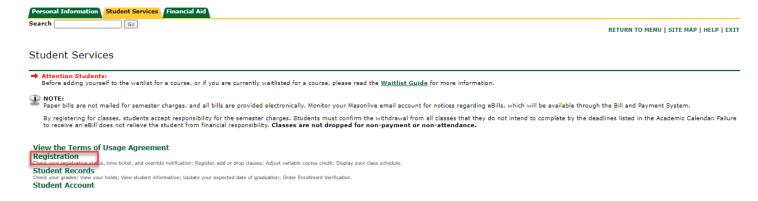
Student Registration Instructions

After logging into Patriot Web,

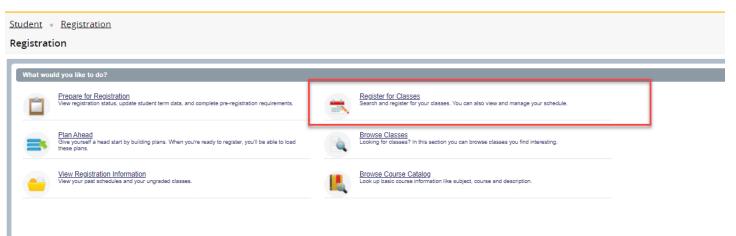
- Click on the "Student Services" Tab.
- Click on "Registration".



Click on "Registration and Planning".

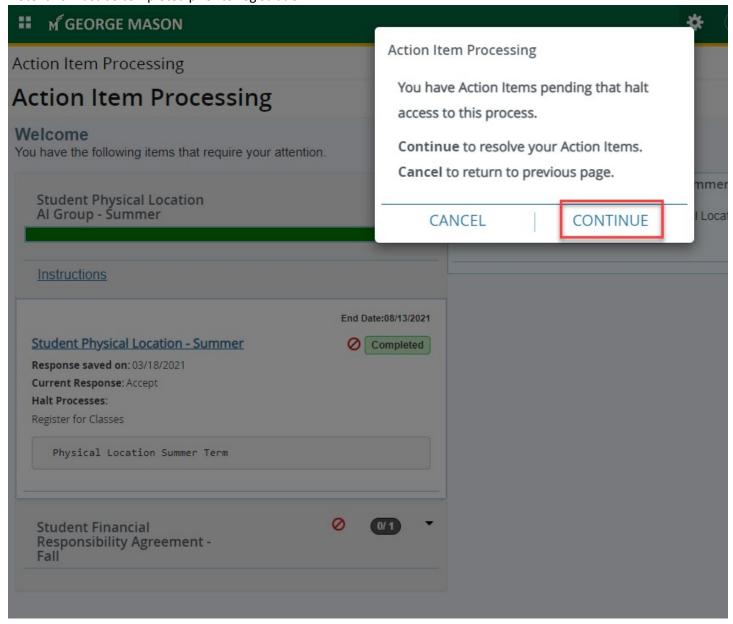


To register, click on "Register for Classes".

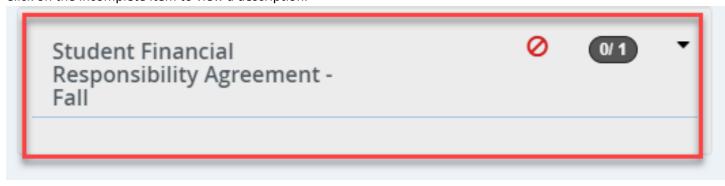


Press **Continue** to resolve any pending action items, if prompted.

Note: this must be completed prior to registration.



Click on the incomplete item to view a description.



Student Financial Responsibility Agreement -Fall

Pending

End Date: 10/02/2021



Register for Classes

Student Financial Responsibility Agreement

Please review the entire agreement. To accept the agreement, scroll to the bottom and click "Accept" and "Save".

DELINQUENT ACCOUNT/COLLECTION

Financial Hold: I understand and agree that if I fail to pay my student account bill or any monies due and owing George Mason University by the scheduled due date, George Mason University will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.

