

Shepherd
UNIVERSITY
MARTINSBURG



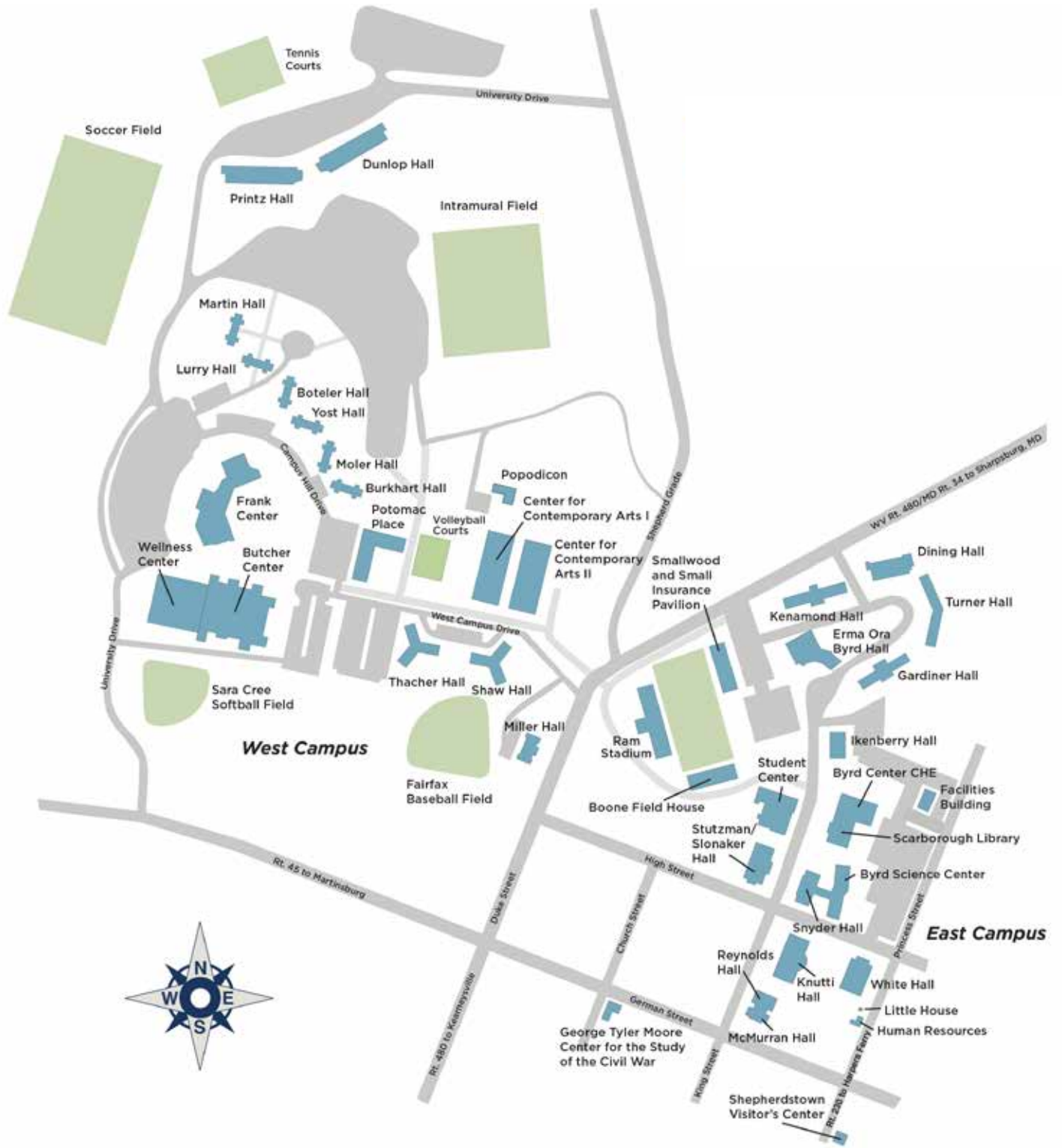
ORIENTATION HANDBOOK

Shepherd University
Martinsburg Center

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MAIN CAMPUS MAP



CAMPUS INFORMATION

This page is provided to help students and families become informed about the many resources and services available on Shepherd's campus. Most information and phone numbers can also be obtained from the campus directory on the Shepherd's home page (www.shepherd.edu).

Didn't see the service you were looking for?

Please call the switchboard at 304-876-5000, and we will get you the information you need!

