

Shepherd

UNIVERSITY

DUAL ENROLLMENT RESOURCE GUIDE

Welcome TO SHEPHERD!

Welcome to the Ram Family! The Admissions Office and the Student Success Center have created this new student resource guide to help you get Ram Ready! Throughout this packet, you will find quick insider tips that will help you as you begin your Shepherd journey! If you have follow up questions, please contact the Office of Admissions or the Student Success Center.

Admissions: **Phone:** (304) 876-5212 **Email:** admission@shepherd.edu **Location:** Ikenberry Hall 103
Student Success Center: **Phone:** (304) 876-5214 **Location:** Student Center 122

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GETTING STARTED

RAMBLER CARD

Your Rambler Card is your official Shepherd University ID which gives you access to the Wellness Center, the library's 24-Hour Room, residence halls, dining facilities, and more.

www.shepherd.edu/rambler

Phone: (304) 876-5300

Email: rambler@shepherd.edu

Location: Wellness Center Rotunda

 Upload your photo to the Rambler website

BOOKSTORE

Visit the bookstore in person or virtually and find all you will need to start your semester off strong!


Purchase your textbooks, school supplies, Shepherd gear, and more!

www.bkstr.com/shepherdstore

Phone: (304) 876-5219

Email: shepherd@bkstr.com

Location: Student Center, Ground Floor

 Look up + purchase your required course materials in one place - the bookstore website!

PAYING YOUR BILLS

To avoid being removed from your classes, be sure to pay your bill by the first day of each semester. Your tuition bill can be paid via RAIL or you can set up a payment plan by contacting the Business Office

www.shepherd.edu/finance

Phone: (304) 876-5284

Location: Ikenberry Hall 214

FINANCIAL AID

You can view and accept/decline your financial aid in RAIL. If you have questions about your financial aid package (including loans, grants, and scholarships), contact the Office of Financial Aid.

www.shepherd.edu/financialaid

Phone: (304) 876-5470

Email: faoweb@shepherd.edu

Location: Gardiner Hall, Lower Level

 Accept or decline your aid by logging into RAIL

HEALTH CENTER & IMMUNIZATIONS

The Health Center offers appointments and a range of services that include testing, shots, and referrals. All students must submit immunization records before starting classes.

www.shepherd.edu/healthcenter

Phone: (304) 876-5161

Location: Gardiner Hall, Lower Level

 Complete the Health Status Review Form online to submit your immunization records.

PARKING DECALS

Purchase a year-long parking decal for \$70 through the University Police Department. Decals may be purchased in person OR by USPS mail prior to August 15th.

www.shepherd.edu/police/parking-on-campus

Phone: (304) 876-5374

Location: Moler Hall 102

 Valid driver's license, vehicle registration, application, and payment are all that's needed to purchase a pass!

RAVE EMERGENCY ALERTS

Shepherd offers a text-messaging notification system to send you emergency communications including inclement weather announcements. Register your cell phone and email at:

www.shepherd.edu/rave-alert/

 Parents + Guardians may also subscribe to RAVE

GETTING STARTED

RAIL (REMOTE ACCESS INFORMATION LINE)

www.shepherd.edu/rail

Logging in to RAIL:

- User ID - Your 9-digit Shepherd ID# (SID) which can be found on the back of your Rambler Card.
- PIN - The first time you log in, your PIN will be your 6-digit birthdate in **MMDDYY** format. You will be prompted to create a new PIN of your choice that must be 6-15 alphanumeric characters and cannot be your birthdate.
- Set a security question in case you forget your PIN.
- If you enter an incorrect PIN 3 times you will be locked out and must have it reset by the Registrar's Office.

Use RAIL to:

- Add or drop classes
- Check grades
- View your schedule
- View and accept/decline financial aid
- View and pay your bill
- View and request transcripts
- Retrieve your network username and password
- Update your contact information

STUDENT EMAIL & NETWORK ACCOUNTS

<https://login.microsoftonline.com>

All University communications will be sent to your Shepherd student email account. As a Shepherd student, you are required to monitor this account regularly.

Your email address will be your [Shepherd network username](#) + @rams.shepherd.edu

- To find your network username, log-in to RAIL > click the *Personal Information* tab > select *Look up your username*.
- Next, set up your network password by selecting the *Personal Information* tab > *Password Management* > *Change Password*.
 - It will take approximately 10 minutes for your password to update before you can log in to any campus system.

