

Academic Year | 2020
-2021



Shepherd University • School of Graduate and Professional Studies

ORIENTATION GUIDE for
New Graduate Students

WELCOME FROM THE DEAN

Greetings!

On behalf of everyone in the Shepherd community, welcome to the School of Graduate and Professional Studies at Shepherd University. The School administers Shepherd's masters and doctoral programs, non-degree graduate certificates, continuing education, lifelong learning, and professional development courses across a wide range of disciplines.

Our faculty are known for their student-centered approach to encourage and strengthen creativity and scholarship. In all courses, students flourish by enjoying close contact with faculty mentors and a supportive community of graduate peers. They participate in Shepherd's graduate culture through student advisory councils, service on university committees like the Student Life and Budget committees, opportunities for career advice, connections with professionals in the field, graduate student events, and project presentation opportunities.

You have a great choice to attend Shepherd and I hope we have the opportunity to interact during your time as a graduate student at Shepherd University. As our nation and the world faces extraordinary ethical, social, and civic challenges of vast complexity, pursuing graduate study is an excellent choice. Enhance your existing skills, learn new ones, and attain your academic goals.

We know you are now embarking on new and exciting challenges you begin this new experience. Browse our graduate studies and university web pages for resources. Stay informed by checking these pages often, reading the graduate newsletter, and/or "like" the Shepherd University Graduate Studies Facebook page.

Should you have specific questions, I encourage you to contact your Graduate Program Coordinator, your advisor, or the School of Graduate and Professional Studies. We look forward to hearing from and seeing you here on the campus.

Sincerely,



Dr. Richard A. Stevens, Jr.
Dean, Graduate and Professional Studies &
Faculty Affairs

rstevens@shepherd.edu
304-876-5313

GRADUATE STUDENT ORIENTATION: Frequently Asked Questions

Graduate Studies:

The main page for graduate studies offers information on the individual programs, as well as information about financial aid, applying for admission, scholarship and waiver forms, as well as forms related to registration. You can also find out information by checking out several of our facebook pages:

[Graduate Studies](#)
[Martinsburg Center](#)
[Shepherd University](#)
[CSDA Program](#)

Who can answer questions about my program of study?

[Graduate Program Coordinators](#): They can help answer specific questions regarding your program, such as admissions, class rotation and availability, and financial aid opportunities. Contact information is listed on the graduate studies webpages.

School of Graduate and Professional Studies - 212 Byrd Science 304.876.5313

Dr. Richard Stevens, Dean, Graduate and Professional Studies & Faculty Affairs,
rstevens@shepherd.edu

Karen Rice, Director of Continuing Education and Lifelong Learning 304.876.5135,
krice@shepherd.edu

Sherry Donovan, Graduate Admissions Counselor and Assistant Director of Continuing Education, sdonovan@shepherd.edu

Sharika Abdul-Muhaimin, Administrative Assistant, sabdulmu@shepherd.edu

Martinsburg Center - 261 Aikens Center, 304.263.3303

Jim Klein, Director of Martinsburg Center and Graduate Marketing,
jklein@shepherd.edu

Taylor Carroll, Martinsburg Center, Program Assistant II, tcarroll@Shepherd.edu

Where can I get an overview of campus services? The [Student Handbook](#) has a list of campus services.

How do I find my way around campus? [Campus map](#) includes building and parking areas.

What does the [Rambler Card](#) do? :

Your Rambler card is your key to services throughout campus, ranging from room access, parking areas, vending machines, and library services, as well as several off-campus sites like restaurants. The Rambler Card Office has extended hours for graduate students and the website offers the availability of online management of your account.

Where can I go to find out financial information? [Financial Aid Office](#) Located in Gardiner Hall, this interactive site for the Financial Aid office has videos and a list of FAQs for students. Note the extended hours on Tuesday for Graduate students.

Where do I pay my bill? [Cashier's Office](#)

This office is located in Ikenberry Hall and is the place where you pay your tuition bill and receive any financial aid disbursements. There are extended hours on Tuesday for graduate students.

Do I need a Parking Permit?

To get a parking permit, go to [Parking Services](#), located with University Police in Moler Hall, on the West side of campus. Be sure to have your driver's license and registration available. Parking is enforced 24-hours a day; however, as a graduate student, your classes are most likely to be in the evening, when parking spaces are more available.