Concern/Interest	Office	Contact
Absence Notification	Dean of Students	304-876-5214
Academic Advising	Advising Assistance Center	304-876-5317
Campus Transit Bus (EPTA)	Student Affairs Office	www.shepherd.edu/epta
Career Services	Advising Assistance Center	304-876-5317
CLEP Testing	Advising Assistance Center	304-876-5317
Community Service Opportunities	Office of Student Engagement	304-876-5402
Computer Assistance	IT Services	304-876-5457
Network/Laptop Rental	IT Services Martinsburg	304-263-3066
Counseling	Counseling Services	304-876-5161
Cultural Programs/Sexual Identity	Multicultural Student Affairs	304-876-5214
Disability Accommodations	Disability Support Services	304-876-5122
Employment, On-Campus	Human Resources	304-671-1906
Emergencies (Family or Students)	Dean of Students	304-876-5214
Financial Aid, Grants, and Scholarships	Financial Aid	304-876-5470
Graduate School Information	Dean of Graduate Studies	304-876-5313
Health Services	Health Center	304-876-5161
International Student Affairs	Student Affairs Office	304-876-5214
Library	Scarborough Library	304-876-5421
Meditation Services	Counseling Services	304-876-5161
Medical Services	Health Center	304-876-5161
Payments	Business Office	304-876-5284

Concern/Interest	Office	Contact
Rambler Card Services	Wellness Center	304-876-5300
Regents Bachelor of Arts (R.B.A.)	Gardiner Hall Room 124, 126 Martinsburg Center Room 113	304-263-3312
Security	Martinsburg Center	304-263-3303
Sexual Violence	Title IX Coordinator	304-876-5067
Shepherdstown Campus Parking/Appeals	University Police	304-876-5374
Sports Schedules	Athletics	304-876-5481
Stretch Courses	Academic Support Center	304-876-5221
Campus Information	Information Center	304-876-5497
Student Clubs/Organizations	Student Activities	304-876-5113
Student Success	Student Success	304-876-5453
Study Abroad Opportunities	Study Abroad	304-876-5693
Transcripts	Registrar	304-876-5463
Transfer Students	Students in Transition	304-876-5461
TRiO/Student Support Services	CTL/TRiO	304-876-5775
Tutoring	Academic Support Center	304-876-5221
Veteran Support Services	Student Affairs Office	304-876-5214

MARTINSBURG CENTER POLICY

SMOKING POLICY

- Cigarette ashes and remains should be placed in designated receptacles.
- **Student Code of Conduct: 2900. Tobacco/Smoking** states: Smoking tobacco or other substances, including with electronic cigarettes, or using any other tobacco product within 25 feet of a building or bleacher is prohibited.

FOOD AND DRINK POLICY

- Snacks may be eaten at the center. We consider snacks to be chips, pretzels, cookies, and similar foods. Pizza, tacos, salads, fruit, and sandwiches are not snack foods.
- Foods other than snacks must be eaten in the student lounge common areas on the first floor.
- Food delivery to the center is prohibited. Center special events must be coordinated through Jim Klein, center director.
- Only non-alcoholic beverages are permitted in the center.
- Please use sturdy, spill-proof beverage containers with covers to minimize damage to center materials and facilities.

CANCELLATION POLICY

Shepherd University Martinsburg Center wants to remind its students that SUMC will follow any cancellations or delays that Shepherd University implements.

Generally, Shepherd University does not cancel operations because of inclement weather. Unlike the K-12 schools, the University has different operational issues because some of our students live on campus. If severe weather conditions render it dangerous for commuter students to reach the University, those who fail to travel to campus on that particular day will not be put at a serious disadvantage. Individual students who have encountered severe travel conditions should notify their instructors of their absence prior to the next class meeting and should request appropriate arrangements for the makeup of course work.

Employees encountering severe travel conditions should notify their supervisors of their absence and discuss work conditions, leave time, and special needs.

All employees designated as emergency personnel (via a memo from their supervisors) will be required to report at their regular work times regardless of weather conditions, unless otherwise directed by their unit supervisors.

Should an extreme weather emergency or power or water failure warrant the closing of offices and/or canceling or altering the schedule of classes and events by the President, then public notification will be made via Shepherd Web, switchboard, Rave text-messaging system, and area media. Radio and television stations carrying emergency announcements include: WEPM (1340 AM and 93.7 FM), WRNR (740 AM and 106.5 FM), Martinsburg; WUSQ (102.5 FM), WFQX (99.3 FM), WINC (92.5 FM), Winchester; WJEJ (1240 AM), WHAG-TV Ch. 25, Hagerstown; West Virginia Public Radio; and WUSA-TV Ch. 9, Washington, D.C.

Announcements of emergency plans will also be available by calling 304-876-5000 or on the web at www.shepherd.edu or by signing up for the Rave text-messaging notification system at www.shepherd.edu/rave-alert.

Announcements of emergency plans will be communicated by 6 a.m. when the emergency condition precedes the start of the work and/or instructional day. When the emergency condition arises during the day, the announcement will be communicated through the heads of those units which may be affected. Announcements concerning evening classes will be communicated by 2 p.m. Announcements for weekend classes and events beginning before 4 p.m. will be communicated by 7 a.m. For weekend events beginning after 4 p.m. announcements will be communicated by 2 p.m. In some cases where weather patterns are changing we will post a delayed opening announcement. In these instances please watch for further announcements.

Please note: Shepherd announces delays and closings only. If Shepherd is not mentioned on designated radio/TV stations for a delay or cancellation, the University is open and operating on its regular schedule.

RAVE ALERT

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.