Your Username and Password are the same for all of the following:

- Campus-owned computers
- Internet in residence halls
- Wi-Fi access
- Shepherd email
- Personal/shared network disk space
- Brightspace
- RamPulse
- Good Living Portal

IT SERVICES DESK

Contact the IT Services Desk for help with your Shepherd computer accounts, student email, wi-fi access, device registration, Brightspace, and other technical concerns.

www.shepherd.edu/itservices

Phone: (304) 876-5457

Email: itworkorder@shepherd.edu

Location: Scarborough Library, Lower Level

Wi-Fi

Connect your personal devices (laptop, tablet, cell phone, gaming system, etc.) to Shepherd's wireless network using your student username and password.

www.shepherd.edu/wifistudents/

 Need help getting connected? Contact IT Services!

ACADEMICS

REGISTRAR'S OFFICE

The Registrar's Office can assist you with obtaining transcripts, adding or dropping classes, changing your major, course substitutions, and more.

www.shepherd.edu/registrar

Phone: (304) 876-5463

Email: register@shepherd.edu

Location: Ikenberry Hall 110

ADVISING ASSISTANCE CENTER

The Advising Assistance Center (AAC) can help you navigate the catalog, understand academic rules and policies, provide secondary advising, explore changing a major, and much more.

www.shepherd.edu/aac-students

Phone: (304) 876-5317 or (304) 876-5239


Email: advising@shepherd.edu

Location: Scarborough Library 104A

ACADEMIC ADVISOR

Your advisor will be listed in your RAIL account after you have enrolled in your first semester at Shepherd. To view this information, log-in to RAIL

> select the *Student* tab > *Student Records* > *View Student Information* > choose the current term > see details under *Primary Advisor*.

 An advisor is similar to a Guidance Counselor; they are here to help you stay on track!

STUDENT HANDBOOK

Be sure to familiarize yourself with the Student Handbook which contains valuable information about University policies, procedures, and guidelines to help you understand your rights as a Shepherd student. It also includes numerous resources to connect you with various offices, departments, and organizations both on and off-campus dedicated to supporting your success.

www.shepherd.edu/student-handbook

 It is your responsibility as a student to be familiar with the handbook!

THE CATALOG

The Shepherd Catalog outlines the University mission and vision, academic policies and procedures, degree programs, degree progressions, as well as course structures within each program. www.catalog.shepherd.edu

 Choose the catalog year that corresponds with the year you began at Shepherd.

ACADEMIC SUPPORT CENTER

The Academic Support Center (ASC) offers free tutoring, writing assistance, placement testing, and more.

www.shepherd.edu/academic-support

Phone: (304) 876-5221

Location: Scarborough Library 103

 Use FREE tutoring no matter your major! Sign up NOW!

THE CORE CURRICULUM

All students, regardless of major, must complete Core Curriculum (general education) requirements as part of their degree to expand their knowledge. Core Curriculum Worksheets are helpful to keep you on track with classes.

www.shepherd.edu/core-curriculum

 Bring your core curriculum worksheet to future advising appointments!

SATISFACTORY ACADEMIC PROGRESS

All students receiving financial aid (federal, state, or institutional) must be making Satisfactory Academic Progress (SAP) for the funds to be released. If a student fails to meet SAP, an appeal must be completed before financial aid can be issued. www.shepherd.edu/financialaid/sap
SAP Guidelines:

- Complete 70% of attempted hours
- Maintain a 2.0 Shepherd GPA
- Graduate within 180 credit hours

STUDENT SUPPORT

STUDENT AFFAIRS

The Division of Student Affairs works in partnership with students, faculty, staff, and the community to facilitate student success, engagement, and leadership development. Student Affairs encompasses nine offices across campus: Student Success Center, Student Activities and Leadership, Health Center, Counseling Services, Multicultural Student Affairs, Veterans Support Services, Accessibility Services, Campus Student Conduct and Title IX, with nearly 30 employees and graduate assistants to support the student body.

www.shepherd.edu/studentaffairs

Phone: (304) 876-5030

Location: Student Center 216

VETERANS SUPPORT SERVICES

Veterans Support Services supports student Veterans during their time at Shepherd. Working with the Registrar's Office, they can make sure you are receiving all of your Veteran benefits.

www.shepherd.edu/veterans-support

Phone: (304) 876-5065

Email: mwalling@shepherd.edu

Location: Gardiner Hall 121

 Visit the Veterans Center in Gardiner Hall; it houses computers, a lounge, and full kitchen!

ACCESSIBILITY SERVICES


Students with diverse needs may request services and reasonable academic or housing accommodations through Accessibility Services.

www.shepherd.edu/accessibility

Phone: (304) 876-5122

Email: accessibility@shepherd.edu

Location: Gardiner Hall, Lower Level

 If you have a 504 or IEP, you will need to submit your documentation on the website. This does not automatically transfer over from your high school.

