

Date: August 2021
To: All Faculty
From: Tracy L. Seffers, Registrar
Subj: Add/Drop and Late Registration for Fall Semester 2021



ADD/DROP

RAIL hours: 4:00 pm Thursday, August 19, through 4:00 pm Friday, August 27, 2021.

If the change in the student's schedule increases the bill, the student should look at their revised bill via RAIL. (Examples: changing from part-time to full-time status, registering for a course with an additional fee, etc.) Students should check their revised schedule and inquire with the Financial Aid Office if they have aid: faoweb@shepherd.edu

LATE REGISTRATION

All eligible students (enrolled at any time Spring 2020-Spring 2021) who did not register Monday, April 5 through Sunday, August 15 may register via **RAIL** or in person (\$50 LATE FEE REQUIRED).

RAIL hours: 4:00 pm Thursday, August 19, through 4:00 pm Friday, August 27, 2021.

Students should contact their advisor to complete registration by the deadline.

EXTENDED ADD

The faculty has approved an instructor-approved late add via RAIL, during the 2nd week of classes (through September 3).

PAYMENT: A drop for nonpayment will happen on September 8 for those students who have not paid the minimum of 60 percent of their bill or 1/3 via the payment plan, after financial aid is applied.

New degree seeking students who did not attend orientation must contact the admissions office: admission@shepherd.edu (\$50 LATE FEE REQUIRED).