

**Shepherd Survival Guide:
Living Your Best Life & Being Successful
During Your First Year of College**

Advice from Students to Help You Navigate the Shepherd University Community



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Welcome to Shepherd University!

Spend some time reviewing this guidebook in depth and we promise you'll be more prepared than the average incoming college student. Discover resources and gain advice to make your college transition a low-stress success. Within these few short pages you will find information gathered from Shepherd students just like you who have created this resource to make your life much easier.

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Contact Numbers, Building Info and Important Websites

Numbers You Should Have in Your Phone

Call 911 in the case of any emergency

Campus Police: (7:30 AM-4:30 PM) 304-876-5374; (after 4:30 PM) 304-876-5202

Health Center: 304-876-5161

Duty Phone for the RA on call (for those living on campus): Get this # from your Residence Assistant (RA)

Finance/Business Office: (Ikenberry 214) 304-876-5284

Internet Bookmarks

Shepherd University: www.shepherd.edu

Email - Office 365: <http://login.microsoftonline.com/> (CHECK EVERY DAY)

Sakai: <https://courses.shepherd.edu/portal/>

RAIL: https://oas3.shepherd.edu/prod/twbkwbis.P_WWWLogin

Shepherd Bookstore: <https://www.bkstr.com/shepherdstore/home/en>

Weather: www.weather.com

RAMPULSE: <https://shepherd.collegiatelink.net/>

Where is my Class? Building Codes

BC	Butcher Center	LB	Scarborough Library
BY	Byrd Science Center	MC	Martinsburg Campus (*not in Shepherdstown)
CA	Frank Center	NU	Erma Ora Byrd Hall
CC	Student Center	OL	Online Course
CL	Robert C. Byrd Ctr for Congressional Hist & Ed	PL	Potomac Place
CO	Center for Contemporary Arts	RY	Reynolds Hall
CE	Center for Contemporary Arts II	SN	Snyder Science Hall
GA	Gardiner Hall	SS	Stutzman Slonaker Hall
KN	Knutti Hall ("KA-NU-TEA")	WE	Wellness Center
		WH	White Hall

What Day?

M	Monday	R	Thursday
T	Tuesday	F	Friday
W	Wednesday	S	Saturday

Which Floor?

101: first floor 202: second floor 303: third floor G: ground floor or basement level



Get Your Textbooks

Textbooks are expensive in college, but they are absolutely necessary for your overall success. Here are some tips to help cut your costs and get what you need when ordering your books each semester. [Shepherd University's bookstore website](#) explains textbook buying and rental options.

The Bookstore does a great job trying to help you save some extra cash, but some students also recommend using the website [Get Text Books](#) which allows you to compare price and quality among multiple used book sellers. This is highly recommended so you can save that cash for other needs.

Sometimes shipping costs defeat the purpose of ordering your books online. With the SU Bookstore, you can order online and have textbooks shipped to your home before the semester begins or pick up the books you ordered your first week when you arrive on campus. If you order elsewhere, you have no guarantee that your materials will be in your hands when classes start, so make sure to either **order your books early or utilize Shepherd's services**. The bookstore begins to list books a few weeks before the start of each semester.

Used books can help keep more cash in your wallet and get you through tough classes- remember that other students may have written extra notes in those pages. Used textbooks can also lower the book bill. Renting is another great option that doesn't leave you with unwanted texts at the end of each semester; one good website for textbook rentals is [chegg.com](#). Some courses will use online textbooks or resources and you'll need to purchase access codes.

IncludeEd (also known as **Follett ACCESS**) is a service that takes the cost of online course materials for many core curriculum courses and adds it your tuition bill at a rate greatly reduced from that of a traditional textbook. Students in courses with IncludeED will have access to the materials before classes begin. The course schedule indicates which classes have IncludeED. Students will get an email about 30 days before classes start informing them that IncludeED materials are available on Sakai and their accounts will be charged.

Some professors exclusively use open source materials for their courses. If a course mentions **OER (open educational resource)** in the comments section on the class schedule, the course probably uses no-cost (or very low-cost) textbooks for that class.

Email your professors before the start of the semester to ask about textbook requirement. Consider doing this a week before classes, or whenever the instructor posts their syllabus on Sakai. **Make sure to double check your syllabi!** Don't be afraid to email professors and ask if using an earlier edition of a text is alright. Most of the time (but not always) the professors are flexible, and you can get a cheaper version.

If you are having trouble paying for books, contact your professor. Most professors keep a copy of the required materials under "Course Reserves" at the Scarborough Library Information Desk (right when you walk in the main area of the Library). You'll need a valid Rambler to check it out. Access to the texts are limited usually to one hour sessions at a time, with renewals allowed. When you go to look for the text, make sure to know the course number, CRN, and professor's name to help the staff locate the right book for you.

Your First Month on Campus

Whether you are living on campus or commuting, there are a few things you should do during your first month as a Shepherd Student. These things will help the rest of the semester go more smoothly - and keep you involved and having the time of your life.

Rambler ID Card

Everyone at Shepherd has a personal identification card called a [Rambler ID](#). This should be one of the first items of business you complete as a Shepherd student. Visit the Rambler card office in rotunda of the Wellness Center to get yours if you haven't already.

Financial Aid

Be sure to visit the [Financial Aid office](#) any time you have questions or concerns about tuition, student loans, or grants and scholarships. The counselors there can help you make sure that you are taking advantage of all of the aid options available to you, while also not frivolously digging yourself into debt that could be avoided. They can also help you devise a budget, discuss credit, and share some financial literacy basics so you have money when you need it. Located on the back side of Gardiner Hall (beyond the Health Center).

