



For Mason credit complete 3 STEPS

ONE Apply (pages 1-4).

TWO Register the course via Patriotweb (page 5).

THREE Make payment for your course via Patriotweb (pages 6-7).

Instructions for High School Guest Registrants in 3 Steps.

Details for how to apply,
register and make payment.

Application Instructions for High School Guest Registrants



Step One

Application Instructions for High School Guest Registrants

We at George Mason University are excited that you have chosen to apply to this very selective program. Congratulations on taking the first step of a three step process! You will apply, register and make payment with this guide.

These instructions will give you a step-by-step explanation of how to apply for the Mason/Fairfax County Math program. It should be understood that though these are guidelines for applying to the program, they are not intended to tell you what to fill out in each portion of the application. If you have a difficulty on any portion of the application, you may email Keith Wick (kwick2@gmu.edu) or call him at (703) 993-1158 during regular business hours Monday-Friday.

1. Go to <http://admissions.gmu.edu/applynow/> to begin the online application
2. Click the link "Apply for Undergraduate Studies".
3. First time users will click on the "Create Account" button on the right side of the page to register.
4. After your account is created and you have your user name and password, you will be returned to the Welcome page – enter your user name and password under "User Login" to begin the application.

After completing the 4 steps above, you will be logged in to the application. For the most part, these sections are self-explanatory. After you fill in the information for each section, click "SAVE" to identify any errors, then click "SAVE & CONTINUE" to move forward in the application. The computer system will alert you if there are any missing portions of that page. The instructions below will guide you through the different sections.

The first page of the application after logging in will read "Click below to begin creation of your George Mason University application..."

Below the bullets listed "Freshman, Transfer and Non-degree studies" is a link to the "Undergraduate Application". Below the link shows the status of the application in progress. To start the application, click the link.

To begin filling out the different fields of the application, locate the link to "Application/Course of Study" along the left side of the page under the header "Basic Admissions Application."

Basic Admissions Application

Application/Course of Study

1. Application Plan

Describe your level of education
What term are you applying for?

[select: *I am currently enrolled in high school*]
[select: *Fall 2011*]

2. Degree Objective

Are you applying for a bachelor's degree or a post-baccalaureate certificate program? *

[select: *No(non-degree seeking)*]

3. Course of Study

Major

[select: *Undergraduate Courses within College of Science*]

4. Tuition Classification

Will you apply for Virginia in-state tuition rates?

[If yes, VA In State Tuition form must be completed.]

Personal Information

Complete all applicable information in each section.

[Click **SAVE** to identify any errors. Click **SAVE & CONTINUE** to move forward.]

High School

Complete all applicable information in each section.

[Click **SAVE** to identify any errors. Click **SAVE & CONTINUE** to move forward.]

College

Leave this entire page blank unless you have credit from another college.

[Click **SAVE & CONTINUE** to move forward.]

Expanded Admissions Application

Personal Details

1. Student Plan

What status are you applying for? (Full Time is 12+ credits per semester)

***[select: *Non-Degree*]**

2. Admissions History

Complete all applicable information in each section.

[Click SAVE to indentify any errors. Click SAVE & CONTINUE to move forward.]

Additional High School Details

If you attended a high school prior to the one that you will be graduating from, please complete this section of the application.

[If NONE, click SAVE & CONTINUE to move forward.]

Activities and Awards

[You do not need to complete this section for this application.]

Freshman Supplementary Information

[You do not need to complete this section for this application.]

Credit by Exam

[You do not need to complete this section for this application.]

Non-Degree Supplementary Information

1. Please indicate the course(s) you have an interest in taking at George Mason University:

[enter the correct COURSE NAME]

2. Are you currently a high school junior or senior who wishes to dual enroll in lower-level Mason course work?

[select: YES]

3. Are you participating in the Fairfax County HS Math program?

[select: YES]

4. Are you currently attending another college or university and wish to enroll at Mason temporarily as a visiting or summer student?

[select: NO]

5. Are you applying to the ROTC Military Science Program?

[select: NO]

6. I understand that if I am a non-degree student a maximum of 18 hours may be applied toward a future bachelor's degree program at Mason?

[select: YES]

Transfer Supplementary Information

[You do not need to complete this section for this application.]

International Information

[You do not need to complete this section for this application, unless applicable.]

Military Information

[You do not need to complete this section for this application, unless applicable.]

Fee Waiver

Certain applicants may qualify for an application fee waiver. Please note that if you do not qualify for the selected waiver or if you do not submit proof of qualification, your application will remain incomplete until payment is received.

You must complete the Certification and both sections of the Virginia In-State Tuition Application.

After all sections have been completed, click on “Check Your Application”. If your application status is ready for submission, follow the steps to completion and payment options. You will be prompted to fill in payment information. **Keep in mind the application fee is nonrefundable**

Once you have submitted the application, you will need to submit an official high school transcript. Please ask your Guidance Counselor to send your transcript to:

George Mason University
Non-Degree Admissions
4400 University Drive, MS 3A4
Fairfax, VA 22030

A faxed copy of the transcript will also suffice if sent directly from your high school guidance counselor. The fax should be sent to 703-993-4622 to the attention of Keith Wick.

Once all documents have been received, the Office of Admissions will issue a decision on your application which you will receive via postal mail. The letter will contain your Mason student identification number (your “G” number) and some basic registration instructions.

As a final reminder, being accepted to take this one course does not imply or have impact upon any future application to courses or programs at Mason. This program is part of a special agreement with Fairfax County Public Schools.

Good luck in all of your academic endeavors!

