

# The Schar School Student Guide to PatriotWeb



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## PatriotWeb Basics

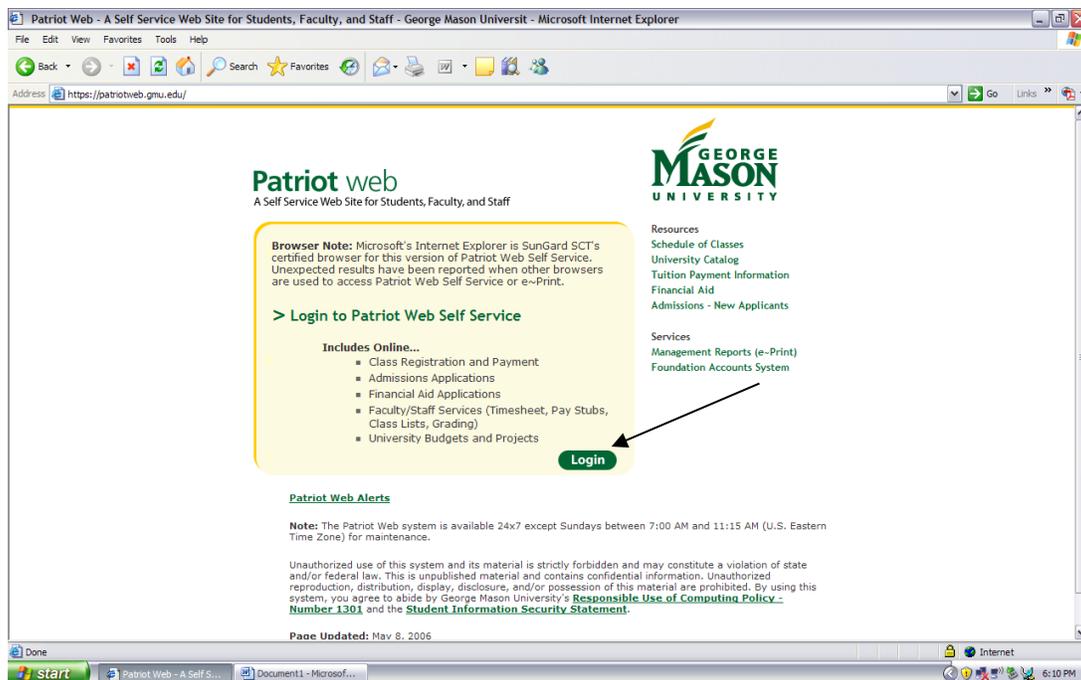
What is PatriotWeb? PatriotWeb is a self-service interface created for George Mason University students, faculty, and staff. As a George Mason student, you will be able to use the system for a variety of important activities, including:

- Updating your personal information, such as your current address and phone number.
- Registering, adding, or dropping classes.
- Checking your registration status and viewing your class schedule.
- Viewing your account balance and paying for classes (credit card or check payments).
- Reviewing your financial aid status and awards.
- Viewing your final grades and current progress made in your program.
- Filing for graduation.

