



College of Education and Human Development

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TO: New Graduate Students for Spring 2010

FROM: Ellen Rodgers, Ph.D., Associate Dean for Teaching and Academic Affairs

DATE: September 1, 2009

SUBJECT: **New Student Welcome**

Welcome to the College of Education and Human Development at George Mason University. We are committed to excellence, leadership, innovation, and collaboration in research and the preparation of professionals for the highest levels service in diverse schools, organizations, and communities. We are confident that you will find your experience at Mason enriching and challenging. The information below will assist you. Please note the numerous online resources.

- **To activate your registration**, please access <http://cehd.gmu.edu/admissions/rsvp> *as soon as possible*. If, however, you were provisionally admitted, you will need to follow the instructions on your contract.

**Once your registration has been *activated*, the following activities may be accomplished:**

- Login to <https://patriotweb.gmu.edu> where you will be prompted to change your password. Review your student status sheet received with your letter of acceptance and make any necessary address changes. Please contact the CEHD Office of Admissions at 703-993-3832 if additional updates are required.
- Review the information on the following sites in regard to **registration** and **tuition/fees**:  
<http://registrar.gmu.edu/registration/index.html>  
<http://studentaccounts.gmu.edu/tuition.html>
- **Applicants who previously attended GMU with a different name** will need to submit a change of personal information form. Please contact the CEHD Office of Admissions at 703-993-3832 to request a form.

**Please note that enrollment in classes activates the six-year time clock for the completion of a master's degree.**

**Patriot Web** is the university's online system that allows you to search the Schedule of Classes for course offerings, register for classes, and pay tuition. Register as early as possible for best course selection and to avoid the \$125 late registration fee. Registrations on or after the first day of the

semester are subject to a late fee. Tuition payment for on time registrations must be made by the first day of the semester to avoid a late payment fee of up to \$125. Classes will not be dropped for nonpayment. See Student Accounts at <http://studentaccounts.gmu.edu> for more information on tuition and fee policies.

If you encounter registration difficulties, call the College of Education and Human Development (CEHD) Office of Academic and Student Affairs at 703-993-2080, Monday-Friday from 9:00 a.m. to 5:00 p.m.

- Activate your Mason e-mail account at <http://mail.gmu.edu>.

University officials will use your Mason e-mail account as the most expeditious means of communicating with you. Class materials, assignments, questions, and faculty feedback as well as important communications from the Registrar, Financial Aid, and the dean's office are examples. You will be responsible for the content of all university e-mail communications. You are required to activate your e-mail account and check it regularly. If you prefer to use another e-mail system as your primary mailbox, you can change the location where you receive mail. See the Student Information Technology Guide at <http://itusupport.gmu.edu/STG/STGfrontpage.asp> for information about e-mail and other IT services.

- Obtain your Mason ID card in Student Union Building II (SUB II).  
<http://www2.gmu.edu/dpt/allunivcard/phoid/>
- Purchase your parking decal in the Parking Services Building or on the Web.  
<http://parking.gmu.edu/>
- Pay tuition by credit card on Patriot Web or in person at the Cash Office (SUB I).  
<http://fiscal.gmu.edu/Departments/Cash Office/Cash Office.htm>
- Visit the bookstore in the Johnson Center.  
<http://gmubkstore.com>
- Visit Financial Aid in the South Chesapeake Module or on the Web.  
<http://financialaid.gmu.edu/>
- Visit Veterans Certifications in Room 3 North Chesapeake Module or on the Web.  
<http://registrar.gmu.edu/verifications/veterans.html>
- Visit the libraries. Your Mason ID card is required in person or on the Web.  
<http://library.gmu.edu>
- Review other student services and resources.  
<http://www2.gmu.edu/resources/students/>
- Access your academic records on the Web.  
<https://patriotweb.gmu.edu>

**Once enrolled**, please contact the College of Education and Human Development (CEHD) Office of Academic and Student Affairs at 703-993-2080, Monday-Friday from 9:00 a.m. to 5:00 p.m. **for questions on student records.**

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 (ODS). 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. Students with disabilities may self-disclose at the time of application or at any point while enrolled at the university. Students are encouraged to disclose their first semester at the university. Upon self-identification you will register with the Office of Disability Services. The ODS staff will work collaboratively with you to choose the most appropriate and effective accommodations and resources. To register, call 703 993-2474 for an appointment. Additional information is on the Web at: <http://www2.gmu.edu/dpt/unilife/ods/>.

If you have not already done so, arrange to meet with your faculty advisor, previously identified on your student status sheet that was included with your acceptance letter. Work with the faculty to have any eligible prior course work transferred from Mason Graduate Non-Degree status or another institution to your current program *as soon as possible* so that your degree evaluation, available on Patriot Web, will serve as an accurate advising tool. If admitted in provisional status, you must wait until you have satisfied the conditions of your provisional admission and you have been changed to regular degree status before transfers of course work can be processed.

Review applicable university policies contained in the university catalog on the Web at <http://catalog.gmu.edu/> and important dates in the academic calendars at <http://registrar.gmu.edu/>. Pay close attention to registration add, drop, and tuition liability dates as well as tuition due dates. I wish you success in your graduate program.