

HEAV – SCHAR DUAL ENROLLMENT

This guide is a step-by-step process for students to be able to enroll in courses for Mason credit.

STEP 1: Applying to Mason:

1. Go to <https://georgemasonuniversity.force.com/> to begin the online application
2. Click Sign Up
3. Sign Up with First Name, Last Name, and Email Address
4. An email will be sent to the address used in step 3
5. Click on the link provided and you will be able to create a unique password
6. Click on Start New Application

After completing the steps above, you will be logged in to the application. Complete the information required for each section and then click “SAVE” to identify any errors or “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.

New Application:

Which campus are you applying to? *1 – George Mason University (includes all Virginia programs and locations)*

What type of student are you? *Non-Degree Undergraduate*

What is your citizenship type? *All Citizenship Types*

Term – *Fall 2021*

Click on Start Application

Continue filling out the questions with the guidelines below.

Please indicate the course(s) you have an interest in taking at George Mason University (Provide the Mason course prefix and course number for each course - Example: BIOL 103): *TYPE – HEAV GOV 103*

Do you intend to apply to Mason as a degree-seeking student in the future?

Are you currently enrolled in High School? *YES*

Please indicate which local partnership program you are participating in – *HIGH SCHOOL GUEST MATRICULANT/DUAL ENROLLMENT*

Please select your academic major – *HIGH SCHOOL GUEST MATRICULANT/DUAL ENROLLMENT*

Do you consider yourself to be a Virginia resident for tuition purposes? *Mark yes or no depending on your status. **Please note that your residency DOES NOT impact your participation in this program.*

HIT SAVE AND CONTINUE

Fill in your Personal Information - You MUST fill in every question with a red dot.

**Your immigration status will have no effect on your participation in this program.

HIT SAVE AND CONTINUE

Fill in your Biographic and Other Information - You MUST fill in every question with a red dot.

HIT SAVE AND CONTINUE

Fill in your High School Information - You MUST fill in every question with a red dot. You may type Home Schooled under High School.

**Skip questions under "If Currently Enrolled Please:"

HIT SAVE AND CONTINUE

Fill in In-State Tuition: Section A - You MUST fill in every question with a red dot.

**Even if you do not end up qualifying for in-state tuition, you will still be able to participate in this program. You need to fill out this form for George Mason University's reporting purposes.

Please note the following questions:

How long have you lived in Virginia?

Years

**If you have lived in Virginia for less than 2 years, you will need to provide your previous address. You only need to provide one previous address.

Do your parents, legal guardian, or spouse provide over half of your financial support or claim you as a tax dependent? *YES*

TYPE YOUR NAME TO SIGN

HIT SAVE AND CONTINUE

Fill in In-State Tuition: Section B -- You MUST fill in every question with a red dot

**Your parent/guardian citizenship will not affect your participation in this program.

Will you have claimed the applicant as a dependent for federal and Virginia income tax purposes prior to the term in which the applicant will enroll? – *Yes*

Will you have provided over half the applicant's financial support? – *Yes*

Are you or your spouse presently in the military? – *Yes or No (Depending on parent)*

I certify – *Yes*

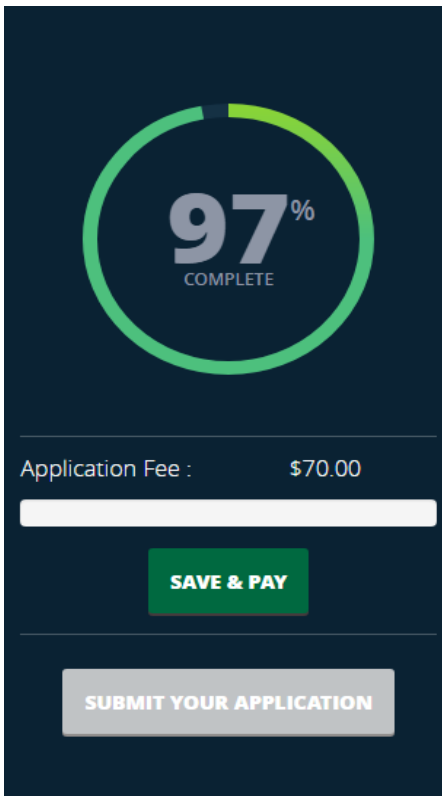
TYPE THE NAME OF THE PARENT LISTED ABOVE TO SIGN

Fill in Honor Code and Certification Questions - You MUST fill in every question with a red dot

TYPE YOUR NAME TO SIGN

HIT SAVE AND REVIEW APPLICATION

MAKE SURE THE BLACK COLUMN ON THE RIGHT LOOKS LIKE THIS:

A dark blue mobile application interface. At the top, a green circular progress indicator shows '97%' with 'COMPLETE' written below it. Below this, the text 'Application Fee : \$70.00' is displayed next to a white horizontal bar. Underneath the bar is a green button with white text that says 'SAVE & PAY'. At the bottom of the screen is a grey button with white text that says 'SUBMIT YOUR APPLICATION'.

CLICK ON SAVE & PAY
You must pay with a credit card

CLICK ON CONTINUE

Click on “I verify all is true and correct”

Click on VERIFY AND SUBMIT

STEP 2: Paying for your Credits:

- Visit the Mason Marketplace to submit payment for your credits. Click On the Following Link: [HEAV GOV 103](#).
- Please note that separate payments must be made for each student.

STEP 3: Transcript Submission:

- An official transcript must be submitted to complete the application process. An official transcript is one submitted by the parent/guardian or from a full official program/curriculum entity. Transcripts provided by HEAV are also accepted. Transcripts may be sent to the Office of Admissions Document Center at ugtrans@gmu.edu or Rachel Cleaver at rleave2@gmu.edu.

Questions? Feel free to contact Rachel Cleaver at rleave2@gmu.edu.