Schedule of Classes
Summer Semester 2015

The schedule of classes is available on the web at www.shepherd.edu/register. 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 2015 CALENDAR

SUMMER I: MAY 26-JUNE 24
SUMMER III: MAY 26-AUGUST 4

March 23–May 27 RAIL Registration for Summer I and/or Summer III for Continuing Students Enrolled for Spring 2015 Semester.
May 19, Friday Payment Due Date for Summer I and Summer III for Students Registering March 23-May 5 by Noon.
May 26, Tuesday Memorial Day Holiday. Offices Closed.
May 27, Wednesday Add/Drop and Late Registration via RAIL or in Registrar’s Office (Between 8 a.m.-4 p.m.).
June 2, Tuesday Last Day to Change a Course from Credit to Pass/Fail Status for Summer I and/or Summer III.
June 15, Wednesday Last Day to Change a Course from Credit to Audit Status for Summer I and/or Summer III.
June 15, Monday Last Day to Withdraw from a Summer I Class.
June 24, Wednesday Last Day to Completely Withdraw from Summer I.
June 29, Monday Summer I Grades Due 9 a.m.
June 30, Tuesday Grades Available via RAIL for Summer I (Tentative).
July 2, Tuesday Payment Due Date for Summer II for Students Registering March 23-June 24 by Noon.

SUMMER II: JULY 6-AUGUST 4

July 3, Friday Independence Day Holiday. Offices Closed.
July 6, Monday Classes Begin.
July 7, Tuesday Add/Drop and Late Registration via RAIL or in Registrar’s Office (Between 8 a.m.-4 p.m.).
July 13, Monday Last Day to Change a Course from Credit to Pass/Fail Status.
July 15, Wednesday Last Day to Change a Course from Credit to Audit Status.
July 22, Wednesday Last Day to Withdraw from a Summer II Class.
July 29, Wednesday Last Day to Completely Withdraw from Summer II and/or Summer III.
August 5, Tuesday Classes End Summer II and Summer III.
August 7, Friday Summer II and Summer III Grades Due 9 a.m.
August 10, Monday Grades Available via RAIL for Summer II and Summer III (Tentative).
August 24, Monday First Day of Fall 2015

ADVICEMENT/REGISTRATION FOR NEW STUDENTS

June 5, Friday A&R I - Transfer and Readmits.
June 9, Tuesday, & June 10, Wednesday A&R II - Freshman Program.
June 15, Monday, & June 16, Tuesday A&R III - Freshman Program.
June 18, Thursday, & June 19, Friday A&R IV - Freshman Program.
June 22, Monday, & June 23, Tuesday A&R V - Freshman Program.
June 29, Monday, & June 30, Tuesday A&R VI - Freshman Program.
July 17, Friday A&R VII - Transfer and Readmits.
August 19, Wednesday A&R VIII - Freshman Program (One Day).
August 20, Thursday A&R IX - Transfer and Readmits.

Building/Location Codes

<table>
<thead>
<tr>
<th>Building/Location Codes</th>
<th>Days</th>
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<tbody>
<tr>
<td>BC Butcher Center</td>
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<tr>
<td>BY Byrd Science Center</td>
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<tr>
<td>CA Frank Center</td>
<td>W</td>
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<tr>
<td>CC Student Center</td>
<td>R</td>
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<tr>
<td>CE Center for Contemporary Arts II</td>
<td>F</td>
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<tr>
<td>CL Byrd Center for Legislative Studies</td>
<td>S</td>
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<tr>
<td>CO Center for Contemporary Arts</td>
<td>U</td>
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<td>DH Dining Hall</td>
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<td>GA Gardiner Hall</td>
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<td>KN Knutti Hall</td>
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<td>LB Scarborough Library</td>
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<tr>
<td>MC Martinsburg Center</td>
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<td>NU Erma Ora Byrd Hall</td>
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<td>OL Online Course</td>
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<td>RY Reynolds Hall</td>
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<td>SN Snyder Science Hall</td>
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<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#Applications. 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 2014 must apply for admission in the Office of Admissions. Degree-seeking students not currently enrolled, but who were enrolled Spring 2014, Summer 2014, or Fall 2014 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 Dunlop Hall apartments, which are air conditioned. Room furnishings include single 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, VCRs/DVD players, additional fans, pots and pans, and other similar conveniences that meet residence hall regulations. Visit the Residence Life website at www.shepherd.edu/rloweb 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 please report to the Dunlop Hall Staff Office between 2 p.m. and 6 p.m. on Sunday, May 24, 2015. Students attending Summer I or II who are interested in occupying and paying housing fees for the session in which s/he is not enrolled would need to contact Residence Life to check availability; otherwise, check-out for Summer I is Wednesday, June 24, 2015, by 6 p.m. and check-in for Summer II is Sunday, July 5, 2015, from 2 p.m. to 6 p.m. Students who will not be residing in the campus apartments for the Fall 2015 semester must be checked out of their summer space no later than 6 p.m. on Tuesday, August 4, 2015.