RAVE Alerts

RAVE alerts are email and text message alerts sent to students only in the case of emergencies or important notices such as: power outages, safety threats, weather warnings, and university closings or delays. All students should be registered to [receive RAVE alerts](#). Always check your email and Sakai in the case of inclement weather. Although the university may not close, professors who live in affected areas may cancel classes to ensure student safety. Other professors post notes on the door of your classroom about cancellations or change in rooms.

Getting Around

[View the campus maps on the next two pages to orient yourself to these landmarks and locations.](#)

Rt. 480 (Duke St.) is a major road that splits the campus into east and west sectors. The [underpass](#) is the walkway that allows students to safely traverse between east and west campus.

West Campus is home to student residence halls, suites, and apartments; H lot (see parking section); Residence Life; Campus Police; and the intermural, baseball, soccer, and lacrosse fields. The Wellness Center is a state-of-the-art gym facility free to undergraduate students and is located on west campus off of University Drive. The Butcher Center is connected to the Wellness Center and is home to basketball games, team workouts, and classes related to Recreation, Sport, & Exercise Sciences.

Grab a bite to eat on west campus at the Wellness Center Café or at Riverside Market located in Potomac Place residence hall. There's also a free food pantry located in Boteler Hall.

Nearby is the Frank Center which houses most Music instruction courses and the campus's largest indoor gathering space for big events, the Frank Center Auditorium.

On the hill by the underpass, you'll find the Center for the Contemporary Arts buildings, the place for anything Art and Theater related. Look for the copper buildings with architecture that resembles the rolling West Virginia mountains - it's a tribute to our local landscape!

Ram Stadium is centrally located in the middle of campus. Support your Shepherd Rams by attending an exciting athletic event here (free for students!).

On East Campus you'll find academic buildings, the health center, business offices, the Scarborough Library, Student Employment, a commuter lounge, and the Student Center (Ram's Den) – just to name a few.

The Library has a 24-hour room open for studying any time day or night; free tutoring (Academic Support Center); advising and career services; [TRiO Student Support Services](#); the EduTech Room (room 350) outfitted with the latest technology; librarians to answer any questions; private and group study rooms; an open computer lab on the 3rd floor and individual computers throughout the 2nd floor; IT Services; Sakai support; and lots of quiet spaces throughout the building to study and relax. Oh, and books – lots of books there, too. 😊

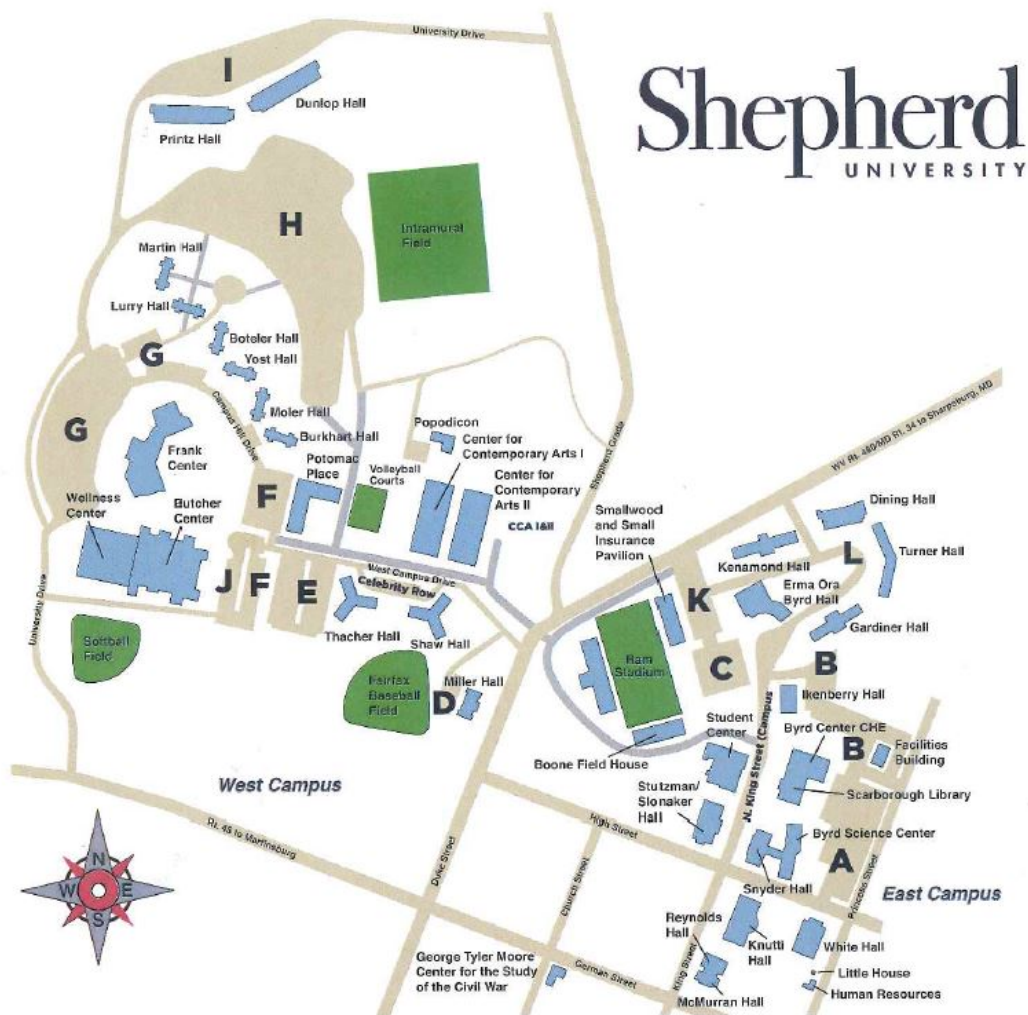
Dining options on east campus include the Ram's Den and Fireside Bistro (both in the student center). More info on dining options can be found later in the guide on pg. 20.