STUDENT SUCCESS CENTER

The Student Success Center empowers students by offering tools, resources, and support to overcome challenges, define and achieve goals, and persist into the next year and beyond. It's never too early to connect! Schedule an appointment with a coach to learn more about the services offered.

www.shepherd.edu/studentsuccess

Phone: (304) 876-5214

Location: Student Center 122

 The Center offers success coaching for personalized plans, a study area, and the Shepherd Success Academy.

TRIO STUDENT SUPPORT SERVICES

TRiO/SSS is a federally funded grant program that serves undergraduate students that are first-generation college students, income eligible, and/or have a documented disability.

www.shepherd.edu/trio

Phone: (304) 876-5775

Email: ccopney@shepherd.edu

Location: Scarborough Library 156

 Interested in applying? Visit the TRiO website for more information!

STUDENT RESOURCES

DINING ON CAMPUS

Dining locations all across campus with a range of menus and offerings.

www.suds.campusdish.com

Phone: (304) 876-5131

- Rams Den (Student Center)
 - All you care to eat
 - Home cooking, Salads, Grill, Pizza, Pasta & More!
- Fireside Bistro (Student Center)
 - Starbucks, Pastries, Sandwiches
- Riverside Market (Potomac Place)
 - Weekly meal rotations, Grill, Creamery, Convenience Store
- Wellness Café (Wellness Center)
 - Breakfast sandwiches, Lunch wraps, Smoothies, Yogurt bar


 Head to the dining services website for weekly menus, location hours and more!

SCARBOROUGH LIBRARY

The library offers computers, printers, copiers, and study rooms for student use. You can also borrow books, DVDs, CDs, and laptops. The 24-Hour Room is accessible with a Rambler Card and offers a study space with computers both during and after library hours. Not to mention there are library liaisons to help you with research!

www.shepherd.edu/library

Phone: (304) 876-5421

 Load your Rambler Card with money to print and copy at the Library!

COMMUTER LOUNGE

While the space was designed with commuters in mind, all students are welcome. The lounge offers a kitchen equipped with a refrigerator, microwave, and a sink as well as a fenced-in outdoor area and serves as a comfortable place where students can cook, hang out, or study between classes.

Location: Stutzman-Slonaker 203

WELLNESS CENTER

Whether you like to run, swim, lift weights, or shoot hoops you can do all of these and more!

www.shepherdwellness.com

Phone: (304) 876-5300

Location: 164 University Drive

Access to the Wellness Center includes:

- Swimming pool
- Basketball courts
- Racquetball courts
- Indoor track
- Cardio and weight equipment
- Exercise classes
- and more!

 For hours + more information, visit the website!

BRIGHTSPACE

Brightspace is Shepherd's learning management system (a hub that connects you with all of your classes.) Professors use it to post syllabi, announcements, resources, assignments, messages, discussions, and more. It may also be used to submit assignments, quizzes, and tests. You will want to write down your campus username & password & keep it in a safe place so you know how to log into Brightspace.

www.shepherd.edu/brightspaceinfo

 Download the app! Brightspace Pulse



STUDENT CENTER

The Student Center offers a variety of activities and meeting spaces for clubs and organizations. It is a place for students to grab a quick meal or socialize with friends.

Amenities in the Student Center include:

- Cell phone and iPad charging stations
- Table tennis and foosball
- Video arcade & Board games
- Bowling & Billiards
- Administrative Offices

GET INVOLVED!

RAMPULSE

RamPulse is a portal that grants you access to 150+ ways to get involved! Students, staff, and faculty can explore programs, events, organizations, and departments, track service hours, read news articles and more!

www.shepherd.campuslabs.com/engage

💡 Want RamPulse at your fingertips?
Download the Corg app for FREE to your mobile device!



ATHLETICS

Shepherd fields 15 NCAA Division II intercollegiate athletic teams. Students can attend games for free with their Rambler ID (playoffs excluded).

www.shepherdrams.com/

💡 Want to join a team? Reach out to a head coach. Their contact information is located in the Athletics Staff Directory: www.shepherdrams.com/staff-directory

STUDENT ACTIVITIES & LEADERSHIP

Shepherd sponsors hundreds of events and supports more than 85 clubs and organizations where students build friendships, strengthen leadership skills, explore new ideas, participate in community service, and build a foundation for their future success.

www.shepherd.edu/studentleadership

Phone: (304) 876-5113

Location: Student Center, Suite 110

Clubs & Organizations include:

- Professional and academic organizations
- Social clubs and special interest groups
- Fraternities and sororities
- Spiritual and faith-based groups
- Multicultural and service organizations
- Co-Curricular groups
- Program Board
- Student Government Association
- & More!

💡 Can't find a club that fits your interests?
Create your own!

