



# **SCHEDULE OF CLASSES SUMMER TERM 2018**

The schedule of classes is available on the web at [www.shepherd.edu/registrar](http://www.shepherd.edu/registrar).

Check daily for additions/cancellations/changes.

Tentative schedules are also available on the website.

The University reserves the right to cancel classes with an enrollment of 10 or fewer students.

## SUMMER 2018 CALENDAR

**SUMMER TERM 2018: MAY 21-AUGUST 7**

**SUMMER SESSION A: MAY 21-JUNE 20**

**SUMMER SESSION B: JULY 9-AUGUST 7**

February 23	Friday	Last Day to apply for August and December 2018 Graduation.
March 19-May 22		RAIL Registration for Summer Term 2018, Summer Session A, and Summer Session B for Continuing Students Enrolled for Spring 2018 Semester.
May 17	Thursday	Payment Due Date for Summer Term 2018, Summer Session A, and Summer Session B for Students Registering Between March 19-May 4 by noon.
May 21	Monday	Summer Term 2018 and Summer Session A Classes Begin.
May 22	Tuesday	Add/Drop and Late Registration, via RAIL or at Ikenberry Hall, Registrar's Office from 8 a.m.-4 p.m.
May 24	Thursday	Add/Drop and Late Registration, via RAIL or at Ikenberry Hall, Registrar's Office from 8 a.m.-4 p.m.
		Last Day to Change a Course from Credit to Pass/Fail Status for Summer Term 2018, Summer Session A, and Summer Session B.
May 28	Monday	Memorial Day. University Closed.
May 29	Tuesday	Last Day to Change a Course from Credit to Audit Status for Summer Term 2018, Summer Session A, and Summer Session B.
June 7	Thursday	Last Day to Withdraw from a Summer Session A Class.
June 14	Thursday	Last Day to Completely Withdraw from Summer Session A.
June 20	Wednesday	Summer Session A Classes End.
June 25	Monday	Summer Session A Grades Due 9 a.m.
June 26	Tuesday	Grades Available for Summer Session A via RAIL (tentative).
July 4	Wednesday	Independence Day. University Closed.
July 9	Monday	Summer Session B Classes Begin.
July 10	Monday	Last Day to Completely Withdraw from a Summer Term 2018 Class.
July 25	Wednesday	Last Day to Withdraw from a Summer Session B Class.
August 1	Wednesday	Last Day to Completely Withdraw from Summer Term 2018 or Summer Session B.
August 7	Wednesday	Summer Term 2018 and Summer Session B Classes End.
August 10	Friday	Summer Term 2018 and Summer Session B Grades Due 9 a.m.
August 13	Monday	Grades Available for Summer Term 2018 and Summer Session B via RAIL (tentative).
August 27	Monday	Fall 2018 Classes Begin.

## SUMMER 2018 ORIENTATION SCHEDULE

June 4 and June 5	Monday-Tuesday	Orientation Step 1 Session A: First-year Student Program.
June 11 and June 12	Monday-Tuesday	Orientation Step 1 Session B: First-year Student Program.
June 18 and June 19	Monday-Tuesday	Orientation Step 1 Session C: First-year Student Program.
June 22	Friday	Orientation Step 1 Session I: Transfer and Readmits Student Program.
June 26 and June 27	Tuesday-Wednesday	Orientation Step 1 Session D: First-year Student Program.
July 20	Friday	Orientation Step 1 Session II: Transfer and Readmits Student Program.
August	Friday	August Session TBA.
August 24	Friday	Orientation Step 2: New Student Welcome and Convocation.

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## OBTAINING YOUR USERNAME AND PASSWORD

1. Login to RAIL
2. Click on [Personal Information](#).
3. Scroll to the bottom of the page and click on [Password Management](#).
4. To retrieve original password click on [Retrieve Original Password](#).
5. Read Acceptable Use Policy then click [Accept](#).
6. Your Shepherd username and password are displayed.
7. When finished click on [Exit](#).

