

## BEFORE YOU LEAVE MASON

- Login to the China 1+2+1 Group on [MyMason.gmu.edu](http://MyMason.gmu.edu) to access important information, forms, and the 4<sup>th</sup> Year Course Equivalency Table for your University. Make sure you know how to access this information: Click on “Organizations” and then “China 1+2+1 Students/Advisors.” Open the “Documents” folder.
- Complete the “China 1+2+1 Degree Completion Plan” form to demonstrate how you will complete any remaining Mason degree requirements. Your completed plan must be signed and approved by your major academic advisor.
  - Coursework that will be completed in China must be approved to transfer (either pre-approved and listed in the 4<sup>th</sup> Year Equivalency Table or by signature of an approver on the Degree Completion Form).
  - Confirm that the courses you need will be offered at your Chinese university with appropriate credits.
  - You may not leave Mason if you have more than 9 credits of coursework remaining.
- Attend an “Exit Meeting” with the China 1+2+1 Office during your last semester on campus to discuss your “Degree Completion Plan.” The form must be completed and signed by your advisor prior to this meeting.
- If you live on campus, you should talk to your RA about your check out date. The C121 Office will submit your housing cancellation if necessary.
- If there is still money in your student account, you should request a refund. Contact the Student Accounts Office (<https://studentaccounts.gmu.edu/>). Refunds will only be made if you do not have any holds.
- Update your address in PatriotWeb to an address where you will be able to receive mail in China.
- Check the end date on your DS-2019. If you are leaving before it expires, it may be shortened due to your academic timeline. Students will have a grace period of 30 days to depart the US after the end of their program.

## AFTER YOU RETURN TO CHINA

- Check your GMU email at least once a week!** We will be sending important announcements about your courses and graduation. You are still a GMU student until you graduate, even if you are not studying on our campus, and your GMU email account stays active until after you graduate from Mason!
- Each semester, we will email you to ask which courses (if any) that you are currently taking will be transferred back to Mason. Please respond to these emails promptly!
- Check your student account on PatriotWeb for charges or holds. Make sure you pay any charges and address any holds immediately! You will not graduate if there are charges on your student account or holds.
- Register for the courses approved by your advisor on the Degree Completion Plan. Taking different courses may delay your graduation.
- If you have to change your courses, email your academic advisor and the Mason China 1+2+1 office immediately. If the course has **not** been previously evaluated at Mason, your Chinese university should provide an official course description and it will need to be approved to transfer. The Mason 1+2+1 Office will send the course descriptions to the appropriate Mason departments to determine if there is a Mason course equivalency.

## **CHINA 1+2+1 ADMINISTRATIVE TIMELINE**

- January and August:** Shortly after your last term at Mason, we will send your official transcripts to CCIEE for credit transfer. If you want a copy for yourself, you may order one through PatriotWeb.
- February and July:** At the end of each semester, Mason will request a copy of your official transcript from your China 1+2+1 Coordinator. Once we receive the transcript, it will be forwarded to the Registrar's office who will transfer the courses that were approved on your Degree Completion Plan. Only those courses indicated on an official transcript with numeric grades of 70-100 will be considered for transfer credit.
- March:** Mason's 1+2+1 office will notify the Registrar of which students are expected to graduate that summer. You do not need to submit the Graduation Intent Form.
- June:** Graduating students will be awarded a Mason certificate at the graduation ceremony in China indicating they have completed all of their Mason degree requirements.
- July:** Following the June 1+2+1 graduation ceremony, Mason must receive your graduation documents from your Chinese University (official transcripts in English and Chinese + copies of your university diploma and graduation certificate) **by July 20th**. Please make sure your coordinator sends CCIEE all your Chinese certifications before your school closes for summer, otherwise your graduation from Mason may be delayed.
- August:** Mason degrees will be officially conferred to qualifying 1+2+1 students indicating they have completed all of the Mason degree requirements (including confirmation of graduation from the Chinese University). You must be in good financial standing with the University and have no holds on your account in order to officially graduate and receive your diploma.  
<http://registrar.gmu.edu/students/graduation/timelines/>
- Late August:** Once your degree has been conferred, your official transcript will indicate that you have graduated from George Mason University. Typically, this can be used to verify your undergraduate degree when you are applying to graduate schools in the United States. You can request a copy be sent directly to the graduate school through PatriotWeb. Check your unofficial transcript in PatriotWeb to make sure it shows your degree date before requesting it be sent to any third parties. You do not need to wait for your diploma to prove that you have graduated.
- Late October:** Mason diplomas will be ordered and mailed directly by the printer to CCIEE as a group and CCIEE will mail them directly to students. Mason cannot mail the diploma to students individually. All students must be cleared for graduation before the diplomas are ordered.

## **QUESTIONS?**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Ms. Rachel Spence</b><br>Academics Program Coordinator<br><a href="mailto:rspenc@gmu.edu">rspenc@gmu.edu</a> | <input type="checkbox"/> <b>Ms. Lisa O'Hara</b><br>Academics Program Manager<br><a href="mailto:lohara4@gmu.edu">lohara4@gmu.edu</a> |
|--|--|