SPRING 2014 SEMESTER INFORMATION
Classes begin Monday, January 6, 2014

REGISTRATION TIME TICKETS
LD3/LE4 – November 15 – 9am
LE3 – November 18 – 9am
LD2/LE2 – November 20 – 9am
LLM1/LLM2 – November 15 – 9am
LD1/LE1 – November 21 – 9am
Veterans & Active Duty Military-Nov 15 – 9am

TUITION PAYMENT DEADLINE
Tuition must be paid in full by January 6, 2014 to avoid a late fee. (This policy also applies to students paying with financial aid.) If your account becomes delinquent, collection activities will be initiated.

If you add credit hours during the period January 6-14, tuition for those hours is due within five business days of the day the hours are added. You will not receive a bill for these hours.

ANY PAYMENT MADE OR RECEIVED AFTER A DUE DATE IS SUBJECT TO A LATE FEE OF UP TO $125.

CURRENT TUITION RATES
Full-Time: In-State: $12,575.50/semester
Out-of-State: $20,268.50/semester
Part-Time: In-State: $898.25/cr hr
Out-of-State: $1,447.75/cr hr

Plus a University Education Resource Fee:
7 credits or more = $100;
Less than 7 credits = $60

PAYMENT METHODS

Where:

Arlington Campus: Check payments can be dropped off at the Law Records Office on January 6 for delivery to the Cashiers office. Office hours on January 6 will be 8:30am- 6:00 p.m.

Fairfax Campus: Cashier's Office or drop box, Room 104, Student Union I.

By Mail: Send payment to the Cashier's Office, MSN 2E1, 4400 University Drive, Fairfax, Virginia 22030. You should indicate on your payment that you are a law student and also note your student ID number. Mailed payments must be received in the Cashier's Office by January 6, 2014. Postmarks are not considered.

How:

Cash: Accepted only at the Fairfax Campus Cashier's window.

Check: Electronic check payment can be made using the Bill and Payment System which can be accessed through PatriotWeb. Paper checks should be made payable to GMU. Student ID# and daytime phone must be written on the front of the check. Third-party checks are not accepted.

Credit Card: GMU has contracted with a 3rd party vendor, TouchNet, who will accept American Express, MasterCard and Discover online through the Bill and Payment System which can be accessed through PatriotWeb. A 2.75 percent convenience fee will be assessed by TouchNet for such credit card payments. VISA card is not currently participating in this program.

Deferred Payment Plan: A semester payment plan is available for students who need to budget a minimum of six credit hours. The payment plan can be set up using the Bill and Payment System, which can be accessed via PatriotWeb. At the time the contract is initiated, you must pay one-half of the contract amount plus a $25 non-refundable fee. Balance due date information will be displayed on your Touchnet account.

Alternative Payment Methods: Students paying by student loans, employer arrangements or any other alternative method are reminded that they will be subject to late payment penalties and fines if full payment is not made by the first day of the semester.

TUITION REFUND/LIABILITY POLICY
Courses dropped on or before:

<table>
<thead>
<tr>
<th>Date</th>
<th>Refund</th>
<th>Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 14</td>
<td>100%</td>
<td>0%</td>
</tr>
<tr>
<td>Jan 21</td>
<td>67%</td>
<td>33%</td>
</tr>
<tr>
<td>Jan 28</td>
<td>33%</td>
<td>67%</td>
</tr>
<tr>
<td>After Jan 28</td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

SCHEDULE ADJUSTMENTS

The schedule adjustment period is January 6-14. Please note:

January 14 - Last day to add a class. Last day to drop a class with no tuition liability. Last day to use PatriotWeb for registration purposes.

January 21 - Last day to DROP a class (through the Law Records Office) without academic approval (33% tuition liability).

January 28 - Last day to DROP a class with academic approval (67% tuition liability). After January 28, any credit hours dropped will result in 100% tuition liability.

Students are strongly encouraged to make their schedule
adjustments during the first week of classes when no tuition liabilities are incurred for dropped courses. If you add hours during the schedule adjustment period, the tuition for those hours is due within 5 days from the day the hours are added. **ANY PAYMENT MADE OR RECEIVED AFTER A DUE DATE IS SUBJECT TO A LATE FEE OF UP TO $125.**

The Law Records Office is open from 8:30am-6:00pm.

ALL STUDENTS ARE REMINDED THAT MERELY NEVER ATTENDING OR CEASING ATTENDANCE IN A COURSE FOR WHICH THEY HAVE BEEN REGISTERED DOES NOT CONSTITUTE WITHDRAWAL. IF YOU NEVER ATTEND OR STOP ATTENDING AND DO NOT PROVIDE WRITTEN NOTIFICATION YOU WILL BE HELD LIABLE FOR THE COURSE TUITION, AND YOU WILL RECEIVE A GRADE OF "F" FOR THE COURSE.

**MISCELLANEOUS REMINDERS**

**May & July 2014 GRADUATES**

Please refer to your graduation summary sheet when planning your final academic year. The Law Records office can provide you with another copy if you need one.

**PHONE NUMBERS TO KNOW**

All numbers begin with the 993 prefix.

- Bookstore 8170
- Campus Police 8070
- Career Services 8020
- Cashier 2484
- Cashier Fax # 2492
- Counseling Center 2380
- Financial Aid 2353
- Information Services 8993
- Library (Law School) 8120
- Parking Services 8146
- Records Office 8015
- Student Health (Fairfax) 2831
- Student Health (Arlington) 4863

**WAITLIST OPTIONS**

Some courses, especially seminars, have limited enrollments. When attempting to enroll in these courses after they have reached their limit, you will see a message that the class is full. If a waitlist option exists, you will see a message that a waitlist exists. You must take action to ADD your name to the waitlist by clicking the SAVE CHANGES button. When an opening occurs in the class, you will be issued an override that will allow you to register for the class. An override has a time limit of 3 days from the date/time of issue, so you should check your PatriotWeb account and your GMU email account each day.

When the time limit has expired on your opportunity, an override will be issued to the next person on the list and your name will be dropped off the waitlist. If you are still interested in adding the class, you will have to re-add you name to the waitlist. Whenever you are no longer interested in the course, you should remove your name from the waitlist.