## SAKAI LOGIN DIRECTIONS

In order to log in you must use your normal Shepherd computer account username and the original password. If you have any issues, contact [itworkorder@shepherd.edu](mailto:itworkorder@shepherd.edu) or 304-876-5457.

## GENERAL INFORMATION

### SUMMER TERM

The summer term of Shepherd University is an integral part of the academic year. All general university requirements relating to academic standards, sound scholarship, and good citizenship are in full effect during the summer term.

### UNIVERSITY CREDIT

University credit earned during the summer has the same value as that granted for work during the regular year. In general, students may not carry more than 14 credits in the summer (recommend no more than 7 credits in any one part of term). See “**Maximum of 14 Credits**,” page 5, for additional information.

### ADMISSION

Applications are available online at [www.shepherd.edu/admissions/apply-to-shepherd](http://www.shepherd.edu/admissions/apply-to-shepherd). New degree-seeking students must file an application and all other required documents to be considered for admission. Freshman applicants must provide official high school transcripts and ACT or SAT test scores. Transfer students must submit official transcripts from all colleges or universities attended and must be in good standing at the last college/university attended.

Former Shepherd students who were enrolled prior to Spring 2017 must apply for admission in the Office of Admissions. Degree-seeking students not currently enrolled, but who were enrolled Spring 2017, Summer 2017, or Fall 2017 do not have to reapply for admission. Note: This policy does not apply to students who have been suspended or who have not been enrolled for longer than two consecutive semesters (not including summers) or who have received financial aid and earned credits at another institution during their absence from Shepherd University.

Veterans desiring credit for military experience should send or bring with them a certified copy of their honorable discharge and other service records. It is important that veterans entering Shepherd University under the G.I. Bill present their Certificate of Eligibility and Entitlement during their absence from Shepherd.

### STUDENTS FROM OTHER COLLEGES

Students who are regularly enrolled in other colleges/universities may enroll at Shepherd University for summer coursework as transient students. Transient students must submit a special non-degree application and have a **Statement of Good Standing** forwarded to the Office of Admissions by the registrar of the college or university in which they are regularly enrolled. Special non-degree applications can be printed directly from the Admissions website at [www.shepherd.edu/admissions](http://www.shepherd.edu/admissions).

### FOOD SERVICE

Dining services is available 8 a.m. to 1 p.m. Monday-Friday at the Fireside Bistro in the Student Center. The Dining Hall and Wellness Café may be open as business demands. Please contact Dining Services at 304-876-5131 for any questions.

### LIVING ACCOMMODATIONS

Summer school students will be housed in Printz Hall apartments, which are air conditioned. The apartments have two bedrooms with two twin-size beds and mattresses, desks, dressers, chairs, and closets per bedroom. Apartments are equipped with a kitchen, a stove top, oven, refrigerator, sofa, and chair. Students will need to supply their own bed linens, microwaves, televisions, dishware, cookware, and other similar conveniences that meet residence hall regulations. Visit the Residence Life website at [www.shepherd.edu/residencelife](http://www.shepherd.edu/residencelife) to receive a more detailed list of things students can consider bringing.

Free summer housing (two people per bedroom) can be available to students who are taking at least three credit hours during the time span of the course. To sign up for summer housing, please complete the form at [www.shepherd.edu/reslife](http://www.shepherd.edu/reslife) or visit the Residence Life Office in Miller Hall.

To verify a summer housing assignment and receive all paperwork for check-in if not already residing in the campus apartments, students should report to the Printz Hall staff office between 11 a.m.-2 p.m. the day before class begins. Checkout for summer sessions is by 6 p.m. on the last day of class for that session. Students who will not be residing in the campus apartments for the Fall 2018 semester must be checked out of their summer space no later than 6 p.m. on Thursday, August 3, 2018. For further questions, contact Residence Life at 304-876-5172 or email [residencelife@shepherd.edu](mailto:residencelife@shepherd.edu).