Collection Agency Fees: I understand and accept that if I fail to pay my student account bill or any monies due and owing George Mason University by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, George Mason University may refer my delinquent account to a collection agency or the Office of the Attorney General Division of Debt Collection in accordance with Virginia Code § 2.2-4805. I further understand that if George Mason University refers my student account balance to a third party for collection, a collection fee will be assessed and will be due in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law, but not to exceed 30 percent of the amount outstanding. Finally, I understand that my delinquent account may be reported to one or more of the national credit

bureaus

COMMUNICATION

Method of Communication: I understand and agree that George Mason University uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from George Mason University on a timely basis.

Contact: I authorize George Mason University and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to George Mason University, or to receive general information from George Mason University. I authorize George Mason University and its agents and contractors to use automated

telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me.

Furthermore, I understand that I may withdraw my consent to call my cellular phone by submitting my request in writing to the Account and Loan Management Office or in writing to the applicable contractor or agent contacting me on behalf of George Mason University.

IRS FORM 1098-T

I consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically from George Mason University. I understand that if I do not consent to receive my Form 1098-T electronically, a paper copy will be mailed. I understand that I can withdraw this consent or request a paper copy by following the instructions at http://studentaccounts.gmu.edu.

I have read this agreement and understand it. I have the authority to consent to this agreement, either as the registering student or as an agent thereof. I agree to be bound by the GMU Catalog, including but not limited to, the Tuition & Fees sections in GMU Catalog at https://catalog.gmu.edu/tuition-fees/.

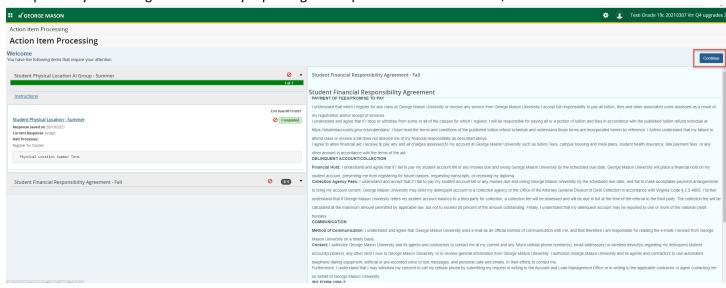
By selecting the Accept button (below), I affix my electronic signature and consent to this agreement and may continue to register, add, or drop classes. Otherwise, select the Return button (located in the top right area of the screen) to exit this agreement.

Accept



_

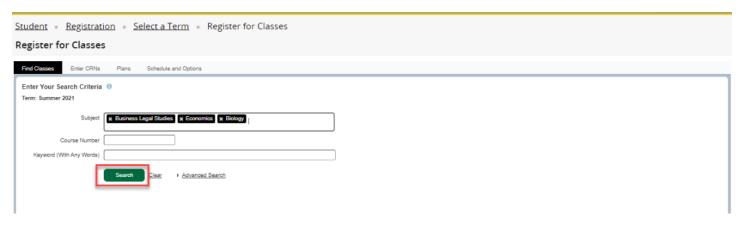
Complete any remaining action items by repeating the steps above. When finished, click "Continue".



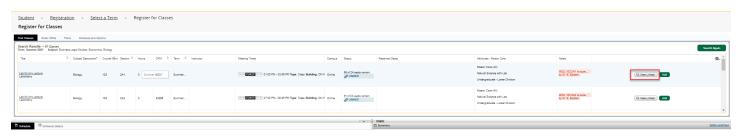
Choose the term you would like to register for from the drop-down list. Click "Continue".



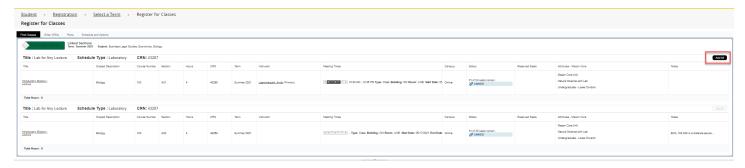
Enter your search criteria. Note: You may add multiple subjects at once.