NEW USER

You will need your Shepherd username (i.e.: JStudent01), your Shepherd email address (i.e.: JStudent01@Rams.Shepherd.edu), and Shepherd network password in order to register. This information will enable your account to be created, confirmed, and maintained.

If you do not know your password, you may retrieve the information via RAIL.

Once you have successfully logged in to Rave with your username and password, you can add and/or update your cell phone settings. The system will then send you a text-message confirmation code that you must enter on your Rave account page. *Please note that times will vary on how long it will take to receive the confirmation code.*

You will not be successfully registered until you have entered the confirmation code.

Once you have completed and confirmed your registration, you will receive notices via text-messaging, email, or both. These options are available on your Rave account page.

If you need assistance with your Shepherd email address or computer password, please contact IT Services Help Desk at 304-876-5457 or visit www.shepherd.edu/itservices.

CURRENT USER

Please note: If you have changed your cell phone number or carrier, you must log on to your RAVE account and update this information. If you do not update your information, you will not receive text messages.

Instructions: Login to Rave (www.getrave.com/login/shepherd); click on the “My Account” tab; click on “Edit” beside Mobile Contacts; click on “Edit” under Actions; enter your new or existing mobile number and click “Continue”; select your new carrier and click “Continue”; once you receive the confirmation code, enter the code and click “Continue”; once your number is successfully updated, click “Done”.

DISCLAIMER

Shepherd University does not warrant the successful delivery of each message to each individual recipient. The service depends on the individual email systems and cellular and mobile phone carriers to deliver SMS and email messages to each recipient. Electrical power outages or other failures in communications systems may cause the system to be inoperable.

The text-message alerts are not intended as a comprehensive delivery system for information to our students. Email accounts and the university website should be consulted as soon as is practical, following a text-message alert, for additional and updated information.

Text-message alerts are intended to provide a general and succinct warning to the student body about an emergency condition on campus. As is always the case with such warnings, each individual recipient should take heed of such warning and should also apply reasonable common sense to the specific circumstances which might confront the recipient in responding to any emergency condition on the campus.

In registering for participation in this text-messaging service, each registrant should realize that there may be a charge by your cell phone provider to receive SMS messages. Consult with your individual carriers about the details of your service plan.

IT SERVICES

Shepherd's IT Services provides the latest technology for all Shepherd students to ensure their academic success. For assistance, the IT Services is located at the Martinsburg Center room 118 or contact 304-876-5457 or www.shepherd.edu/itservices/for-new-students.

CAMPUS NETWORK ACCESS

Your computer account is created shortly after you pay your enrollment deposit. Your username and password can then be retrieved through the RAIL system. It will allow you to access:

- campus-owned computers
- internet in residence halls
- wireless network
- Shepherd email
- personal network disk space
- shared network disk space
- Sakai (learning management system)
- RamPulse

For more information about computer buying guidelines, how to register a personal computer, and how to connect a game console to residence hall internet, please visit www.shepherd.edu/itservices/for-new-students.

Initial Account Setup

- Visit www.shepherd.edu/rail.
- Click on the **Login to RAIL** link.
- Enter your **SID** (Shepherd ID) and your **PIN** on the user login screen.
NOTE: If this is your first time logging in, your PIN will be your six-digit birth date, MMDDYY.
- Click on **Personal Information** on the welcome screen.
- Click on **Password Management** at the bottom of the page.
- Click on **Retrieve Original Password**. You will need to read and accept the Acceptable Use Policy. Your username and password will then be displayed.
NOTE: Remember your username. Try to remember your password as we will change it in the next steps to something you will remember. Do not write it down or share with others.
- Click on **Back to Password Management Menu** in the upper right corner.
- Click on **Change Current Password**.

- Enter your new password twice (see the password rules below) and click on **Change Password**. A confirmation page will state your password has been changed. Your new password may take up to 10 minutes to synchronize will our systems.

Password Rules:

1. Six to 15 characters
 2. USE: uppercase and/or lowercase letters and numbers
 3. DO NOT include special characters such as ! & \$ ^
- To protect your privacy, click on EXIT in the upper right corner and close your browser when you have finished viewing.



IMPORTANT CAMPUS ACCESS

RAIL (Personal Student Record Portal)

RAIL is the central system to your personal student record. Log into your RAIL account to:

- register for classes
- check grades
- view an unofficial transcript
- check your financial aid and outstanding balance
- retrieve your username and original password
- change your Shepherd network access password
- obtain your degree evaluation

Shepherd Email

All official university communications will be sent to your Shepherd email account. You are expected to check your Shepherd email daily.

Your email address will be your username followed by @rams.shepherd.edu. Example: user01@rams.shepherd.edu

IT SERVICES

Initial Email Account Setup:

- Visit www.shepherd.edu and click on **Email** under the quick links tab on the top left corner.
- Enter your full email address (username@rams.shepherd.edu) and your original password, which you may retrieve from RAIL (see page 8 for instructions).

NOTE: You must use your original password for the first-time login. You will be prompted to change your email password. This change is only for your email.