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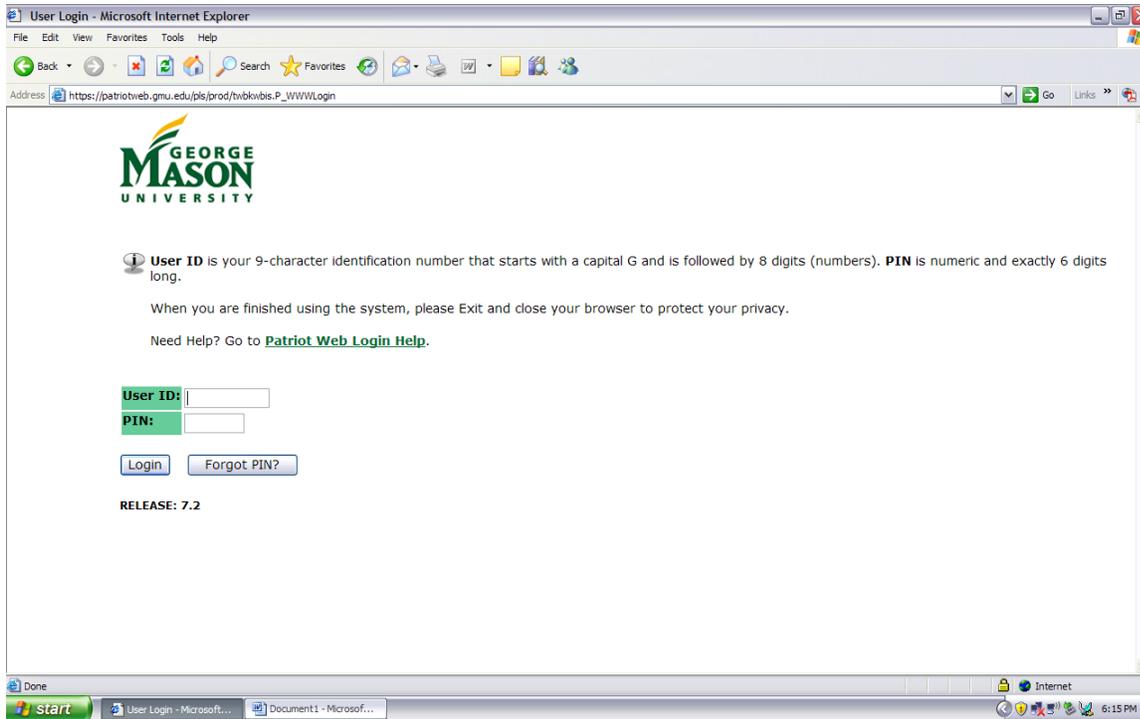
## Accessing Your PatriotWeb Account

PatriotWeb is located at <https://patriotweb.gmu.edu/>. Click the login button to access your account (see below).



For Patriot Pass activation and registration instructions please go to:

<https://schar.gmu.edu/sites/default/files/current-students/Courses/Patriot Pass and Registration Instructions.pdf>



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## Your PatriotWeb Account

Once you access your account, you will see three different options:

- ***Personal Information***
- ***Student Services Information***
- ***Financial Aid***

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## Personal Information Section

The Personal Information section allows you to view and/or change basic information:

- Pin
- Address
- Phone Number
- Email

**Please Note:** It is critical that you keep the information in this section up-to-date because the Schar School of Policy and Government and other Mason departments (Registrar, Financial Aid, etc.) will direct all communication to the current address/phone number listed in your account.

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## Student Services and Financial Aid Sections

The Student Service and Financial Aid sections are where you will complete most of your actions in PatriotWeb. Here you will be able to:

- Register for your courses
- Adjust your course schedule
- Receive payment information and submit tuition payments
- Access financial aid information
- Review your academic record

## IMPORTANT PATRIOTWEB FUNCTIONS

Please see below for a step-by-step guide to the most necessary and frequently used functions of PatriotWeb.

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### Searching For a Class

1. Select the **Student Services** section.
2. Select **Registration**.
3. Select **Search for Classes**.
4. This page will prompt you for a **Term or Date Range**. Using the drop down arrow, select your chosen term.
5. Once you have submitted your term or date range, you will be able to search for classes by subject. For additional search options, press **Advanced Search**. This option is the fastest way to view all available courses offered in your program. We recommend you select Public Policy, Public Administration and International Commerce and Policy because some of the courses may be applicable to all programs. To view courses in more than one program at the same time (ex. PUBP, PUAD and ITRN), you may do so by selecting the first program and then pressing the CTRL key while selecting the other programs. Please contact your academic advisor if you have questions regarding class registration.