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 27. A formal application for graduation and a fee of $35 must be filed in the Office of the Registrar by the deadline. Friday, August 7 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 students may see on RAIL include AU-audit; IF-failure due to irregular withdrawal; I Slash (/)-incomplete replaced by the grade that follows; Slash R (R/-repeat course under 60-hour rule; Less than (<)-repeated course after 60 hours.

Summer 2015 Schedule
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 2015 degree-seeking graduate, undergraduate, and nondegree-seeking students</td>
<td>Alternate PIN is not required Based on earned hours March 23 90+ hrs and graduate students March 24 60+ hrs March 25 45+ hrs March 26 30+ hrs Alternate PIN required March 27 Below 30</td>
<td>Alternate PIN Required March 28-May 25 Summer I Alternate PIN 111111 Summer III Alternate PIN 555555</td>
<td>Alternate PIN Required May 26 and 27 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 2014, Summer 2014 or Fall 2014</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>New degree-seeking (freshmen, transfer, transient, readmitted) students, and new nondegree-seeking students</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* Degree-seeking students not currently enrolled, but who were enrolled in Spring 2014, Summer 2014, or Fall 2014, 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 OVER RIDES**
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...
**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><strong>Summer I and III</strong>&lt;br&gt;March 23–April 24&lt;br&gt;April 25–May 5&lt;br&gt;May 6–May 27</td>
<td>April 24&lt;br&gt;Weekly&lt;br&gt;You will NOT receive a bill—check charges on RAIL.</td>
<td>May 19&lt;br&gt;May 19&lt;br&gt;Immediately—pay on RAIL.</td>
</tr>
<tr>
<td><strong>Summer II</strong>&lt;br&gt;March 23–June 17&lt;br&gt;June 18-24&lt;br&gt;June 25–July 7</td>
<td>June 17&lt;br&gt;Weekly&lt;br&gt;You will NOT receive a bill—check charges on RAIL.</td>
<td>July 2&lt;br&gt;July 2&lt;br&gt;Immediately—pay on RAIL.</td>
</tr>
</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.

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](http://www.shepherd.edu). Click on Current Students on the home page, click on Registrar, click on Updated Shepherd 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.
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 26-27 100%
May 28 90%
May 29-June 2 75%
June 3-9 50%
June 10 or later No Refund

REFUND SCHEDULE – SUMMER II
July 6-7 100%
July 8 90%
July 9-13 75%
July 14-20 50%
July 21 or later No Refund

REFUND SCHEDULE – SUMMER III
May 26-27 100%
May 28-June 1 90%
June 2-June 11 75%
June 12-26 50%
June 27 or later No Refund

SUMMER EXPENSES AND OTHER FEES (Subject to Change)
See www.shepherd.edu/afweb/tuition 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 $1,119.
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; or if that number does not appear, the last nine digits of the number on the front 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 23 through March 26.
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>
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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.

Summer 2015 Schedule  7
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; or if that number does not appear, the last nine digits of the number on the front 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 23 through March 26.
14) Fill in CRNs (Course Request Numbers), using the TAB key to navigate between each block to be entered.

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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; or if that number does not appear, the last nine digits of the number on the front 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).
8) 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.
9) Read Terms of Usage and click Continue if Terms are agreeable. This screen will not be seen again.
10) Click on Student.
11) Click on Registration.
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 23 through March 26.
14) Fill in CRNs (Course Request Numbers), using the TAB key to navigate between each block to be entered.

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