George Mason University
Schar School of Policy and Government
Student Services Reference Sheet

This reference sheet is intended to provide you with helpful information as you begin your program. Where appropriate, website addresses are included. Please consult these websites for further information on a particular topic.

Identification Cards
Each student must obtain a University photo identification card. It must be presented when using the library and parking services, and is required for admission to University events and when using University facilities after normal operating hours. To be eligible for a student identification card, the student must first register for at least 1 credit hour. The first University identification card is free of charge with proper photo identification, and is valid for your tenure at the University as a registered student. Arlington Students can obtain their identification card in Founders Hall, Suite 220 (located in Campus Administration suite). On the Fairfax campus, the Photo Identification Office is located in Student Union Building II, Lower Level Room 1014J. Hours of operation and additional information can be located on the Information Services website at http://masonid.gmu.edu/photoid/.

Parking Decals
Students who wish to park their vehicles on campus must register with Parking Services and pay a fee for a parking decal. Decals are available for a semester, summer, or week in length. Please be advised that while Arlington campus decals are valid for parking on the Fairfax campus, Fairfax decals are not valid in the Arlington lots. Parking Services on the Arlington campus is located in Founders Hall, Room 219, telephone (703) 993-8146. For decal sales and fine payments on the Fairfax campus, please go to the Parking Services Office located next to the Sandy Creek Parking Deck. For Fairfax information, call (703) 993-2710. For more information on Parking Services, please visit: http://parking.gmu.edu/.

Electronic Communication
Each student is expected to access and use an email account provided by the University. Students are responsible for the content of any communication sent by email. Students can access their George Mason University email account on MASONLIVE at https://masonlive.gmu.edu. If another email system is preferred as the primary mailbox, students must place an email forwarder on their University account. For information on how to do so effectively is on the MASONLIVE website.

Office of International Programs and Services (OIPS)
OIPS assists international students with all matters pertaining to immigration status and how to apply for employment benefits, program extensions, transfers, changes of status, and entry of dependents. The office conducts a comprehensive orientation program for new international students each semester, covering important immigration regulations, academic policies at George Mason, registration procedures, health and wellness, among others. During the year, OIPS organizes many intercultural programs including academic workshops, the Friends in Deed host family program, social receptions, cultural outings, and, most notably, Mason’s annual International Week each April. OIPS staff members also act as advisors to the International Student Umbrella. OIPS is located on the Fairfax campus in the new addition to Student Union I, 4th Floor, suite 4300. OIPS Representatives also meet with students in Arlington on Wednesday afternoons. For additional information, please visit the OIPS website at http://oips.gmu.edu/, or contact them directly at (703) 993-2970.

Health Insurance
Students may purchase health insurance through Aetna Student Health. For more information, please contact Student Health Services on the Arlington campus, (703) 993-4863, the Fairfax campus, (703) 993-2831, or by visiting their website at: http://shs.gmu.edu/.

International Student Health Insurance
Health insurance is required for all F-1 and J-1 visa holders. Health insurance fees are deducted from all payments received by the University before funds are applied to tuition or other charges. Failure to remit payment for mandatory Health Insurance can result in cancellation of class registration. Please see the Health Insurance section for additional information.

Tuition and Fees
For the most up-to-date information on tuition and fees please visit the Student Accounts website at http://studentaccounts.gmu.edu/tuition-fees/. Please note that tuition and fees are subject to change each year and are usually posted in May.

Domicile Reclassification
Students can find the requirements for establishing Virginia residency at http://registrar.gmu.edu/domicile. Students are responsible for applying for a change in their domiciliary status to be considered for in-state tuition. Please contact the Domicile Office directly at (703) 993-2464 with any domicile or appeal questions.

