Schedule of Classes  
Summer Semester 2016

The schedule of classes is available on the web at 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 2016 CALENDAR

SUMMER I: MAY 23-JUNE 22
SUMMER III: MAY 23-AUGUST 3

February 26, Friday    Last Day to apply for August and December 2016 Graduation.
March 21-May 24        RAIL Registration for Summer I and/or Summer III for Continuing Students Enrolled for Spring 2016 Semester.
March 21-July 6        RAIL Registration for Summer II for Continuing Students Enrolled for Spring 2016 Semester and/or Summer I or Summer III.
May 17, Tuesday        Payment Due Date for Summer I and Summer III for Students Registering March 21-May 3.
May 23, Monday         Classes Begin.
May 24, Tuesday         Add/Drop and Late Registration via RAIL or in Registrar’s Office (Between 8 a.m.-4 p.m.).
May 30, Monday         Memorial Day Holiday. Offices Closed.
May 31 Tuesday         Last Day to Change a Course from Credit to Pass/Fail Status for Summer I and/or Summer III.
June 2, Thursday       Last Day to Change a Course from Credit to Audit Status for Summer I and/or Summer III.
June 8, Wednesday      Last Day to Withdraw from a Summer I Class.
June 16, Thursday      Last Day to Completely Withdraw from Summer I.
June 22, Wednesday     Summer I Day Classes End.
June 27, Monday        Summer I Grades Due 9 a.m.
June 28, Tuesday       Grades Available via RAIL for Summer I (Tentative).
June 30, Thursday       Payment Due Date for Summer II for Students Registering March 21-June 22.

SUMMER II: JULY 5-AUGUST 3

July 5, Tuesday        Classes Begin.
July 6, Tuesday        Add/Drop and Late Registration via RAIL or in Registrar’s Office (Between 8 a.m.-4 p.m.).
July 12, Tuesday       Last Day to to a Change a Course from Credit to Pass/Fail Status.
July 14, Thursday      Last Day to Change a Course from Credit to Audit Status.
July 18, Monday        Last Day to Withdraw from a Summer II Class.
July 27, Wednesday     Last Day to Completely Withdraw from Summer II and/or Summer III.
August 3, Wednesday    Summer II and Summer III Day Classes End.
August 8, Monday       Summer II and Summer III Grades Due 9 a.m.
August 9, Tuesday       Grades Available via RAIL for Summer II and Summer III (Tentative).
August 22, Monday      First Day of Fall 2016.

ADVICE/MREGISTRATION FOR NEW STUDENTS

June 6, Monday and June 7, Tuesday          A&R A - Freshman Program.
June 13, Monday and June 14, Tuesday        A&R B - Freshman Program.
June 20, Monday and June 21, Tuesday         A&R C - Freshman Program.
June 24, Friday                             A&R I - Transfer and Readmits.
June 28, Tuesday and June 29, Wednesday     A&R D - Freshman Program.
July 22, Friday                             A&R II - Transfer and Readmits.
August 17, Wednesday                       A&R E - Freshman Program (One Day).
August 18, Thursday                        A&R III - Transfer and Readmits.

BUILDING/LOCATION CODES

<table>
<thead>
<tr>
<th>BUILDING/LOCATION CODE</th>
<th>DAY</th>
<th>DAYS</th>
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<tbody>
<tr>
<td>BC Butcher Center</td>
<td>M</td>
<td>Monday</td>
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<tr>
<td>BY Byrd Science Center</td>
<td>T</td>
<td>Tuesday</td>
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<tr>
<td>CA Frank Center</td>
<td>W</td>
<td>Wednesday</td>
</tr>
<tr>
<td>CC Student Center</td>
<td>R</td>
<td>Thursday</td>
</tr>
<tr>
<td>CE Center for Contemporary Arts II</td>
<td>F</td>
<td>Friday</td>
</tr>
<tr>
<td>CL Byrd Center for Congressional History and Education</td>
<td>S</td>
<td>Saturday</td>
</tr>
<tr>
<td>CO Center for Contemporary Arts</td>
<td>U</td>
<td>Sunday</td>
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<tr>
<td>DH Dining Hall</td>
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<tr>
<td>GA Gardiner Hall</td>
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<tr>
<td>KN Knutti Hall</td>
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<tr>
<td>LB Scarborough Library</td>
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<tr>
<td>MC Martinsburg Center</td>
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<tr>
<td>NU Erma Ora Byrd Hall</td>
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<tr>
<td>OL Online Course</td>
<td></td>
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<tr>
<td>RY Reynolds Hall</td>
<td></td>
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<tr>
<td>SN Snyder Science Hall</td>
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<tr>
<td>SS Stutzman-Slonaker Hall</td>
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<tr>
<td>WE Wellness Center</td>
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<td>WH White Hall</td>
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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 support@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 7 semester hours in any one term with a total of 14 semester hours for the summer term. If a student registers for a lab science in each summer term, then the maximum load is 14 semester hours, unless permission is granted by the advisor, department chair, and vice president for academic affairs. Petitions are available in the Office of the Registrar. (See Maximum of 7 Credits, page 5, for additional information.)