To view all Schar School courses, in the subject box, select:

- **Policy and Government (POGO)** for all programs
- **Public Policy** to view MPP, ISEC, and TPOL courses
- **Public Administration** to view MPA courses
- **Biodefense** to view Biodefense courses
- **International Commerce and Policy** to view ICP courses
- **Government** to view Political Science courses
- **Organization Development and Knowledge Management** to view ODKM courses

# EXAMPLE OF THE SEARCH & ADVANCED SEARCH FOR CLASSES SCREENS

## Search for Classes

Additional information about **REGISTRATION** may be found by selecting the **HELP** link above.

 There are new search options available. Use the CTRL key to select multiple subjects.

**Course Search** - View schedule for individual courses by subject(s).

**Advanced Search (Previous default search)** - Search by specific and multiple course criteria for schedule.

**Subject:**

- Psychology [PSYC]
- Public Administration [PUAD]
- Public Policy [PUBP]
- Reading [EDRD]
- Real Estate Development [REAL]
- Rehabilitation Science [RHBS]
- Religious Studies [RELI]
- Russian [RUSS]
- School of Management [SOM]
- Social Work [SOCW]

Course Search

Advanced Search

## Advanced Search

 Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, selection is complete.

**Subject:**

- Portuguese [PORT]
- Provost [PROV]
- Psychology [PSYC]
- Public Administration [PUAD]
- Public Policy [PUBP]
- Reading [EDRD]
- Real Estate Development [REAL]
- Rehabilitation Science [RHBS]
- Religious Studies [RELI]
- Russian [RUSS]

Select multiple subjects here using the CTRL function on your keyboard

**Course Number:**

**Campus:**

- All
- Arlington
- Fairfax
- Front Royal

**Course Level:**

- All
- Graduate
- Law
- Non-Degree

**Part of Term:**  
Non-date based courses only

- All
- First Half of Semester
- Full Semester
- Individualized Study

**Instructor:**

- All
- Ababneh, Mohammad Ahmad Abdallah
- Abdul-Qadir, Yahya
- Abramovich, Marsha
- Abramson, Alan Jay
- Acs, Zoltan

Section Search

Reset

## Deciphering Commonly Used Course Categories and Codes

A letter "C" in the select column identifies a closed class.

"Cap" refers to capacity level of the course.

Sections Found																				
Public Policy																				
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)
										Cap	Act	Rem	Cap	Act	Rem	Cap	Act	Rem		
C	70100	PUBP	001	0	FX	0.000	PUBP Departmental Notes	TBA		0	0	0	0	0	0	0	0	0	TBA	08/25-12/17
<input type="checkbox"/>	71343	PUBP	501	002	AR	4.000	Policy & Org Analysis	R	07:20 pm-10:00 pm	15	11	4	99	0	99	0	0	0	Laurie Schintler (P)	08/25-12/17
<input type="checkbox"/>	71344	PUBP	501	003	AR	4.000	Policy & Org Analysis	M	04:30 pm-07:10 pm	25	17	8	99	0	99	0	0	0	Rainer A. Sommer (P)	08/25-12/17

An open box signifies seats are still available. Courses with a waitlist option will allow you to register but will place you on the waitlist (see page 8 for details).

"R" refers to a class that meets on Thursday.

"Act" refers to number of seats already taken in the course.

"Rem" refers to number of seats remaining in the course.