Parking

There are plenty of options for parking on campus. Parking permits run \$70 a year (\$35 after January 1st) for commuters and residents alike. Let's break down the decal system: those who choose to commute to campus are assigned a red decal. If you live on campus, your decal is blue. University Police will instruct you where to place your parking decal. Make sure it is unobstructed, up to date, and visible!

To get your decal, you'll need your valid Driver's License, Registration, a completed application (available at the University Police Department in Moler Hall), and your \$70 fee. The vehicle does not have to be registered under your name for you to register it for on campus parking. Once you have your decal, learn where to park your car without getting ticketed. Shepherd University provides a modified map and descriptions of each parking lot for you.



Commuter Parking (RED DECALS)

A-Lot: Behind the Byrd Science Center and in front of White Hall. Entrance and exit at High Street only. Get there early for a spot- like 7:30 AM early. Cars will sit in the parking lot waiting for a spot. Don't be that person- someone could really get hurt. Just go park in another lot and walk over or take the EPTA.

King Street: These are the meters on the main road inside campus. Don't park here- it will earn you a ticket. These spaces are for visitors and Admissions only and may change during big events.

C-Lot: 98 spots for commuter student parking and game day tailgating. Adjacent to K-Lot; Entrance from Rt. 480

F-Lot: In front of the Frank Arts Center and Butcher Center and right behind Potomac Place. This lot fills up by around 8:30 AM. Watch out for the staff signage...AKA stay out of the side row of cars (closest to the Butcher Center) and you'll be just fine.

G-Lot: In front of the Frank Arts Center, right next to the Wellness Center. This lot is huge- if A lot, C Lot, and F lot are full, try this lot next. DO NOT park in the row closest to the Frank Arts Center- the signage can be confusing and staff parking is in the first row. Just take it from me and park in the second or third rows.

H-Lot: (Residential & Commuter students) Between the Suites of West Woods and the Apartments. When you are on campus drive, don't turn at Wellness to go to G lot. Continue on and take your second right. This is the HUGE expanse of a parking lot that ALWAYS has open spots. Shepherd's bus (EPTA) runs right through here, which is a great transportation option for all students to get around campus.

Resident Parking (BLUE DECALS)

E Lot: Between Thatcher Hall and Butcher Center.

H-Lot: (Residential and Commuter students) Between the Suites of West Woods and the Apartments.

I-Lot: In front of Printz and Dunlop apartments.

Faculty/Staff (No Students!)

B-Lot: Behind Ikenberry Hall and the Scarborough Library. Gated entrances at King Street near Ikenberry and rear entrance of Scarborough Library.

D-Lot: No student parking at any time. Parking in this lot during baseball games/practices is at owner's risk of being struck by baseballs.

Celebrity Row: Between Thatcher & Shaw Halls.

J-Lot: Between Thatcher and Butcher Center.

K-Lot: Behind Erma Ora Byrd.

CCA I & II: In front of CCAII.

Other/Special Cases/Temporary

H-Lot: Visitor Parking; Between the Suites of West Woods and the Apartments. Temporary Visitor Decal Required.

North King Street Meters: Visitor Parking Only in front of Ikenberry Hall and Midway (No Students or SU Employees).

Admissions Parking: Admissions patrons only (must have Admissions Office issued parking pass); in front of Ikenberry Hall.

Watch Your Parking Meter

If you so choose, you can risk looking for a spot at a meter close to campus. Just remember that the rates may differ, and you have to plan for the length of your classes. Keep some coins in your car, just in case. You can also download the parking app and pay and monitor your remaining time by phone. These spots fill up more quickly than A lot, and you have to parallel park. I highly suggest paying for the parking pass and not dealing with that struggle.

If you get a parking ticket, pay it quickly to avoid additional fines and holds on your student account. [Campus Police](#) or [Shepherdstown Police](#) will be the place to pay your fee.

EPTA Bus

There is a campus bus system called the Eastern Panhandle Transit Authority (EPTA) that runs to pretty much every parking lot, so don't worry about parking close to your classes. The EPTA has multiple drop off locations across campus and runs in all weather. Use it to your advantage when you have to park farther away from your classes and would like a safe (and reliable) ride back to your vehicle or residence hall at night. Check EPTA's schedule and stops [here](#).

Getting Involved

RamPulse & Corq!

Shepherd University advertises cool events through the website [RamPulse](#). Discover over 150 clubs and organizations on campus and see when and where fun things are happening. Log in with the same username and password you use for campus email and most other Shepherd online systems. There is an app that connects to RamPulse called [Corq!](#) The app connects you directly to organizations, clubs, and Student Affairs right from your phone.

What Else is Happening on Campus?

The Shepherd University calendar at the top of the SU homepage lists all events and activities happening each day. [Check the calendar](#) to learn about academic deadlines, arts and cultural events, athletic games, and holiday breaks. Use the calendar and RamPulse to save events you are interested in. Looking forward to PB&J Day hosted by Program Board, or a Taco Tuesday always makes for a great week!

The Picket & WSHC

[The Picket](#) is Shepherd University's online student-run newspaper. Check it out for latest news across campus and in Shepherdstown. [WSHC](#) is the campus radio station. Tune in to 89.7FM for student run radio shows, music, news, and more.

