



SHEPHERD
UNIVERSITY



Dual Enrollment Resource Guide

WELCOME TO THE RAM FAM!

We are so glad to welcome you as part of our tight-knit campus community! But, you may be wondering ... as a new student, where do I begin? This guide is filled with need-to-know information, insider tips, and what to expect as a Shepherd Ram. It's designed to be a resource as you become acclimated with our campus and your studies at Shepherd.

For each item listed in this resource, contact information (phone/email) or a website is provided if you need to seek additional assistance. The Office of Admissions and Office of Student Success are also available to support you, and you can contact them using the information on the right.

Once again, welcome to Shepherd and we are excited to see you on campus!

CONNECT WITH US!

Stay in the loop on social media.

 **Shepherd University**

 **@shepherdu**

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QUESTIONS? CONTACT US!

Office of Admissions
304-876-5212
admission@shepherd.edu
www.shepherd.edu/admissions

Office of Student Success
304-876-5214
www.shepherd.edu/studentsuccess



Getting Started

There's no better place to begin your journey with the Ram Fam than becoming acclimated with some of our key offices, systems, and procedures.



GETTING STARTED

RAMBLER CARD

The RAMBLER card is your official Shepherd University student ID, granting you access to the Wellness Center, Scarborough Library's 24-hour room, residence halls, dining facilities, campus events, and more.

☎ 304-876-5300 ✉ rambler@shepherd.edu 🌐 www.shepherd.edu/rambler



FINANCIAL AID

With our [RAIL](#) system, you can view and accept or decline any financial aid offers. If you have questions about your financial aid package — including loans, grants, and scholarships — contact the Office of Financial Aid.

☎ 304-876-5470 ✉ faoweb@shepherd.edu 🌐 www.shepherd.edu/financialaid

RESIDENCE LIFE

On-campus living offers you convenient access to class, dining near your doorstep, and helpful staff to guide you throughout your academic journey. The Good Living Portal is where you can find forms and information regarding housing and meal plans.

☎ 304-876-5172 ✉ residencelife@shepherd.edu 🌐 www.shepherd.edu/residencelife

BOOKSTORE

The Shepherd University bookstore doesn't just sell textbooks! You can also buy Shepherd gear to wear around campus, school supplies, and so much more. Visit the bookstore in person or virtually and find what you'll need to start the semester off strong.

☎ 304-876-5219 ✉ shepherd@bkstr.com 🌐 www.bkstr.com/shepherdstore

PARKING DECALS

Parking decals can be purchased through the Shepherd University Police Department for \$70. The decals are valid for the entire academic year and may be purchased in person, online, or USPS mail. A valid driver's license, vehicle registration, completed application, and payment are required to purchase a pass.

☎ 304-876-5374 ✉ suparking@shepherd.edu 🌐 www.shepherd.edu/police/parking-on-campus

GETTING STARTED

PAYING BILLS

You will receive a bill via your Shepherd email for tuition and room and board prior to the start of classes. 60% is due prior to the first day of classes and the remaining 40% is due after the start of the semester. Bills may be paid via RAIL or with check at the Business Office. Payment plans can also be set up through the Business Office. Be sure to pay attention to your bill for payment deadlines.

☎ 304-876-5284 🔗 www.shepherd.edu/finance

RAVE EMERGENCY ALERTS

We offer a text-messaging notification system to send you emergency communications, including inclement weather announcements. Register your mobile number and email to receive notifications using the link below. Parents/guardians may also subscribe to RAVE alerts.

🔗 www.shepherd.edu/rave-alert

IT SERVICES DESK

The IT Services Desk can help you with Shepherd computer accounts, student email, Wi-Fi access, device registration, Brightspace (our learning management system), and other technical concerns.

☎ 304-876-5457 ✉ itworkorder@shepherd.edu

Wi-Fi

Connect your personal devices — laptops, tablets, cellphones, gaming systems, etc. — to Shepherd's wireless network using your student username and password. If you need help getting connected, contact or visit the IT Services Desk.


🔗 www.shepherd.edu/itservices/for-students

GETTING STARTED

RAIL

Remote Access Information Line (RAIL) is Shepherd's system for student records and class registration. You can use RAIL to add or drop classes, check grades, view your class schedule, view and accept/decline financial aid, pay your bill, request transcripts, retrieve your network username and password, and keep your contact information up to date.

