

**INSTRUCTOR RESPONSIBILITIES AND ENROLLMENT PROCEDURES
FOR
GMU/OALPD CONTRACT COURSES**

1. Review the Contract Course Summary Information sheet carefully for accuracy and notify OES of any discrepancies.
2. At the first class meeting, distribute all course participant materials and review with the class. These include a.) Enrollment Form and b.) Contract Course Information Overview. Review with the students the Drop/Withdrawal regulations on the Contract Course Information Overview. Notify OES immediately of any student status change during the course.
3. Refer the students to the George Mason University Honor Code information to the class.
4. The top portion of the Enrollment Form contains all class information. Each participant must complete all remaining sections of the Enrollment Form, including academic history and, if applicable, international student information. (It is the responsibility of the school/agency to have proper documentation regarding student eligibility.) The form must be signed and dated by the student. An incomplete Enrollment Form will result in no enrollment for that student.
5. Students claiming Virginia State residency must complete the Domicile Form on the back of the Enrollment Form. The student will be considered an out-of-state resident if this form is not completed.
6. It is your responsibility as the instructor to collect all Enrollment Forms and ensure they are accurate, complete, and legible. Make a copy of each Enrollment Form for your records. Return original forms to OES within 48 hours after your first class meeting in the pre-paid, self-addressed envelope provided to you.

Within 10 days after mailing in the Enrollment forms, it is the instructor's responsibility to follow the directions on the Patriot Web Quick Guide "How to View Your Class List" (attached) and confirm that the Class List matches the students who are attending class. Please email oes@gmu.edu once you have viewed the class list to confirm the accuracy of the list and indicate if any students are not on the list. Each instructor is expected to check the class list periodically to ensure that the list is accurate when it is time to enter Final Grades.

7. GMU transcripts are not available until the end of the semester in which the course is taken regardless of the course ending date. Each student is responsible for acquiring his/her own transcript. Procedures can be found at <http://registrar.gmu.edu/students/transcripts/index.html> Refer students to #6 of the Contract Course Information Overview.
8. An Evaluation Packet and instructions for submitting Final Grades on line will be mailed to you prior to the end of your class. The evaluation process is a requirement of George Mason University. Please ensure that your selected student monitor distributes and returns completed evaluation forms as instructed.
9. Final grades are submitted on-line at <http://patriotweb.gmu.edu>. Please refer to the Patriot Web How to Submit Final Grades quick guide (attached).
10. In an effort to demonstrate our continued support to instructors and course participants, OES staff may visit some classes. Such visits are scheduled in advance.

PLEASE NOTIFY OES (703 993-3676) IMMEDIATELY IF YOUR COURSE IS CANCELLED OR IF THE ENDING DATE OF CLASS HAS CHANGED. Scheduled location, date, and time changes must also be reported.