Responsibility and Enrollment Procedures
For
GMU/OES Contract Courses

Instructor Checklist:

☐ Review Contract Course Summary for accuracy. Contact OES if discrepancies are found.

☐ Distribute the Enrollment Form to each student. All sections of the form must be completed by the student.

☐ Inform students: Domicile Form on back of the Enrollment Form must be completed if the student lives in Virginia.

☐ Inform class that this course is offered through GMU and refer them to the Honor Code.

☐ Collect Enrollment Forms
  o Check for completeness, accuracy and legibility, and signature.
  o Make copies for your records.
  o **Return to OES within 48 hours after first class meeting** – use the pre-paid, self-addressed envelope provided.

☐ Within 10 days after mailing enrollment forms:
  o View class list on Patriot Web to confirm that the students attending are the students registered – Use the Patriot Web Quick Guide if instructions are required.
  o Periodically check class list as registrations with problems will be resolved and the students will be entered.

☐ Contact OES immediately if any of the following occur:
  o Course is cancelled.
  o Start/Ending dates change.
  o Location and time changes.
  o Contact number: 703-993-3679.

☐ Evaluation Packet: will be sent before class ends
  o A requirement of GMU
  o Student monitor distributes and returns completed evaluations per instructions provided in packet

☐ Final Grades are submitted online: [http://patriotweb.gmu.edu](http://patriotweb.gmu.edu).
  o Refer to Patriot Web Quick Guide: How to submit final grades.

☐ OES Staff may visit some classes to demonstrate continued support to instructors and students. Visits are scheduled in advance.