

SPP Student Guide to Patriotweb

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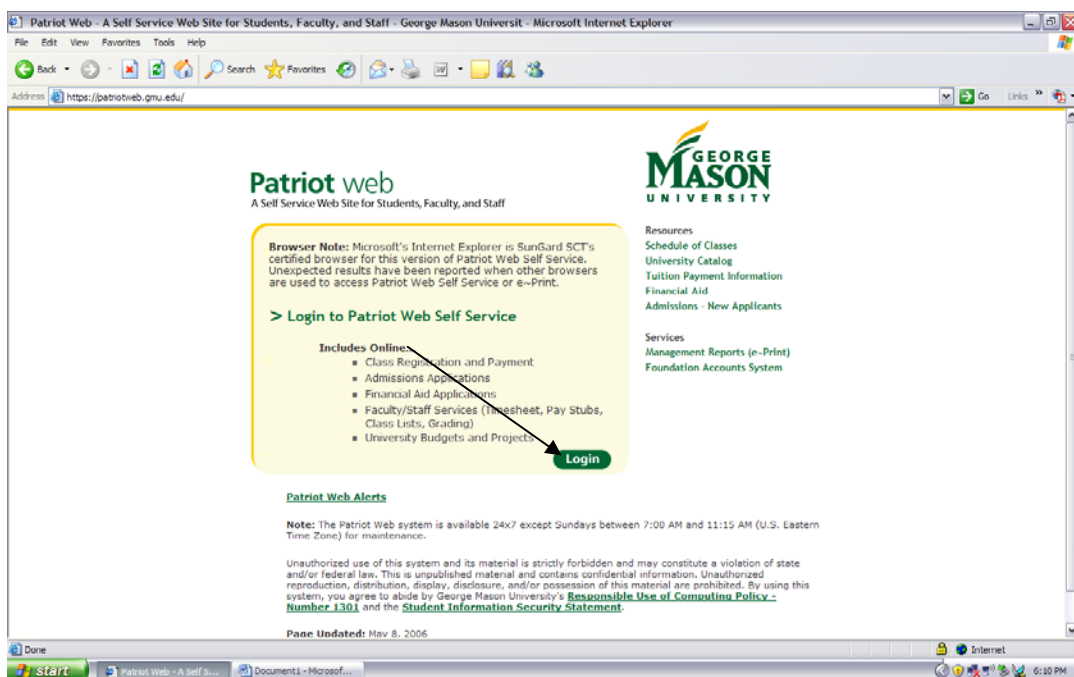
Patriotweb Basics

What is Patriotweb? Patriotweb is a self-service interface created for George Mason University students, faculty, and staff. As a GMU student you will be able to use the system for a variety of important activities, including:

- Updating your personal information, such as your current address and phone number.
- Registering, adding, or dropping classes.
- Checking your registration status and viewing your class schedule.
- Viewing your account balance and paying for classes (credit card or check payments).
- Reviewing your financial aid status and awards.
- Viewing your final grades and current progress made in your program.
- Filing for graduation.