Sakai (Learning Management System)

Sakai is a learning portal that allows professors and students to:

- share class materials and resources
- make announcements
- take online tests
- view assignment grades

To log in to Sakai, enter your username and network password. See page 10 for login and other features' detailed instructions.

RamPulse

RamPulse is an engagement portal that connects you to the Shepherd community and events on campus. Log into your account to:

- join clubs and organizations
- see what events are happening
- track service hours

To log in to RamPulse, enter your username and network password.

ANTI-VIRUS PROGRAM

An up-to-date version of a commonly available anti-virus product is required for all computers before they are connected to the Shepherd University network. Windows computers require an anti-virus program be installed and up-to-date. Students who do not have anti-virus programs for their Windows computers can find a list of anti-virus program at www.shepherd.edu/needav.

LAPTOP CHECKOUT

Laptops can be checked out only during the laptop checkout hours Monday-Thursday from 9 a.m.-8 p.m. and Friday from 9 a.m.-4 p.m. Laptops should be returned within four hours from the checkout time (after 9 p.m. laptops are to be checked in to the security guard on duty).

To check out a laptop, contact the IT Services staff in room 118 at the Martinsburg Center or see a staff member for assistance.

Equipment

Laptops are integrated with wireless capability and a charged battery. No power cable will be issued.

Installed Software

- Microsoft Office Professional (Word, PowerPoint, Excel, Access, and Publisher)
- Internet Explorer
- Windows Media Player
- Adobe Acrobat Reader,
- Deepfreeze (refreshes the laptop to original state when laptop is restarted)

Note: If you need to save any work that you do on a loaned laptop, you must save it to your own media, such as a USB portable drive or to Citrix. If you are a Citrix user, see IT Services for more information.

Laptop Checkout Rules

- Laptops are not to be taken out of the Martinsburg Center. Doing so will be considered theft of Shepherd University property. Individuals caught doing this will be reported to campus police.
- Laptops are not to be left unattended. Users are responsible for the devices the entire time when in their possession.
- Maximum checkout time is four hours. Laptops must be returned to the main desk or to IT Services by the times listed above.
- Laptops are checked out only to Shepherd University faculty and currently enrolled students who have an official Rambler card with picture. Only one laptop will be checked out per person at any one time.
- All damage or malfunctions should be reported to the Martinsburg Center IT Services room 118 or to the front desk in the lobby.
- Shepherd University is not responsible for data and/or files remaining on the laptop once the laptop is returned and is not responsible for loss or damage to a user's files as a consequence of use of the laptop. Please save all data to a USB portable drive.

IT SERVICES

Laptop Check-in Procedures

- The laptop will be powered on and checked when it is returned. The student must remain until the laptop is checked.
- The staff will check the laptop to ensure it is in operating condition and all parts are returned.
- The staff will complete the checkout form for the laptop, noting the date and time signed in, whether or not all equipment was returned, and list of any damage noted.
- If the laptop is not in working condition or is damaged, the staff member must fill out the laptop incident report sheet.

Conditions of Participation

- I have read the laptop checkout rules and procedures and agree to comply with them. I acknowledge that the laptop is to be used only by me.
- I acknowledge that I am not to attempt to fix, open, or replace parts on the laptop.
- I agree to assume full responsibility and financial liability for the laptop computer issued to me from the time it is checked out to me until the time it is checked back in.
- I agree to pay Shepherd University for the loss of or damage to any laptop computer and peripherals that are issued to me through Information Technology up to the amount shown on the Laptop Checkout Form.
- I acknowledge that if I return the laptop after the time that it is due, I will lose laptop checkout privileges for 30 days for the first offense, for the remainder of the semester for the second offense, and permanently for the third offense.
- I acknowledge that if I return the laptop 24 hours or more after it is due to be checked in, I may incur penalties and/or restrictions. Furthermore, I acknowledge that a hold may be placed on my Shepherd University account if I do not return the laptop, and that I may be charged up to the purchase price of the equipment.
- I acknowledge that failure to comply with these rules and guidelines can cause me to lose laptop checkout privileges, and that I may not be able to register for classes, receive transcripts, or graduate until the amount owed is paid in full. I acknowledge that by signing below, I have read and understand the agreement for checking out a laptop.

SAKAI INSTRUCTIONS

Sakai is a learning management system used by many instructors at Shepherd. Instructors can store documents, assignments, and grades and can also communicate through the mail tool, discussion forum, and the chat tool. Students can get their syllabi, announcements, post discussions, and so forth.

Login to Sakai

You can access the site by going to the Shepherd University home page (www.shepherd.edu) and click on Sakai under the quick link tab on the top left corner or typing <https://courses.shepherd.edu/portal/> on the URL window.

Your Sakai login is your Shepherd University email account information. Use the first part of your Shepherd email address (i.e. bsmith01 of bsmith01@shepherd.edu) as your Sakai user ID. For further assistance with your Sakai user ID and password, visit www.shepherd.edu/itservices/new-students or contact IT Services Desk at itworkorder@shepherd.edu or 304-876-5457.

