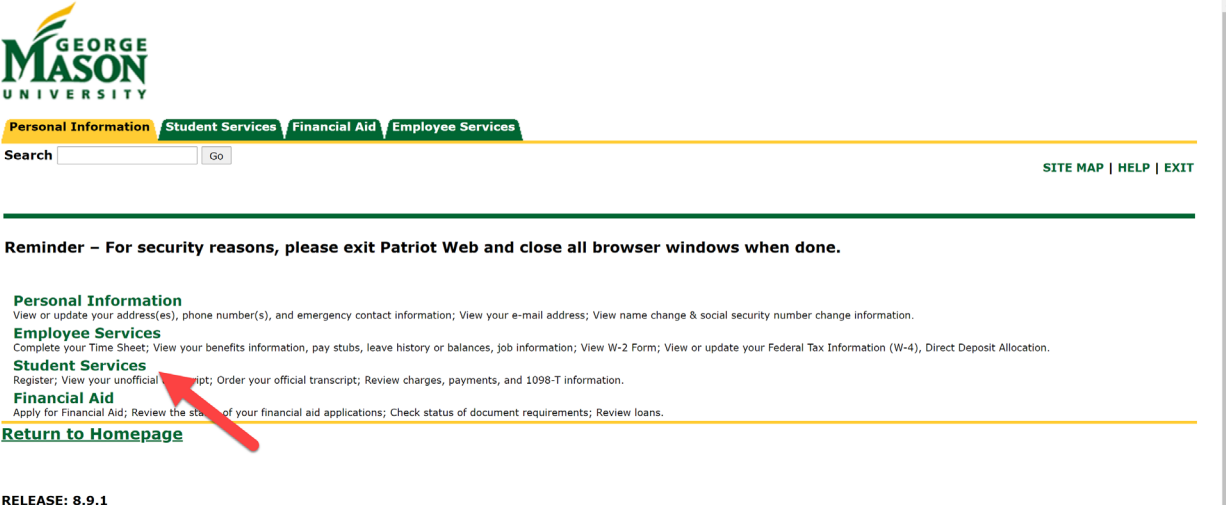


## How to drop a class in Patriot Web:

### 1. Log into Patriot Web and click “Student Services”.



**GEORGE MASON UNIVERSITY**

[Personal Information](#) [Student Services](#) [Financial Aid](#) [Employee Services](#)

Search  Go [SITE MAP](#) | [HELP](#) | [EXIT](#)

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**Reminder – For security reasons, please exit Patriot Web and close all browser windows when done.**

**Personal Information**  
View or update your address(es), phone number(s), and emergency contact information; View your e-mail address; View name change & social security number change information.

**Employee Services**  
Complete your Time Sheet; View your benefits information, pay stubs, leave history or balances, job information; View W-2 Form; View or update your Federal Tax Information (W-4), Direct Deposit Allocation.

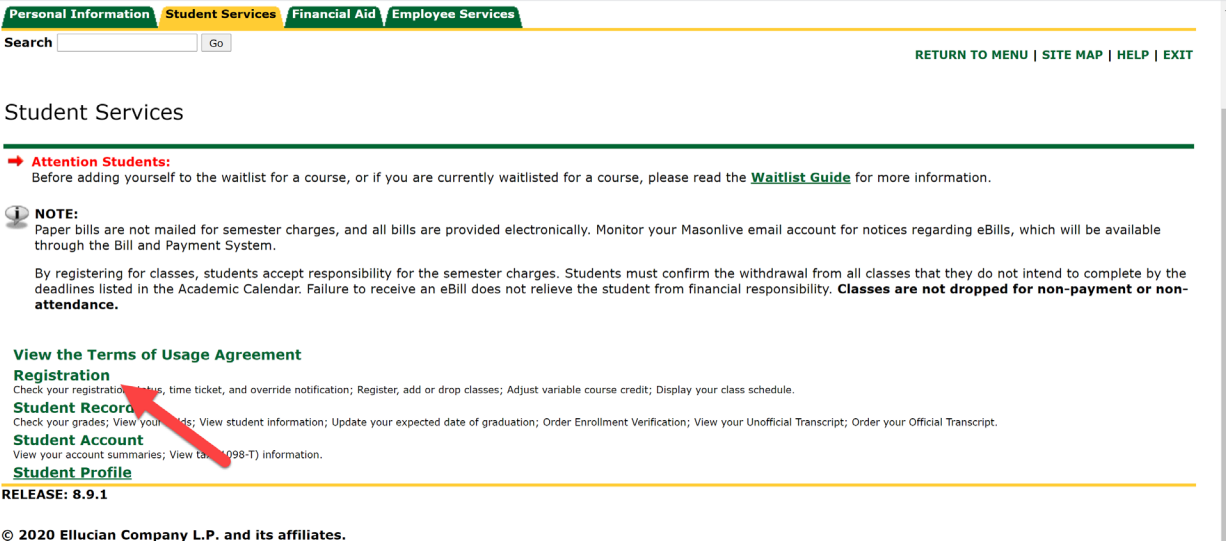
**Student Services**  
Register; View your unofficial transcript; Order your official transcript; Review charges, payments, and 1098-T information.