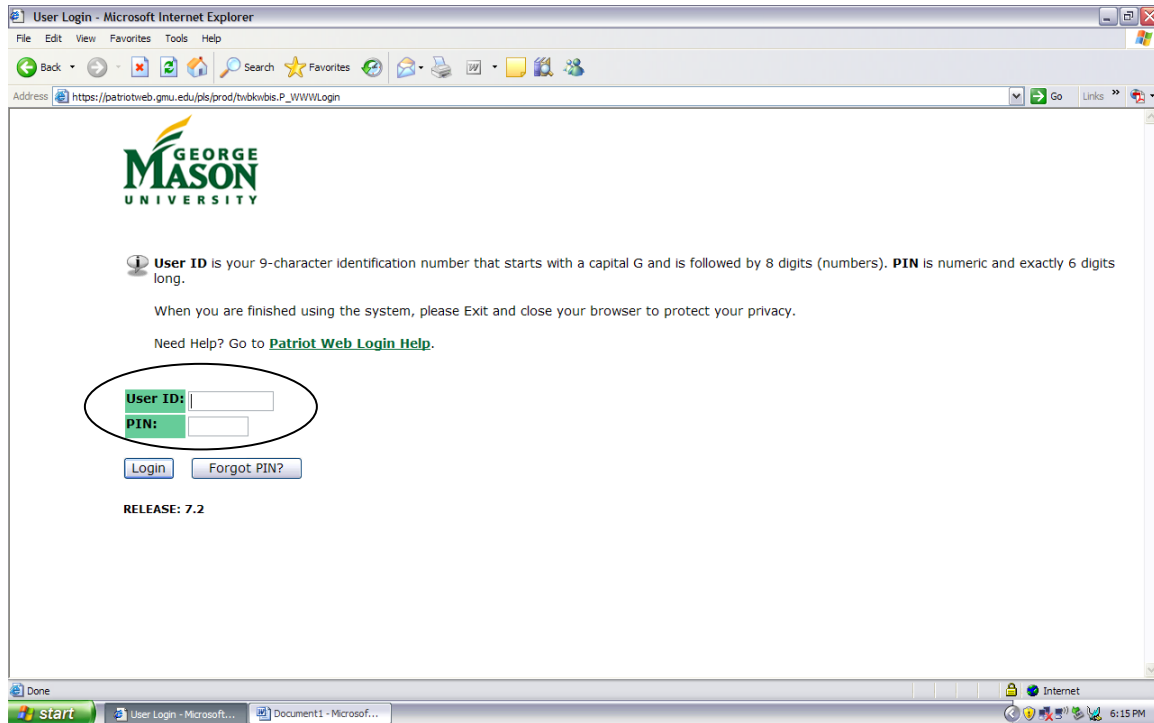
Accessing Your PatriotWeb Account

PatriotWeb is located at <https://patriotweb.gmu.edu/>. Click the login button to access your account (see below).



For Patriot Pass activation and registration instructions please go to:

http://policy.gmu.edu/portals/0/pdfs/New_Student_Information/PatriotPass_Instructions.pdf



Your PatriotWeb Account

Once you access your account, you will see two different options:

Personal Information

Student Services and Financial Aid

Personal Information Section

The Personal Information section allows you to view and/or change basic information:

- Pin
- Address
- Phone Number
- Email

Please Note: It is critical that you keep the information in this section up-to-date because the School of Public Policy and other GMU departments (Registrar, Financial Aid, etc.) will direct all communication to the current address/phone number listed in your account.

Student Services and Financial Aid Section

The Student Service and Financial Aid section is where you will complete most of your actions in Patriotweb. Here you will be able to:

- Register for your courses
- Adjust your course schedule
- Receive payment information and submit tuition payments
- Access financial aid information
- Review your academic record

Important PatriotWeb Functions

Please see below for a step-by-step guide to the most necessary and frequently used functions of Patriotweb.

Searching For a Class

1. Select the **Student Services and Financial Aid** section.
2. Select **Registration**.
3. Select **Search for Classes**.
4. This page will prompt you for a **Term or Date Range**. Using the drop down arrow, select your chosen term.
5. Once you have submitted your term or date range, you will be able to search for classes by subject, course number, title, etc. Searching by subject is the fastest way to view all available courses offered in your program. We recommend you select both Public Policy and International Commerce and Policy because some of the courses may be applicable to all programs. To view courses in more than one program at the same time (ex. PUBP and ITRN), you may do so by selecting the first program and then pressing the CTRL key while selecting the other programs. Please contact your academic advisor if you have questions regarding class registration.
 - To view all SPP courses, in the subject box, select **Public Policy** to view PUBP courses and **International Commerce and Policy** to view ITRN courses.
 - Peace operations and ODKM students should also select **Masters of New Professional Studies** to view MNPS courses.

