

## GETTING STARTED

### Contract Courses

A schedule of contract courses is located on the Academic Outreach website at [chhs.gmu.edu/academic-outreach](http://chhs.gmu.edu/academic-outreach). Students registering online for contract courses must do so through the Academic Outreach site. Do not attempt to register for contract courses via Patriot Web.

Contract courses are credited courses taught off campus at a hospital or other agency. Students may take contract courses before and after formal admission into a program of study in the College of Health and Human Services (CHHS). All CHHS contract courses are regular Mason courses and may be applied to meet undergraduate and graduate degree requirements. Students seeking a degree/graduate certificate must have an official program plan drafted by meeting with an advisor. The first one or two classes can be taken in a non-degree contract status in which the student has not formally applied for admission to Mason.

### Registration and Payment

Complete the online registration form, which is located at [chhs.gmu.edu/academic-outreach](http://chhs.gmu.edu/academic-outreach). The Office of Academic Outreach will evaluate your application and, if approved, register you in the selected course(s). The evaluation process can take several weeks, and submitting your online registration form does not constitute enrollment in the course. You must verify your enrollment at [patriotweb.gmu.edu](http://patriotweb.gmu.edu). All students enrolled in contract courses but not admitted to degree programs are classified as non-degree seeking. Once admitted, students are classified as degree seeking but are still allowed to enroll in contract courses.

Tuition for contract courses must be paid prior to the course start date by credit card or check. Hospitals and agencies may provide tuition assistance for these courses. Consult with the agency on local policies related to tuition assistance and/or reimbursement.

Student loans are available to students who are admitted to a degree program; however, Academic Outreach cannot access these funds directly. Students may receive the student loan and then pay for their courses, provided that payment is received prior to the drop date for the course and arrangements have been made in advance with Academic Outreach. Student loans are not available to students who are classified as non-degree seeking.

## Helpful Resources

### Office of Academic Outreach

[chhs.gmu.edu/academic-outreach](http://chhs.gmu.edu/academic-outreach)  
703-993-2120

### CHHS Home Page

[chhs.gmu.edu](http://chhs.gmu.edu)

### CHHS Admissions

[chhs.gmu.edu/prospective-students/admissions](http://chhs.gmu.edu/prospective-students/admissions)  
703-993-1901

### Patriot Web

[patriotweb.gmu.edu](http://patriotweb.gmu.edu)

### Admissions Application

[admissions.gmu.edu/ApplyNow](http://admissions.gmu.edu/ApplyNow)

### Office of the Registrar

[registrar.gmu.edu](http://registrar.gmu.edu)

### University Catalog

[catalog.gmu.edu](http://catalog.gmu.edu)

### Student Health Services

[shs.gmu.edu](http://shs.gmu.edu)

### Counseling and Psychological Services

[counseling.gmu.edu](http://counseling.gmu.edu)

### Office of Disability Services

[gmuedu/student/drc](http://gmuedu/student/drc)

### A Guide to Writing in the College of Health and Human Services

[chhs.gmu.edu/writing](http://chhs.gmu.edu/writing)

### MSN Program

[chhs.gmu.edu/nursing/programs](http://chhs.gmu.edu/nursing/programs)

### University Bookstore

[bookstore.gmu.edu](http://bookstore.gmu.edu)

## G# and Mason E-mail

Once you have registered for your contract course(s) through Academic Outreach, you may obtain a G# and an active Mason email account, which provide access to all university services for students, including library resources.

- Log into Patriot Web at [patriotweb.gmu.edu](http://patriotweb.gmu.edu) to obtain a G#. You will need to enter your Social Security number and date of birth.
- Once you have your G#, visit [mail.gmu.edu](http://mail.gmu.edu) and follow the instructions for first time users. Once activated, be sure to check your Mason email account regularly.

## Admission

Apply for admission to the CHHS degree program after you complete one or two contract courses, making sure that you are actually registered in the contract course before submitting your Mason application. Once your admissions paperwork is received, your status changes to that of a student with an open application, which prevents Academic Outreach from registering you in a contract course. Therefore, it is important that you register for the contract course and verify enrollment at [patriotweb.gmu.edu](http://patriotweb.gmu.edu) before submitting your Mason application. Once admitted to a degree program, you may continue taking contract courses at any of the agency sites. It is important to start the admission process early, as a limited number of credits may be transferred from a non-degree status and applied toward a degree program.

**Complete your application online at [admissions.gmu.edu/ApplyNow](http://admissions.gmu.edu/ApplyNow).** In addition to the online application itself, you will need to submit the following materials:

- Recommendation letters (two for most programs—for nursing, one must be from a nursing supervisor with an MSN or a PhD)
- Résumé
- Goals statement
- Proof of current nursing license (for nursing programs only)
- Transcripts
- TOEFL/IELTS results (international and ESL students—see **International Students**, below)

## International Students

Students are considered to be international if they have undergraduate credits or degrees from a college outside the United States. **International students must have their transcripts evaluated.**

- Mason will provide a general evaluation free of charge if you submit 1) an original transcript in the original language, 2) a certified translated copy, and 3) an official diploma showing the degree conferral date. A general evaluation is acceptable only if your baccalaureate is equivalent to a U.S. baccalaureate degree with a program of study in nursing.
- If a course-by-course evaluation is required, you are responsible for the cost of this service. Mason routinely works with ECE and WES.

