot Web on a regular basis to determine if such an override has been issued. For additional information on wait list procedures, visit: <http://registrar.gmu.edu/regISTRATION/waitlist.html>. Payment for a course that has been added is due according to normal payment deadlines.

Canceling Registration/Withdrawal

Students who cannot attend classes during the semester for which they have preregistered should drop their courses using PatriotWeb before the early registration deadline in order to receive a 100% refund.

Refunds of tuition on and after the first day of classes are made according to the Tuition Liability Scale available at the Student Accounts website. Withdrawal after the last day for dropping a course (specified in the Academic Calendar or at <http://registrar.gmu.edu/calendars/index.html>) requires approval by the student's academic dean and is permitted only for nonacademic reasons that prevent course completion.

Re-enrollment Procedures

Students who do not enroll in at least one credit of coursework for two or more consecutive semesters (not including summer) at George Mason University must obtain permission to reenroll in their masters or certificate program. Students required to do so should submit a Graduate Reenrollment form (available at <http://registrar.gmu.edu/forms>) to the SPP Student Services office. The Program Director and the student's academic advisor will conduct a review of the student's file for any academic deficiencies. If permission to reenroll is granted, notification will be sent to the student and the Registrar's office, and the enrollment hold will be lifted. In certain circumstances, the student may also be required to provide updated application materials. *Re-enrolled students will be held to the academic degree requirements in effect the semester in which they re-enroll.*

George Mason University requires that master's students complete their degree within six years of being originally admitted to a degree program. Extensions are granted only under extraordinary circumstances and with the permission of the Program Director *and* the University Provost.

Academic Records

Students may check their academic records via Patriot Web at <https://patriotweb.gmu.edu/>. The following information and options are available: student schedule, unofficial transcripts, hold information, PIN changes, address inquiry/update, and account balance. All requests for *official* transcripts must be submitted online via PatriotWeb. There is a \$10 per transcript fee for official transcripts. Unofficial transcripts are free of charge.

Change of Address or Name

Students are required to notify the Registrar's Office of any change in local home address and telephone number, permanent address, or legal name. Students must update their contact information using PatriotWeb. When a student's legal name is changed, the Registrar's Office requires a certified copy of documents authorizing the change. Such documents will be kept in the student's permanent file. Contact the Registrar's Office at (703) 993-2441 for further information.

Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of education records, establishes the right of students to inspect and review their education records, and provides guidelines for the amendment of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Privacy Compliance Office concerning alleged failures by the institution to comply with the act.

The Notification of Rights under FERPA and the Public Notice Designating Directory Information detail students' rights and the procedures implemented by the University to comply with the act. Both are published in the Schedule of Classes and are available on the Internet at <http://registrar.GMU.edu/ferpa.html>.

TUITION, FINANCIAL AID, and PAYMENT INFORMATION

Tuition and Fees

Tuition and fees for graduate students at George Mason University for the 2011-2012 academic year are **\$661.00** per credit hour for **in-state students** and **\$1200.25** per credit hour for **out-of-state students**. Students can find the requirements for establishing Virginia residency at: <http://registrar.gmu.edu/domicile/index.html>. Students enrolling in less than 7 credits will pay a \$60.00 educational resource fee per semester. Students enrolling in 7 or more credits will pay a \$100 educational resource fee per semester.

Domicile Reclassification

Students are responsible for applying for a change in their domiciliary status. Request for Domicile Reclassification forms are available in the Student Services Office in Arlington or on the Registrar's website at <http://registrar.gmu.edu/domicile>.

Academic Common Market

The Academic Common Market (ACM) is a cooperative tuition-reducing program agreement among 15 southern states, including Virginia. Through the ACM, students who are not legal residents of Virginia, but who wish to pursue a degree in selected George Mason programs not available in their home state, may be able to attend GMU without incurring out-of-state tuition charges. Likewise, legal residents of Virginia may take advantage of this program at other universities in other states. For example, ICP program students who reside in Maryland receive the Virginia in-state tuition rate through this ACM agreement. Students participating in the ACM program must be enrolled full-time in degree status and not admitted provisionally. More information is available through the Registrar's Office at <http://registrar.gmu.edu/domicile/academiccommonmarket.html> or at <http://www.sreb.org/programs/acm/acmindex.asp>.