**Financial Aid**  
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

[Return to Homepage](#)

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### 2. Click “Registration”.



**Personal Information** **Student Services** [Financial Aid](#) [Employee Services](#)

Search  Go [RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

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## Student Services

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➔ **Attention Students:**  
Before adding yourself to the waitlist for a course, or if you are currently waitlisted for a course, please read the [Waitlist Guide](#) for more information.

**NOTE:**  
Paper bills are not mailed for semester charges, and all bills are provided electronically. Monitor your Masonlive email account for notices regarding eBills, which will be available through the Bill and Payment System.

By registering for classes, students accept responsibility for the semester charges. Students must confirm the withdrawal from all classes that they do not intend to complete by the deadlines listed in the Academic Calendar. Failure to receive an eBill does not relieve the student from financial responsibility. **Classes are not dropped for non-payment or non-attendance.**

**View the Terms of Usage Agreement**

**Registration**  
Check your registration status, time ticket, and override notification; Register, add or drop classes; Adjust variable course credit; Display your class schedule.

**Student Record**  
Check your grades; View your records; View student information; Update your expected date of graduation; Order Enrollment Verification; View your Unofficial Transcript; Order your Official Transcript.

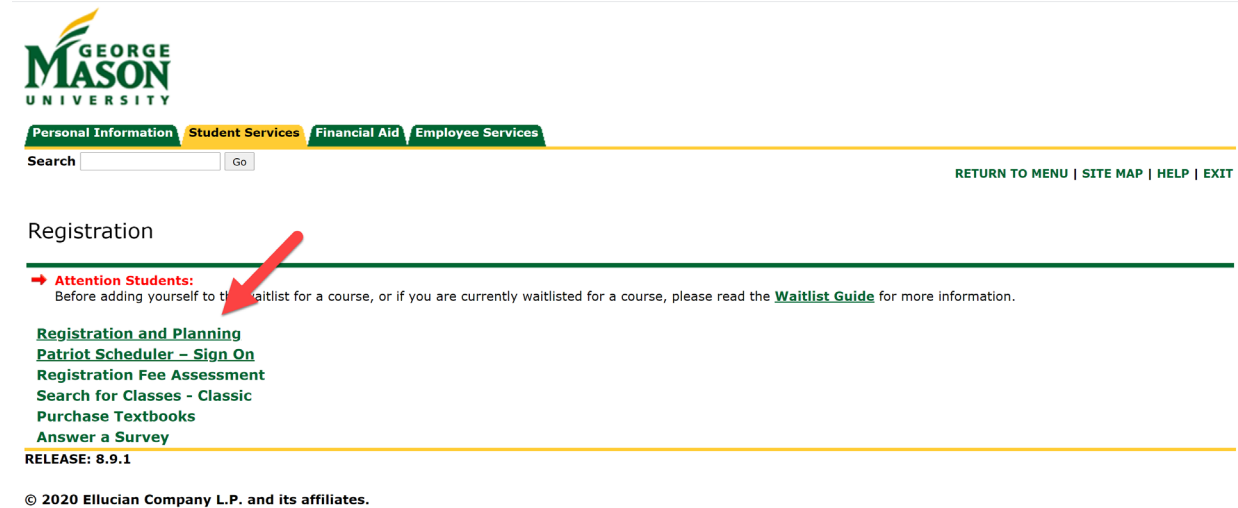
**Student Account**  
View your account summaries; View tax (1098-T) information.

**Student Profile**

RELEASE: 8.9.1

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3. Click “Registration and Planning”.