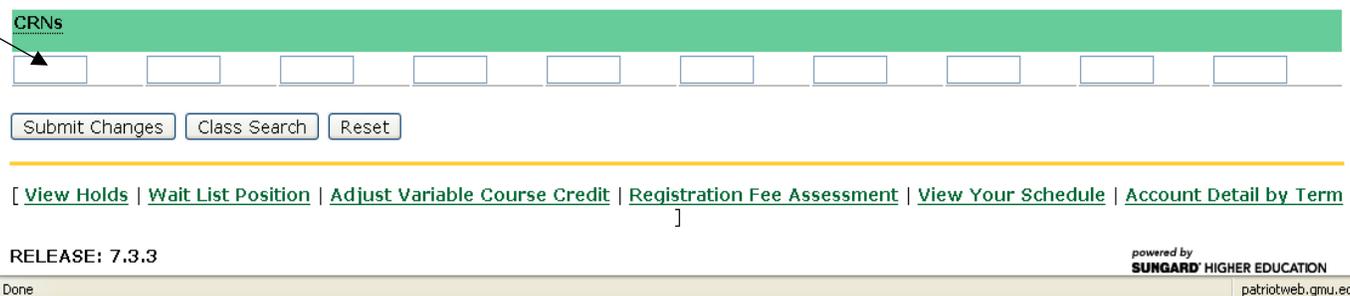
## Class Registration

If you have any questions prior to registration, please consult with the academic advisor for your program. There are two ways to register for a course:

### Option 1:

1. In the Student Services section, select **Registration**.
2. Select **Register, Add or Drop Classes**.
3. Select the term you wish to register for, and then select the **Submit** button.
4. In the **Add Classes Worksheet** section, enter the five digit Course Reference Number (CRN) of the desired course section into the first available field. You may add multiple CRNs at one time.
5. Click **Submit Changes**.

#### Add Classes Worksheet



CRNs

Submit Changes Class Search Reset

[ [View Holds](#) | [Wait List Position](#) | [Adjust Variable Course Credit](#) | [Registration Fee Assessment](#) | [View Your Schedule](#) | [Account Detail by Term](#) ]

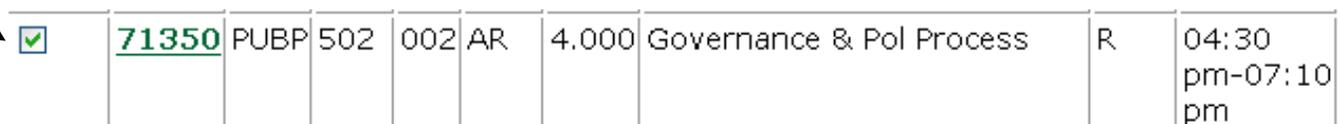
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Done patriotweb.gmu.edu

### Option 2:

1. Follow all steps in the “Searching for a Class” section (page 4).
2. On the screen showing the full class listings, check the box in the left select column for the course you wish to register for. Click **Register or Add to Worksheet**. (Students have the ability to check more than one box.)



<input checked="" type="checkbox"/>	<u>71350</u>	PUBP	502	002	AR	4.000	Governance & Pol Process	R	04:30 pm-07:10 pm
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## Understanding the Waitlist Function

Certain courses (most often required courses) in the Schar School have a waitlist option. If you attempt to register for a course that is full, and a waitlist exists for that particular course, PatriotWeb will permit you to add your name to the waitlist.

### How to Add Your Name to the Waitlist:

1. In the Student Services section, select **Registration**.
2. Enter the CRN on the **Register, Add, or Drop Classes** screen.
3. Click **submit changes** when message appears indicating a closed or open waitlist.
4. Click **submit changes** again to add your name to the waitlist.
5. The course will now appear on your schedule as a course for which you are waitlisted.

### Important Notes:

- Students will not be able to waitlist for a course if the following apply:
  - They are already registered for another section of the same course
  - They are already on a waitlist for another section of the same course
- Each time a student drops the course, the first person on the waitlist receives an override that permits the student to register for the course. **Please Note: Regardless of your waitlist position number, you will never be automatically registered for a course when space becomes available.**
- Students will be sent an e-mail (to their Mason e-mail accounts) when waitlist overrides are issued. Once an override has been issued please log-in to PatriotWeb to register for the course (see override instructions below).
- The override is in effect for **72 hours**. If you fail to register for the course during the 72 hours-time frame, the next student on the list is issued the override, and you will be dropped from the waitlist.