Financial Aid
The Office of Student Financial Aid provides a variety of services to help students finance their education, including financial counseling, referral and external funding resources, and financial assistance. Financial aid counselors are assigned to students alphabetically based on students’ last names, and are available daily on an appointment basis. For additional information, please visit http://financialaid.gmu.edu or call (703) 993-2353. To apply for financial aid each year, new and currently enrolled students must complete a Free Application for Federal Student Aid (FAFSA). Mason’s federal school code for FAFSA is 003749. Priority consideration for all sources of financial aid is given to those students whose financial aid applications are on file with the Office of Student Financial Aid by March 1; to meet this filing date, students should submit the FAFSA immediately after January 1.
Payment Options
Payment can be made at the following locations:
- Web: https://patriotweb.gmu.edu, MasterCard, VISA, or Web Check
- Window: Cash Office, 1501 Student Union I, Fairfax Campus, 9:00 a.m. – 4:30 p.m.
- Drop Box: outside Cash Office, 1501 Student Union I, Fairfax Campus (no cash payments)
- Mail: George Mason University, Cash Office, 4400 University Drive, MS 2E1, Fairfax, VA 22030-4444

Payment can be made in the following ways:
- Cash: Cash Office window only
- Check: Make payable to GMU, student G# written on front. Third-party checks not accepted. Must be payable in US dollars.
- Credit Card: Please go to https://patriotweb.gmu.edu. MasterCard, American Express, or Discover Card. There is a 2.75 percent convenience fee for credit card payments. This fee is nonrefundable.
- Fax: Use the Fax Payment Authorization form on Student Accounts website (http://studentaccounts.gmu.edu)

Financial Penalties
The late fee for failure to make any tuition payment on or before the first day of classes is either 10% or $125 (whichever is less). Students who register after the first day of classes will be charged a late registration fee of $125. For each (and any) check returned by a bank for insufficient funds there is a $50 fee. If a returned check results in an unpaid account, a late fee and financial suspension may result.

Third-Party Billing
Students using a third-party billing authorization will be charged a $25 processing fee. Students must provide the third-party authorization or government training voucher to the Third Party Billing Office, George Mason University, MSN 2E2, 4400 University Drive, Fairfax, VA 22030; faxed to 703-993-2460; emailed to tpbill@gmu.edu; or submitted in person to suite 1600 in Student Union Building I (SUB I), before the student’s individual billing due date, which is based on their registration date. Students are ultimately responsible for any defaults in payments by the sponsoring agency. Please call (703) 993-2484 for a copy of third-party billing requirements or visit the web at http://studentaccounts.gmu.edu.

Schar School of Policy and Government Administration and Staff
The Office of the Dean and the Admissions and Student Services Offices are located on Mason’s Arlington Campus on the 5th floor of Founders Hall.

Mark J. Rozell, Ph.D.  Dean  mrozell@gmu.edu  (703) 993-4108
Ming Wan  Associate Dean  mw@gmu.edu  (703) 993-2955
Matthys van Schaik, Ph.D.  Associate Dean for Academic Affairs  mvanscha@gmu.edu  (703) 993-8227
Elizabeth Eck  Assistant Dean for Program Management  eck@gmu.edu  (703) 993-8225
Shannon Williams  Director, PhD Student Services  swilli32@gmu.edu  (703) 993-4143
Erin Embrey  Academic Programs Coordinator  eembrey2@gmu.edu  (703) 993-2264
Jill Emerson  Assistant Dean of Admissions & Student Services  jemerson@gmu.edu  (703) 993-8209
Silva Pecini Morris  Director of Student Services  specini@gmu.edu  (703) 993-4157
Paul Nooney  Associate Director of Student Services  pnooney@gmu.edu  (703) 993-4975
Duane Bradshaw  Director of Career Development  dbradsha@gmu.edu  (703) 993-3188
Brian Bar  Assistant Director of Career Development  bbar@gmu.edu  (703) 993-8559
Travis Major  Director of Admissions  tmajor@gmu.edu  (703) 993-3183

