

## Student Services Reference Sheet Fall 2011 – Spring 2012

This reference sheet is intended to provide you with helpful information as you begin your program. Where appropriate, website addresses are included. You should go to those websites for further information on a particular topic.

### Identification Cards

Each student must obtain a University photo identification card. It must be presented when using the library and parking services, and is required for admission to university events and when using university facilities after normal operating hours. To be eligible for a student identification card, the student must first register for at least 1 credit hour. The first University identification card is free of charge with proper photo identification, and is valid as long as registration is in place. Students can obtain their identification card in the Hazel Hall Library, Copy Center, Room 134. More details can be found at the Information Services website: <http://www.gmu.edu/depts/allunivcard/photoid/> or by visiting the Mason ID Office, Arlington Hazel Hall Library, Copy Center, Room 134, telephone (703) 993-8141. On the Fairfax campus, the photo identification office is located in Student Union Building II; telephone (703) 993-1004.

### Parking Decals

Students who wish to park their vehicles on campus must register with Parking Services and pay a fee for a parking decal. Decals are available for the semester, summer, or week. Be advised that while Arlington campus decals are valid for parking on the Fairfax campus, Fairfax decals are *not* valid in the Arlington lot. Parking Services on the Arlington campus is located in Founders Hall, Room 219, telephone (703) 993-8146. For more information on Parking Services, please visit: <http://parking.gmu.edu/>. For decal sales and fine payments on the Fairfax campus, go to the Parking Services Office, located next to the Sandy Creek Parking Deck. For information, call (703) 993-2710.

### Electronic Communication

Each student is expected to access and use an email account provided by the University. Students are responsible for the content of any communication sent by email. Students can access their George Mason University email account at: <http://mail.gmu.edu>. If another email system is preferred as the primary mailbox, students must place an email forwarder on their university account. To do this, please visit: <http://mail.gmu.edu>.

### Office of International Programs and Services (OIPS)

OIPS assists international students with all matters pertaining to immigration status, and 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 is located in Student Union I Addition, 4<sup>th</sup> Floor, Fairfax Campus, Room 4300, (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. Students who submit TOEFL or IELTS scores for admission into a graduate program within the School of Public Policy may be asked to take a comprehensive English language exam through ELI prior to beginning the program. Based on the results of this assessment students may be required to take additional English language courses. Please note that students are responsible for the tuition charges associated with any mandated ELI coursework. Additionally, taking ELI coursework may require a reduced credit load with the School of Public Policy during the first semester of study, possibly extending the time required to complete the master's degree requirements.

ELI provides quality instruction in English as a second language, aimed at developing language and academic skills, as well as cultural awareness necessary for successful academic, personal, and professional life. For further information, call the ELI at (703) 993-3660, fax to (703) 993-3664, e-mail to [eli@gmu.edu](mailto:eli@gmu.edu), or visit the web site at <http://eli.gmu.edu/>.

### Health Insurance

Students may purchase health insurance through Aetna Student Health. For more information, please contact Student Health Services on the Arlington campus (703) 993-4863, on the Fairfax campus, (703) 993-2831 or by visiting their website at: <http://shs.gmu.edu/>.

### International Student Health Insurance

Health insurance is required for all F-1 and J-1 visa holders. 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.

### Tuition and Fees

Tuition and fees for graduate students at George Mason University for Fall 2011-Spring 2012 are \$661.00 per credit hour/in-state rate and \$1,200.25 per credit hour/out-of-state rate. Please note that tuition and fees are subject to change each year.

## Domicile Reclassification

Students can find the requirements for establishing Virginia residency at: <http://registrar.gmu.edu/students/domicile>. Students are responsible for applying for a change in their domiciliary status to be reconsidered for in-state tuition. Request for Domicile Reclassification forms are available in on the Registrar's website at <http://registrar.gmu.edu/students/domicile>.

## Financial Aid

The Office of Student Financial Aid 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, each year new and currently enrolled students must complete a Free Application for Federal Student Aid (FAFSA). George Mason's federal school code for FAFSA 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 filing date students should file the FAFSA immediately after January 1.

## Payment Options

Payment can be made at the following locations:

Web: <https://patriotweb.gmu.edu>. Web only. MasterCard, American Express, Discover Card, or Web Check.

Window: Cash Office, 104 Student Union I, Fairfax Campus, 9:00 a.m. – 4:30 p.m.;

Drop Box: outside Cash Office, 104 Student Union I, Fairfax Campus (no cash);

Mail: George Mason University, Cash Office, 4400 University Drive, MS 2E1, Fairfax, VA 22030-4444.

Payment can be made in the following ways:

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: Please go to <https://patriotweb.gmu.edu>. Daytime phone number must be provided. Web only. MasterCard, American Express, Discover Card, or Web Check. There is a 2.75 percent convenience fee for credit card payments. This fee is nonrefundable.

For more information please go to: <http://studentaccounts.gmu.edu/payment.html>

Fax: use the Fax Payment Authorization form on Student Accounts website (<http://studentaccounts.gmu.edu>).

## Financial Penalties

The late fee for failure to make any tuition payment on or before the first day of classes is either 10% or \$125 (whichever is less). Students who register after the first day of classes will be charged a late registration fee of \$125. Finally, for each check returned by the bank for insufficient funds there is a \$25 fee. If a returned check results in an unpaid account, a late fee and financial suspension will result.

## Third-Party Billing

Students using a third-party billing authorization will be charged a \$25 processing fee. Students must provide the third-party authorization or 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 <http://studentaccounts.gmu.edu>.

## SPP Administration and Staff

The School of Public Policy is administered through the Dean and the Dean's staff. The Student Services Office is located on the GMU Arlington Campus, Founders Hall, Suite 560.

Edward Rhodes, Ph.D.	Dean	<a href="mailto:edrhodes@gmu.edu">edrhodes@gmu.edu</a>	(703) 993-4108
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Matthew Sacco	Assistant Director of Student Services	<a href="mailto:msacco@gmu.edu">msacco@gmu.edu</a>	(703) 993-4975
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## Program Directors:

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