Your User ID is your nine-digit student ID number which can be located on the back of your RAMBLER card. Upon your first login, your PIN is your six-digit birth date in MMDDYY format, and you'll be prompted to change your PIN and set a security question.


 www.shepherd.edu/rail

STUDENT EMAIL & NETWORK ACCOUNTS

All university-specific communications are sent to your Shepherd student email account, and you'll want to monitor the account on a regular basis. Your email address is your Shepherd network username + @rams.shepherd.edu.

To locate your network name, login to RAIL, click the Personal Information tab, and click Lookup Your Username. You can establish your network password by clicking the Personal Information tab, clicking Password Management and Change Password. (NOTE: It will take approximately 10 minutes for your password to update.)

Your username and password are the same for campus-owned computers, internet in residence halls, Wi-Fi access, email, Brightspace, RamPulse, Good Living Portal, and personal/shared network disk space.

 <https://login.microsoftonline.com>

Academics

Your time in the classroom at Shepherd will be filled with enriching experiences, translating into your professional career.



ACADEMICS

REGISTRAR'S OFFICE

The Registrar's Office can assist you with obtaining transcripts, adding/dropping classes, changing your program of study (majors and minors), course substitutions, and more.

☎ 304-876-5463 ✉ registrar@shepherd.edu 🌐 www.shepherd.edu/registrar

CATALOG

The Shepherd University catalog outlines the university's mission and vision, academic policies and procedures, degree programs, degree progressions, and course structures within each program. When reviewing the catalog, it's important to select the year corresponding to your first year of studies at Shepherd.

🌐 <https://catalog.shepherd.edu>

ADVISING ASSISTANCE CENTER

The Advising Assistance Center (AAC) is a campus-support office available to students, providing assistance in navigating the catalog and understanding academic policies and rules. The AAC also provides secondary advising services and recommendations when exploring majors (or if you're considering changing majors).

☎ 304-876-5317 ✉ advising@shepherd.edu 🌐 www.shepherd.edu/aac-students

ACADEMIC SUPPORT CENTER

The Academic Support Center is a great resource on campus, offering free peer tutoring, writing assistance, placement testing, make-up assessment proctoring, and more.

☎ 304-876-5457 ✉ itworkorder@shepherd.edu 🌐 www.shepherd.edu/itservices

ACADEMIC ADVISOR

Your academic advisor is here to help you succeed and stay on track throughout your studies! They will meet with you once each semester for registration purposes.

To view your assigned advisor, login to RAIL, select the Student tab, select Student Records, select View Student Information, choose the current academic term, and the details are available under the Primary Advisor section.

🌐 www.shepherd.edu/rail

ACADEMICS

CORE CURRICULUM

All students — regardless of major — must complete the core curriculum (general education) requirements as part of their degree to expand their knowledge.

www.shepherd.edu/core-curriculum

STUDENT HANDBOOK

Take time to familiarize yourself with the Student Handbook, containing valuable information about University policies, procedures, and guidelines to help you understand your rights as a Shepherd student. The handbook also includes numerous resources to connect you with various offices, departments, and organizations on and off campus to further support your success.

www.shepherd.edu/student-handbook

SATISFACTORY ACADEMIC PROGRESS

All students receiving financial aid (federal, state, or institutional) must be making satisfactory academic progress (SAP) for funds to be released. SAP guidelines include (1) completing 70% of attempted credit hours, (2) maintaining a 2.0 cumulative GPA, and (3) graduating within 180 credit hours. If a student fails to meet SAP requirements, an appeal must be completed prior to financial aid issuance.

www.shepherd.edu/financialaid/sap



Student Support

At Shepherd, we're all about supporting our students — academically and personally.



STUDENT SUPPORT

STUDENT AFFAIRS

The Division of Student Affairs works in partnership with students, faculty, staff, and the community to facilitate student success, engagement, and leadership development. Student Affairs encompasses nine campus offices: Student Success Center, Student Activities and Leadership, Health Center, Counseling Services, Global Student Leadership, Veterans Support Services, Accessibility Services, Campus Student Conduct, and Title IX — all designed to support the student body.

📞 304-876-5030 🌐 www.shepherd.edu/studentaffairs

STUDENT SUCCESS

The Office of Student Success is designed to empower you by offering tools, resources, and support to overcome challenges, define and achieve goals, and persist into the future of your studies. It's never too early or late to connect for one-on-one coaching. Schedule an appointment to learn more about the offered services.