RELAY FOR LIFE

Relay For Life of Shepherd University is a fun-filled overnight event that empowers everyone to help fight cancer by raising money and awareness to support the American Cancer Society's lifesaving mission. Since 2003, Shepherd has raised over \$700,000 in support of the American Cancer Society.

www.shepherd.edu/communityservice/relay-for-life

Phone: (304) 876-5030

Location: Student Center, Suite 216

💡 Join the event leadership team and help plan the event + fundraise throughout the year!

ACADEMICS

Get involved in your academic program through professor's office hours, co-curricular groups, academic organizations, and peer study groups.

💡 Participate in class discussions and group assignments - you are in control of your own learning!



GET CONNECTED!

SHEPHERD UNIVERSITY SOCIAL MEDIA



[@SHEPHERDU](#)



[SHEPHERD UNIVERSITY](#)



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SHEPHERD ADMISSIONS SOCIAL MEDIA



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SHEPHERD STUDENT AFFAIRS SOCIAL MEDIA



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STUDENT AFFAIRS](#)



[@STUDENTSSU](#)



Welcome to



Tabler Farm

Tennis Courts

Soccer Field

Printz & Dunlop Hall

HH

Intramural Field

Popodicon

West Woods Complex

G

Center for Contemporary Arts I

Frank Arts Center

F

Potomac Place

F

E

Shaw & Thacher Hall

Wellness Center

Butcher Center

Softball Field

Fairfax Baseball Field

Call **911** for emergencies
requiring immediate attention


Shepherd University Police Department

On-Duty Officer (24hrs): (304) 876-5202

Administrative Office: (304) 876-5374

Location: Moler Hall 102

BUILDING CODES

 Building codes will be listed on your syllabi + class schedule

BC Butcher Center

BY Byrd Science Center

CA Frank Center

CC Student Center

CE Center for Contemporary Arts II

CL Robert C. Byrd Center for Congressional History & Education

CO Center for Contemporary Arts

DH Dining Hall

GA Gardiner Hall

KN Knutti Hall

your new home!



BUILDING CODES

LB Scarborough Library

NU Erma Ora Byrd Hall

OL Online Course

PL Potomac Place

RY Reynolds Hall

SN Snyder Science Hall

SS Stutzman-Slonaker Hall

WE Wellness Center

WH White Hall

PARKING

Commuter Lots:

A, C, L, F, G, and H

Residential Lots:

E, H, I

RAM TALK



Important terms that will begin your Shepherd journey

Academic Advisor: Your advisor is assigned to work with you on building your degree plan and planning your class schedules

Affinity Groups: Student organizations that promote the needs of underrepresented populations

Brightspace: Your learning hub where you will post assignments, access course materials and more!

Catalog: Outlines the university's mission, vision, core academic policies and procedures

Core Curriculum: A set of courses required for all bachelor's degrees

Commuter: A commuter student does not live in an on-campus residential hall

Dean's List: To be eligible for the Dean's List, a student must maintain a 3.4 GPA for the semester and carry at least 12 hours of coursework

Electives: Allow you to explore your unique interests through classes that count towards your degree

EPTA: The EPTA bus provides free transportation to and from east and west campus throughout the year when class is in session

Games Zone: Located in the Student Center, it boasts 8 bowling lanes, 4 billiard tables, arcade games and more!

Good Living Portal: Log into the Good Living Portal to access housing, meal plans, and roommate information

J.C. the Ram: J.C. is our live Ram mascot, named after President Dr. Mary J.C. Hendrix. J.C. loves coming to campus to see students throughout the year

Office Hours: Designated hours when a faculty member is available to meet with students to address concerns or provide advising

Program Board (PB): Program Board hosts a variety of events throughout the year that are specifically designed for students

Quiet Floor: The third floor of the library is reserved as a quiet space to study and get work completed

Rambo: Our mascot that can be seen at many events on campus

Rambler: Your student ID - make sure to have it with you at all times!

RamPulse: Shepherd's online portal to find clubs, organizations, events, and more!

RAVE: This text messaging alert system is used in weather-related incidents and other emergencies

Resident: A resident student lives in an on-campus residential hall

Resident Assistant (RA): Peer leaders who oversee resident hall activities, foster a sense of community, provide support and are attentive to the safety of residents living in the residential hall

Student Government Association (SGA): SGA works to establish a representative student government for the entire campus

Student Handbook: An outline of university policies and procedures

Study Abroad: A chance to visit different countries while continuing to study in courses related to your degree

Tabler Farm: The 158-acre farm home of the Agricultural Innovation Center located minutes from campus

The Picket: A student-managed news organization founded in 1896

The Little House: Built in 1928 as part of a project for student teachers, located next to the HR building, behind White Hall