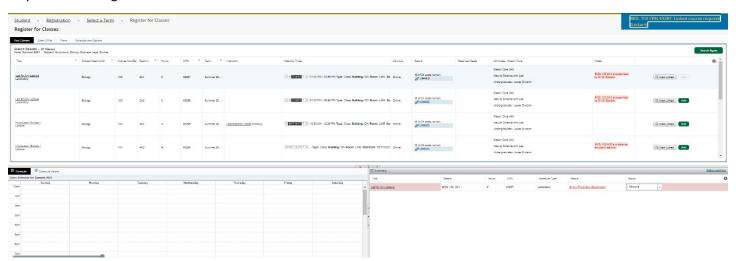
After clicking "Search", you will be able to view the courses and the details. If the course has a linked lab and lecture, a "View Linked" button will appear in the course's row.



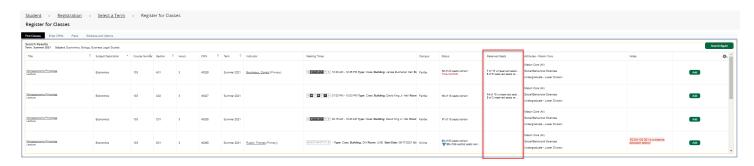
By clicking on the "View Linked" button, you will see the lab and lecture that are linked and will be able to add the linked lecture and lab by clicking "Add All".



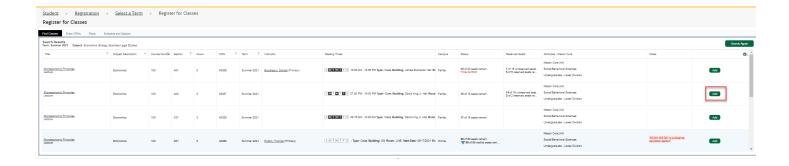
Note: By not clicking "View Linked" next to a course that has a lab and lecture and only clicking the "Add" button, you will see the following error. You must remove this error first by clicking "Submit" at the bottom, and then follow the steps above to register for the linked course.



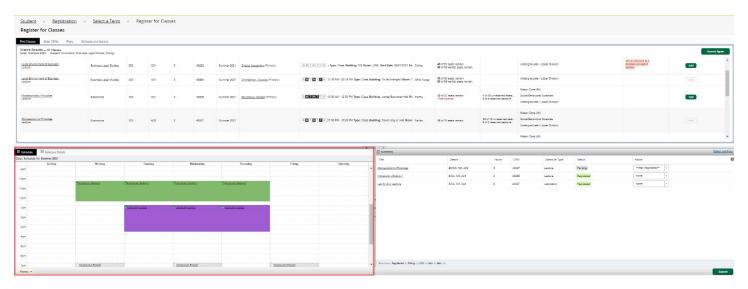
Any course with reserved seats will be indicated in the course's row in the "Reserved Seat" column. Students may register for the reserved seats only if they meet specific criteria. There will be two indicators with count to display the available seats in each group (unreserved, reserved).



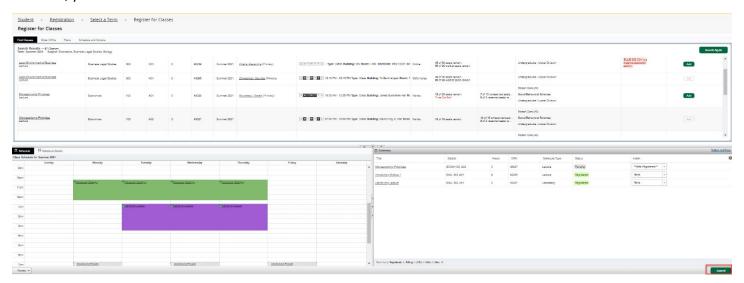
Continue building your schedule by adding courses from your search results by clicking the **Add** button.