Student Community Services

Located on the second floor of the student center, the Office of [Student Community Services](#) is the place to go to find opportunities to give back to Shepherd and your community. Ask about volunteer opportunities, like Relay for Life. Learn about [Alternative Spring Break](#), a chance for you to travel over spring break to volunteer and help underserved communities. Volunteerism is a huge part of the Shepherd student experience and this office helps make it happen.

Student Government Association

[Student Government](#) is a great way to be involved on campus. SGA leaders represent the study body and our needs and concerns, so if you want to see something happen or make changes on campus, seek out an SGA member and voice your concerns or, better yet, run for office yourself! Their website provides their mission:

“The Student Government Association (SGA) of Shepherd University works to establish a more effective and representative student government, to encourage interest and participation in responsible student government, to protect the rights of students, and to initiate, direct and promote students’ activities designed to enhance the welfare of the entire student body.”

Affinity Groups

Several [affinity group organizations](#) exist across campus to promote the needs of diverse student populations. Affinity Groups are student-led organizations formed around a shared underrepresented identity or common social concern organized to build community and foster inclusion, equity, and awareness throughout the University and in the broader community.

[Disability Advocacy Group](#)

[Gender-Sexuality Alliance](#)

[Global Shepherd Students](#)

[Students for Reproductive Rights](#)

[Black Student Union](#)

[Shepherd Environmental Organization](#)

Multicultural Leadership Team

The [Multicultural Leadership Team](#) is a group of student leaders who work to promote diversity and inclusion across campus and to lead through social change. MLT makes positive change happen on campus and students can apply to become members of the team.

Advisors & Advice

Meet Your Academic Adviser

Take time to get to know your academic adviser, because you'll need to rely on them during these next four (or more) years of your life. [You can find your adviser from RAIL under your student information. Click Student>Student Records>View Student Information> Choose your current semester. Your primary adviser is listed.](#) Go to their office and introduce yourself. Scared? Focus on telling them these few things:

1. Name, where you're from.
2. Your major, or what you'd like to do when you "grow up".
3. Thank them for their time, and say that you will be excited to work with them.
4. Get to know them. Advisors are super friendly and helpful; you will benefit from meeting with your advisor early and often.

Registering for Classes

To continue your education at Shepherd, you must meet with your academic adviser and obtain a registration PIN (also called an "alternate pin"). This is the number you use to log into the registration system and register for new classes in the following semester. Make an appointment with your adviser every semester during the designated advising period. Registration for spring classes will occur in early November (this same process happens again every March/April in the spring semester for summer and fall classes).

Advising Assistance Center

You can use the free, walk-in services provided at the [Advising Assistance Center](#) (first floor of the Library – suites 103 A-C) anytime to check your degree progress, come up with a semester-by-semester plan to stay on track, create a class schedule, withdraw from a class, or discuss changing or declaring a major. Meet with the AAC before you meet with your major advisor in order to be better prepared. They can help you complete any necessary paperwork and are knowledgeable about all degree programs at Shepherd. They also offer [CLEP testing](#), which allows you to test out of certain courses which could save you time and money.

Tech Talk

Shepherd's Wi-Fi

Internet: it's the essence of getting work done here on campus. You must register your laptop, mobile devices, or gaming systems that use internet at IT Support Services in the basement of Scarborough Library. Take your laptop to the bottom floor of the library, and IT will get you set up and logged into the official campus network (not guest wi-fi). [IT Tips for New Students](#)

Gaming systems must be hardwired to the internet via an Ethernet cord to gain access to the network. For TV's, Roku's and gaming devices, students must [fill out this form to register your device](#).

Any time you have technology issues or questions, contact the IT Services Desk at 304-876-5457, by email at itworkorder@shepherd.edu, or visit them on the ground floor of the library. They can help diagnose your problem and fix most configuration issues free of charge. If you have questions about why your device isn't working, or can't connect, give them a call. [IT Services Policies & Procedures](#)

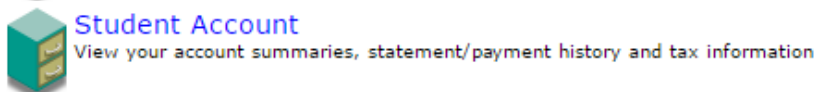
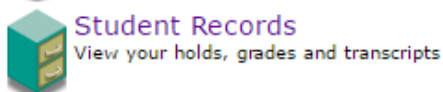
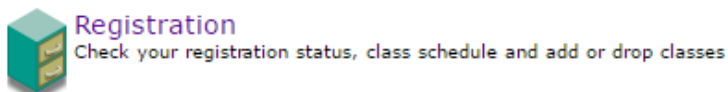
RAIL, Sakai, and E-mail

These three resources are crucial to your success at Shepherd. For questions and extra help, go to the bottom floor of the Library to the IT Support. Sometimes you just need an expert to help you in person. If you cannot access your RAIL or SAKAI, first see the IT department in the Library. Otherwise, head to the Registrar in Ikenberry Hall. They are able to handle problems if you are locked out of your accounts.

RAIL

This is where you can sign up and withdraw from classes, see your weekly schedule, your bill, your adviser, see your grades (midterm and final), and view your transcript. Go to *Student>Registration>Week at a Glance* to view your entire class schedule for a week's time. This is something most students use often during their first few weeks to access class locations and times.

To see your academic transcript, go to *Student>Student Records>View/Print Unofficial Academic Transcript*. This tells you everything you've taken, including any AP credits you may have earned in high school, or transfer credits from other institutions.