Financial Aid

The Office of Student Financial Aid on the Fairfax Campus provides a variety of services to help students finance their education, including financial counseling, referral and information resources, and financial assistance. Financial aid counselors are assigned to students alphabetically based on students' last names, and are available daily on an appointment basis. For information, visit <http://financialaid.gmu.edu> or call (703) 993-2353.

To apply for financial aid, new and currently enrolled students must complete a Free Application for Federal Student Aid (FAFSA) each year. **George Mason's federal school code is 003749**. Priority consideration for all sources of financial aid is given to those students whose financial aid applications are on file with the Office of Student Financial Aid by March 1. To meet this priority filing date, students should file the FAFSA as soon as possible after January 1.

Payment Methods

Payment for classes must take place according to university deadlines (<http://registrar.gmu.edu/calendars/>) and must be made in full so that a student's seat in a class is secure. Payments received by 4:30 p.m. on any business day will be considered as that day's business. Allow ample time for processing payments.

Payments can be made via:

- Web: <http://patriotweb.gmu.edu> (MasterCard, Discover, or American Express)
- Window: Cash Office, 1501 Student Union I, Fairfax Campus, 9 a.m. – 4:30 p.m.
- Mail: George Mason University, Cash Office, 4400 University Drive, MS 2E1, Fairfax, VA 22030-4444.

Payment can be made using:

- Cash: Cash Office window only
- Check: payable to GMU, student ID# written on front, third-party checks not accepted, must be payable in U.S. dollars;
- Credit Card: (subject to credit approval) MasterCard, Discover, or American Express; accepted on-line only

Financial Holds

All academic services are withheld from students who are not in good financial standing with the University. No official transcripts are issued, no diplomas are released, and no registrations are permitted until outstanding obligations have been paid in full. Outstanding obligations include, without limitation, fines owed for traffic and parking violations and fines owed to libraries. Students must contact the Student Accounts office directly, not SPP, to inquire about removing a hold placed by the Student Accounts office.

Financial Penalties

The late fee for failure to make any tuition payment on or before the due date is \$125. Note that this fee is not removed upon reregistration. There is a \$50 fee for each check returned by the bank for insufficient funds. If a returned check results in an unpaid account, a late fee and financial suspension will result.

Third-Party Billing

Students *must* provide the third-party authorization or a government training voucher to the Student Accounts Office, North Chesapeake Module, Room 11 or fax to (703) 993-2460, before the student's individual billing due date, which is based on their registration date. Students are ultimately responsible for any defaults in payments by the sponsoring agency. Call (703) 993-2484 for a copy of third-party billing requirements or check the web at studentaccounts.gmu.edu.

GRADUATION INFORMATION

The Graduation Application Process

The University's process for graduating from a degree program begins early in the semester *prior* to your planned graduation. It is important to follow the appropriate graduation application process, as failure to do so may delay or prevent a student from graduating. The first and best source of information is the registrar's graduation website: <http://registrar.gmu.edu/gif/index.html>. The SPP Student Services Office also sends an email to students each semester containing instructions for the graduation application process. In order to be eligible for graduation, students must be active during that semester. In addition, all incompletes, including coursework not being applied toward the degree, must be resolved within **six** weeks of the date of degree conferral.

Participation in Convocation/Commencement

Master's students who have qualified for graduation for the fall, spring and summer sessions are invited to participate in the School of Public Policy's Convocation and the University's Commencement ceremonies, both held in May each year. The student must submit the Intent to Graduate form online at <http://patriotweb.gmu.edu>. This must be done at least one semester before the student wishes to graduate.

APPENDIX I: SPP MASTER'S PROGRAMS

The **International Commerce and Policy, M.A. (ICP)** is an interdisciplinary degree program that offers students from around the world preparation for career opportunities in today's global economy. Unlike traditional international affairs programs, the degree is focused on international economic issues such as global trade and investment. The ICP program differs from an MBA program by providing training in the political, social, and technological aspects of the global economy. In today's world, it is critical for all participants in global markets to understand the multifaceted environment in which they work.

ICP classes are taught at the *Arlington Campus* by our prestigious core faculty and adjunct experts from the private sector and government agencies such as the Department of Commerce, the U.S. Trade Representative, the International Trade Commission, the Department of State, and international organizations. This master's program can be pursued on a full or part-time basis, with fall and spring admission.