### RECREATIONAL ACTIVITIES

For activity schedule and information, contact the Wellness Center at 304-876-5471.

### CANDIDATES FOR GRADUATION

The deadline for application for graduation for August or December degree candidates is Friday, February 23, 2018. A formal application for graduation and a fee of \$50 must be filed in the Office of the Registrar by the deadline. Friday, August 10 will be the official graduation date for students completing requirements in either summer term.

It is the student's responsibility to check all requirements for graduation and certification and make inquiry if there is doubt about meeting any of them. At least 30 semester hours of resident study at Shepherd are required before graduation. The final 12 hours of work must be completed at Shepherd University unless the candidate is excused by the Admissions and Credits Committee. All work taken at another institution which is to be applied to a degree or teaching certificate at Shepherd must be approved in advance.

### FINAL GRADES INFORMATION

Final grades will be available on RAIL at [www.shepherd.edu/rail](http://www.shepherd.edu/rail). In addition to grades A-F; I-incomplete; W-withdrawal; and P-pass, other grades students may see on RAIL include AU-audit; IF-failure due to irregular withdrawal; I Slash (I/)-incomplete replaced by the grade that follows; Slash R (/R)-repeat course under 60-hour rule; Less than (<)-repeated course after 60 hours.



www.shepherd.edu/rail

ALTERNATE PIN:  
Summer 555555

All degree-seeking students **should** meet with their advisor prior to registration. Contact your advisor for an appointment.

**STUDENT TYPE	PRIORITY REGISTRATION	OPEN REGISTRATION (BEGINS AT 9 A.M. DAILY)	LATE REGISTRATION
Currently enrolled Spring Semester 2018 degree-seeking graduate, undergraduate, and nondegree-seeking students	<p>Alternate PIN is not required Based on earned hours</p> <p>March 19 90+ hrs Graduate Students</p> <p>March 20 60+ hrs</p> <p>March 21 45+ hrs</p> <p>March 22 30+ hrs</p> <p>Alternate PIN required March 23 Below 30</p>	<p>Alternate PIN Required March 23-May 22 Summer Alternate PIN 555555</p>	<p>Alternate PIN Required May 21 and May 22 Summer Alternate PIN 555555 Note that a late fee of \$50 will apply.</p>
*Students enrolled Spring 2017, Summer 2017, Fall 2017, or readmitted students**	N/A	<p>Alternate PIN Required April 16-May 22 Summer Alternate PIN 555555</p>	
New degree-seeking freshmen, transfer, and new nondegree-seeking students	N/A	<p>Alternate PIN Required Alternate PIN 555555 April 27-May 22 See page 8 for registration instructions.</p>	

\* Degree-seeking students not currently enrolled, but who were enrolled in Spring 2017, Summer 2017, or Fall 2017, do not have to reapply for admission. Refer to the above registration times for the Alternate PIN. NOTE: This policy does not apply to students who have been suspended, who have not been enrolled for longer than two consecutive semesters (not including summers), or who have received financial aid and earned credits at another institution during their absence from Shepherd.

\*\* To readmit to Shepherd, students should submit an application to the Office of Admissions. Students must be admitted prior to registering for classes.

### SPECIAL PERMISSION: REGISTRATION OVERRIDES

If special permission or approval is required to register for a course, students must see the appropriate person listed in the Schedule of Classes. The appropriate department enters the special permission override information, and then the student can register via RAIL. Otherwise, the student can report to the Office of the Registrar, 9 a.m.-4 p.m., through the last day to add for processing a written override slip.

### CLOSED CLASSES

RAIL will indicate if a course is closed by giving a registration error message on the screen. The student can then check other sections of the same course for available openings by scrolling down and clicking on Class Search. Students must see the appropriate person listed in the Schedule of Classes for an override. The appropriate department enters the capacity override information, and then the student can register for

the class via RAIL. Otherwise, the student can report to the Office of the Registrar, 9 a.m.-4 p.m., through the last day to add for processing a written override slip.