***ODKM Students:** Due to the cohort nature of the program, some ODKM courses are not available for public view on Patriot Web, and are thus not accessible via the "search for classes" option. Your advisor will provide you with the information needed to register for these courses.

Example of the Search for Classes Screen

Subject:	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #e0e0e0; padding: 2px;">Public Administration</div> <div style="background-color: #000080; color: white; padding: 2px;">Public Policy</div> <div style="background-color: #e0e0e0; padding: 2px;">Reading</div> </div>
Course Number:	<input style="width: 100%;" type="text"/>
Title:	<input style="width: 100%;" type="text"/>
Schedule Type:	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #000080; color: white; padding: 2px;">All</div> <div style="background-color: #e0e0e0; padding: 2px;">Departmental Notes</div> <div style="background-color: #e0e0e0; padding: 2px;">Internship</div> </div>
Credit Range:	<input style="width: 50px;" type="text"/> hours to <input style="width: 50px;" type="text"/> hours
Campus:	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #e0e0e0; padding: 2px;">All</div> <div style="background-color: #000080; color: white; padding: 2px;">Arlington</div> <div style="background-color: #e0e0e0; padding: 2px;">Fairfax</div> </div>
Course Level:	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #000080; color: white; padding: 2px;">All</div> <div style="background-color: #e0e0e0; padding: 2px;">Graduate</div> <div style="background-color: #e0e0e0; padding: 2px;">Law</div> </div>
Part of Term: <small>Non-date based classes only</small>	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #000080; color: white; padding: 2px;">All</div> <div style="background-color: #e0e0e0; padding: 2px;">Full Semester</div> <div style="background-color: #e0e0e0; padding: 2px;">Individualized Study</div> </div>
Instructor:	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #000080; color: white; padding: 2px;">All</div> <div style="background-color: #e0e0e0; padding: 2px;">Abooali, Soolmaz</div> <div style="background-color: #e0e0e0; padding: 2px;">Abramson, Alan Jay</div> </div>
Start Time:	Hour <input style="width: 30px;" type="text" value="00"/> Minute <input style="width: 30px;" type="text" value="00"/> am/pm <input style="width: 30px;" type="text" value="am"/>
End Time:	Hour <input style="width: 30px;" type="text" value="00"/> Minute <input style="width: 30px;" type="text" value="00"/> am/pm <input style="width: 30px;" type="text" value="am"/>
Days:	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/>
<input type="button" value="Class Search"/> <input type="button" value="Reset"/>	

Deciphering Commonly Used Course Categories and Codes

A letter "C" in the select column identifies a closed class.

"Cap" refers to capacity level of the course.

Sections Found

Public Policy

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act
C	70100	PUBP	001	0	FX	0.000	PUBP Departmental Notes	TBA		0	0	0	0	0	0	0	0
<input type="checkbox"/>	71343	PUBP	501	002	AR	4.000	Policy & Org Analysis	R	07:20 pm-10:00 pm	15	11	4	99	0	99	0	0
<input type="checkbox"/>	71344	PUBP	501	003	AR	4.000	Policy & Org Analysis	M	04:30 pm-07:10 pm	25	17	8	99	0	99	0	0

An open box signifies seats are still available. Courses with a waitlist option will allow you to register but will place you on the waitlist (see page 8 for details).

"R" refers to a class that meets on Thursday.

"Act" refers to number of seats already taken in the course.

"Rem" refers to number of seats remaining in the course.

