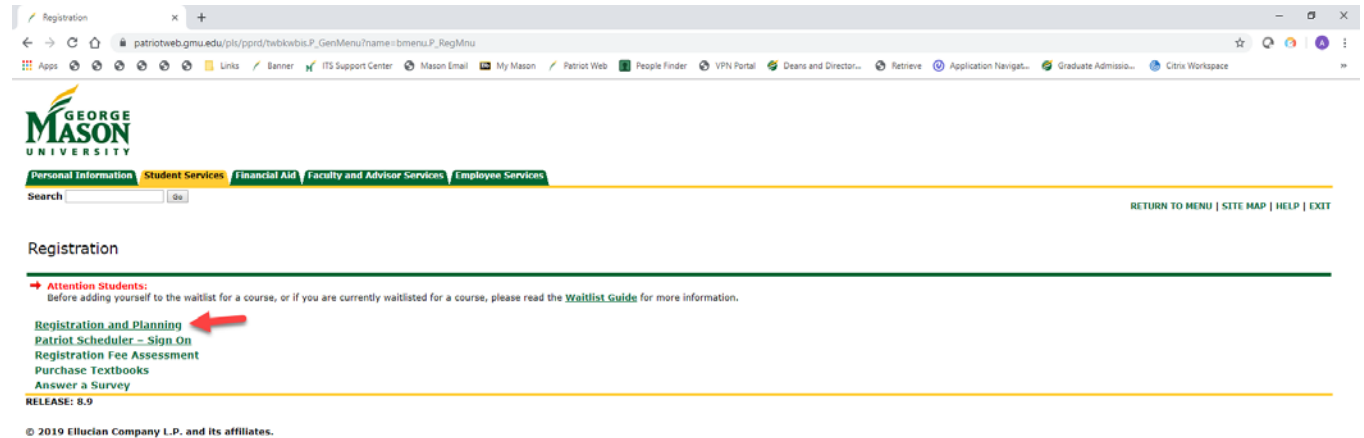


For Spring 2020 registration, students will experience a visual change to PatriotWeb as a result of an upgrade. The below is to help with the new navigation.

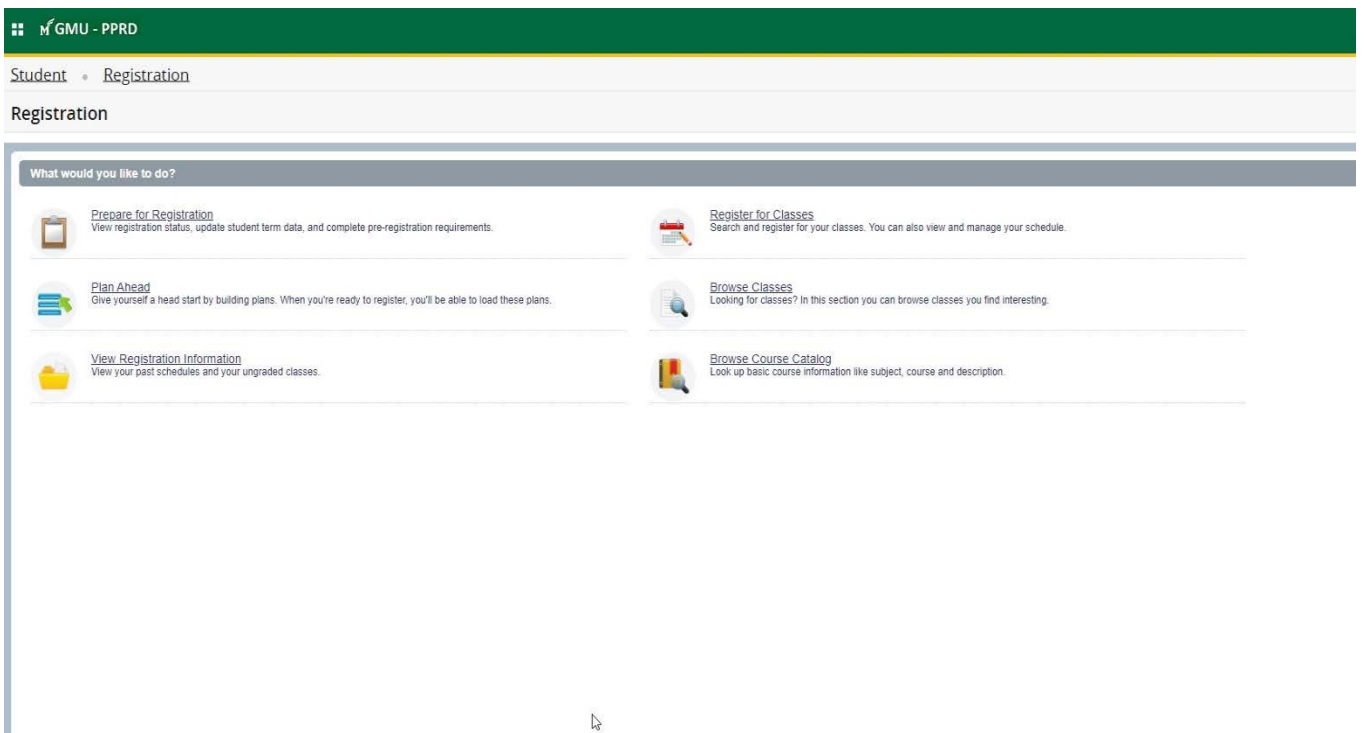
After logging into Patriot Web:

-Select Student Services, then Registration



Select Registration and Planning

You will be redirected to a different window and will see the following screen:



To register, click Register for Classes and see the following screen:

The screenshot shows the 'Register for Classes' interface. At the top, there's a navigation bar with 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below this, the 'Register for Classes' title is followed by tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Find Classes' tab is active. A search criteria form is displayed with the following fields:

- Term:** Spring 2020
- Subject:** A dropdown menu showing 'Biology' and 'Criminology'. A tooltip says 'You can add another'.
- Course Number:** A text input field.
- Keyword:** A list of suggestions including 'Accounting', 'African & African American Studies', 'Anthropology', 'Applied Information Technology', and 'Arabic'.

At the bottom, there's a 'Panels' dropdown and a 'Submit' button.

(Note: You can add multiple subjects at once)

After clicking Search, you will be able to see the classes and their meeting times. If the course has a linked lab and lecture, a View Linked button will appear in the course's row.

The screenshot shows the 'Register for Classes' interface after a search. The 'Find Classes' tab is active, and the search results are displayed in a table. The table has the following columns: Title, Subject Description, Course #, Section #, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, Attributes - Mason Core, and a 'View Linked' button. The search results are for 'Biology' and 'Criminology' in Spring 2020.

Title	Subject Description	Course #	Section #	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attributes - Mason Core	View Linked
Introduction Biology I Lecture	Biology	101	001	4	14963	Spri...		11:30 AM - 12:20 PM Type: Class	Fairfax	140 of 140 seats LINKED	Mason Core (A2) Natural Science with Lab Undergraduate - Lower Division	View Linked Add
Introduction Biology I Lecture	Biology	101	002	4	14964	Spri...		04:30 PM - 07:10 PM Type: Class	Fairfax	166 of 166 seats LINKED	Mason Core (A2) Natural Science with Lab Undergraduate - Lower Division	View Linked Add
Introduction Biology I Lecture	Biology	101	003	4	14965	Spri...		04:30 PM - 05:45 PM Type: Class	Fairfax	118 of 110 seats LINKED	Mason Core (A2) Natural Science with Lab Undergraduate - Lower Division	View Linked Add
Lab for Lectures 001-003/05.1 Laboratory	Biology	101	201	0	14966	Spri...		10:30 AM - 01:15 PM Type: Class	Fairfax	24 of 24 seats LINKED	Mason Core (A2) Natural Science with Lab Undergraduate - Lower Division	View Linked Add
Lab for Lectures 001-003/05.1 Laboratory	Biology	101	202	0	14967	Spri...		01:30 PM - 04:15 PM Type: Class	Fairfax	24 of 24 seats LINKED	Mason Core (A2) Natural Science with Lab Undergraduate - Lower Division	View Linked Add

At the bottom, there's a 'Panels' dropdown and a 'Submit' button.

By clicking on the View Linked button, you will see the lab and lecture that are linked. Once you have clicked View Linked, you will be able to add their class and linked lecture by clicking Add All.

