Welcome to Shepherd University!

As a new student, we want to ensure you receive the help you need in navigating all things Shepherd - that's where this guide comes in. Please read this in its entirety and contact Admissions if you have any questions.

**Phone:** (304) 876-5212  
**Email:** admission@shepherd.edu  
**Location:** Ikenberry Hall 103

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Rambler Card
Your Rambler Card is your official Shepherd University ID which gives you access to the Wellness Center, the library’s 24-Hour Room, residence halls, dining facilities, and more.
www.shepherd.edu/rambler
Phone: (304) 876-5300
Email: rambler@shepherd.edu
Location: Wellness Center Rotunda

Financial Aid
You can view and accept/decline your financial aid in RAIL. If you have questions about your financial aid package (including loans, grants, and scholarships), contact the Office of Financial Aid.
www.shepherd.edu/financialaid
Phone: (304) 876-5470
Email: faoweb@shepherd.edu
Location: Gardiner Hall, Lower Level

Residence Life
Apply to live on-campus through the Good Living Portal! For help with housing and meal plans, contact the Office of Residence Life.
www.shepherd.edu/residencelife
Phone: (304) 876-5712
Email: residencelife@shepherd.edu
Location: Miller Hall, Lower Level

Parking Pass
Purchase a year-long parking decal for $70 through the University Police Department.
www.shepherd.edu/police/parking-on-campus
Phone: (304) 876-5374
Location: Moler Hall 102

Immunization Records
All students must submit immunization records to the Health Center before starting classes. Complete the Health Status Review Form online.
www.shepherd.edu/healthcenter
Phone: (304) 876-5161
Location: Gardiner, Lower Level

Bookstore
Be sure to visit the bookstore for textbooks, school supplies, Shepherd gear, and more!
www.bkstr.com/shepherdstore
Phone: (304) 876-5219
Email: shepherd@bkstr.com
Location: Student Center, Ground Floor

Paying Your Bills
You can pay your tuition bill via RAIL, over the phone, or person through the Business Office.
www.shepherd.edu/finance
Phone: (304) 876-5284
Location: Ikenberry Hall 214

RamPulse
Get involved! Join a club or organization and view upcoming campus events through RamPulse.
www.shepherd.edu/rampulse
RAIL
www.shepherd.edu/rail

Logging in to RAIL:
- User ID - This is your 9-digit Shepherd ID# (SID) which can be found on the back of your Rambler card.
- PIN - The first time you log in, your PIN will be your 6-digit birthdate in MMDDYY format. You will be prompted to create a new PIN of your choice that must be 6-15 alphanumeric characters and cannot be your birthdate.
- Set a security question in case you forget your PIN.
- If you enter an incorrect PIN 3 times you will be locked out and must have it reset by the Registrar's Office.

Use RAIL to:
- Add or drop classes
- Check grades
- View your schedule
- View and accept/deny financial aid
- View and pay your bill
- View and request transcripts
- Retrieve your network username and password
- Update your contact information

RAIL
www.shepherd.edu/rail

All University emails will be sent to your Shepherd student email account. As a Shepherd student, you are required to monitor this account regularly. Your email address will be your Shepherd network username + @rams.shepherd.edu

To retrieve your network username, log-in to RAIL > click the Personal Information tab > select Look up your username.
Next, set up your network password by selecting the Personal Information tab > Password Management > Change Password. It will take approximately 10 minutes for your password to update before you can log in to any campus system.
Your username and password are the same for all of the following:

- Campus-owned computers
- Internet in residence halls
- Wi-Fi access
- Shepherd email
- Personal/shared network disk space
- Sakai
- RamPulse
- Good Living Portal

https://login.microsoftonline.com
**Registrar's Office**

The Registrar's Office can assist you with obtaining transcripts, adding or dropping classes, changing your major, course substitutions, and more.  
www.shepherd.edu/registrar  
**Phone:** (304) 876-5463  
**Email:** register@shepherd.edu  
**Location:** Ikenberry Hall 110

**Student Handbook**

Be sure to familiarize yourself with the Student Handbook which contains valuable information about University policies, procedures, and guidelines to help you understand your rights as a Shepherd student. It also includes numerous resources to connect you with various offices, departments, and organizations both on and off-campus dedicated to supporting your success.  
www.shepherd.edu/student-handbook

**Academic Advisor**

Your advisor will be listed in your RAIL account after you have enrolled in your first semester at Shepherd. To view this information, log-in to RAIL > select the Student tab > Student Records > View Student Information > choose the current term > see details under Primary Advisor.

**The Catalog**

The Shepherd Catalog outlines the University mission and vision, academic policies and procedures, degree programs, as well as course structures within each program.  
catalog.shepherd.edu

**The Core Curriculum**

All students, regardless of major, must complete Core Curriculum (general education) requirements as part of their degree. Worksheets are available at:  
www.shepherd.edu/core-curriculum
Satisfactory Academic Progress

All students receiving financial aid (federal, state, or institutional) must be making Satisfactory Academic Progress (SAP) for the funds to be released. If a student fails to meet SAP, an appeal must be completed before financial aid can be issued.