## PROGRAM INFORMATION

### MSN Program, Advising Contacts

- General Information: Dr. Joyce Hahn, 703-993-2335
- Advanced Clinical Nursing Concentration: Dr. Loretta Normile, 703-993-1945
- Clinical Nurse Leader Concentration: Dr. Marie Kodadek, 703-993-2964
- Nurse Educator Concentration: Dr. Pam Cangelosi, 703-993-1727
- Nurse Practitioner Concentration: Dr. Adele Young, 703-993-1952
- Nursing Administration Concentration: Ana Stoehr, 703-993-4428
- RN to MSN Pathway: Brian Gillette, 703-993-4636

If you are unsure which graduate nursing concentration is right for you, contact Dr. Joyce Hahn. Once admitted, switching concentrations may occur, but you must apply to make the change by meeting with your advisor. MSN programs must be completed within six years. (Prerequisites do not apply, but contract courses are included in this six-year time frame, whether or not you are in degree status.)

### **RN to MSN Pathway**

- General Information: Dr. Joyce Hahn, 703-993-2335
- Advising: Brian Gillette, 703-993-4636

Students without a bachelor's degree must complete 63 general education credits prior to beginning core MSN classes. The "bridge" course (NURS 595) must be completed prior to courses in the major. You must secure an advising appointment by contacting the CHHS Office of Student Affairs (703-993-1901) to complete a program plan. Please bring unofficial transcripts to this session; contact schools you have attended previously and request that transcripts be sent (via fax or email) to you. An undergraduate statistics course is required and should be taken before enrollment in the graduate bivariate statistics course (NURS 597: *Approaches to Quantitative Data Analysis in Health Care*), which is a prerequisite to the MSN program. There is a required sequence for the research courses: undergraduate statistics, NURS 597, NURS 685, and NURS 686. These courses must be taken in this order.

### **Graduate Certificate Programs in Nursing**

Graduate certificates (15 credits) are available in:

- Forensic Nursing (post-baccalaureate certificate; MSN enrollment not required)
- Nursing Administration
- Nursing Education

Six credits of electives may be counted toward a certificate if you are concurrently enrolled in a degree program (i.e., credits count toward both the degree program *and* the certificate). This only applies if you declare the dual major while you are a degree-seeking candidate. (Example: You are enrolled in the MSN program in nursing education and declare that you also want to earn a certificate in nursing administration.) You must complete the "Graduate Program Internal Declaration or Change of Concentration/ Certificate" form, which must be signed by your advisor and routed through admissions. This form is also used to change concentrations.

## **ACADEMIC POLICIES**

### **Graduate Transfer of Credit Request**

Once admitted to a graduate program, you must apply to transfer any graduate credits that you have obtained in the non-degree status (contract courses). A maximum of 12 credits may be transferred. Complete the "Graduate Transfer of Credit Request" form and route this through your advisor. Once admitted, you have six years to complete the program. However, you may only use "transfer" non-degree credits that are no more than six years old. Thus, you have six years to complete the degree requirements.

### **Dropping a Course**

A student may withdraw from a course without penalty provided it is prior to the dates established by the university for that term. Mason's official academic calendar, which includes the dates for dropping a course, is online at [registrar.gmu.edu](http://registrar.gmu.edu). **A written request to drop a course must be submitted to the Office of Academic Outreach.** Requests may be sent via e-mail to Sandy

Kellerhals, Academic Outreach administrator, at [skellerh@gmu.edu](mailto:skellerh@gmu.edu). Do not simply stop going to class; you must officially withdraw to avoid a permanent “F” on your academic record.

## Grades and Final Exams

Contract courses are subject to Mason’s official grading system:

Undergraduate Grading Scale			Graduate Grading Scale Grade/Quality Points		
A+	99–100	Passing	A+	4.00	Satisfactory/Passing
A	94–98	Passing	A	4.00	Satisfactory/Passing
A-	90–93	Passing	A-	3.67	Satisfactory/Passing
B+	87–89	Passing	B+	3.33	Satisfactory/Passing
B	83–86	Passing	B	3.00	Satisfactory/Passing
B-	80–82	Passing	B-	2.67	Satisfactory/Passing*
C+	77–79	Passing	C	2.00	Unsatisfactory/Passing
C	73–76	Passing	F	0.00	Unsatisfactory/Failing
C-	70–72	Passing			
D	60–69	Passing			
F	0–59	Failing			

\*Although B- is a satisfactory grade for a graduate course, students must maintain a 3.00 average in their degree program and present a 3.00 GPA on the courses listed on the graduation application. Final examinations are scheduled by the instructor. End-of-semester grades are reported online by the course instructor. Questions about grades should be directed to the instructor.

## OTHER INFORMATION

### Class Cancellation Policy

Your course instructor will employ a notification system to be used in the event that a class is cancelled. If Mason is closed for inclement weather, off-campus/contract classes are cancelled, as well.

### Evaluations

Course and faculty evaluations are distributed prior to the end of each course and are important for both course and faculty improvement. Please assist in this process by completing the forms and assisting the instructor in returning these to Mason or the agency education contact person.

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## CONTACT US

### CHHS Office of Academic Outreach

4400 University Drive, MS 2G7  
Robinson Hall, Room B408  
Fairfax, VA 22030

Web: [chhs.gmu.edu/academic-outreach](http://chhs.gmu.edu/academic-outreach)  
FAX: 703-993-1622

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