**GEORGE MASON UNIVERSITY**

Personal Information Student Services Financial Aid Employee Services

Search  Go

[RETURN TO MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

## Registration

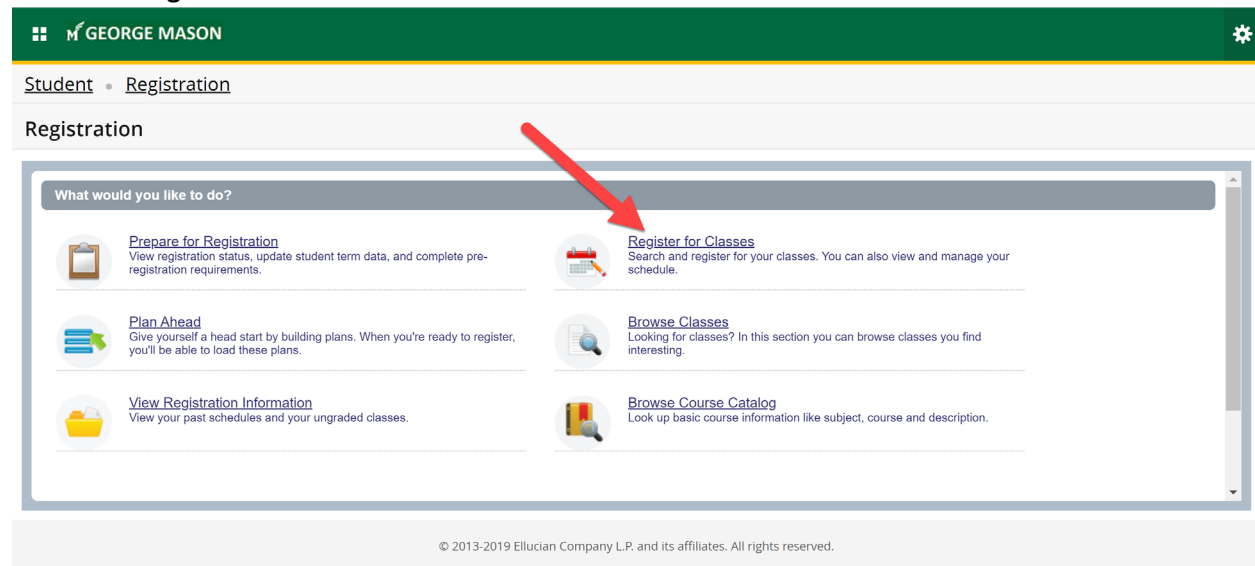
→ **Attention Students:**  
Before adding yourself to the waitlist for a course, or if you are currently waitlisted for a course, please read the [Waitlist Guide](#) for more information.

[Registration and Planning](#)  
[Patriot Scheduler – Sign On](#)  
[Registration Fee Assessment](#)  
[Search for Classes - Classic](#)  
[Purchase Textbooks](#)  
[Answer a Survey](#)

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4. Click “Register for Classes”.



**GEORGE MASON**

Student > Registration

## Registration

What would you like to do?

- [Prepare for Registration](#)  
View registration status, update student term data, and complete pre-registration requirements.
- [Plan Ahead](#)  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- [View Registration Information](#)  
View your past schedules and your ungraded classes.
- [Register for Classes](#)  
Search and register for your classes. You can also view and manage your schedule.
- [Browse Classes](#)  
Looking for classes? In this section you can browse classes you find interesting.
- [Browse Course Catalog](#)  
Look up basic course information like subject, course and description.

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## 5. Click on the drop-down arrow and choose the semester you wish to drop classes for.

[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

How would you like to search? ⓘ

☒ Term ☐ Date Range ⓘ

Terms Open for Registration

Fall 2020

Summer 2020

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## 6. Click on the drop-down arrow next to the class and choose “Web Drop”.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Subject

Course Number

Keyword (With Any Words)

Schedule Schedule Details

Class Schedule for Fall 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Panels

Summary

Title	Details	Hour	CRN	Schedule	Status	Action
Accounting for Deci...	ACCT 303,...	3	75924	Lecture	Registered	None
Business Analytics II	BUS 310, ...	3	72339	Lecture	Registered	Web Drop

Total Hours | Registered: 18 | Billing: 18 | CEU: 0 | Min: 0 | Max: 18

Submit

## 7. Hit “Submit”. (Note: if you don’t hit Submit, your changes will not be saved)

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Subject

Course Number

Keyword (With Any Words)

Schedule Schedule Details

Class Schedule for Fall 2020

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Submit