

ORIENTATION GUIDE

For New Graduate Students



Greetings!



On behalf of everyone in the Shepherd community, welcome to the School of Graduate Studies at Shepherd University. The School administers Shepherd's masters, doctoral program, and non-degree graduate certificates across a wide range of disciplines.

Our faculty are known for their student-centered approach to encourage and strengthen creativity and scholarship. In all courses, students flourish by enjoying close contact with faculty mentors and a supportive community of graduate peers.

You have made a great choice in attending Shepherd. As our nation and the world faces extraordinary ethical, social, and civic challenges of vast complexity, pursuing graduate studies is an excellent choice to enhance your existing skills, learn new ones, and attain your academic goals.

We know you are embarking on new and exciting challenges as you begin this new experience. Browse our graduate studies and university web pages for resources and stay informed by checking these pages often, and "Like" the Shepherd University Facebook page.

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

Sincerely, The School of Graduate Studies



GRADUATE STUDENT ORIENTATION

Graduate Studies' main webpage offers information on the individual programs, as well as information on scholarship opportunities, graduate assistantships, and forms related to registration. (<https://www.shepherd.edu/graduate-studies>)

Coordinator of Graduate Studies: Sherry Donovan

111 Ikenberry Hall - sdonovan@shepherd.edu - 304.876.5010

Frequently Asked Questions

Who can answer questions about my program of study?

Graduate Program Coordinators: They can help answer specific questions regarding your program, class rotation, and availability. Contact information is listed on the Graduate Studies webpages. (<https://www.shepherd.edu/graduate-studies/staff>)

The program coordinators are usually the advisors for students in that degree program. While they will assist you in your first semester of registration, you will be expected to use your **My Shepherd** account to enroll in future classes.

Where can I get an overview of campus services?

The Student Handbook: The handbook contains a list of campus services. (<https://www.shepherd.edu/student-handbook>)



GRADUATE STUDENT ORIENTATION

Frequently Asked Questions

Where do I find Graduate forms?

Forms related to graduate students and graduate courses may be found on the Graduate Studies website, such as: Petition to the Graduate Council, Course Transfer and Withdrawal forms, along with the Graduation Application and Instructions. All forms may be filled in electronically and emailed to the Graduate Studies office for processing.

(<https://www.shepherd.edu/current-graduate-student-resources-and-forms/>)

What does the Rambler Card do?

Your Rambler card is your key to services throughout campus, ranging from room access, parking areas, vending machines, and library services, as well as several off-campus sites like restaurants. The Rambler Card Office is located in the Student Center-216, and the website offers the availability of online management of your account.

(<https://www.shepherd.edu/rambler>)

What is My Shepherd?

My Shepherd is how students register for classes, check their grades, generate a degree audit, request an official transcript, view an unofficial transcript, check their financial aid, and review their account. (<https://www.shepherd.edu/myshepherd/>)



GRADUATE STUDENT ORIENTATION

Frequently Asked Questions

Do I need a Shepherd Email account?

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

(<https://www.shepherd.edu/itservices/for-students>)

What is Brightspace?

Brightspace is Shepherd University's online Learning Management System. It provides a flexible and feature-rich environment for teaching, learning, research, and other collaboration. If you are taking an online course, Brightspace will be the gateway to that course. (<https://www.shepherd.edu/brightspaceinfo/>)

How do I work with technology on campus?

IT or Information Technologies is the place to go to register your computer for wireless access, set up your Shepherd email account, or learn information on Brightspace class resources. (<https://www.shepherd.edu/itservices>)



GRADUATE STUDENT ORIENTATION

Frequently Asked Questions

Where can I go to find out financial aid information?

The Financial Aid Office is located in Ikenberry Hall-215, and their interactive site has videos and a list of FAQs for students. (<https://www.shepherd.edu/financialaid>)

Where do I pay my bill?

The Finance Office is located in Ikenberry Hall-214 and is the place where you pay your tuition bill and receive any financial aid disbursements.
(<https://www.shepherd.edu/finance>)

Where do I purchase my textbooks?

All graduate course textbooks are available in the Shepherd University Bookstore, located in the basement of the Student Center or online. The Bookstore is generally open from 9 a.m. to 4 p.m. on days that school is in session.
(<https://www.bkstr.com/shepherdstore/store-hours>)



GRADUATE STUDENT ORIENTATION

Frequently Asked Questions

How do I obtain a Parking Permit?

Use our Online Parking Portal to pay tickets, purchase parking permits, and manage your parking account. (<https://www.shepherd.edu/parking/>)

How do I find class and registration information?

The Registrar's office is located on the first floor of Ikenberry Hall-110 on East Campus. Through their webpages you can access academic calendars, deadlines, My Shepherd access, and class schedules showing instructor information, pre-requisites, location, day, time, and availability of seats. (<https://www.shepherd.edu/registrar>)

Is the Student Center open for graduate students?