The ICP program also offers a professional certificate in Global Trade Management.

Program Director: Desmond Dinan, Ph.D.
Email: ddinan@gmu.edu

Our **Master of Public Policy (M.P.P.)** is a degree for new and experienced professionals who seek career advancement through cutting-edge education and training in policy analysis and development in increasingly technical and global environments.

The program prepares the students as reflective practitioners to develop, implement, manage, analyze, evaluate, and affect innovative change in both the public and private sectors through coursework emphasizing the (1) fundamentals of policy development; (2) role of technology, analytic assessment, and modeling for policy evaluation; and (3) implications of international and global perspectives on policy formation. All classes are taught at the Metro-accessible *Arlington campus* and scheduled in the late afternoon and evening to accommodate the working professional. This master's program can be pursued on a full or part-time basis, with fall and spring admission.

Certificate Programs are offered in the following areas:

- Culture, Values, and Social Policy
- Global Medical Policy
- National Security and Public Policy
- Transportation and Logistics Policy

Program Director: Jeremy Mayer, Ph.D.
Email: jmayer4@gmu.edu

The **Organization Development and Knowledge Management, Master of Science** is an integrated 16-month program designed for professionals with several years of work experience. Providing conceptual tools and practical guidance to foster organizational change, the program focuses on three related areas: creating and leveraging knowledge through networks of people who communicate and collaborate; understanding and managing change by integrating the diverse roles of people, processes, and technology; and enhancing and facilitating collaboration by building effective relationships in technology-rich environments. A feature of this program is the group-oriented approach to learning. This is supported by the use of web-based collaborative computer technologies.

ODKM classes are held at the *Arlington campus on a full-time executive format schedule* (Friday evenings/Saturday). This program only admits students for the Fall semester.

Program Director: Tojo Thatchenkery, Ph.D.
Email: thatchen@gmu.edu

The **Transportation Policy, Operations and Logistics, M.A. (TPOL)** program is designed for new and practicing professionals engaged in planning, regulating, managing, and operating transportation facilities and services. Students obtain a working knowledge of the theory, policy, law, research, and practices required for effectively and efficiently supplying and operating transportation facilities and services. They also learn to think critically and analytically about the problems and challenges in this field, and to communicate their analyses clearly and effectively, through both written and oral presentations.

TPOL classes are held primarily on the *Arlington campus* on a full or part-time basis, with fall and spring admission. This program offers a video link with off-site locations in Richmond, Abingdon, Suffolk, and Chantilly, Virginia, as well as in Bozeman, Montana.

Program Director: Jonathan Gifford, Ph.D.
Email: jgifford@gmu.edu

The **Peace Operations, Master of Science** program is designed for new and practicing professionals engaged in the planning, regulation, management, and conduct of peace operations. Through this program, students obtain a working knowledge of the theory, policy, law, research, and practices required for effectively and efficiently participating in, and/or conducting, a peace operation. Students also learn to think critically and analytically about the programs and challenges in this field, and to communicate their analyses clearly and effectively, through both written and oral presentations. Classes are primarily held at the *Arlington campus* on a full or part-time basis, with fall and spring admission.

Program Director: Allison Frendak-Blume, Ph.D.
E-mail: afrendak@gmu.edu

Student Services Guide 2011-2012

The **Health and Medical Policy, Master of Science** program prepares students for leadership roles in consulting, analysis and public health policy making. They contribute to informed policy formulation that affects health and medical professionals, international health systems development and economic growth. The HMP degree is offered jointly by the School of Public Policy and the College of Health and Human Services. Students seeking the Global Medical Policy concentration will pursue the program through SPP. Upon graduating, they'll receive a Master of Science in Health and Medical Policy with a concentration in Global Medical Policy.

To accommodate working students, evening classes are offered at the SPP campus in Arlington, Va., conveniently located in the vibrant Washington, D.C., metro-area.