Program Directory:
- Gregory Koblentz, Ph.D.  Biodefense  gkoblenz@gmu.edu  (703) 993-1266
- Kenneth Reinert, Ph.D.  International Commerce and Policy  kreinert@gmu.edu  (703) 993-8212
- Ellen Laipson  International Security  elalipson@gmu.edu  (703) 993-4161
- Tojo Thatchenkery, Ph.D.  Organization Development/Knowledge Mgmt.  tthachen@gmu.edu  (703) 993-3808
- Mariely Lopez-Santana Ph.D.  Political Science  mlopezs1@gmu.edu  (703) 993-9479
- Stefan Toepfer, Ph.D.  Public Administration  stoepfer@gmu.edu  (703) 993-8187
- Bonnie Stabile, Ph.D.  Public Policy  bstabile@gmu.edu  (703) 993-1400
- Laurie Schintler, Ph.D.  Transportation Policy, Operations, and Logistics  lschintl@gmu.edu  (703) 993-2256

Transportation Policy, Operations, and Logistics
- Public Policy
- Organization Development/Knowledge Mgmt.
- International Commerce and Policy
- International Security
- Biodefense
- Political Science
- Public Administration
- Public Policy
- Transportation Policy, Operations, and Logistics
- Program Directors
- Office of the Dean and the Admissions and Staff
- Schar School of Policy and Government Administration and Staff
- Payment Options
- Financial Penalties
- Third-Party Billing

Office of the Dean and the Admissions and Staff.

Silva Pecini Morris  Director of Student Services  specini@gmu.edu  (703) 993-4157
Paul Nooney  Associate Director of Student Services  pnooney@gmu.edu  (703) 993-4975
Duane Bradshaw  Director of Career Development  dbradsha@gmu.edu  (703) 993-3188
Brian Bar  Assistant Director of Career Development  bbar@gmu.edu  (703) 993-8559
Travis Major  Director of Admissions  tmajor@gmu.edu  (703) 993-3183

Program Directory:
- Gregory Koblentz, Ph.D.  Biodefense  gkoblenz@gmu.edu  (703) 993-1266
- Kenneth Reinert, Ph.D.  International Commerce and Policy  kreinert@gmu.edu  (703) 993-8212
- Ellen Laipson  International Security  elalipson@gmu.edu  (703) 993-4161
- Tojo Thatchenkery, Ph.D.  Organization Development/Knowledge Mgmt.  tthachen@gmu.edu  (703) 993-3808
- Mariely Lopez-Santana Ph.D.  Political Science  mlopezs1@gmu.edu  (703) 993-9479
- Stefan Toepfer, Ph.D.  Public Administration  stoepfer@gmu.edu  (703) 993-8187
- Bonnie Stabile, Ph.D.  Public Policy  bstabile@gmu.edu  (703) 993-1400
- Laurie Schintler, Ph.D.  Transportation Policy, Operations, and Logistics  lschintl@gmu.edu  (703) 993-2256

Financial Penalties
The late fee for failure to make any tuition payment on or before the first day of classes is either 10% or $125 (whichever is less). Students who register after the first day of classes will be charged a late registration fee of $125. For each (and any) check returned by a bank for insufficient funds there is a $50 fee. If a returned check results in an unpaid account, a late fee and financial suspension may result.

Third-Party Billing
Students using a third-party billing authorization will be charged a $25 processing fee. Students must provide the third-party authorization or government training voucher to the Third Party Billing Office, George Mason University, MSN 2E2, 4400 University Drive, Fairfax, VA 22030; faxed to 703-993-2460; emailed to tpbill@gmu.edu; or submitted in person to suite 1600 in Student Union Building I (SUB I), before the student’s individual billing due date, which is based on their registration date. Students are ultimately responsible for any defaults in payments by the sponsoring agency. Please call (703) 993-2484 for a copy of third-party billing requirements or visit the web at http://studentaccounts.gmu.edu.