📞 304-876-5284 🌐 www.shepherd.edu/studentsuccess

ACCESSIBILITY SERVICES

Students with diverse needs may request services and reasonable academic or housing accommodations through this office. For students with a 504 or IEP, you will need to submit documentation on the website as it doesn't automatically transfer from high school.

📞 304-876-5122 ✉️ accessibility@shepherd.edu 🌐 www.shepherd.edu/accessibility

Student Resources

Explore some of the many resources available to you beyond the classroom.



STUDENT RESOURCES

DINING ON CAMPUS

Meal plans are convenient, flexible, and loaded with options. Your meal plan includes dining locations all across campus with a range of menus and offerings.

- **Ram's Den (Student Center)** — primary, all-you-care-to-eat dining option; home cooking, salads, grilled foods, pizza, pasta, and more!
- **Fireside Bistro (Student Center)** — “We Proudly Serve Starbucks” location, in addition to breakfast sandwiches, pastries, and grab-and-go items.
- **Riverside Market (Potomac Place)** — convenience store and rotating meal options.
- **Wellness Café (Wellness Center)** — breakfast sandwiches, smoothies, grab-and-go items, and Starbucks products.

The dining services website hosts the weekly menus, location hours, and more. Dining services will also host special events throughout the semester.

☎ 304-876-5131 🔗 <https://suds.campusdish.com>

WELLNESS CENTER

Whether you enjoy running, swimming, lifting weights, or shooting hoops, there's no better place to do it all on campus than the Wellness Center — available to dual enrollment students at a discounted rate. Student access includes the swimming pool, basketball courts, racquetball courts, indoor track, cardio and weight equipment, and exercise classes.

☎ 304-876-5300 🔗 www.shepherdwellness.com

SCARBOROUGH LIBRARY

The library is home to many resources for students — computers, printing, study rooms, books, DVDs and CDs, the 24-hour room, and library liaisons to assist you with research. To access the 24-hour room after hours, you must gain entry with a RAMBLER card.

☎ 304-876-5421 🔗 www.shepherd.edu/library

BRIGHTSPACE


Brightspace is Shepherd's learning management system (LMS) — a platform connecting you with all your courses. Brightspace is used to view syllabi, professor announcements, resources, submit assignments, participate in discussion forums, complete assessments, and more. A companion app — Pulse — is also offered for mobile devices.

🔗 www.shepherd.edu/brightspaceinfo

STUDENT RESOURCES

COMMUTER LOUNGE

While designed with commuter students in mind, all students are welcome in the lounge. It serves as a comfortable place for students to hang out or study between class and has a kitchen equipped with a refrigerator, microwave, and sink. The lounge is currently located in Stutzman-Slonaker Hall, room 203.

 www.shepherd.edu/commuter

STUDENT CENTER

The Student Center offers a variety of activities and meeting spaces for clubs and organizations. It's also the perfect place for students to grab a quick meal or socialize with friends. Amenities include bowling, billiards, table tennis, foosball, video arcade, and board games, and it houses the administrative offices for Student Affairs.

 304-876-5497  www.shepherd.edu/studentcenter



Get Involved

Campus involvement is a critical component to making the most of your time at Shepherd, and there's something for everyone.



GET INVOLVED

RAMPULSE

RamPulse is a portal granting you access to 150+ ways to get involved. You can explore upcoming campus events, find programs and organizations, track service hours, and more. A companion app — Corq — is also offered for mobile devices.

 <https://shepherd.campuslabs.com/engage>


ATHLETICS

Shepherd fields 13 NCAA Division II intercollegiate athletic teams. Students can attend home games for free with their RAMBLER ID card (playoffs excluded).

 www.shepherdrams.com

STUDENT ACTIVITIES & LEADERSHIP

Shepherd sponsors hundreds of events and supports 90+ clubs and organizations, offering students the opportunity to build friendships, strengthen leadership skills, explore new ideas, participate in community service, and build a foundation for their future success. Clubs and organizations include professional and academic organizations, social clubs and special interest groups, fraternities and sororities, spiritual and faith-based groups, multicultural and service organizations, co-curricular groups, Program Board, Student Government Association (SGA), and so many more! And if you can't find a club piquing your interest, create your own! Only five club members are needed to go before the SGA and propose a club/organization for approval.

 www.shepherd.edu/studentleadership

ACADEMIC INVOLVEMENT

Get involved with your academic program through professors' office hours, co-curricular groups, academic organizations, and peer study groups.

 www.shepherd.edu/academics

Navigating Campus

Learn your way around campus so you can get to class confidently on day one.