ADMISSION
Applications are available online at 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 2013 must apply for admission in the Office of Admissions. Degree-seeking students not currently enrolled, but who were enrolled Spring 2015, Summer 2015, or Fall 2015 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.

LIVING ACCOMMODATIONS
Summer school students will be housed in Printz Hall apartments, which are air conditioned. Room furnishings include single twin-size beds and mattresses, desks, dressers, chairs, and closets or wardrobes. Apartments are equipped with a kitchen, a stove top, oven, and refrigerator. Students will need to supply their own bed linens, blankets, pillows, study lamps, microwaves, televisions, DVD players, game systems, additional fans, pots and pans, and other similar conveniences that meet residence hall regulations. Visit the Residence Life website at www.shepherd.edu/residencelife to receive a more detailed list of things students may want to consider bringing.

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 2-6 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 2016 semester must be checked out of their summer space no later than 6 p.m. on Wednesday, August 3, 2016. For further questions, email Residence Life at residencelife@shepherd.edu.

FOOD SERVICE
Dining services will be available 8 a.m. to 2 p.m. Monday-Thursday and 8 a.m. to 1 p.m. on Friday throughout the summer at the Fireside Bistro in the Student Center. The dining hall may be open as business demands. The Wellness Café will be open from 8 a.m. to 2 p.m. Monday-Thursday and 8 a.m. to 1 p.m. on Friday during the summer. Please contact Dining Services at 304-876-5131 for possible services times.

RECREATIONAL ACTIVITIES
For information, call 304-876-5471.

CANDIDATES FOR GRADUATION
The deadline for application for graduation for August or December degree candidates is Friday, February 26. A formal application for graduation and a fee of $50 must be filed in the Office of the Registrar by the deadline. Monday, August 8 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/. In addition to grades A-F; I-incomplete; W-withdrawal; and P-pass, other grades 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.
All degree-seeking students should meet with their advisor prior to registration. Contact your advisor for an appointment.

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Priority Registration</th>
<th>Open Registration ( Begins at 9 a.m. daily)</th>
<th>Late Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently enrolled Spring Semester 2016 degree-seeking graduate, undergraduate, and nondegree-seeking students</td>
<td>Alternate PIN is not required Based on earned hours March 21 90+ hrs and graduate students March 22 60+ hrs March 23 45+ hrs March 24 30+ hrs Alternate PIN required March 25 Below 30</td>
<td>Alternate PIN Required March 21-May 22 Summer I Alternate PIN 111111 Summer III Alternate PIN 555555 March 21-July 4 Summer II Alternate PIN 222222</td>
<td>Alternate PIN Required May 23 and 24 Summer I Alternate PIN 111111 Summer III Alternate PIN 555555 Note that a late fee of $25 will apply.</td>
</tr>
<tr>
<td>*Students enrolled Spring 2015, Summer 2015 or Fall 2015</td>
<td>N/A</td>
<td>Alternate PIN Required April 18-May 22 Summer I Alternate PIN 111111 Summer III Alternate PIN 555555 April 18-July 4 Summer II Alternate PIN 222222</td>
<td>July 5 and 6 Summer II Alternate PIN 222222 Note that a late fee of $25 will apply.</td>
</tr>
<tr>
<td>New degree-seeking (freshmen, transfer, transient, readmitted) students, and new nondegree-seeking students</td>
<td>N/A</td>
<td>Alternate PIN Required Summer I and III April 29-May 22 See page 7 or 8 for registration instructions. Summer II April 29-July 4 See page 9 for registration instructions.</td>
<td></td>
</tr>
</tbody>
</table>

*S Degree-seeking students not currently enrolled, but who were enrolled in Spring 2015, Summer 2015, or Fall 2015, 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.