GMU - PPRD

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Linked Sections
Term: Spring 2020 Subject: Biology

Title : Introductory Biology I Schedule Type : Lecture CRN: 14963 Add All

Title	Subject Description	Course Nur	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attributes - Mason Core
Lab for Lectures 001-003/DL1 Laboratory	Biology	103	216	0	15640	Spring ...		S M T W T F S 07:20 PM - 10:00 PM Type: Class Building: Fairfax		24 of 24 seats remain. LINKED	Mason Core (All) Natural Science with Lab Undergraduate - Lower Division
Total Hours : 0											

Title : Introductory Biology I Schedule Type : Lecture CRN: 14963 Add All

Title	Subject Description	Course Nur	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attributes - Mason Core
Lab for Lectures 001-003/DL1 Laboratory	Biology	103	214	0	14979	Spring ...		S M T W T F S 04:30 PM - 07:10 PM Type: Class Building: Fairfax		24 of 24 seats remain. LINKED	Mason Core (All) Natural Science with Lab Undergraduate - Lower Division
Total Hours : 0											

Title : Introductory Biology I Schedule Type : Lecture CRN: 14963 Add All

Title	Subject Description	Course Nur	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attributes - Mason Core
Lab for Lectures 001-003/DL1 Laboratory	Biology	103	205	0	14970	Spring ...		S M T W T F S 04:30 PM - 07:10 PM Type: Class Building: Fairfax		24 of 24 seats remain. LINKED	Mason Core (All) Natural Science with Lab

Submit

Note: By not clicking View Linked next to a course that has a lab and lecture and only clicking the Add button, you will see the following error. You must remove this error first by clicking Submit at the bottom, and then follow the steps below to register for that linked course.

GMU - PPRD

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 266 Classes
Term: Spring 2020 Subject: Biology

Title	Subject Description	Course R	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attributes - Mason Core
Lab for Lectures 001-003/901 Laboratory	Biology	213	205	0	15018	Spr...		S M T W T F S 04:30 PM - 07:10 PM Type: Class Building: Fairfax		24 of 24 seats remain. LINKED	Mason Core (All) Natural Science with Lab Undergraduate - Lower Division
Lab for Lectures 001-003/901 Laboratory	Biology	213	205	0	15019	Spr...		S M T W T F S 07:20 PM - 10:00 PM Type: Class Building: Fairfax		24 of 24 seats remain. LINKED	Mason Core (All) Natural Science with Lab Undergraduate - Lower Division
1 lab for 1 course: BIOL 213/205											

Search Again

BIOL 213 CRN 15018: Linked course required (Lecture)

Schedule

Class Schedule for Spring 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Lab for Lectures 001-003/901	BIOL 213, 205	0	15018	Laboratory	Errors Preventing Registration	Remove
Business of Film and Video	FAMS 250, 001	3	17783	Lecture	Registered	None
Introductory Biology I	BIOL 103, 001	4	14963	Lecture	Registered	None
Lab for Lectures 001-003/DL1	BIOL 103, 216	0	15640	Laboratory	Registered	None
Making Your Impact	UNIV 101, 001	1	20943	Seminar	Registered	None

Total Hours : Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 10

Submit

After you have clicked Add All, the lower part of the screen will then preview what your weekly schedule will look like. The Summary screen will show the credit hours for the class and the Schedule Type. In order to fully register for the lecture and lab, you will need to hit the Submit button. (Note: Students who are not registering for a linked course and only for lecture, also need to hit Submit in order to add the class to their schedule)

GMU - PPRD

Student

Registration

Select a Term

Register for Classes

Register for Classes

Find Classes

Enter CRNs

Plans

Schedule and Options

Linked Sections

Term: Spring 2020

Subject: Biology

Title : Introductory Biology I

Schedule Type : Lecture

CRN: 14963

Add All

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attributes - Mason Core
Lab for Lectures 001-003/DL1 Laboratory	Biology	103	216	0	15640	Spring ...		SIMTWTFS 07:20 PM - 10:00 PM Type: Class Building: Fairfax		24 of 24 seats remain. LINKED	Mason Core (All) Natural Science with Lab Undergraduate - Lower Division

Total Hours : 0

Title : Introductory Biology I

Schedule Type : Lecture

CRN: 14963

Add All

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attributes - Mason Core
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Schedule

Schedule Details

Class Schedule for Spring 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introductory Biology I	BIOL 103, 001	4	14963	Lecture	Pending	**Web Registered**
Lab for Lectures 001-003/DL1	BIOL 103, 216	0	15640	Laboratory	Pending	**Web Registered**
Business of Film and Video	FAVS 250, 001	3	17763	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 10

Submit

Once you are done registering for classes, they can view their upcoming semester's schedule, as well as their past semesters schedule. The student must go back to the main registration screen and then click on View Registration Information option.

