



College of Education and Human Development

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TO: New Graduate Students for Summer/Fall 2008

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

DATE: February 1, 2008

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.

**Please complete the following as soon as possible:**

- **To activate your registration**, please e-mail your intent to enroll (include name, G#, and program of study) to [cehdsvp@gmu.edu](mailto:cehdsvp@gmu.edu).

**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 CEHD Admissions at 703 993-3832 if additional updates are required.
- **Applicants who previously attended GMU with a different name** will need to submit a change of personal information form. Please contact CEHD Admissions at 703 993-3832 to request a form.
- **TO REGISTER FOR CLASSES**, review the information at: <http://registrar.gmu.edu/students/registration/patriotweb.html>

**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 the 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 Graduate School of Education (GSE) Office of Academic and Student Affairs at 703 993-2080 Monday-Friday between 9:00 AM and 5:00 PM.

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

- 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://www.gmu.edu/univserv/allunivcard/photo/photohours.htm>
- Purchase your parking decal in the Parking Services Building or on the Web.  
<http://www.gmu.edu/univserv/parking>
- Pay tuition by credit card on Patriot Web or in person at the Cash Office (SUB I).  
<http://fiscal.gmu.edu/Departments/Cash%20Office/Cash%20Office.htm>
- Visit the bookstore in the Johnson Center.  
<http://gmubkstore.com>
- Visit Financial Aid in the South Chesapeake Module or on the Web.  
<http://apollo.gmu.edu/finaid>
- Visit Veterans Certifications in Room 3 North Chesapeake Module or on the Web.  
<http://registrar.gmu.edu/students/veterans/index.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://www.gmu.edu/mlstudents>
- Access your academic records on the Web.  
<https://patriotweb.gmu.edu>

**Once enrolled**, please contact the GSE Office of Academic and Student Affairs at 703 993-2080 Monday-Friday between 9:00 AM and 5:00 PM **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 Disability Resource Center. 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 Disability Resource Center. The DRC 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://www.gmu.edu/student/drc>.

If you have not already done so, arrange to meet with your faculty advisor, previously identified in your student status sheet included with your acceptance letter. Be sure to have any eligible prior course work transferred from Mason Graduate Non-degree status or another institution as soon as possible so that your degree evaluation, available on Patriot Web, will be 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://www.gmu.edu/catalog> and important dates in the academic calendars at <http://registrar.gmu.edu/calendars>. 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.