**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. to 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. to 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. to 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 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. to 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. to 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 7 CREDITS**
Students may register for a maximum of 7 credit hours per semester, exclusive of MUAP and MUEN subject codes. A student who wishes to enroll for more than 7 hours must have an overall grade point average of 3.0 or better and secure the written approval of the advisor, department chair, and vice president for academic affairs. If the overall grade point average is less than 3.0, students must first petition the Admissions and Credits Committee for permission before proceeding to get required signatures. Petition forms and approval forms to enroll for more than 7 hours are available in the Office of the Registrar. Completed approval forms must be submitted to the Office of the Registrar.

**CANCELLED CLASSES AND COURSES UNAVAILABLE FOR REGISTRATION**
Please refer to 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 new 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 IF’s in all courses which may result in suspension from the University.

**PAYMENT DEADLINES**

<table>
<thead>
<tr>
<th>If you register during these dates:</th>
<th>Your bill and schedule will be emailed:</th>
<th>Tuition due date (pay by RAIL):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer I and III</td>
<td>April 22</td>
<td>Middle May 17</td>
</tr>
<tr>
<td>March 21—April 22</td>
<td>Weekly</td>
<td>May 17</td>
</tr>
<tr>
<td>April 22—May 3</td>
<td>You will NOT receive a bill—check charges on RAIL</td>
<td>Immediately—pay on RAIL</td>
</tr>
<tr>
<td>May 4—May 24</td>
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<tr>
<td>Summer II</td>
<td>June 15</td>
<td>Middle June 30</td>
</tr>
<tr>
<td>March 21—June 15</td>
<td>Weekly</td>
<td>June 30</td>
</tr>
<tr>
<td>June 16—22</td>
<td>You will NOT receive a bill—check charges on RAIL</td>
<td>Immediately—pay on RAIL</td>
</tr>
<tr>
<td>June 23—July 6</td>
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</tbody>
</table>

PAYMENT COMPLETES THE REGISTRATION PROCESS AND ASSURES THAT YOUR CLASSES WILL NOT BE DROPPED. YOUR TUITION AND FEES 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.

**PAYMENT COMPLETES THE REGISTRATION PROCESS AND ASSURES THAT YOUR CLASSES WILL NOT BE DROPPED. YOUR TUITION AND FEES 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.**
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. Refund checks are 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.

REFUND SCHEDULE – SUMMER I
May 23-24 100%
May 25 90%
May 26-31 75%
June 1-8 50%
June 9 or later No Refund

REFUND SCHEDULE – SUMMER II
July 5-6 100%
July 7 90%
July 8-12 75%
July 13-19 50%
July 20 or later No Refund

REFUND SCHEDULE – SUMMER III
May 23-24 100%
May 25-31 90%
June 1-10 75%
June 11-25 50%
June 26 or later No Refund

SUMMER EXPENSES AND OTHER FEES (Subject to Change)
See www.shepherd.edu/register/fees.html 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
Communication Course Fee $25 per course
Computer and Info Sciences Fee $30 per course
Education Major Fee $40
Family and Consumer Sciences $40 per course
FYEX Course Fee (102 Only) $10 per course
Health, Physical Ed, Rec, Sport Fee $37 per course
History Course Fee (304 Only) $75 per course
Late Registration $25
Math Course Fee (489 Only) $30 per course
M.B.A. Major Field Test Fee $35 per course
(590, 591 Only)
Music Lab Fee $30 per course
Nursing Lab Fee $75 per course
Nursing Program Fee $90
Online Electronic Course Fee $25 per credit
Physical Education Concentration $20
R.B.A. Posting Fee $10 per credit
Recreation Major Fee $40
Science Lab Fee $40 per course
Student ID Replacement $25

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.
REGISTRATION WORKSHEET: SUMMER I