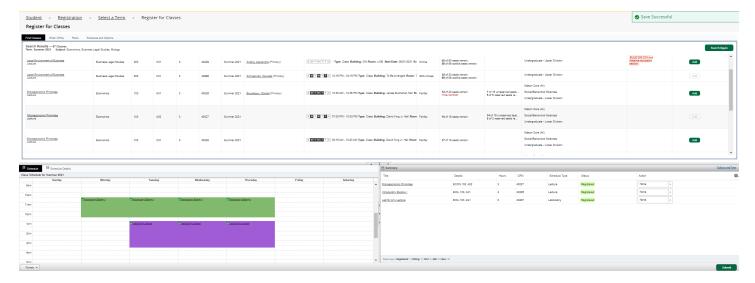
After you have added all courses, the lower left part of the screen, "Schedule", will then preview what your weekly schedule will look like.



The "Summary" section will show the credit hours for each course and the schedule type. In order to finalize your schedule, you must click "Submit" button.



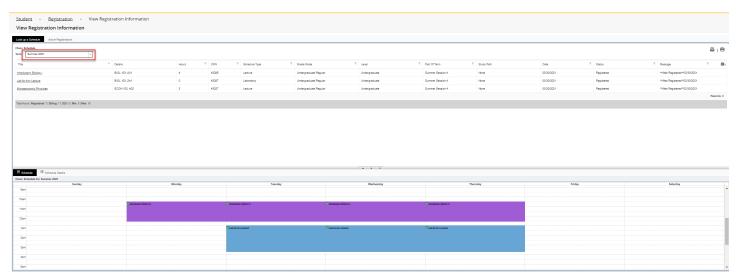
A message will appear to confirm your changes have been saved.



Once you have completed your class registration, you can review your upcoming semester's schedule, as well any previous semester schedules by returning to "View Registration Information".

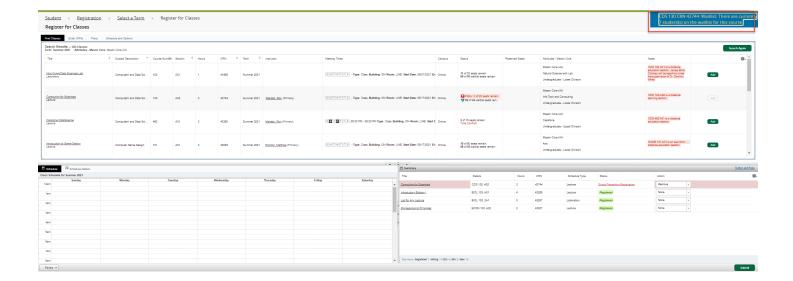


Choose a term from the drop-down list to view registration information.

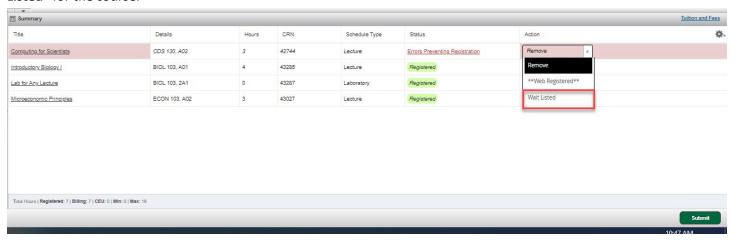


Waitlisting for a Course

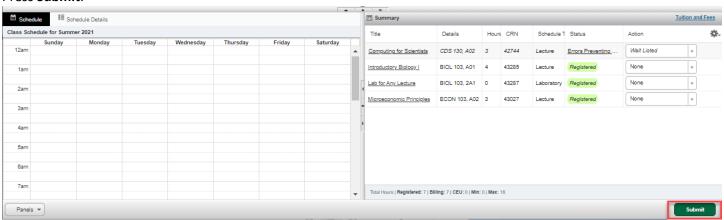
If you attempt to register for course that is filled and has a waitlist, you will see the following error on your screen. Note: Not all Mason courses offer a waitlist. Waitlists are not available for courses with reserved seats.



