The Schar School
Student Guide to
PatriotWeb

George Mason University
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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.
Accessing Your PatriotWeb Account

PatriotWeb is located at [https://patriotweb.gmu.edu/](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://its.gmu.edu/article-categories/patriot-pass-information/](https://its.gmu.edu/article-categories/patriot-pass-information/)
Your PatriotWeb Account

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

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

**Personal Information Section**

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

- Name & Pronouns
- 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.

**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
- Review your academic record
- Receive payment information and submit tuition payments
- Access financial aid information
IMPORTANT PATRIOTWEB FUNCTIONS

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

**Searching for a Class**

1. Select the **Student Services** section.
2. Select **Registration and Planning**.
3. Select **Browse Course Catalog**.
4. This page will prompt you to **Select a Term**. 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. 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. You can add more than one program per search. 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/Policy** to view ICP courses
- **Government** to view Political Science courses
- **Organiztn Dev & Knowledge Mgt** to view ODKM courses
Example of the Search & Advanced Search for Classes Screens
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 **Registration and Planning**.
3. Select **Register for Classes**
4. Select the term you wish to register for, and then select the **Continue** button.
5. In the **Enter CRN** 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.
6. Click **Add to Summary**.
Option 2:

1. Follow all steps in the “Searching for a Class” section (page 6).

2. On the screen showing the full class listings, click on **Add** in the right column for the course you wish to register for. Click **Submit**. (Students have the ability to select more than one class).
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.

If you are trying to register for class that is filled and has a waitlist, you will see the following error on your screen.

How to Add Your Name to the Waitlist:

1. Click on drop down arrow under Action in the Summary tab.

2. The option to waitlist for the class should appear. Click on Waitlist.

3. Click Submit.

4. 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 **48 hours**. If you fail to register for the course during the 48 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 **Prepare for Registration**

3. The override will appear under ‘**Permit Override**’.
How to Register with an Override:

1) At registration tab, click on the dropdown arrow under Action and Web Register for the class

2) Note: The option to web register will not appear if you do not have an override
Viewing Your Waitlist Position

- Select Student Services
- Click Registration
- Click Registration and Planning
- Click View Registration Information
- Select the registration term from the drop-down

- Select the Schedule Details tab in the bottom section

- Scroll down until you find the course you’re waitlisted in
- Once you find the course, click on the arrow next to the course title
• You will find the waitlist position located here.
Viewing Your Course Schedule

You can view your upcoming semester’s schedule:

1. Go to the Main Registration Screen
2. Click on View Registration Information
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.

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/](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.*