How Do I See My Sakai Classes?

- You can enter a class/site by finding it in the **QuickLinks** area located at the top-left of the site.
- You can click on the **MySites** tab located at the top-right of the Sakai site for a list of your classes.
- If the instructor has yet to publish the site you will not have access until the site is published.

Recommended Web Browsers

- Firefox
- Netscape 8 or other Mozilla browsers
- Internet Explorer for Windows, version 6
Note: Higher versions of IE are not compatible.
- Sakai may require additional plug ins including Adobe Reader, Adobe Flash, and Browser Turnup.
- **For MAC users:** Sakai does not support Safari and its use is not recommended. Using Safari could cause assignments, test/quizzes, and other tools to not upload/download or work properly.

Rearrange or Remove Site Tabs

- Go to **My Workspace**
- Select **Preferences** on the left side of the navigation bar
- Select **Customize Tab**
- Select unwanted site/classes and move them to the **Hidden Sites** box using the arrow buttons
- To move all sites over at once, click the doubled arrow button
- Select **Update Preferences**

BOOKSTORE

The bookstore, located on the Shepherdstown campus in the Student Center first floor, is a hub for the gathering and disseminating of educational information for students. The bookstore specifically provides textbooks, reference materials, study aids, university insignia, general books, sportswear, computer products, and other merchandise directly related to life on a university campus. The bookstore is open Monday-Friday from 8 a.m.-5 p.m. Additional information is available online at www.shepherdbook.com or contact the bookstore at 304-876-5219.



WELLNESS CENTER

The Wellness Center houses the Wellness Café, a heated pool, intramurals, free group exercise classes, and more. The center offers health campaigns and ways to get fit physically and mentally, and all undergraduate students have access to the facility. The Wellness Center opens Monday-Thursday from 6 a.m.-10 p.m.; Friday from 6 a.m.-9 p.m.; Saturday from 8 a.m.-8 p.m.; and Sunday from 10 a.m.-8 p.m. For hours of operation of the heated pool, event calendar, and group exercise schedules, visit www.shepherdwellness.com. The Wellness Center offers the following amenities and services:

- Fitness assessments
- Group exercise
- Group swim lessons
- Indoor basketball and volleyball
- Indoor heated pool
- Indoor track
- Junior fitness certification
- Massage therapy
- Personal training
- Private locker rooms
- Private swim lessons
- Private venue rentals
- Racquetball courts
- Various certification courses
- Wellness Café
- Weight fitness area
- Wellness merchandise

MEMBERSHIPS

Free to all Shepherd full-time undergraduate students

\$78/semester (4 months) for all graduate students, including Martinsburg Center students.

For other membership plans, visit shepherdwellness.com/memberships.

SUPPORT SERVICES

LIBRARY SERVICES

Martinsburg Center students at both the undergraduate and graduate levels may access Scarborough Library services through: www.shepherd.edu/library.

The Scarborough Library is open during the regular semester Monday-Thursday from 7:45 a.m.-11 p.m., Friday from 7:45 a.m.-5 p.m., Saturday from 10 a.m.-5 p.m., and Sunday from noon-11 p.m. There is also a library 24-hour study room available with Rambler card access.

Students are able to access the MAX, the online catalog, electronic resources, and full text journals via the library's Proxy Server. Students should enter their Rambler ID and password for access. Library services such as Interlibrary Loan and Fetch (for students requesting book delivery to the Martinsburg Center) are available via the Scarborough Library website www.shepherd.edu/library.

Fetch: Library Materials Delivery Service

Visit www.shepherd.edu/library/library-fetch for detailed instructions. Select “**Martinsburg Center**” if you wish to have the materials checked out and delivered to the Martinsburg Center.

Please note: the requested materials may take five to seven days to be delivered to the Martinsburg Center after the requests have been submitted.

Martinsburg Center: Books can be picked up and returned in room 110 at Martinsburg Center.

Scarborough Library: Books can be picked up and returned to the front desk of the Scarborough Library Monday-Thursday from 8 a.m.-7 p.m. and Friday from 8 a.m.-4 p.m.



Interlibrary Loan Services

Interlibrary loan services (www.shepherd.edu/library/library-interlibrary-loan) may be used by all Shepherd University students; for items that are not delivered electronically in PDF format, such as books or other items, students may request the item be delivered to the Martinsburg Center. Select “**Martinsburg Center**” if you wish to have the ILL materials checked out and delivered to the Martinsburg Center.

Please note: the requested materials may take five to seven days to be delivered to the Martinsburg Center after the requests have been submitted.