Sakai

Sakai is the university's online learning management system. Nearly every instructor will use Sakai for their classes in some way, even if it's not a fully online course. You might be asked to access resources in Sakai, turn in papers or assignments electronically (saves on printing costs!), post to discussion forums, or

take a test or quiz. Your professors may use it to send announcements, post grades, or for other aspects of the course.

You log in to Sakai using your Shepherd username and password – the same log on information you use for your student email. Take time to view this tutorial and follow along while you're logged into Sakai: [Sakai Tutorial for New Students](#).

Each semester, Sakai is updated with the classes you are enrolled in. To change what and how many classes appear at the top of your Sakai site each semester, click on “Sites” in the upper right corner of the screen. You will see your courses listed by semester. Click the star next to the courses you want to appear on your homescreen then refresh your browser. Your courses should now appear at the top of your Sakai screen. Click into each course individually then to access its unique content.

Check Sakai every day - missing assignments can be devastating to your grade point average. Learn more at [Sakai FAQ](#)

ShepOwl is a super helpful resource which you can access through Sakai. Just look for the course **201630 ENGL 999** in your sites and star it so it appears at the top of your Sakai screen every semester. ShepOWL is a writing tutor/editor service that you can use any time to help improve your papers and writing assignments. In order for you to use this free service, you now need to add ShepOwl to your Sakai sites. Upload your draft and within 48 hours you'll receive helpful feedback to strengthen your paper! That's it – no face to face meetings or appointments needed. You do need to plan ahead, however, because it doesn't work if you procrastinate or wait until the last minute. They need time to give you feedback, but your grade and your professor will thank you for it! They can even help you brainstorm if you don't know where to begin with a topic or assignment. Just ask! [ShepOWL Tutorial](#)

Tutor.com is another tutoring resource within Sakai. Many courses offer access to tutors 24/7 through [Tutor.com](#). You'll see this option on the left hand column of your course site in Sakai. Create an account and access tutoring support any time you need it – for free! It's a lifesaver!

Accessing Your E-mail Account

One of the most common things you will do at Shepherd is check and respond to e-mails. Shepherd University provides you with an [email address through Office 365](#). As a student, you also get the added perks of a free download of the entire Microsoft Office suite (Word, PowerPoint, etc.), One Drive cloud storage, free Adobe products, and other cool services. These tools are essential for handling your course load with ease. You must check your email; it is your key to organization and staying in touch with professors. [Download the app!](#)

If you are having trouble logging in, remember that your username is the first letter of your first name followed by the first five letters of your last name and two university assigned numbers.

For example: Jaycee Smith = jsmith01@rams.shepherd.edu

All student email addresses end in *rams.shepherd.edu*. This is a good way to distinguish between students who have a similar e-mail address to a professor on campus. All staff and professors have email addresses ending in *shepherd.edu*.

For example: A great Professor = aprofess@shepherd.edu

You can always type the name of the person you are trying to reach in your address bar in an open new message. It will bring up suggestions for you that typically get you the right address. You can also search for people using the [campus directory](#).

You can modify your Microsoft 360 settings to suit your style. Click on the cog-wheel in the top right hand corner of the screen when you are logged in and explore some of the background and personalization options.

How Do I Print Things?

Black and white printing is 15 cents (2021) and color printing is 25 cents per page (2021). You can load money onto your Rambler (your ID card) to use at the library for printing services. If you'd like to print double sided pages (duplexing), it will cost you 30 cents. Load money onto your card at the bookstore or at the library information desk. If you are part of Shepherd University's Honors Program or TRiO Student Support Services Program, check with your director to learn about free printing!

Log onto a computer on the main floor, open your project, and click print. Go over to the printers and swipe your rambler on the console screens to pay and print your item. Remember that professors may not need you to print things- check their Sakai page first!

Getting Help

Academic Support Center

The struggle is real! Classes can be hard, but free tutoring is available for as many appointments as you need in nearly every subject. The ASC is located in the lower level of the Library and is your best resource for academic support. You must create an account through their website and schedule a tutoring appointment online before meeting them in person. Click "[Schedule a Tutor](#)" to get started. You can also have someone review and offer feedback on any written assignments with [ShepOwl](#). ShepOwl is accessed through Sakai under 201630 – ENGL 999:01.

The screenshot shows the Shepherd University Academic Support Center website. The browser address bar displays "Shepherd.edu/academic-support". The page has a blue header with the text "WELCOME TO ACADEMIC SUPPORT". Below the header, there is a navigation menu on the left with the following items: "Academic Support - Library Rm 103 Home", "Schedule a Tutor" (highlighted in yellow), "ShepOwl", "Proctor Exam Form", "GPA Calculator", "Meet the Staff", "Become a Peer Tutor", and "Student Resources". The main content area features a breadcrumb trail "Home > Academic Support - Library Rm 103" and a large heading "Academic Support - Library Rm 103". Below the heading, there are several links and announcements: "Hiring Fall 20 Peer Tutors Now! Click Here", "Summer Tutors - Online 24/7", and "Find Your Tutors on Sakai". On the right side, there is a login form with the following elements: "First visit? Register for an account. Returning? Log in below.", "Email Address" input field, "Password" input field, "AVAILABLE SCHEDULES" section with a "Summer 2020 ONLINE" link, a "Check box to stay logged in:" checkbox, a "LOG IN" button, and links for "Having trouble logging in? Reset your password." and "Receiving unwanted text messages? Remove your mobile number."