### TIME CONFLICTS

If a student requests two courses whose start and/or end time overlap, a time conflict is created. Time conflicts of more than 15 minutes require written permission from the instructor whose course will be affected. The appropriate department enters the time conflict override information, and then the student can register via RAIL. For time conflicts of less than 15 minutes, or to process a written override slip, the student can report to the Office of the Registrar, 9 a.m.-4 p.m., through the last day to add.

### REGISTRATION RESTRICTIONS

Upper-division courses (courses numbered 300-400) are restricted to sophomore, junior, and seniors. Other courses may specify restrictions

<b>PAYMENT DEADLINES</b>		
<b>If you register during these dates:</b>	<b>Your bill and schedule will be emailed:</b>	<b>Tuition due date (pay by RAIL):</b>
March 19-April 20	April 20	May 17
April 21-May 4	Weekly	May 17
May 5-May 22	You will NOT receive a bill—check charges on RAIL	Immediately—pay on RAIL

**PAYMENT COMPLETES THE REGISTRATION PROCESS AND ASSURES THAT YOUR CLASSES WILL NOT BE DROPPED. YOUR TUITION AND FEE WILL AUTOMATICALLY BE ASSESSED ON YOUR RAIL ACCOUNT AT THE TIME OF REGISTRATION. PLEASE LOG INTO YOUR RAIL ACCOUNT TO VIEW YOUR CHARGES AND MAKE A PAYMENT.**

to particular majors, admission to programs, etc. Students must see the appropriate department chair for an override. The department chair enters the override information, and then the student can register for the class via RAIL. Otherwise, the student can report to the Office of the Registrar, 9 a.m.-4 p.m., through the last day to add for processing a written override slip.

### **PREREQUISITES**

Prerequisites for courses must be met before registration is permitted (see current catalog). Students must see the appropriate department chair for an override. The department chair enters the override information, and then the student can register for the class via RAIL. Otherwise, the student can report to the Office of the Registrar, 9 a.m.-4 p.m., through the last day to add for processing a written override slip.

### **OTHER CONFLICTS**

Students cannot register by RAIL for two sections of the same course. Registration Worksheets and Alternate Pins are available only from the advisor.

### **REGISTRATION HOLDS**

RAIL will inform students of any holds on their account. Students with outstanding financial/other obligations will not be permitted to register until all obligations are cleared by the appropriate office(s).

### **CORE CODES (FALL 2012 CORE CURRICULUM)**

AR-Arts; CK-Civic Knowledge/Engagement; CP-Capstone; FY-First-Year Experience; GL-Global Awareness; HM-Humanities; LS-Lab Science; MA-Mathematics; MD-Multiculturalism/Diversity; SO-Social Sciences; WE-Wellness; and WM-Writing in the Major.

### **VARIABLE CREDIT COURSES**

Variable credit courses are listed in the Schedule of Classes with a range of hours the course may be taken for. When registering for a variable credit course, students must click on the underlined credit hours or on [Change Course Options](#).

### **AUDIT**

The form to change a course to audit is available in the Office of the Registrar. Please refer to the academic calendar for deadlines.

### **PASS/FAIL**

The form to change a course to pass/fail is available in the Office of the Registrar. Please refer to the academic calendar for deadlines.

### **MAXIMUM OF 14 CREDITS**

Students may register for a maximum 14 credits (recommend no more than 7 credits in any one term). A student who wishes to enroll for more than 14 credit hours must have an overall grade point average of 3.0 or better and secure the written approval of the advisor and department chair. The Approval to Register for More Than 14 Credit Hours form is available in the Office of Registrar and online at [www.shepherd.edu/registrar/registrar-forms](http://www.shepherd.edu/registrar/registrar-forms). Completed forms must be submitted to the Office of the Registrar.