*Note: Parking is free at the Martinsburg Center Location

Do I need a Shepherd Email account?

Using an official Shepherd University email account is very important. Teachers often communicate outside of class with their students via their Shepherd email address. Go to the [IT services webpage](#) to get your email account up and running.

How do I work with technology on campus? [IT or Information Technologies](#) is the place to go to register your computer for wireless access, set up your Shepherd email account or learn information on SAKAI class resources.

How do I use the [Scarborough Library](#)?

Many of the library resources for graduate-level research are available electronically and can be accessed by using your email account and Rambler card information. In addition, there are late-night hours at the library and a 24-hour room.

Is the [Student Center](#) open for graduate students?

The Shepherd University Student Center offers a range of services in the evening hours, ranging from dining at the Fireside Bistro, the information desk, and bookstore, to meeting rooms, pool tables and a bowling alley. A commuter lounge is located in Stutzman-Slonaker Hall.

How do I find class and registration information?

The [Registrar's office](#) is located on the first floor of Ikenberry Hall on East Campus. Through their web pages you can access many forms, such as: academic calendars, class schedules and deadlines and RAIL access.

Where can I find the [class schedule](#)?

The registrar's office web page has a place to check class schedules, instructor information, pre-requisites, location, day, time and availability of seats.

What is [RAIL](#)?

RAIL is the system you will use at Shepherd to update your personal information, check your schedule, register for classes and also to add or drop a class. You may also complete degree evaluations through RAIL and check your financial aid.

Is the University catalog online?

The current graduate catalog is also available online as part of the overall [Shepherd University catalog](#). This interactive site allows you to set up your own account and curricular portfolio so that you can follow your progress in your particular degree program.

How will I know if classes are cancelled for inclement weather? Shepherd University works with [Rave](#) Wireless Inc. to offer a text-messaging notification system. Emergency communications from the university, including inclement weather announcements, are sent as a text message to those who opt into the plan. Please note that school closures and emergency announcements are the only notices sent to participants.

What other services are available to students?

[Accessibility Services](#):

Accessibility Services assists students with diverse needs to achieve their academic and social potential by facilitating the use of reasonable and documented accommodations. This office is located in Gardiner Hall. 304.876.5122.

[Veterans Affairs](#):

Shepherd offers many opportunities for Veterans who have served our country and are returning to the workforce. The Veterans Affairs Office is located in Gardiner Hall. 304.876.5463.

Wellness Center:

Graduate Students may join the wellness center at student rates.

Academic Support

Tutoring Services

Graduate students who require special assistance with a particular subject or *graduate-level writing* should contact the course instructor or graduate program coordinator.

Undergraduate student services are not available to graduate students. Tutor.com is available to all graduate students and is located on Sakai in the courses you are taking.

Intensive English Language Program

IELP offers intensive academic instruction in listening, speaking, reading, writing, and grammar-in-use to advanced nonnative speakers of English. The courses are listed at both the pre-undergraduate and pre-graduate level, where the pre-graduate focus is on research-based written and oral presentation style and methods required in studies at that advanced level. Shepherd University's Intensive English Language Program (IELP) is designed for students needing Advanced English language skills for university-level studies. Eligible students must have a minimum TOEFL score of 490, IELTS score of 6.0, or equivalent. <http://www.shepherd.edu/ielp>

Global Shepherd: At Shepherd, the “international” is visible throughout its academic offerings, campus life, and community outreach, and it is especially visible in its faculty, staff and students who comprise our community of scholars. The Global Shepherd website provides technical and legal information, as well as more general and programmatic information about the university’s engagement internationally.

<http://www.shepherd.edu/global>

FORMS:

Forms for use by graduate students in relation to academic policy, financial aid, academic standing, and progression towards graduation are located on the forms web page listed above. All forms may be filled in electronically and emailed to the graduate studies office for processing.

Student Handbook:

The Student handbook details an array of services both on and off campus, as well as academic policies and responsibilities and graduate student information.

Graduate Student Representation: Graduate students have the opportunity to participate in campus life on a variety of committees and advisory councils:

- Student Life Council
- Budget Advisory Council
- Graduate Council
- GSCE Dean’s Student Advisory Council