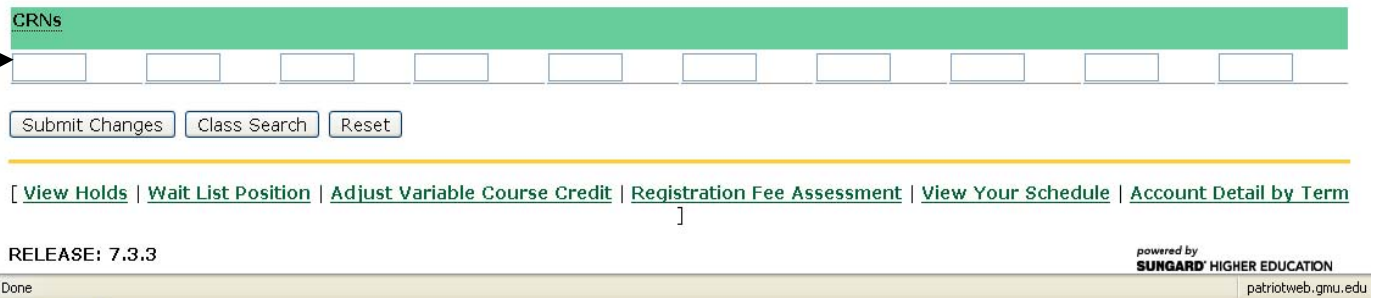
Class Registration

If you have any questions prior to registration, please consult with the academic advisor for your program. There are two ways to register for a course:

Option 1:

1. In the Student Services and Financial Aid section, select **Registration**.
2. Select **Register, Add or Drop Classes**.
3. Select the term you wish to register for, and then select the **Submit** button.
4. In the **Add Classes Worksheet** section, enter the five digit Course Reference Number (CRN) of the desired course section into the first available field. You may add multiple CRNs at one time.
5. Click **Submit Changes**.

Add Classes Worksheet



CRNs

Submit Changes Class Search Reset

[[View Holds](#) | [Wait List Position](#) | [Adjust Variable Course Credit](#) | [Registration Fee Assessment](#) | [View Your Schedule](#) | [Account Detail by Term](#)]

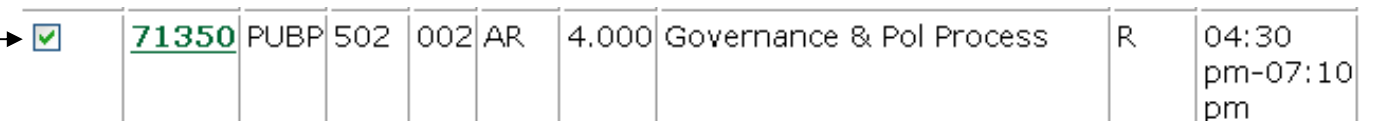
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Done patriotweb.gmu.edu

Option 2:

1. Follow all steps in the “Searching for a Class” section (page 4).
2. On the screen showing the full class listings, check the box in the left select column for the course you wish to register for. Click **Register or Add to Worksheet**. (Students have the ability to check more than one box.)



<input checked="" type="checkbox"/>	71350	PUBP	502	002	AR	4.000	Governance & Pol Process	R	04:30 pm-07:10 pm
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Understanding the Waitlist Function

Certain courses (most often required courses) in SPP have a waitlist option. If you attempt to register for a course that is full, and a waitlist exists for that particular course, Patriot Web will permit you to add your name to the waitlist.

How to Add Your Name to the Waitlist:

1. In the Student Services and Financial Aid section, select **Registration**.
2. Enter the CRN on the **Register, Add, or Drop Classes** screen.
3. Click **submit changes** when message appears indicating a closed or open waitlist.
4. Click **submit changes** again to add your name to the waitlist.
5. The course will now appear on your schedule as a course for which you are waitlisted.

Important Notes:

- Students will not be able to waitlist for a course if the following apply:
 - They are already registered for another section of the same course
 - They are already on a waitlist for another section of the same course
- Each time a student drops the course, the first person on the waitlist receives an override permitting that student to register for the course. **Please Note: Regardless of your waitlist position number, you will never be automatically registered for a course when space becomes available.**
- Students will be sent an e-mail (to their Mason e-mail accounts) when waitlist overrides are issued. Once an override has been issued please log-in to PatriotWeb to register for the course (see override instructions below).
- The override is in effect for **72 hours**. If you fail to register for the course during the 72 hours time frame, the next student on the list is issued the override and you will be dropped from the waitlist.

