



New MEIS Graduate Student Checklist

Congratulations on your admission to the Middle East and Islamic Studies MA Program!

We look forward to welcoming you to our incoming class and working with you throughout your tenure as a MEIS graduate student. 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 MEIS Graduate Coordinator at meis@gmu.edu.

Before the Semester Starts:

- Confirm your attendance by accessing your decision letter on your Self-Service Center, <https://masongrad.hobsonsradius.com/ssc/zx671mkk0x6G0x670wA71.ssc>, and submitting the enrollment survey to the Office of Graduate Admissions. Once your intent to enroll has been processed by the Office of Graduate Admissions, you will be able to register in Patriot Web. Please contact Stephanie Lister, MEIS Graduate Coordinator at meis@gmu.edu to discuss courses.
- Set up your Patriot Pass, the password that will give you access to your e-mail, 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 meis@gmu.edu if you have questions.
- Activate your MasonLive e-mail account. <http://masonlive2.gmu.edu/instructions.cfm>
- Become familiar with the myMason portal and Blackboard. <https://mymasonportal.gmu.edu/>
- Obtain 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/>



Registration Guide

After you have set up your Patriot Pass, log in to your Patriot Web account to begin registering:

- 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 course)
- 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/>.
- 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/>
- 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/> for complete financial policies.