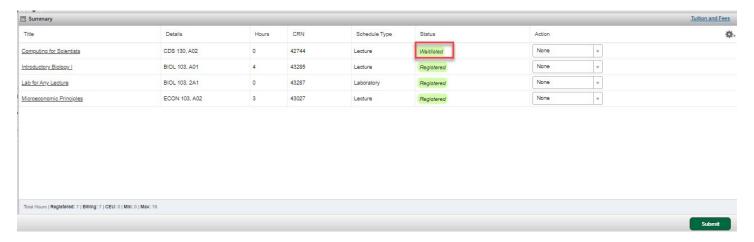
If you would like to waitlist for the class, click on drop-down list under "Action" in the "Summary" tab. Choose "Wait Listed" for the course.



Press Submit.



The course status should now display as "Waitlisted".



Overrides

Waitlist overrides are issued when seats become available. You will be notified via e-mail when a waitlist override has been issued. After receiving a waitlist override, you must move yourself from the waitlist to the class roster. Waitlist overrides remain on your account for 48 hours and will be removed if you do not use them within the 48-hour time period.

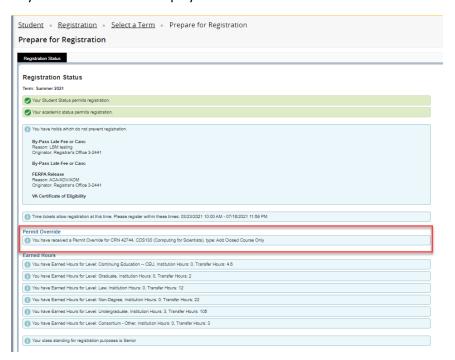
Waitlist overrides can be viewed by clicking "Prepare for Registration" on the "Registration and Planning" menu.



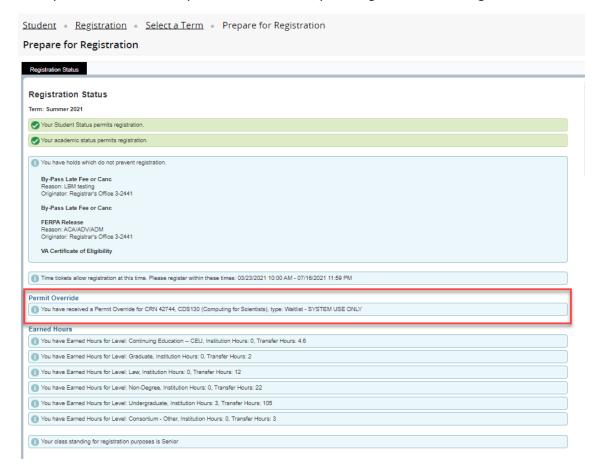
Choose the term you would like view from the drop-down list. Click "Continue".



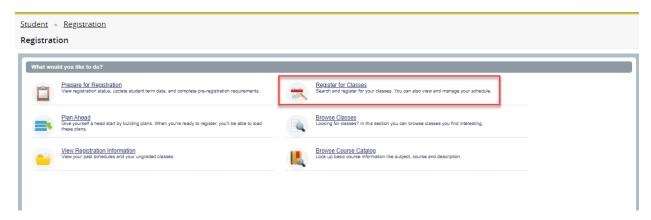
Any override issues will display under "Permit Override".



Once you have verified that you have an override, you can go back to the "Registration" tab.



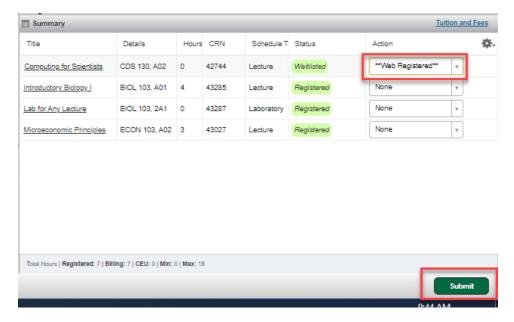
Click "Register for Classes".