ACADEMIC SUPPORT CENTER

Academic Support Center on the Shepherdstown campus provides support services for students of all abilities, but especially for those who need assistance making the transition to higher education. Office hours are Monday-Friday from 8 a.m.-4:30 p.m. The center offers:

- Academic coaching: Assisting students with motivation and meeting their academic goals
- Become a tutor yourself: Build your résumé through on-campus employment (a 3.0 GPA is required)
- Free tutoring in a variety of 100-200 level courses
- GPA calculations: Stay in good academic standing

Writing Resources

- Structure of an academic essay
- Essay outline template
- How to generate an effective thesis statement
- Handling in-text quotations
- Quick and easy MLA guide
- Quick and easy APA guide

GPA Support

- Advising for students with GPAs under 2.0
- GPA calculator

Additional Services and Campus Resources

- Placement testing for mathematics and English (ACCUPLACER)
- Proctoring make-up tests (one-on-one student basis)
- Stretch-model programs in mathematics and English
- Advising Assistance Center
- TRIO Student support services

SUPPORT SERVICES

Tutor Services

Undergraduate students at the Martinsburg Center should see their academic advisor as the starting point for services.

Graduate students at the Martinsburg Center who require special assistance with a particular subject should contact the course instructor and graduate program coordinator, who in conjunction with the dean of graduate studies will arrange for assistance from the course instructor, a peer tutor, or other outside tutor. Please note that this service may involve additional fees.

COUNSELING SERVICES

Counseling Services is located on the ground floor of Gardiner Hall and accessed through the Health Center. Appointments can be scheduled with counselors by coming to the Health Center or calling 304-876-5161. Counseling Services is staffed with licensed professional counselors available for appointments Monday-Friday, 9 a.m.-3 p.m.

Students' mental and physical health is essential for a positive learning experience. Counseling Services provides a number of services in order to ensure students are at their best. Here are a few resources to address these needs:

- Short-term individual counseling
- Supportive counseling for those with an off-campus primary therapist
- Education in stress management and meditation
- Mental health and addiction screening services
- Class presentations, workshops, and outreach programs

Online screenings

Shepherd counseling services offers online anonymous screenings in the following areas of concern: depression and anxiety, eating disorders, substance use, alcohol use disorders, post-traumatic stress disorder, and bipolar disorder. These questionnaire-based screening tests help students to identify symptoms of concern in a timely manner so that they might seek support or treatment from a counselor, if necessary. For more information on these tests, visit www.shepherd.edu/counseling/screenings.

In case of a life-threatening emergency, call 911, or 9-911 from a campus phone. The campus police can be reached at 304-263-3303.

- 24-Hour Crisis Line: 304-263-8954 (EastRidge Health Systems)
- National Suicide Prevention Lifeline: 1-800-273-TALK or visit www.suicidepreventionlifeline.org.

DISABILITY SUPPORT CENTER

The mission of the Disability Support Services office is to assist students with diverse needs to achieve their academic and social potential through facilitating the use of appropriate and documented accommodations. The office is located in Gardiner Hall ground floor room G13 and G21. Office hours are Monday-Friday from 8 a.m.-4:30 p.m.

To receive accommodations, you can visit the office or contact staff at 304-876-5122. You also will need to submit an accommodation request and the supporting documentation. All forms can also be found online: www.shepherd.edu/disability. Documentation requirements must meet the following criteria:

- A typed letter on letterhead written in the last five years and signed by a licensed health care professional.
- Evidence the disability significantly impacts a major life function.
- Describe the present need for suggested accommodations relevant to performance in college.
- Recognized diagnosis-functional limitations due to the disability.

Accommodation letters from the Disability Support Services office must be provided to instructors in order to receive accommodations. Accommodations are not retroactive; however, students decide in which classes they will use their approved accommodations. For further information please see: www.shepherd.edu/disability.

PLACEMENT TEST

ENGLISH COMPOSITION

Placement into either ENGL 101: Written English I or ENGL 100A: Basic Academic Writing I and ENGL 100B: Basic Academic Writing II depends on a student's score on either the ACT or the SAT. Students placed into ENGL 100A and ENGL 100B by ACT or SAT scores can challenge their placement scores by taking the placement test ACCUPLACER. The ACCUPLACER test can be scheduled by calling the Academic Support Center at 304-876-5221. Students who received transfer credit for ENGL 101 may enroll directly into ENGL 102, 103, or 104. For questions about English placement, contact Dr. Mary Elizabeth Ellzey, chair of the Department of English and Modern Languages at bellzey@shepherd.edu or 304-876-5260, or contact the Academic Support Center.

ACT and SAT Scores Guideline

Students who score 18 or above on the ACT English exam or 450 or above on the SAT verbal exam will be placed into ENGL 101. Students who do not meet at least one of these criteria will be placed in ENGL 100A and will be required subsequently to complete ENGL 100B.

ACCUPLACER Scores Guideline

Students who score 88 or higher on the ACCUPLACER test will be allowed to enroll directly into ENGL 101. Students who score 87 or lower will remain in ENGL 100A and subsequently complete ENGL 100B.

Advanced Placement Tests

- Students who score 3 or higher on the Advanced Placement Test in English Language and Composition may enroll directly in ENGL 102, 103, or 104 without completing ENGL 100A, ENGL 100B, or ENGL 101.
- Students who score 3 or higher on the Advanced Placement Test in English Literature and Composition receive credit for ENGL 102 but not for ENGL 101, ENGL 100A, or ENGL 100B. These students are placed into one of these two composition classes according to the ACT or SAT criteria listed above.