Registration Instructions for High School Guest Registrants

Patriot web

A Self Service Web Site for Students, Faculty, and Staff



STEP TWO

1. Using Internet Explorer open the Password Management (Patriot Pass) site: <http://password.gmu.edu>.

2. Select option 1 to activate your account.

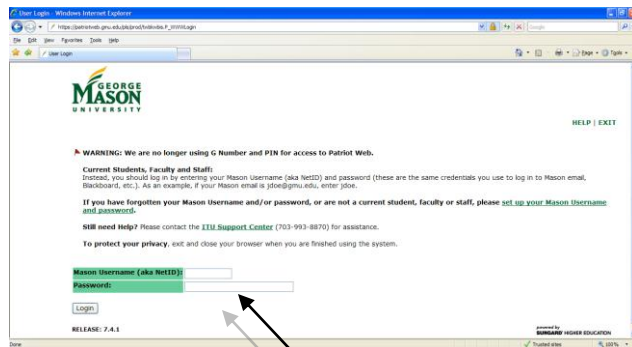
3. Enter your G Number and 6 digit PIN (MMDDYY).

4. You will be given a Username. Write it down.

5. Answer 4 security questions.

6. Create your password.

7. Using Internet Explorer (version 5 or higher) as your web browser, open the Patriotweb Self Service site: <https://patriotweb.gmu.edu>.



Enter your username and the password you created using Patriot Pass

8. Under *Restricted Access Areas*, select the link for Log in to Patriotweb Self-Service.

9. Enter your Username and Password you created via Patriot Pass.

10. From the Main Menu, select the Student Services and Financial Aid menu.

11. From the Student Services and Financial Aid menu, select the Registration menu.

12. From the Registration menu, select Register, Add or Drop Classes to process your initial registration or to make changes (add/drop) to an existing schedule.

13. Select the term you wish to register for, and then select the **Submit** button.

NOTE: If you have holds which prevent registration, you must get them cleared before proceeding.

14. In the *Add Classes Worksheet*, enter the Course Reference Number (CRN) of the course section.

NOTE: Your CRN will be provided to you at registration time which is your first week of class.

Add Classes Worksheet

Enter the Course Reference Number (CRN) which you will receive at registration time here

CRNs									
78313									
<div>Submit Changes Class Search Reset</div>									

15. Select the **Submit Changes** button below the table to process your registration.

16. Click the View Your Schedule link at the bottom of the page to view your schedule.

To request **TRANSCRIPTS** please visit <http://registrar.gmu.edu/students/transcripts/index.html>

Payment Instructions for High School Guest Registrants



STEP THREE

Once you have successfully registered for your course, please follow the instructions below to process your payment. If you log out without making a payment, use the steps from the previous page to log back into Patriotweb. The Fall tuition cost for the Mason/Fairfax County Math program is \$409.50 per class.

1. Click on Student Services tab at the top of the page.
2. Click on Student Account link.
3. Select Account Detail for Term
 - a. If prompted for term, select appropriate term and click Submit.
4. View Charges for the term selected; scroll to the bottom of the page and click on the Bill and Payment System (this will send you directly to the site in order to make your payment).
5. Log in to the Bill and Payment System using your Mason Username (University ID) and Password:

Welcome to George Mason University Bill and Payment System. This system allows students and their families to view bills, make payments and manage their student account.

Students and staff may log in using their Mason Username and Password (same as Mason email). Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to saccount@gmu.edu

System Availability Note: Our system is **unavailable** *daily* from 10:30 PM to 1:00 AM and *Sundays* from 7:00 AM to 11:15 AM (U.S. Eastern Time Zone) for maintenance.

Students and Staff

University ID:

Password:

Login Now

Student Account Suite Features

Student Account Center

- Check your balance
- Make a payment towards your balance
- View your payment history
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments

6. Click the "Payments" tab at the top of the page.
7. Click the "Pay" tab located on the right side of the page.
8. Select the type of payment method and follow the prompts to make the payment.

To pay by check, please include the student's G# on the check and send to:

George Mason University
Cash Office
MS 2E1
4400 University Dr.
Fairfax, VA 22030-4444

The G# can be found on the Account Detail for Term page in Patriotweb.

If you have any problems accessing the site or have questions about making the payment, please contact the Student Accounts Office at 703-993-2484 for assistance. Additional financial and payment information is also available on the Student Accounts Office website: <http://studentaccounts.gmu.edu/>

Important Registration Deadlines and Information Regarding Tuition Liability for High School Guest Registrants



Payment Schedule

Dates of Registration	Payment Due*
May 1 through August 28, 2011	August 29, 2011
August 29 through October 24, 2011	Fifth business day
October 25, 2011	Approved adds after deadline will incur fees up to \$125

*by 4:30 PM at Cash Office (10:30 PM on [Bill and Payment System](#) -- see [Step Three above](#)) or student will be subject to a late payment fee of up to \$125

Dates the course meets	Last Day to Add/Drop (no tuition liability)	Last Day to Drop (with 33% liability)	Final Drop Deadline/ Last day to Drop (with 67% liability)
9/9/2011 through 02/1/2012	10/24/2011	10/27/2011	10/31/2011

By registering for classes, students accept responsibility for the semester charges. **Students are responsible for dropping all classes** they do not plan to complete, **via the Patriotweb System** (see Step Two, Number Twelve), by the dates listed above. **Classes are not dropped for nonpayment.**

Honor Code: Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.

I have read the Honor Code and understand my Financial and Academic Responsibilities.

Student Name (Print):

Student's Signature:

Date:

Parent Name (Print):

Parent's Signature:

Date:

****Submit this signed sheet to your Math Instructor****