Program Director: Salim J. Habayeb, M.D.
E-mail: shabayeb@gmu.edu

APPENDIX II: PATRIOT PASS

PATRIOT PASS ACTIVATION AND REGISTRATION INSTRUCTIONS

Prior to registering through the Patriot Web system, you will need to complete the following steps:

1. Return your Enrollment Confirmation Form and required deposit to George Mason's Cash Office. This form can be mailed in with the envelope provided in your admission packet or faxed to the Cash Office at: (703) 993-2492. Once the Cash Office has received your deposit and Enrollment Confirmation Form, a registration profile will be created by the Admissions Office. Please note that it will take at least 24 hours for this registration profile to become active. Therefore, you will need to wait at least 24 hours after the Cash Office processes your confirmation/deposit to proceed to step 2.
2. Activate your Mason NetID and password at the following site: <http://strongpassword.gmu.edu/>. Click on the link towards the bottom of the page next to "New to Patriot Pass".
3. Enter in your G Number and PIN. Your G Number is provided on the Student Status Sheet and your 6-digit PIN is initialized to your date of birth in the format of **mmddyy**.
4. After you have logged in, you will be given your email username/NetID which you will use to log into your email account. Please record or memorize this username/NetID. You will use this NetID later on when registering for classes.
5. Press 'Continue'. You will then be prompted to create a Patriot Pass password. Please record this password here: _____. **It is critical that you remember this password, as you will not be sent a reminder of what you have created.**
6. After completing steps 1-5, you will now be able to register for classes. To do this, use Internet Explorer (version 5 or higher) as your web browser and open the Patriot Web Self Service site: <https://patriotweb.gmu.edu>.
7. Select the link for *Login* to Patriot Web Self-Service.
8. Login using your Mason NetID and Patriot Pass password.
9. From the Main Menu, select the Student Services and Financial Aid menu.
10. From the Student Services and Financial Aid menu, select the Registration menu.
11. From the Registration menu, click Search for Classes to find course offerings by subject, title, and other criteria.

Student Services Guide 2011-2012

12. Return to the Registration menu and select Register, Add or Drop Classes to process your initial registration or to make changes (add/drop) to an existing schedule.

13. Select the term you wish to register for, and then select the Submit button.

(over)

14. In the Add Classes Worksheet, enter the five digit Course Reference Number (CRN) of the course section into the first available field.

15. Repeat step 9 for each course section until all your courses are listed in the Add Classes Worksheet.

16. Once you have listed all your courses in the Add Classes Worksheet, select the Submit Changes button below the table to process your registration.

17. The screen will display your confirmed registration, as well as any errors that prevented you from getting into a section. Note any resulting registration errors that may display below your schedule, and adjust your schedule as necessary.

18. If a closed course offers a waitlist option, you may add yourself to the waitlist by selecting "Wait Listed" from the Action field in the error message and then selecting Submit Changes. See the Waitlist FAQ at <http://registrar.gmu.edu/registration/waitlist.html> for information on Wait List procedures.

19. Drop classes by selecting "Web Drop" from the Action field and selecting Submit Changes. Add more classes by entering more numbers in the Add Classes Worksheet and selecting Submit Changes.

20. Click the View Your Schedule link at the bottom of the Register, Add or Drop Classes page to see your confirmed schedule.

APPENDIX III: USEFUL WEBSITES

<u>Office/Info</u>	<u>Web Address</u>
SPP Faculty Bios/Contact Information	http://policy.gmu.edu/faculty
Office of the Registrar	http://registrar.gmu.edu
Schedule of Classes (by semester)	https://patriotweb.gmu.edu
Official University Calendar(s)	http://registrar.gmu.edu/calendars/index.html
Campus Maps	http://eagle.gmu.edu/map
Arlington Campus	http://arlington.gmu.edu
Student Accounts	http://studentaccounts.gmu.edu
Financial Aid	http://financialaid.gmu.edu
Current Catalog	http://catalog.gmu.edu
University Libraries	http://library.gmu.edu
MASONLIVE Email Access	https://masonlive.gmu.edu
Patriot Web - Academic Records (transcripts, address updates)	https://patriotweb.gmu.edu
University Career Services	http://careers.gmu.edu http://careers.gmu.edu/hiremason/
Office of International Programs & Services	http://oips.gmu.edu
Office of Disability Services	http://ods.gmu.edu
Graduation Information	http://registrar.gmu.edu/graduation/index.html
GMU Off-Campus Housing Website	http://och.gmu.edu