MATHEMATICS

Placement in mathematics courses depends on a student's score on either the ACT or the SAT. Unless students' programs require a particular mathematics course, students usually take MATH 101: Fundamentals of Mathematics to satisfy their general studies requirement in mathematics. If students have been out of high school for five years or more or have the GED and have never taken the ACT or SAT, they must take the placement test ACCUPLACER before enrolling in any mathematics class.

ACT and SAT Scores Guidelines

- Students who score 18 or lower on the ACT mathematics exam or 459 or lower on the SAT mathematics exam should:
 1. Enroll in MATH 101A. Upon successful completion, the students must complete MATH 101B, or
 2. Take ACCUPLACER tests and score 85 or above on the arithmetic test and 84 or above on the elementary algebra test to enroll in MATH 101.
- Students who score 19-21 on the ACT mathematics exam or 460-500 on the SAT mathematics exam are recommended but not required to complete MATH 101 or 105 before attempting any core curriculum mathematics course numbered higher than MATH 105.
- Students who score 22-24 on the ACT mathematics exam or 510-570 on the SAT mathematics exam can complete the general studies mathematics requirement by selecting one of the courses in MATH 101, 105, 108, or 154.

Note: MATH 108 can be waived by a competency test for students starting with MATH 205 or 207. The proper choice may be dictated by the requirement of the chosen major.
- Students who score 25 or above on the ACT mathematics exam or 580 or above on the SAT mathematics exam may take MATH 101, 105, 108, 154, 205, or 207.

Entering first-year students who score 25 or above on the ACT mathematics exam or 580 or above on the SAT mathematics exam and completed a precalculus or analytical geometry course in high school may enroll in MATH 205 or 207.

CLEP TEST

College Level Examination Program (CLEP) allows students to earn college credits through CLEP test up to 12 credits per exam. CLEP test is available at the Advising Assistance Center in the Scarborough Library first floor room 104A. For more information, contact Advising Assistance Center at 304-876-5317, advising@shepherd.edu, or visit www.shepherd.edu/aac-students/clep-testing-2.

CLEP Test Subjects

- American government
- American literature
- Biology
- Calculus
- Chemistry
- College algebra
- College composition
- College mathematics
- French
- German
- History of the United States I
- History of the United States II
- Human growth and development
- Humanities
- Information systems and computer applications
- Introductory business law
- Introductory psychology
- Introductory sociology
- Natural science
- Precalculus
- Principles of management
- Principles of marketing
- Principles of macroeconomics
- Principles of microeconomics
- Spanish
- Western civilization I
- Western civilization II



CLEP Test Registration Process

- Complete the CLEP registration form online (also available in the Advising Assistance Center)
- Submit a \$20 non-refundable registration fee to the Cashier's Office (Ikenberry Hall, second floor)
- Return the registration form along with the receipt of the registration fee to the Advising Assistance Center.
- Create an account with CLEP at <https://clep.collegeboard.org/>.
- Select and pay for your desired exam. Be sure to indicate the appropriate institution to receive your scores (Shepherd University, if you are a Shepherd student).
- Print the registration ticket after payment and provide that to the testing center on your testing day.
- Students who wish to reschedule their test date must reschedule at least seven days prior to their test date. Each registration fee permits two rescheduled test dates. A registration form and fee become invalid if a student:
 1. reschedules more than twice
 2. reschedules less than seven days prior to their test date (except in case of documented emergencies)
 3. does not attend their test

In this case a new registration form and registration fee payment are needed in order to reschedule the exam.

RAMBLER CARD

The Rambler card is Shepherd University's official student ID. All students receive the Rambler card when they enroll at Shepherd, and students are required to carry this card at all times. The Rambler card allows the students to access:

- Athletic and campus events and performances
- Counseling and health services
- Library materials
- Meal plans
- On- and off-campus purchases
- Perks from off-campus partners
- Wellness Center access

The Rambler card is the property of Shepherd University, is nontransferable, and must be presented to university officials upon request. Use of this card constitutes acceptance of the terms and conditions in effect at the time of use. There is a \$25 replacement fee for lost or stolen cards. Report lost, stolen, or found cards immediately.

Rambler Card Services are available in the Wellness Center, Monday-Thursday from 6 a.m.-10 p.m.; Friday from 6 a.m.-9 p.m.; Saturday from 8 a.m.-8 p.m.; and Sunday from 10 a.m.-8 p.m. More information is available at www.shepherd.edu/rambler or by contacting 304-876-5300.

FAQ

How Much Does the Rambler Card Cost?

The first card is free. The replacement fee for lost or stolen is \$25. The cost to reprint a damaged Rambler card is \$10.

What If My Rambler Card Is Damaged?

Do not use a broken or cracked card in the readers at any time. Do not under any circumstances use tape or glue to self-repair your broken card. Tape and glue can cause the readers to permanently jam. You will need to have a replacement card made before using your card again at any of the readers. If your damaged card causes a repair to the Rambler card equipment you may be liable for the costs to repair the unit. To get the maximum life from your card, we highly recommend, you protect your Rambler card in a wallet. Carrying your ID unprotected in your back pocket is the number one ID killer!