**SAP Guidelines:**
- Complete 70% of attempted hours
- Maintain a 2.0 Shepherd GPA
- Graduate within 180 credit hours

www.shepherd.edu/financialaid/sap
**Student Support**

**Shepherd Success Academy**

The Shepherd Success Academy (SSA) is a unique opportunity geared to help first-year students through the transition from high school to college with the assistance of a personal Success Coach.

www.shepherd.edu/academy
Phone: (304) 876-5453
Location: Student Center 216

**Veterans Support Services**

Veterans services include the Student Veterans Organization, the Veterans Center (Gardiner Hall), dedicated staff, as well as special events and programming designed to support our veterans.

www.shepherd.edu/veterans-support
Phone: (304) 876-5325
Email: mwalling@shepherd.edu
Location: Student Center 120

**TRiO Student Support Services**

TRiO/SSS is a program aimed to help students stay in school, increase their GPAs, and graduate from college. Services include free tutoring, academic advising, financial and economic literacy, education/cultural activities, career counseling and much more!

www.shepherd.edu/trio
Phone: (304) 876-5779
Email: ccopney@shepherd.edu
Location: Scarborough Library 156

**Accessibility Services**

Students with differing abilities may request services and reasonable academic or housing accommodations through Accessibility Services.

www.shepherd.edu/accessibility
Phone: (304) 876-5122
Email: accessibility@shepherd.edu
Location: Gardiner Hall, Lower Level

**Health Center**

Visit the Health Center if you're not feeling well or if you have a minor injury. They offer appointments and a range of services that include testing, shots, and referrals.

www.shepherd.edu/healthcenter
Phone: (304) 876-5161
Location: Gardiner Hall, Lower Level

**Counseling Services**

Free confidential counseling appointments are available to all students.

www.shepherd.edu/counseling
Phone: (304) 876-5161
Location: Gardiner Hall, Lower Level
Technical Resources

**Wi-Fi**

Connect your personal devices (laptop, tablet, cell phone, gaming system, etc.) to Shepherd’s wireless network using your student username and password.

www.shepherd.edu/wifistudents/

**RAVE Alerts**

The University offers a text-messaging notification system to send you emergency communications including inclement weather announcements. Opt-in by visiting:

www.shepherd.edu/rave-alert/

**Sakai**

Sakai is Shepherd’s learning management system. Professors may use it to post syllabi, announcements, resources, assignments, messages, discussions, and more. It may also be used to submit assignments, quizzes, and tests.

www.shepherd.edu/sakai/sakai-help-for-students

**IT Services Desk**

Contact the IT Services Desk for help with your Shepherd computer accounts, student email, wi-fi access, device registration, Sakai, and other technical concerns.

www.shepherd.edu/itservices

**Phone:** (304) 876-5457

**Email:** itworkorder@shepherd.edu

**Location:** Scarborough Library, Lower Level
Commuter Lounge

While the space was designed with commuters in mind, all students are welcome. The lounge offers a kitchen equipped with a refrigerator, microwave, and a sink as well as a fenced-in outdoor area and serves as a comfortable place where students can cook, hang out, or study in between classes.

Location: Stutzman-Slonaker 203

Scarfborough Library

The library offers computers, printers, copiers, and study rooms for student use. You can also borrow books, DVDs, CDs, and laptops. The 24-Hour Room is accessible with a Rambler Card and offers a study space with computers both during and after library hours. Not to mention there are library liaisons to help you with research!

www.shepherd.edu/library

Phone: (304) 876-5421

Wellness Center

All students have access to the Wellness Center which offers a swimming pool, basketball and racquetball courts, an indoor track, cardio and weight equipment, exercise classes, and more.

www.shepherdwellness.com

Phone: (304) 876-5300

Location: 164 University Drive

Dining On Campus

Meal plans are convenient, flexible, and loaded with options. Your meal plan includes dining locations all across campus with a range of menus and offerings. You’ll get guaranteed value, whether you eat on campus three times a week or three times a day!

Meal plans are available to both residential and commuter students and can be purchased through the Good Living Portal

www.shepherd.edu/residencelife/good-living-portal

www.shepherd.edu/residencelife/good-living-portal

Commuter Lounge

While the space was designed with commuters in mind, all students are welcome. The lounge offers a kitchen equipped with a refrigerator, microwave, and a sink as well as a fenced-in outdoor area and serves as a comfortable place where students can cook, hang out, or study in between classes.

Location: Stutzman-Slonaker 203

www.shepherd.edu/library

Phone: (304) 876-5421
Shepherd University Police Department

On-Duty Officer (24hrs): (304) 876-5202
Administrative Office: (304) 876-5374
Location: Moler Hall 102

Call 911 for emergencies requiring immediate attention

Building Codes

BC  Butcher Center
BY  Byrd Science Center
CA  Frank Center
CC  Student Center
CE  Center for Contemporary Arts II
CL  Robert C. Byrd Center for Congressional History & Education
CO  Center for Contemporary Arts
DH  Dining Hall
GA  Gardiner Hall
KN  Knutti Hall
LB  Scarborough Library
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

Parking

Commuter Lots: A, C, L, F, G, and H
Residential Lots: E, H, I