How to View Your Override Notification:

1. In the Student Services and Financial Aid section, select **Registration**.
2. Select **Registration Status and Time Ticket, Override Notification, Wait List Position**.
3. Select the appropriate term and click **Submit**.

Viewing Your Waitlist Position

Patriot Web will notify you of your waitlist position when you attempt to register for the class. You will get the **Registration Add Errors** message. The text “**Closed-0??-Waitlisted**” or “**Open-0??-Waitlisted**” will appear below the error message. Your waitlist position is indicated by the number that starts with “0”.

For example, the text “Closed-005-Waitlisted” indicates that five students have already waitlisted themselves for this course. You will be number six on the waiting list. You **MUST** click **Submit Changes** to waitlist yourself for this course.

Differences between a “Closed” and “Open” Waitlist:

The “Closed Waitlist” message indicates that this course does not have any available seats. The message “Open Waitlist” indicates that students who were previously registered for the course have dropped and those seats are reserved for students currently on the waitlist that have been issued overrides. In either scenario, you may only waitlist yourself for the course.

Viewing Your Course Schedule

PatriotWeb allows you to view your student schedule in two different formats:

The **Student Weekly Schedule** format:


1. In the Student Services and Financial Aid section, select **Registration**.
2. Select **Student Weekly Schedule** to view your course schedule in an electronic calendar format. (All courses are hyper-linked and will provide your detailed course schedule if clicked on).

The **Student Schedule** format:


1. In the Student Services and Financial Aid section, select **Registration**.
2. Select **Student Schedule** to view your course schedule, along with additional information such as, the CRN (course reference number), instructor, etc.
3. Select the appropriate registration term and click **Submit**.
4. The page that appears lists your registration for the term. For more detailed information, click on **Student Detail Schedule** button and your schedule will appear in an even more detailed format (see below).

Total Credit Hours: 6.000

Modeling Plcy in Dynam Environ - PUBP 711 - 001

Associated Term:	Fall 2006
CRN:	70979
Status:	**Web Registered** on Apr 13, 2006
Assigned Instructor:	Alexander E. Woodcock 
Grade Mode:	Graduate Regular (GR)
Credits:	3.000
Level:	Graduate
Campus:	Arlington

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	4:30 pm - 7:10 pm	M	Arlington Campus 256	Aug 28, 2006 - Dec 19, 2006	Seminar	Alexander E. Woodcock (P) 

US Fin Pol Proc/Procedur - PUBP 741 - 002

Associated Term:	Fall 2006
CRN:	71000
Status:	**Web Registered** on May 16, 2006
Assigned Instructor:	Arthur L. Burris
Grade Mode:	Graduate Regular (GR)
Credits:	3.000

Internet

Verification of Enrollment

1. In the Student Services and Financial Aid section, select **Student Records**.
2. Select **Order Enrollment Verification**.
3. A page will then appear that will guide you in ordering your verification of enrollment. Your verification of enrollment can be sent to you via fax or e-mail. This service is free to all GMU students.

Filing for Graduation

You will receive notification from the Office of the Registrar indicating the appropriate time for you to file your graduation intent.

To file your intent:

1. Select **Student Services and Financial Aid**.
2. Select **Graduation Intent** at the bottom of the list.
3. Read the important information (This information can also be found at <http://registrar.gmu.edu/gif/important.html>).
4. Click the **Continue** button and follow the prompts through the form.

5. Once you have completed the form with the correct intended graduation term and academic program, select **Submit** for the final submission.
6. You will receive a confirmation page stating that **“You have successfully filed your graduation intent form.”**

After you file your intent, you will not receive any further communication from the School of Public Policy or the Registrar’s Office unless there is a problem with your graduation application. Students do not need to complete a hard copy graduation application unless they are receiving a certificate.