

SHEPHERD UNIVERSITY

SCHOOL OF GRADUATE AND PROFESSIONAL STUDIES

Congratulations and thank you for applying to Graduate Studies at Shepherd University!

Now that you've been accepted, it's time to get registered! Here's a short checklist to help you get started: All links can also be accessed via the [graduate studies](#) webpage.

- Look at the [graduate studies staff](#) page to see contact information for your program. The program coordinators are usually the advisors for students in that degree program. While we assist you to get registered, after your initial enrollment, you will be expected to use RAIL for enrolling in future classes. You also must use your Shepherd e-mail account for all correspondence with the University.
- Once you are admitted into the program, you will be assigned a Student Identification Number (SID). This number will be your permanent student number at Shepherd. You can look up your student number by using the ID lookup function on [RAIL](#).
- Make sure you have submitted necessary transcripts of *all* undergraduate degree work, especially as it relates to content area and pre-requisite requirements.
- Tuition is due at the time of registration and can be paid by credit card on the RAIL system or by calling the [Cashier's office](#) at 304-876-5284; fax 304-876-5002.
- Get your [Rambler Card](#). Martinsburg Center students can complete this process at the center.
- Go to the [IT Services](#) and click students to access your Shepherd email account, PIN# and Password(s). You'll see all of this under the FAQs.
- View the [schedule of classes](#)
- Textbooks for all graduate courses are available in the [Shepherd University Bookstore](#), which is located in the basement of the Student Center.
- The [Wellness Center](#) is available for Graduate students for an additional fee.

Good luck with starting classes, and don't hesitate to call your graduate program coordinator or the graduate studies office (304-876-5313) if you need assistance.

Sincerely,



Dr. Richard A. Stevens, Jr. • Dean, Graduate and Professional Studies