If it's your first time requesting a tutoring appointment, click "Schedule a Tutor" then on the next screen click "Register for an Account". You'll create an account and receive a confirmation email. Once you

confirm your account, you'll be able to view tutoring appointment availability and schedule an appointment. You can use the face-to-face tutoring option as often as you need to for free the entire time you are a Shepherd student. It's best to get help before you really need it, so don't hesitate to make an appointment regardless of your current grade in the class. It can help to review or reinforce concepts or help you prepare for a test; the tutors are all students who have previously excelled in the exact course that you are currently enrolled in, so they know how to help you learn the material!

Make a "study buddy" for each class. This person has your back when you are sick, need to miss class, or otherwise zoned out- and you do the same for them. They can be your saving grace when you miss class notes or handouts.

Talk to your professors about anything you don't understand. Make an appointment with them during office hours or ask to speak with them before or after class. Spending 10 minutes with your professor asking for clarification on a problem or concept can help immensely.

Accessibility Services

Students with differing abilities may be eligible for services and reasonable accommodations at Shepherd University. Accommodations are appropriately tailored to a student's needs both in and out of the classroom. Students should contact [Accessibility Services](#) to request accommodations. There are two main types of accommodations that students may utilize, please click the hyperlinks for more information.

- [Academic Accommodations](#) – Those related to the classroom.
- [Housing Accommodations](#) – Those related to on-campus housing and requests for off-campus housing.

Visit them in Gardiner Hall G-13 for support (office hours 8:00 am – 4:30 pm). To receive accommodations, you must be registered with the Accessibility Office and notify your professors. Phone: (304) 876-5122

Student Success Center

Many new college students find that college is a lot harder than they expected it to be. Knowing how (and what!) to study, managing your time, juggling social and academic life... these are all skills that can be honed and improved upon. [The Student Success Center](#) (located in the Student Center, Suite 122) is a great place to visit to sharpen your skills and get advice for optimizing your student experience. If you need a pep talk, [explore their website](#) or visit their office to meet with a success coach to be sure you are on the right track and doing all you can to be successful.

Get Organized

Are you a person who likes to keep an old-school planner? A calendar on your phone? Figure out what works for you to keep assignments and due dates straight, along with making time for fun things happening around campus! A daily planner can keep you organized and help you avoid missed assignments or appointments. As a busy college student, trust me: you need a planner or organizer to keep it all straight.

Plan out when you will have meals each day. It's important to eat- eating helps you stay focused and well. Plan out time for relaxation and only relaxation. Schedule hours out for sleep (I'm not kidding). Doing these things will aid you in [figuring out your study style and how you learn best](#).

Schedule time to study and work - but leave time for the fun stuff, too. Learning how to prioritize, motivate, and say "no" to overcommitting are all skills you'll work to perfect your first semester.

TRiO Student Support Services

[TRiO](#) is a resource for students who qualify in one of three ways: those who are income eligible, have a documented disability, or are first-generation college students (meaning you're the first in your family to attend a four-year college or university). There's a dedicated TRiO lounge and computer lab in Library 152. Benefits include free printing, academic and advising support, cultural fieldtrips, graduate school tours, educational workshops, a living learning community residence hall, and priority registration each semester. All of their services are free for qualified students since it is a federally grant funded program sponsored by the Department of Education. If you think you might qualify, consider applying because it's a great program!

Library Resources

“The only thing you absolutely have to know is the location of the library.” – Albert Einstein

This section highlights the benefits of the Scarborough Library, an important, helpful, and frequent space in which you will find yourself as a Shepherd student.

The Scarborough Library

[Scarborough Library](#) is an essential resource for you when you need to write a paper. On the second (main) floor staff members at the Information Desk and Research Help Desks can help you look up a topic, introduce you to using the library's databases, and help you find those texts. Don't be afraid to ask these people for help- they are the experts. If you are unable to get a hold of someone in person, you can always use the feature “Ask a Librarian” on the Scarborough Library website.

Library Liaisons

Library faculty serve as [library liaisons](#) with faculty and students to enhance learning, particularly through library instruction. The liaisons share expertise for research and class projects and provide one-on-one academic assistance by phone, email, or in-person. **If you have research questions, reach out to a librarian** – there's usually a research assistant sitting at the Help Desk.

Interlibrary Loans (ILL)

So, you were googling and saw the perfect journal article - but wait - they want \$\$\$ just for you to read it. [Interlibrary Loan](#) gets around those pesky fees and paywalls, and helps you access anything you need. This is great for history and science articles. It can take up to two weeks for the staff to get you your article, so plan ahead, and stay patient. ILL also works for books, tapes, movies, and more.

Research Resources

Under [Research](#) on the main page, choose a catalog database you'd like to search in. The first two links, EBSCOhost and JSTOR, are GREAT resources for scholarly articles. [Ask a librarian](#) for help if you are having difficulty finding what you need. They can share easy and effective tips to make finding sources and supporting your research.

Best Study Areas

“The quiet floor on the third floor of the library is my go-to. If you're someone who needs the quiet space to work and focus on things, I highly recommend it. There are computers, couches, desks, and all the reference books are up there anyway. And definitely don't be afraid to ask the librarians questions if you need help: that's what they're there for.” –Becky W., ‘19

The 24 Hour Room

The Library has a 24 access room with coffee, vending machines, bathrooms, and desktops. This is a great study space any time of the day or night. Swipe in with your Rambler card on the entrance on the side of the building facing the Byrd Science building.