Can I Get Cash from My Rambler Account?

No. Money in the account can be spent only at locations that accept the Rambler for payment.

What Happens to the Money on My Rambler Card

When I Graduate or Withdraw?

Refunds will only be processed upon completing a refund request form at the Wellness Center upon withdrawal, graduation, transfer, or employment termination from the university. Any refunds will be paid by check through established state refund procedures and mailed to the address on the refund request form. Following card revocation, if no refund request or other contact regarding a remaining balance comes from you within 180 calendar days, a 10 percent handling charge will be assessed by the university, and you will be deemed to have assigned the remaining balance irrevocably to the Shepherd University Foundation as a discretionary gift.

Where Do I Report a Problem?

To report a problem with your Rambler card or debit readers, contact the Rambler Card Services at 304-876-5300

How Much Electronic Value May Be Stored on the Card?

Unlimited amounts of money may be stored on the card for purchases on and off campus.

Where Can I Check the Balance of My Rambler Card?

You cannot receive your balance information over the phone. Balance information is available from the online card office. Visit www.shepherd.edu/rambler and click on the link to "Make A Deposit," then select "Log in Here." You can create an account by choosing "I'm New Here" and following the instructions.

Where Can I Make Purchases with My Rambler Card?

Rambler card is accepted for services on campus, including:

- The bookstore
- Shepherd dining locations
- Vending machines
- University Police
- Scarborough Library
- Health Center
- Wellness Center

For a full list of off-campus merchant partners, visit: shepherdwellness.com/rambler-card/pay-with-rambler/off-campus-merchants/.

Note: The Rambler card cannot be used to purchase alcohol, tobacco, pornographic materials, lottery tickets, or gift cards. You cannot withdraw cash from your Rambler.

RAMBLER CARD

DO'S AND DONT'S

- **Do** “protect” your card in a wallet. This will greatly extend the life of your card and save you a \$25 replacement fee.
- **Do** use your Rambler card instead of cash on and off campus to pay for your purchases. It’s easy and convenient! Sometimes it can even save you money. Check your Shepherd email for current promotions!
- **Don’t** carry your card “naked,” especially in your back pocket. This is the number one ID killer on college campuses.
- **Don’t** punch a hole in your Rambler card or place it near anything that would erase the magnetic stripe (stereo equipment, magnet, television, etc.)
- **Don’t** expose your card to water or put it on the food trays. Water and food particles on your card cause problems with the readers and shorten the life of your Rambler card.
- **Don’t** use your card at the gas pumps at the Shepherdstown Sheetz or 7-11 (must pay inside).
- **Don’t** try to purchase alcohol, tobacco, lottery tickets, gift certificates, or pornography.
- **Don’t** hold your ID in your mouth at anytime. Teeth marks and saliva will damage the card.
- **Don’t** use your Rambler card as an ice scraper!
- **Don’t** loan your Rambler card to anyone at anytime! Keep it under guard at all times just as you would a credit card.

LOST CARD

- Report lost or stolen cards immediately by visiting the Wellness Center during normal business hours or by using the Rambler online card office (<http://services.jsatech.com/index.php?cid=115>).
Note: New users must register an account to access the Rambler online card office. Click the “I’m new here” link and follow the instructions to set up your Rambler card online account. You can then login to check your balance, review your transaction history, and report your card lost/stolen. Your username is your nine digit Shepherd ID number. A password will be emailed to you.
- Stop by the Wellness Center to see if we have your card or to get a new Rambler.
- Your initial card is free. A \$25 fee will apply for each replacement card issued.
- If you don’t have any money to replace a lost Rambler, you can charge the cost to your Shepherd University student account.

DEPOSIT

Deposit Online

Deposit online using your Mastercard, Visa, or Discover card. No login necessary to deposit funds. You will need the Rambler cardholder’s Shepherd nine digit ID number. Simply click the “Add Cash Now” link on the left menu of the next page.

Deposit Through the Phone

Call us at 304-876-5300 with your credit number to deposit money over the phone.

Deposit Through Mail Services

Mail your deposit to the Bookstore with money order, check, or credit card information, include student name and Shepherd ID number to Shepherd University Wellness Center, P.O. Box 5000, Shepherdstown, WV 25443.

RAMBLER PERKS PARTNERS

The Rambler card is teaming up with local merchants who wish to offer “perks” to our students, staff/faculty, and alumni association members. To take advantage of these perks you must show your Rambler ID or alumni association member card to the merchant. To see a complete list of perks partners, visit: shepherdwellness.com/rambler-card/rambler-perks-partners.

Note: Neither Shepherd University nor any of its nonprofit affiliates endorse or warrant the suitability of any merchant or their products and services. Recourse for disputes with Rambler Perks Program merchants regarding products or services is exclusively between the cardholder and the merchant.

Shepherd

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