GMU - PPRD

Student » Registration » View Registration Information

View Registration Information

Look up a Schedule Active Registrations

Class Schedule

Term: Spring 2020

Title: Fall 2018

Busine: Spring 2019

Info: Summer 2019

Lab for: Fall 2019

Spring 2020

Term	Title	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Date	Status	Message
Spring 2020	001	3	17763	Lecture	Undergraduate Regular	Undergraduate	Full Semester	10/03/2019	Registered	"Web Registered"19...
Spring 2020	001	4	14663	Lecture	Undergraduate Regular	Undergraduate	Full Semester	10/04/2019	Registered	"Web Registered"19...
Spring 2020	215	0	15640	Laboratory	Undergraduate Regular	Undergraduate	Full Semester	10/04/2019	Registered	"Web Registered"19...

Records: 3

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 18

Schedule Schedule Details

Class Schedule for Spring 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3pm							
4pm							
5pm			Business of Film and Video				
6pm							
7pm				Visual for Lecture 001-00305L			

Next to the Term tab, a drop down arrow will be present, which will allow you to view registration information for past and upcoming semester.

(Main registration screen)

Central Authentication Service Banner

admittot.gmu.edu/3001/StudentRegistration/Sub/registration

GMU - PPRD

Student » Registration

Registration

What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- 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.

Type here to search

1:21 PM 9/30/2019

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

The screenshot shows the GMU PPRD registration interface. At the top, a green header bar contains the GMU logo and the text "GMU - PPRD". Below the header, a navigation bar shows the user's path: "Student > Registration > Select a Term > Register for Classes". A blue banner on the right side of the page displays the error message: "FAVS 250 CRN 17763: Waitlist: There are currently 0 student(s) on the waitlist for this course." The main content area is titled "Register for Classes" and includes a section for "Enter Course Reference Numbers (CRNs) to Register". This section has a text input field for the CRN, a button labeled "Add to Summary", and a link labeled "Add Another CRN". Below this, there is a "Schedule" tab and a "Summary" tab. The "Schedule" tab shows a class schedule for Spring 2020, with a table of days (Sunday through Saturday) and times (6am through 10am). The "Summary" tab shows a table of classes with columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. The table lists the class "Business of Film and Video" with details "FAVS 250, 001", 3 hours, CRN 17763, and a status of "Errors Preventing Registration". The "Action" column for this class has a dropdown menu with a "Remove" option. A tooltip at the bottom left of the schedule table says "Open and close bottom panels to display extra registration information." A "Submit" button is located at the bottom right of the page.

If the student wishes to waitlist for that class, they should follow these steps.

The student must click on drop down arrow under Action in the Summary tab. The option to waitlist for the class should appear.

This screenshot is identical to the one above, but with an additional black arrow pointing upwards to the dropdown arrow in the "Action" column of the "Summary" tab. The arrow is positioned directly below the "Remove" option in the dropdown menu, indicating the next step in the process.

After clicking waitlist, the student must click Submit in order to be waitlisted for the class. The picture below shows what it should look like after the student has been waitlisted.

The screenshot displays the GMU-PPRD registration interface. At the top, the navigation bar includes 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. The main heading is 'Register for Classes'. Below this, there are tabs for 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options'. The 'Enter CRNs' tab is active, showing a form to 'Enter Course Reference Numbers (CRNs) to Register' for the term 'Spring 2020'. A text input field for 'CRN' is present, along with a '+ Add Another CRN' link and an 'Add to Summary' button. Below the form, a 'Schedule' panel shows a 'Class Schedule for Spring 2020' with a grid for days of the week and times. A 'Summary' panel on the right lists the class 'Business of Film and Video' with details: FAVS 250.001, 0 hours, CRN 17763, Lecture type, and a status of 'Waitlisted'. A 'Submit' button is located at the bottom right of the interface.

To check if you received an override, select 'Prepare for Registration' on the Registration and Planning menu.

The screenshot shows the GMU-PPRD registration interface with the 'Registration' menu selected. The main heading is 'Registration'. Below this, a section titled 'What would you like to do?' contains several options: 'Prepare for Registration' (highlighted with a red arrow), 'Register for Classes', 'Plan Ahead', 'Browse Classes', 'View Registration Information', and 'Browse Course Catalog'. The 'Prepare for Registration' option is described as 'View registration status, update student term data, and complete pre-registration requirements.'

The override will appear under 'Permit Override'.

GMU - PPRD

Student » Registration » Select a Term » Prepare for Registration

Prepare for Registration

Registration Status

Term: Fall 2019

✓ Your Student Status permits registration.

