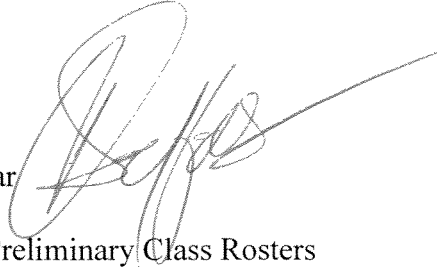


Date: December 2011

To: All Faculty

From: Tracy L. Seffers, Registrar

Subj: Spring Semester 2012 - Preliminary Class Rosters



1. An electronic version of your preliminary rosters (.pdf format) will be sent through your shepherd.edu email account. Please use the roster to check attendance at your first class meeting. PLEASE NOTE: these rosters contain sensitive student data, and will require your RAIL login PIN in order to access them.
2. If students are attending your class and their names are not on the roster, please send them to the Office of the Registrar immediately after class.
3. Only students who have officially registered for your class(es) will receive credit or a grade for your class (es).
4. Official class rosters can be printed from **RAIL**. Any subsequent registration changes (withdrawals, adds by petition) will always be reflected immediately on **RAIL**.

Date: December 2011
To: School Deans, Department Chairs and Faculty
From: Tracy L. Seffers, Registrar
Subj: Add/Drop and Late Registration for Spring Semester 2012

ADD/DROP

RAIL hours: 5:00 pm Friday, January 6, through 4:00 pm Friday, January 13 (all hours except 4:00 am-8:00 am)

IN PERSON hours: 9:00 am-4:00 pm Monday, January 9, through Friday, January 13, Ikenberry Hall.

If the change in the student's schedule increases the bill, the student should obtain a 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 go to the Financial Aid Office if they have aid. Payment is due at time of add/drop via **RAIL** or at the Cashier's Office, Ikenberry Hall 2nd floor. **Students who have not paid by close of business on the last day to add will be dropped from the rosters.**

LATE REGISTRATION

RAIL hours: 5:00 pm Friday, January 6, through 4:00 pm Friday, January 13 (all hours except 4:00 am-8:00 am)

IN PERSON hours: 9:00 am-4:00 pm Monday, January 9, through Friday, January 13, Ikenberry Hall. Students should report to their advisor to complete the Registration Worksheet included in the schedule of classes. The advisor should sign and date the worksheet and keep the advisor copy.

PAYMENT: Payment is due at time of registration via **RAIL** or at the Cashier's Office, Ikenberry Hall 2nd floor. **Students who have not paid by close of business on the last day to late register will be dropped from the rosters.**

All eligible students (enrolled at any time Fall 2010-Fall 2011) who did not register November 7 through January 4 may register via **RAIL** or in person (\$25 LATE FEE REQUIRED).

New degree seeking students who did not attend orientation must report to Ikenberry Hall. (\$25 LATE FEE REQUIRED).