1) Open the Browser. Go to www.shepherd.edu
2) Click on CURRENT STUDENTS.
3) Click on RAIL. You will be logged off after 10 minutes of inactivity.
4) Read user information; scroll to the bottom and click on User Login.
5) Security Alert (If the Alert appears)
   A. Read the message and make the appropriate selection.
6) User Login
   A. Enter USER ID (Your ID is the nine digit number on the back of your Rambler Card). Click in the space before entering the numbers.
   B. Press the tab key to enter your 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 6 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 (6-15 alphanumeric characters, but not your birth date).
7) If an incorrect 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.
8) Read Terms of Usage and click Continue if Terms are agreeable. This screen will not be seen again.
9) Click on Student.
10) Click on Registration.
11) Click on Add/Drop Classes.
12) Select the term registering for (use drop down menu if necessary) and click on Submit Term.
13) Enter Alternate PIN 111111 and click on Submit PIN. Alternate PIN is not required March 21-March 24.
14) Fill in CRNs (Course Request Numbers), using the TAB key to navigate between each block to be entered.

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJECT/COURSE #</th>
<th>SEC</th>
<th>DAYS/TIMES</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
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</table>

15) Click on Submit Changes.
16) Scroll down to view schedule and to correct Registration Errors if necessary.
17) 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.

<table>
<thead>
<tr>
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</table>

18) Click on Confirm Schedule if no registration errors. Check schedule for accuracy.
19) 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.
20) Scroll to the top of the screen and click on Exit after reviewing schedule.
21) Click on the “x” on the top right of the screen to close the browser.
REGISTRATION WORKSHEET: SUMMER II

1) Open the Browser. Go to www.shepherd.edu
2) Click on CURRENT STUDENTS.
3) Click on RAIL. You will be logged off after 10 minutes of inactivity.
4) Read user information; scroll to the bottom and click on User Login.
5) Security Alert (If the Alert appears)
   A. Read the message and make the appropriate selection.
6) User Login
   A. Enter USER ID (Your ID is the nine digit number on the back of your Rambler Card). Click in the space before entering the numbers.
   B. Press the tab key to enter your 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 6 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 (6-15 alphanumeric characters, but not your birth date).
7) If an incorrect 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.
8) Read Terms of Usage and click Continue if Terms are agreeable. This screen will not be seen again.
9) Click on Student.
10) Click on Registration.
11) Click on Add/Drop Classes.
12) Select the term registering for (use drop down menu if necessary) and click on Submit Term.
13) Enter Alternate PIN 222222 and click on Submit PIN. Alternate PIN is not required March 21-24.
14) Fill in CRNs (Course Request Numbers), using the TAB key to navigate between each block to be entered.

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJECT/COURSE #</th>
<th>SEC</th>
<th>DAYS/TIMES</th>
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15) Click on Submit Changes.
16) Scroll down to view schedule and to correct Registration Errors if necessary.
17) 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.

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18) Click on Confirm Schedule if no registration errors. Check schedule for accuracy.
19) 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.
20) Scroll to the top of the screen and click on Exit after reviewing schedule.
21) Click on the “x” on the top right of the screen to close the browser.
REGISTRATION WORKSHEET: SUMMER III

1) Open the Browser. Go to www.shepherd.edu
2) Click on CURRENT STUDENTS.
3) Click on RAIL. You will be logged off after 10 minutes of inactivity.
4) Read user information; scroll to the bottom and click on User Login.
5) Security Alert (If the Alert appears)
   A. Read the message and make the appropriate selection.
6) User Login
   A. Enter USER ID (Your ID is the nine digit number on the back of your Rambler Card). Click in the space before entering the numbers.
   B. Press the tab key to enter your 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 6 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 (6-15 alphanumeric characters, but not your birth date).
7) If an incorrect 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.
8) Read Terms of Usage and click Continue if Terms are agreeable. This screen will not be seen again.
9) Click on Student.
10) Click on Registration.
11) Click on Add/Drop Classes.
12) Select the term registering for (use drop down menu if necessary) and click on Submit Term.
13) Enter Alternate PIN 555555 and click on Submit PIN. Alternate PIN is not required March 21-24.
14) Fill in CRNs (Course Request Numbers), using the TAB key to navigate between each block to be entered.

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