If the overall grade point average is less than 3.0, students must first submit the Request for Exception to Academic Regulation and the Approval to Register for More Than 14 Credit Hours forms to the Advising Assistance Office. The Request for Exception to Academic Regulation form is available in the Advising Assistance Center and the Approval to Register for More than 14 Credit Hours form is available in the Office of the Registrar. Both forms are also available online [www.shepherd.edu/registrar/registrar-forms](http://www.shepherd.edu/registrar/registrar-forms).

### **CANCELED CLASSES AND COURSES UNAVAILABLE FOR REGISTRATION**

Please refer to [www.shepherd.edu](http://www.shepherd.edu). Click on [Current Students](#) on the home page, click on [Registrar](#), click on [Class Schedule](#).

### **ACADEMIC INFORMATION**

Students may request changes to academic information by completing the Academic Change form which is available from the department chair or the Office of the Registrar.

### **WITHDRAW FROM A CLASS(ES) - FORMS ARE AVAILABLE FROM ADVISORS**

Students are responsible for determining, with the advisor's assistance, whether withdrawing from a class will affect eligibility for financial aid, intercollegiate athletics, or insurance. Other factors to consider are whether the course is required to fulfill conditions of academic probation, if the course is a co-requisite or a prerequisite to another course or a requirement for graduation.

### **COMPLETE WITHDRAWAL**

After the last day of Add/Drop, students must report to the Office of the Registrar to complete the Request for Withdrawal from Shepherd University. Failure to follow this procedure could result in students receiving IP's in all courses which may result in suspension from the university.

## REFUND POLICY

Students who completely withdraw from all courses in accordance with University procedures may receive a refund of tuition and fees in accordance with the refund schedule. The refund calculation is based on the amount paid toward tuition and fees. Refunds are determined from the first day of the school term, which officially begins with Orientation and Registration days. The official withdrawal date is certified by the registrar. A refund is issued through the State Treasury, and receipt of a refund may take up to six weeks depending upon the date of withdrawal. **THERE IS NO REFUND ON PARTIAL WITHDRAWALS.**

### SUMMER TERM 2018 REFUND SCHEDULE

May 21-22, 2018	100%
May 23-29, 2018	90%
May 30-June 8, 2018	75%
June 9-28, 2018	50%
June 29, 2018 or later	No Refund

### AUDITING A COLLEGE COURSE

Same fee as charged enrollees taking respective course for credit.

### HANDLING FEE

A handling fee of \$10 will be collected for each check returned unpaid by the bank upon which it is drawn unless the student can obtain an admission of error from the bank.

### ROOM FEE

Room rent for the normal five-week term for a double room is \$870.

## SUMMER EXPENSES AND OTHER FEES (Subject to Change)

See [catalog.shepherd.edu](http://catalog.shepherd.edu), Expenses and Financial Assistance section for a complete list of fees.

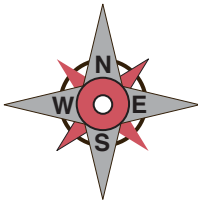
Applied Music Fee	\$153 per ½ credit hour
Archaeology Lab Fee	\$20 per course
Art Studio Fee	\$45 per course
Bowling Fee	\$45
Communication Course Fee	\$35 per course
Computer and Info Sciences Fee	\$45 per course
Education Major Fee	\$60
English 101A-101B Fee	\$15 per course
Family and Consumer Sciences	\$40 per course
FYEX Course Fee (102 Only)	\$10 per course
Graduate Studies Fee	\$30 part time \$60 full time
Graduation Fee	\$50
Health, Physical Ed, Rec, Sport Fee	\$40 per course
History Course Fee (304 Only)	\$75 per course
Late Graduation Application Fee	\$50
Late Registration	\$50
Math 101A-101B Fee	\$15 per course
Math Course Fee (434 Only)	\$30 per course
M.B.A. Major Field Test Fee (590, 591 Only)	\$35 per course
Music Lab Fee	\$30 per course
Music Major Fee	\$70
NCLEX-RN Preparation	\$525
Nursing Lab Fee	\$75 per course
Nursing Program Fee	\$90
Online Electronic Course Fee	\$35 per credit
Parking Decal	\$70
Physical Education Program Fee	\$20
Political Science Course Fee	\$50
R.B.A. Posting Fee	\$10 per credit
Recreation Major Fee	\$40
Science Lab Fee	\$55 per course
Social Work Course Fee (311 Only)	\$45
Student ID Replacement	\$25