NAVIGATING CAMPUS



BUILDING CODES

BC = Butcher Center

BY = Byrd Science Center

CA = Frank Arts Center

CC = Student Center

CE = Center for Contemporary Arts II

CL = Byrd Center CHE

CO = Center for Contemporary Arts I

GA = Gardiner Hall

KN = Knutti Hall

LB = Scarborough Library

NU = Erma Ora Byrd Hall

OLS/OLA = Online Course

PL = Potomac Place

RY = Reynolds Hall

SN = Snyder Hall

SS = Stutzman-Slonaker Hall

WE = Wellness Center

WH = White Hall

DESIGNATED PARKING LOTS

Dual enrollment students are permitted to park in any designated commuter lot with the official Shepherd University parking pass purchased from SUPD.

- **A-Lot:** Behind the Byrd Science Center and in front of White Hall. Entrance and exit at High Street only.
- **King Street:** (unless otherwise designated by signage) Students/staff are prohibited from metered spaces and from Admissions Office spaces.
- **C-Lot:** Adjacent to K-Lot; entrance from Rt. 480.
- **L-Lot:** Entrance from King Street at Gardiner; ONE WAY.
- **F-Lot:** (unless otherwise designated by signage) In front of the Frank Arts Center and Butcher Center.
- **G-Lot:** (except where designated for F/S or SUPD) In front of the Frank Arts Center.
- **H-Lot:** (Residential and Commuter Students, F/S, Registered Visitors) Between the Suites of West Woods and the Apartments.
- **K-Lot:** Behind Erma Ora Byrd Hall.

Ram Talk

Become familiar with some of the key terms and phrases you'll hear frequently during your time at Shepherd.



RAM TALK

academic advisor	Your advisor is assigned to work with you on building your degree plan and planning your class schedules.
affinity groups	Student organizations promoting the needs of underrepresented populations/groups.
Brightspace	Our online learning management system (LMS) used to access course materials and more.
catalog	Outlines the University's mission, vision, core academic policies and procedures, and degree outlines.
core curriculum	Your advisor is assigned to work with you on building your degree plan and planning your class schedules.
commuter	A student not residing in an on-campus residence hall (travels to-and-from campus each day).
Dean's List	An academic achievement honoring students who maintain a 3.4 GPA for the semester and carry a 12-hour coursework minimum.
electives	Courses allowing you to explore your unique interests that also count toward degree requirements.
Eastern Panhandle Transit Authority (EPTA)	Free transportation on campus grounds during the semester.
Games Zone	A hang out zone on campus, featuring bowling lanes, billiard tables, arcade games, and more (located on the second floor of the Student Center).
Good Living Portal	Online portal to access housing, meal plan, and roommate information.
office hours	Designated hours when a faculty member is available to meet with students to address questions and concerns or provide academic advising.

Program Board (PB)	A student-led committee on campus, hosting a variety of events throughout the year.
quiet floor (library)	The third floor of the Scarborough Library reserved as a quiet space to study and complete work.
Rambo	Our mascot that can be seen at many events on campus.
RAMBLER	Your official student ID card. (Carry it at all times!)
RamPulse / Corq	Our online portal to discover clubs/organizations and view a running list of all upcoming campus events.
RAVE	Text messaging alert system used in weather-related incidents and other emergencies.
resident	A student residing in an on-campus residence hall.
resident assistant (RA)	Peer leaders overseeing resident hall activities, fostering a sense of community, providing support, and ensuring the safety of all student residents.
Student Government Association (SGA)	Student governing body that works to establish representation for the entire campus and hear questions/concerns from students.
student handbook	An outline of the university policies and procedures.
study abroad	An opportunity to visit different countries while continuing to study in courses related to your degree.
Tabler Farm	This 158-acre farm is home of our Agricultural Innovation Center and it's located minutes from campus.
The Picket	A student-managed news organization founded in 1896.
The Little House	This building is just like it sounds! Located behind White Hall and built in 1928, it was part of a former project for student teachers.



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304-876-5000
www.shepherd.edu