✓ Your academic status Good Standing permits registration.

ⓘ You have holds which do not prevent registration.

By Pass Late Fee or Canc
Reason: LSM testing
Originator: Registrar's Office 3-2441

By Pass Late Fee or Canc
FERPA Release
Reason: ACA/ADVI/ADM
Originator: Registrar's Office 3-2441

ⓘ Time tickets allow registration at this time. Please register within these times: 04/02/2019 06:00 AM - 11/04/2019 11:59 PM

Permit Override

ⓘ You have received a Permit Override for CRN 71234, CHEM316 (Organic Chemistry Lab II), type: Prereq/Test Score Override

Earned Hours

ⓘ You have Earned Hours for Level: Graduate, Institution Hours: 0, Transfer Hours: 2

ⓘ You have Earned Hours for Level: Law, Institution Hours: 0, Transfer Hours: 12

ⓘ You have Earned Hours for Level: Undergraduate, Institution Hours: 0, Transfer Hours: 96

ⓘ Your class standing for registration purposes is Senior

Primary Curriculum

Level: Undergraduate
College: Humanities & Social Sciences
Degree: Bachelor of Arts
Program: BA Communication
Campus: Mason
Catalog Term: Fall 2018
Admit Term: Fall 2014
Admit Type: Transfer Undergraduate
Major: Communication

Secondary Curriculum

Level: Graduate
College: Education & Human Development
Degree: Graduate Certificate
Program: CERD - Dual License
Campus: Mason
Catalog Term: Fall 2018
Admit Term: Fall 2018
Major: Curriculum and Instruction
Major Concentration: Early Childhood Ed-PK3
Major: Special Education
Major Concentration: Early Childhood Special Ed

Once you have verified that you have an override, you can go back to the registration tab and register for the class they received an override for. Click on the dropdown arrow under Action and Web Register for the class. (Note: the option to web register will not appear if the student does not have an override)

GMU - PPRD

Student » Registration » Select a Term » Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2020

CRN

+ Add Another CRN Add to Summary

Schedule

Class Schedule for Spring 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							

Open and close bottom panels to display extra registration information

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Business of Film and Video	FAVS 250, 001	0	17763	Lecture	Waitlisted	None

Total Hours | Registered: 0 | Billing: 0 | CRN: 0 | Min: 0 | Max: 16

Submit

Once you have registered for the waitlisted class, the following screen shall appear.

MGU - PPRD

Student » Registration » Select a Term » Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2020

CRN

+ Add Another CRN Add to Summary

Schedule Details

Class Schedule for Spring 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Business of Film and Video	FAVS 250.001	3	17753	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CRN: 0 | Min: 0 | Max: 18

Submit

Change variable credits for a course:

Click on 'Register for Classes'

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 Course Catalog**
Look up basic course information like subject, course and description.

GMU - PPRD

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria

Term: Fall 2019

Subject:

Course Number:

Keyword (With Any Words):

Search Clear Advanced Search

Schedule 18 Schedule Details

Class Schedule for Fall 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am				Thrive at Mason			
12pm							

Panels

Summary [Details](#) [Hours](#) [CRN](#) [Schedule Type](#) [Status](#) [Action](#)

Title	Details	Hours	CRN	Schedule Type	Status	Action
Thrive at Mason	UNIV 106, 001	0	77454	Seminar	Registered	None

Total Hours | Registered: 0 | Billing: 0 | Cost: 0 | Min: 0 | Max: 0

Student » **Registration** » **Select a Term** » Register for Classes

Register for Classes

Find Classes Enter CRNs **Schedule and Options**

Summary
Term: Fall 2019


Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Date	Status	Message
Tutoring at Mass	UNIV 106_001	Must be from 0 to 2	77464	Seminar	Undergrad Special (S)	Undergraduate	09/01/2019	Registered	"Registered" 09/01/2019

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12

Records: 1

New features of advanced search when registering for classes:

You can now search for days of week, Mason Core, and credit hour range.

 **GMU - PPRD**

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

Browse Classes

Enter Your Search Criteria
Term: Spring 2020

Subject

Course Number

Keyword (With Any Words)

Open Sections Only☐

Campus

Level

Part Of Term

Instructor

Attributes - Mason Core

Meeting Days

Mason Core (All)

Sunday☐

Monday☐

Tuesday☐

Wednesday☐

Thursday☐

Friday☐

Saturday☐

Start Time

▼

▼

▼

End Time

▼

▼

▼

Credit Hour Range to hours