**DAYS**

- M Monday
- T Tuesday
- W Wednesday
- R Thursday
- F Friday
- S Saturday
- U Sunday

**BUILDING/LOCATION CODES**

- BC Butcher Center
- BY Byrd Science Center
- CA Frank Center
- CC Student Center
- CE Center for Contemporary Arts II
- CL Byrd Center for Congressional History and Education
- CO Center for Contemporary Arts
- DH Dining Hall
- GA Gardiner Hall
- KN Knutti Hall
- LB Scarborough Library
- MC Martinsburg Center
- 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



## REGISTRATION WORKSHEET: SUMMER

- 1) Open the Browser. Go to *www.shepherd.edu*
- 2) Click on **RAIL** in “Quick Link” at the top of the home page. You will be logged off after 10 minutes of inactivity.
- 3) Read user information; scroll to the bottom and click on **User Login**.
- 4) Security Alert (If the Alert appears): Read the message and make the appropriate selection.
- 5) User Login
  - A. Enter USER ID (Your ID is the nine digit number on the back of your Rambler Card).
  - B. Enter Login PIN (Personal Identification Number—initially your birth date in the format MMDDYY).
  - C. Click on **LOGIN**. The Login PIN will expire immediately, and you will need to create a new Login PIN of your choice. Your new Login PIN can be a minimum of six but not more than 15 alphanumeric characters, but CANNOT be your birth date. You must remember this new Login PIN!

Select a **Login Verification Security Question** and provide the answer. If later on you forget your Login PIN, you can click on the **Forgot PIN?** button and answer the question you have just selected.

At that time, you will then be asked to enter and confirm a new Login PIN.

- 6) If an incorrect Login PIN is entered 5 times in succession, access to RAIL will be disabled and you will need to contact the Office of the Registrar to have the PIN reset.
- 7) Read Terms of Usage and click **Continue** if terms are agreeable. This screen will not be seen again.
- 8) Click on **Student**.
- 9) Click on **Registration**.
- 10) Click on **Add/Drop Classes**.
- 11) Select the term registering for (use drop down menu if necessary) and click on **Submit Term**.
- 12) Enter **Alternate PIN** 555555 and click on **Submit PIN**. Alternate PIN is not required between March 19-22.
- 13) Fill in CRNs (Course Request Numbers), using the TAB key to navigate between each block to be entered.

CRN	SUBJECT/COURSE #	SEC	DAYS/ TIMES	CREDIT
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- 14) Click on **Submit Changes**.
- 15) Scroll down to view schedule and to correct registration errors if necessary.
- 16) Click on the drop down menu in the action field beside each course to drop a course. To add another course, enter the CRN in the block under Add Class. Click on **Submit Changes**.
- 17) Click on **Confirm Schedule** if no registration errors. Check schedule for accuracy.
- 18) To enter variable credit click on the underlined credit hours for each variable credit course or click on **Change Course Options** at the bottom of the screen. Enter desired hours (noting allowed range) and click on **Submit Changes**. Scroll down, check hours, or click **Return to Menu**, click on **Student Detail Schedule** and check hours.
- 19) Scroll to the top of the screen and click on **Exit** after reviewing schedule.
- 20) Click on the “x” on the top right of the screen to close the browser.