New Global Affairs Graduate Student Checklist

Congratulations on your admission to the Global Affairs MA program!

We look forward to welcoming you to our incoming class and working with you throughout your tenure as a Global Affairs graduate student. Prior to attending the MA Orientation, we encourage you to begin establishing yourself as a graduate student at Mason. The items below are important to complete before the semester starts. Please feel free to send any and all questions to the Global Affairs Graduate Coordinator, at globalma@gmu.edu.

Before Orientation:

- Confirm your attendance by replying to the emailed offer of admission from the College of Humanities and Social Sciences Graduate Admissions Office, chssgrad@gmu.edu and contact Erin McSherry, Global Affairs graduate coordinator, at globalma@gmu.edu to discuss courses.

- Set up your Patriot Pass, the password that will give you access to your email, Patriot Web, myMason, Library databases, etc. http://tsd.gmu.edu/services/strongpassword/

- Register! Sign up for classes in Patriot Web. Step-by-step instructions for registering can be found on page two. Contact globalma@gmu.edu if you have questions.

- Activate your MasonLive email account. All confirmed students will be added to the Global Affairs MA listserv and we'll be communicating with you right up to the start of the semester. http://masonlive2.gmu.edu/instructions.cfm

- Become familiar with the myMason portal and Blackboard. https://mymasonportal.gmu.edu/

- Get your Mason photo ID (http://masonid.gmu.edu/) and explore the parking (http://parking.gmu.edu) and transportation (http://shuttle.gmu.edu/) options.

- Submit your required Immunization Record. http://shs.gmu.edu/immunizations/

- Explore housing options through Graduate Student Housing (http://housing.gmu.edu/myhousing/apply/graduate.cfm) and Off-Campus Housing (http://och.gmu.edu/)

- Pay your tuition and fees by the first day of class. http://studentaccounts.gmu.edu/

Orientation for all incoming MA students will be held on the first evening of GLOA 600, Global Competencies. The exact date and location will be emailed to your MasonLive account.
After you have set up your Patriot Pass, log in to your Patriot Web account to begin registering:

- Visit: [https://patriotweb.gmu.edu/](https://patriotweb.gmu.edu/)
- Select Student Services
- Select Registration
- Select Register, Add or Drop Classes
- Select the term and click Submit
- Select the Class Search box
- Select a course search option
  - Course Search: allows you to select one subject/discipline and search all available courses for that subject/discipline for the term you selected
  - Advanced Search: allows you to select the subject/discipline, course number, campus, course level, and instructor (at minimum you must select the subject)
- Select View Sections to see available courses and their day, time, capacity, instructor, etc.
  - An open box in the “Select” column typically indicates that seats are available. There may be an active waitlist. A “C” in that column indicates that the section is full.
  - The “WL” column will indicate if the section is offering a waitlist and it will indicate how many students are waitlisted for that section.
- Click an open box then select Register
- Patriot Web will display your Current Schedule and the “Status” field will either confirm registration or display error messages. For information on error messages, visit: [http://registrar.gmu.edu/topics/common-registration-error-messages/](http://registrar.gmu.edu/topics/common-registration-error-messages/).
- Repeat steps for each course you will add
- To drop a class, select Web Drop from the Action Menu on the Current Schedule screen and then click Submit Changes

Registration Reminders:

- The last day to add a full semester course is also the last day to drop a full semester course with no tuition penalty.
- Visit the Registrar’s website for all semester dates and deadlines: [http://registrar.gmu.edu/calendars/](http://registrar.gmu.edu/calendars/).
- Tuition payment is typically due by the first day of classes.
- Payment for registrations done after classes begin is due by the 5th business day.
- A late payment fee will apply to payments not made by the payment deadline. Visit [http://studentaccounts.gmu.edu/](http://studentaccounts.gmu.edu/) for complete financial policies.