EduTech Room– Library 350

The EduTech Center is great room to use if you need access to advanced computer programs like Adobe Creative Suite, Audacity, Camtasia, video and pod-casting software, green screens, cameras, and more! You can reserve it with your Rambler card at the Library front desk. There's a Mac, PC, green screen, cameras, and other high tech gadgets and programs for your use here. The EduTech Center is located in the Scarborough Library Room 350 and is available 8am-4pm.

Study Rooms in the Library

Throughout the library you'll find quiet, [private study rooms that you can reserve](#) for yourself or a group. Inquire at the front desk and use your Rambler to reserve a room. Group study rooms typically come equipped with tables, chairs, and a white board to help you study. They also have plenty of electrical outlets. If you need some dry erase markers or other equipment, the Library Information Desk can help you out with a rental using your Rambler.

The Academic Support Center (downstairs) is a similar atmosphere that you do not have to book. Just remember that students are being tutored downstairs, and you will get “white noise” to work to. There are white boards available to you.

On the third floor, an additional computer lab is available to you when not in use by a professor. The schedule for this room is behind the door- always make sure to check it before you go in. Otherwise, feel free to go in and use a computer to work on in a quiet environment. There are computers available in the Reading Room on the library's first floor, but it will fill up quick. This is also not a quiet floor, so you will experience people talking and collaborating on that level. If you need quiet, shoot for room 307's computer lab, or the scattered computers on that same floor.

Study Rooms for Majors

A lot of buildings have full computer labs just for students! Do some hunting! You can usually find a quiet, open computer lab in Snyder, Knutti, Stutzman-Slonaker, EOB, or White Hall. If the doors are closed, assume either a class is occupying the room and try another time or try a study area, like the ones listed below.

Right at Home

If your roommate(s) or family can provide a good environment for studying and working through your course load, do it where you're comfortable! Make sure they know you are trying to get things done- don't get frustrated with them because you didn't tell them or because they are simply going about normal “at-home” tasks. Vary your study places to get the best feel for where you will be at your best. Limit distractions and take a break to stretch and clear your mind every once in a while.

Classes

You may be tempted to skip class but avoid that temptation, my friends. Missing class leads to missing information and your grades will definitely suffer. Plus, faculty have to report student attendance for financial aid purposes and students who miss too much class can be ineligible for financial aid or have to pay back part of the federal aid you received. It's a slippery slope and one that can be avoided if you just go to class.

“Go to class. Just do it. Showing up and participating is so important. Teachers notice. Even if you're not doing well in a class, going will not only help you potentially understand the material better, but also a C is better than a zero.” –Becky W., '19

Where to Eat

Whether you have a meal plan or not, we all have to eat. Here is a run-down of the best places on campus and right in town.

“Don't be afraid to eat alone, it's something everyone does and will do again; no one thinks you're friendless! But don't be afraid to meet new people, either. Introduce yourself if you see a table with an open seat.” –Chelsea H., '18

On Campus

Fireside Bistro (in the Ram's Den): Starbucks Coffee, awesome sandwiches, wraps, bagels, and beverages. Open Monday through Thursday 7:00 am to 9:00 pm & Friday 7:00 am to 6:00 pm

Ram's Den: Burgers, pizza, chicken tenders, subs, sushi, and much more. Open Monday through Thursday 8:30 am to 4:00 pm and Friday 8:30 am to 3:00 pm.

Wellness Café: great for handmade, toasted wraps, sandwiches, bagels, scones and muffins. The chocolate muffins are to die for. Smoothies are a great meal for on the go days. Open Monday through Thursday 7:00 am to 8:00 pm and Friday 7:00 am to 4:00 pm.

Riverside Market (located @ Potomac Place): Snacks and beverages along with a constantly changing menu of entrees, sandwiches, salads, and sushi. Open Monday through Thursday 7:30 am to Midnight; Friday 7:30am-8pm; Saturday 4:00 pm to 9:00 pm; and Sunday 5:00 pm to Midnight.

In Shepherdstown: On or Near German Street

In no way is this an exhaustive list, but here are a few places that stood out, handpicked by students on campus: You can [load money to your Rambler card](#) and many of these accept that as a form of payment.

Kome Thai & Sushi Bistro: authentic Thai food and sushi. \$\$

The Sweet Shop: pastries, crème sodas, cupcakes, and cakes galore. \$

Lost Dog Coffee: coffee and other great drinks. \$\$

Maria's Taqueria: California style Mexican – super fresh \$

Tommy's Pizza: Best pizza in town - cheap pizza, subs, and drinks. \$

Hecho en Mexico: traditional Mexican \$

The Press Room: Contemporary/Fine Dining \$\$\$

Betty's: Great breakfast \$

Blue Moon Café: great food, drinks, and open mic nights. Has seating outside too! \$\$

Lilah: burger, wraps, vegetarian options \$\$

China Kitchen: Chinese \$

The Green Pineapple: Bubble Tea, Ramen, Sushiritos, Thai Fusion \$

Community Garden Market: health food items, deli sandwiches, salads, and grab-n go foods \$\$

Within Driving Distance (Less than ten miles)

McDonald's: takes your Rambler if you have money on it! \$

Dairy Queen: takes your Rambler if you have money on it! \$

King's Pizza: wings, pepperoni rolls, garlic knots, Italian dishes; great pizza for cheap. \$\$

Nutters: Amazing ice cream cheap -- huge servings. Cash only. \$ (100 East Main Street, Sharpsburg, MD)

Great Places to Get Away

School can be stressful, and that's to be expected. Here are some places you can head to for stress relief and time away from all the academics. Remember to take time to rest your brain and recharge.