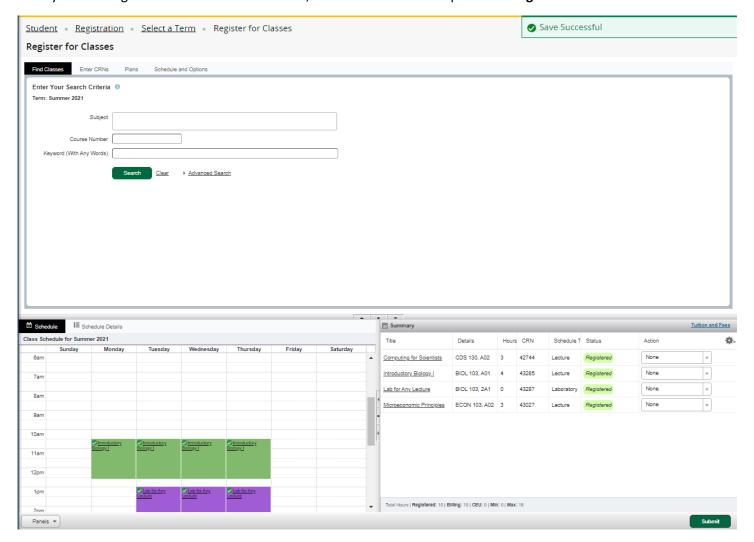
Choose the term you would like view from the drop-down list. Click "Continue".



In the "Summary" section, click on the dropdown arrow under Action change the status from "Waitlisted" to "Web Registered". Note: This status only appears if you have been issued an override. Press "Submit".

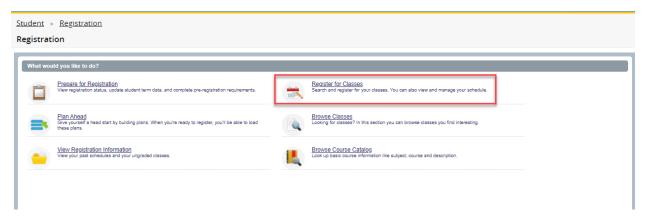


Once you have registered for the waitlisted class, the course status will update to "Registered".



Changing Variable Credit for a Course

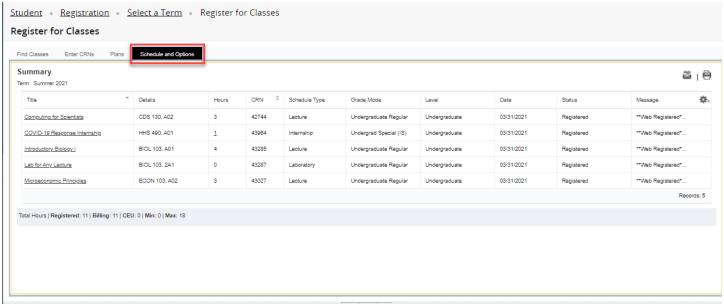
Click on "Register for Classes".



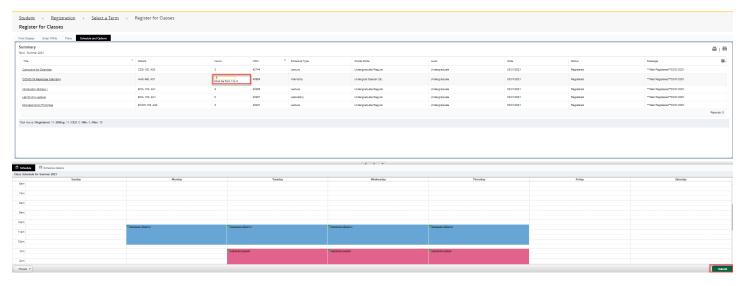
Choose the term you would like view from the drop-down list. Click "Continue".



Click on Schedule and Options.



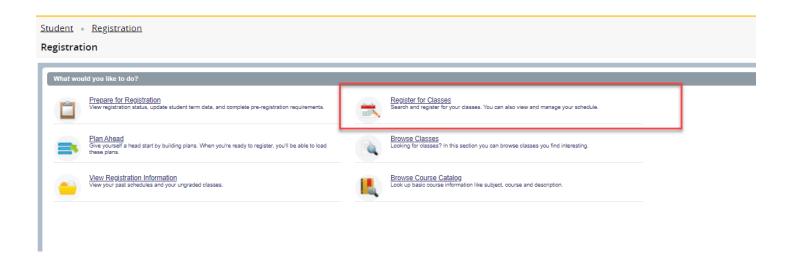
If the course is variable credit, you can click on the credits under the "hours" column, and it will prompt you to enter the amount of credits. You must type in the credit amount within the range displayed. Click "Submit". The credits will be changed.