### How to View Your Override Notification:

1. In the Student Services section, select **Registration**.
2. Select **Registration Status and Time Ticket, Override Notification, Wait List Position**.
3. Select the appropriate term and click **Submit**.

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## Viewing Your Waitlist Position

PatriotWeb will notify you of your waitlist position when you attempt to register for the class. You will get the **Registration Add Errors** message. The text **“Closed-0??-Waitlisted”** or **“Open-0??-Waitlisted”** will appear below the error message. Your waitlist position is indicated by the number that starts with “0”.

For example, the text “Closed-005-Waitlisted” indicates that five students have already waitlisted themselves for this course. You will be number six on the waiting list. You **MUST** click **Submit Changes** to waitlist yourself for this course.

### **Differences between a “Closed” and “Open” Waitlist:**

The “Closed Waitlist” message indicates that this course does not have any available seats. The message “Open Waitlist” indicates that students who were previously registered for the course have dropped and those seats are reserved for students currently on the waitlist that have been issued overrides. In either scenario, you may only waitlist yourself for the course.

## Viewing Your Course Schedule

PatriotWeb allows you to view your student schedule in two different formats:

The **Student Weekly Schedule** format:

1. In the Student Services section, select **Registration**.
2. Select **Student Weekly Schedule** to view your course schedule in an electronic calendar format. (All courses are hyper-linked and will provide your detailed course schedule if clicked on).

The **Student Schedule** format:

1. In the Student Services section, select **Registration**.
2. Select **Student Schedule** to view your course schedule, along with additional information such as, the CRN (course reference number), instructor, etc.
3. Select the appropriate registration term and click **Submit**.
4. The page that appears lists your registration for the term. For more detailed information, click on **Student Detail Schedule** button and your schedule will appear in an even more detailed format (see below).

Total Credit Hours: 6.000

Modeling Plcy in Dynam Environ - PUBP 711 - 001						
Associated Term:	Fall 2006					
CRN:	70979					
Status:	**Web Registered** on Apr 13, 2006					
Assigned Instructor:	Alexander E. Woodcock 					
Grade Mode:	Graduate Regular (GR)					
Credits:	3.000					
Level:	Graduate					
Campus:	Arlington					
Scheduled Meeting Times						
Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	4:30 pm - 7:10 pm	M	Arlington Campus 256	Aug 28, 2006 - Dec 19, 2006	Seminar	Alexander E. Woodcock (P) 
US Fin Pol Proc/Procedur - PUBP 741 - 002						
Associated Term:	Fall 2006					
CRN:	71000					
Status:	**Web Registered** on May 16, 2006					
Assigned Instructor:	Arthur L. Burris					
Grade Mode:	Graduate Regular (GR)					
Credits:	3.000					

 Internet

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## Verification of Enrollment

1. In the Student Services section, select **Student Records**.
2. Select **Order Enrollment Verification**.
3. A page will then appear that will guide you in ordering your verification of enrollment. Your verification of enrollment can be sent to you via fax or e-mail. This service is free to all Mason students.

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## Filing for Graduation

You will receive notification from the Office of the Registrar indicating the appropriate time for you to file your graduation intent.

To file your intent:

1. In the Student Services section, select **Student Records**.
2. Select **Apply to Graduate** (third from the bottom of the list).
3. Read the important information (This information can also be found at <http://registrar.gmu.edu/students/graduation/process/>).
4. Click the **Continue** button and follow the prompts through the form.
5. Once you have completed the form with the correct intended graduation term and academic program, select **Submit** for the final submission.
6. You will receive a confirmation page stating that **“You have successfully filed your graduation intent form.”**

\*After you file your intent, you will not receive any further communication from the Schar School of Policy and Government or the Registrar’s Office unless there is a problem with your graduation application. Students do not need to complete a hard copy graduation application unless they are receiving a certificate.\*