The Rumsey Monument

Walk past Blue Moon, on East High Street. Make a left onto N. Mill St. Follow till the end of the road, and you're in a National Park! Enjoy the view! You can walk this route in less than ten minutes. Closes at dark. **Take a friend** to enjoy a view of the Potomac!

The C&O Tow Path

Walk past the old Dining Hall and over the Route 340 Bridge. The path goes both directions, and is National Park land. This is great for getting some nature into your day, and getting some fresh air. **Take a buddy** with you!

Harpers Ferry National Park - 171 Shoreline Dr., Harpers Ferry, WV 25425

Amazing history, scenic views, and a good place to swim in the river or access the canal. About 15 minutes from campus. Walk the hilly streets to check out shops, historic sites, and great places to eat, like the Canal House (big menu) and Kelly Farm Kitchen (great vegan food!). Must pay to park in some areas (\$10 per vehicle). Cross the train bridge walking path to access the C&O Canal, Appalachian Trail, or Maryland Heights trail (strenuous hike, but an amazing view at the top of the 2 rivers and 3 states meeting).

Antietam National Battlefield - Sharpsburg, MD - Cross the bridge into Maryland and go 5 miles to Sharpsburg. You'll find signs for Antietam National Battlefield. There are hiking trails, history tours, and a visitor's center. This historical site is both beautiful and hauntingly hallowed (over 23,000 soldiers died or were wounded in this pivotal battle of the Civil War).

Berkeley Plaza Theater 7 - Berkeley Plaza, 267 Monroe St, Martinsburg, WV - Movies on the cheap! \$7.50 for a movie - Less than 15 minutes from campus. Older theater, but they recently installed new comfy seats!

Reaching Out

“Never feel ashamed or nervous about utilizing the counseling center at Shepherd. The counselors genuinely care for the well-being of the student body & want to help each student as much as they possibly can. Talking to them has helped me more than I ever imagined it would.” –Kaitlyn E., '19

Counseling & Health Care

It's time to get serious. College is hard. For some of us, it's really hard. Shepherd is here to help you through this awesome but trying time in your life. Shepherd provides free [counseling services](#) for any student in need. If you know someone in need, please give them this information. You can make a confidential appointment through the Health Center (Gardner Hall) and meet with a professional, caring counselor as often as needed. It's super helpful when you're feeling stressed or homesick!

Feeling sick? Head to the Health Center at Gardiner Hall for a variety of free services and medical support. If you are concerned about your sexual health, the Health Center provides counseling, family planning, and testing for students. *It is all free and confidential.*

Missing Home

If you live on campus, it's hard to keep in touch with your folks back home. Here are some tips to keep those blues away.

Skype or video chat with them! You've got great Wi-Fi! Give them a call. Send an old-fashioned letter home. Remember that Shepherd does have class breaks for major holidays - a way out is never far away. There's nothing wrong with being excited to go home. If your family would like to send you care packages, or friends would like to send letters of encouragement (they mean a lot on rough days), give them the address as written below. Mail and packages are delivered to the Residence Life Office in Miller Hall and they notify students via email for First-Class Mail and packages. Visit the Res Life office during business hours to pick up.

Mail
(USPS)

Name
P.O. Box 5005
Miller Hall – [Your Hall & Room #]
Shepherdstown, WV 25443

Packages
(UPS, FedEx, Amazon)

Name
202 N. Duke St.
Miller Hall – [Your Hall & Room #]
Shepherdstown, WV 25443

All in Balance

For most of us, college is a new experience where the world is wide open with opportunities galore. Get out there and get them- but remember these three key themes to keep going strong.

Physical Health

The Wellness Center is available to you for free. They have a walking track, sports courts (including racquetball), weights, machines, treadmills...basically anything you would need to keep fit. The Wellness Center also offers classes like Zumba, Yoga, and Boot Camp to students for free as well! The pool is also open to students; local swim teams do use this pool sometimes, so plan your visit accordingly.

<http://www.shepherdwellness.com/>

Not everyone loves working out- and that's understandable. You don't have to go to the gym to get your heart pumping- take the stairs, a walk across campus, or play a sport with friends! Keeping your body healthy is important for keeping your mind sharp and metabolism strong under stress. Getting out and doing something can relieve stress like nothing else.

Emotional Health

“One key piece of advice my parents have given me is that things always look different in the morning, if you aren't sure about something give yourself a night to figure it out and look at it again in the morning.”

–Chelsea H., '18

We all have the need to feel like we belong, and to deal with negative feelings we really didn't want to have today. Realize that emotion isn't a bad thing, and it is important to talk things out. Whether you speak to your family member, roommate, or pet about an issue, it will help you feel better in the end. If you are religious, remember that going to services will help keep you strong and positive. Don't let the real you get lost under stress- help it shine. Take time for yourself and be free from all your distractions.

Counseling Services are free and available to all students. They are trained, professional counselors and talking to them about matters great and small can really help you deal. Make an appointment at the Health Center (Gardiner Hall – 304-876-5161) to meet with one of the friendly counselors as often as you need. Their [website has lots of great resources](#) as well.

Real World Social Networking

Get out of that apartment or the residence hall! Put away your phone and make some real-world connections. Isolation gets old. Studying is very important- but maintaining and fostering relationships is also an important part of life. Take time to meet new people and spend time outside of your living and study spaces. You will meet the best people in college, but you have to put yourself out there to do it.

If you live on campus, your RA will share information about events happening in your residence hall each week. This is a great way to take a study break and meet other people.

Shepherd's [Program Board](#) is always offering fun, creative activities for students almost every day or night of the week. Events are always posted in [RamPulse](#) as well.