The Shepherd University Student Center offers a range of services in the fall and spring semester evening hours, ranging from meeting rooms, pool tables, and a bowling alley. (<https://www.shepherd.edu/studentcenter/>)

How do I find my way around campus?

The campus map includes building and parking areas. (<https://shepherd.university-tour.com/>)



GRADUATE STUDENT ORIENTATION

Frequently Asked Questions

How do I use the Scarborough Library?

Many of the library resources for graduate-level research are available electronically and can be accessed by using your email account and Rambler card information. In addition, there are late-night hours at the library and a 24-hour room. (<https://www.shepherd.edu/library>)

Is the University catalog online?

The online Shepherd University Catalog outlines the university mission, vision, core academic policies and procedures, degree programs and course structures within each program. (<https://catalog.shepherd.edu/>)

How will I know if classes are cancelled for inclement weather?

Shepherd University works with Rave Wireless Inc. to offer a text-messaging notification system. Emergency communications from the university, including inclement weather announcements, are sent as a text message to those who opt into the plan. Please note that school closures and emergency announcements are the only notices sent to participants. (<https://www.shepherd.edu/rave-alert/>)



GRADUATE STUDENT ORIENTATION

Frequently Asked Questions

What other services are available to students?

Accessibility Services: Accessibility Services assists students with diverse needs to achieve their academic and social potential by facilitating the use of reasonable and documented accommodations. This office is located in Gardiner Hall, Lower Level, G-13.

(<https://www.shepherd.edu/accessibility>)

Veterans Affairs: Shepherd offers many opportunities for Veterans who have served our country and are returning to the workforce. Veterans can connect with dedicated support staff, fellow student veterans, and campus resources designed to help them successfully transition to college life, achieve their academic goals, and build meaningful connections within the Shepherd community. (<https://www.shepherd.edu/veterans>)

Academic Support: Graduate students who require special assistance with a particular subject or graduate-level writing should contact the course instructor or graduate program coordinator. Although there are no tutoring services available to graduate students, you do have the opportunity to meet one-on-one throughout the semester with upper-level students known as Peer Success Leaders (PSL), who can share their personal experiences, challenges, and tips they have learned during their time at Shepherd.

(<https://www.shepherd.edu/academic-support/>)



GRADUATE STUDENT ORIENTATION

Frequently Asked Questions

What other services are available to students?

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

(<https://www.shepherd.edu/prospective-international-2>)

Commuter Lounge: This is the perfect spot to connect with other students who commute, gather important campus resources, or stop in between classes for a break. The Commuter Lounge is located in Stutzman Slonaker, Rm 203. **(<https://www.shepherd.edu/commuter>)**

Great Food, Fuels Great Minds: Whether on the go or gathering with friends, Shepherd University campus dining makes it easy to eat well, live well, and savor the moments.

(<https://suds.mydininghub.com/en/locations>)

Wellness Center: Graduate Students may join the wellness center at student rates. Please see the front desk for pricing. **(<https://shepherdwellness.com/memberships/>)**



GRADUATE STUDENT ORIENTATION

Graduation: Though you are probably not thinking about graduation yet, you should keep in mind that you must apply for graduation the semester before your final semester at Shepherd. There is one commencement ceremony held annually in May; however, degrees are conferred in August and December also. Deadlines for applying for graduation are posted on the Academic Calendar. (<https://www.shepherd.edu/academic-calendar>)

About Graduate Studies

Vision

Providing quality and innovative graduate and post-graduate programs to integrate ongoing regional, national, and global educational demands and career trends.

Mission

Shepherd University School of Graduate and Professional Studies is an innovative and diverse community of educators, scholars, learners, and professionals committed to advancing excellence in higher education. The faculty educate students to be lifelong learners and preeminent professionals in a global community spanning civic, ethical, and social challenges. The School embraces the Shepherd University mission statement with its emphasis on the core values of learning, engagement, integrity, accessibility, and community.



GRADUATE STUDENT ORIENTATION

Contact Information:

Graduate Studies: Ikenberry Hall - 111, graduate-studies@shepherd.edu, 304.876.5010

Career Services: jobweb@shepherd.edu, 304.876.5814

Counseling Services: Gardiner Hall - Ground Floor, 304.876.5161

Finance Office: Ikenberry Hall - 214. subbusinessoffice@shepherd.edu, 304.876.5284

Financial Aid Office: Ikenberry Hall - 215, faoweb@shepherd.edu, 304.876.5470

Health Center: Gardiner Hall - Ground Floor, <https://www.shepherd.edu/healthcenter>, 304.876.5161

IT Services: Library Basement, itworkorder@shepherd.edu, 304.876.5457

Student Employment: Ikenberry Hall - 215, ewilson@shepherd.edu, 304.876.5449