Advanced Search Options

You can now search by meeting day and time, Mason Core, and credit hour range.

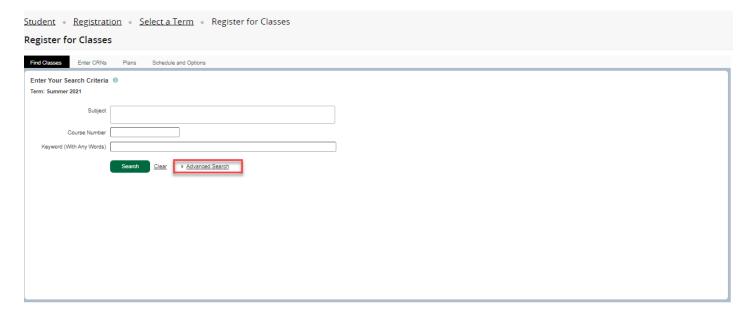
To register, click on "Register for Classes".



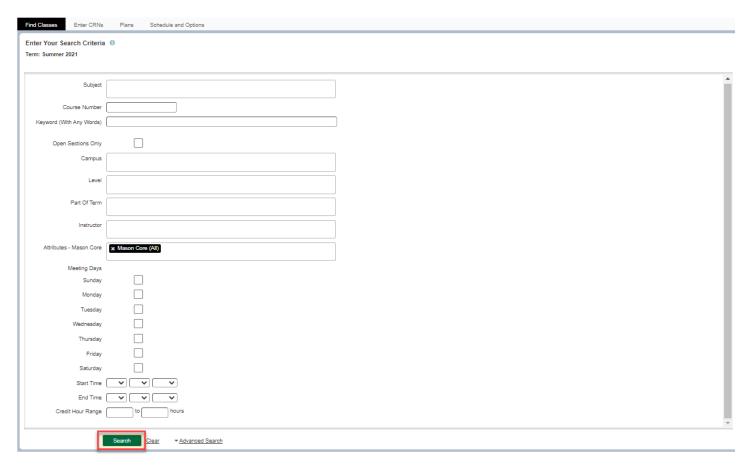
Choose the term you would like to register for from the drop-down list. Click "Continue".



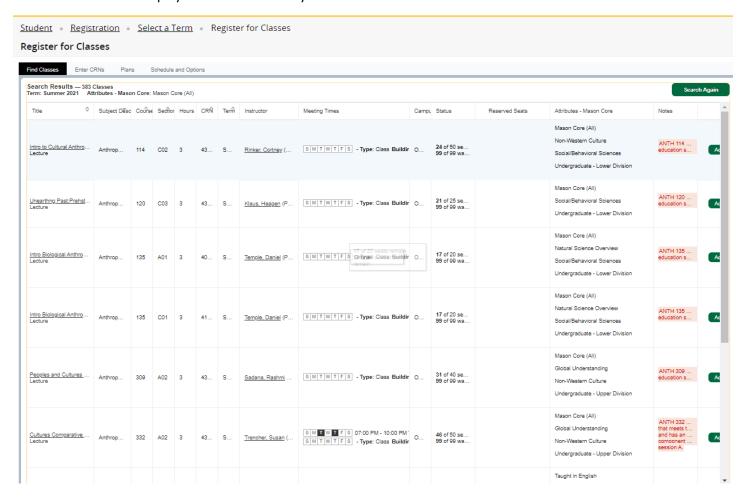
Click "Advanced Search".



Enter the details of your search criteria. Click "Search".



The "Search Results" displayed will be based on your criteria.



For more information on a specific registration topic, please visit https://registrar.gmu.edu/students/registration/.