

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
  - Check for completeness, accuracy and legibility, and signature.
  - Make copies for your records.
  - **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:
  - 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.
  - 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:
  - Course is cancelled.
  - Start/Ending dates change.
  - Location and time changes.
  - Contact number: 703-993-3679.
- Evaluation Packet: will be sent before class ends
  - A requirement of GMU
  - Student monitor distributes and returns completed evaluations per instructions provided in packet
- Final Grades are submitted online: <http://patriotweb.gmu.edu>.
  - 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.