

July 1, 2011

Dear Shepherd Student:

I hope you have had a wonderful summer! Time is fast approaching to the beginning of your next semester toward graduation here at Shepherd University with registration reopening July 22nd at 4:30 p.m.

The new semester will provide you with an opportunity to adopt the new curriculum outlined in the 2011-2012 catalog. In some cases, changing to the new curriculum will give more flexibility in course selection and assist you to graduation earlier. However, depending on your class level, it may not make sense for you to move to the new curriculum. Please follow the steps below to see if the new curriculum is best for you.

STEP 1: Utilize “What-If” scenarios in RAIL

1. Log on to RAIL and use the “What-If” scenarios.
2. Using the new catalog, compare it to your current catalog.

Results of “What-If” indicate to ...

Move to the new catalog (Step 1, Option 1)

- (Optional) Schedule an appointment with the Academic Advising Center (AAC) in Scarborough Library 208 for developing an alternative draft class schedule based on the new catalog prior to your meeting with your advisor.
- Schedule an appointment with your advisor to review and approve course changes.

Remain with the current catalog (Step 1, Option 2)

- No additional action is necessary.
- Any changes to your course schedule must be done prior to the end of the add/drop period on August 26th.

STEP 2: Following meeting with advisor, best option is to ...

Move to the new catalog (Step 2, Option 1)

- After you secure the appropriate signatures for adding and/or dropping classes, file for administrative approval the following with the Office of the Registrar **prior to September 2nd**:
 - o Add/Drop Petition form with signatures of your advisor, instructor, and chair, and
 - o An approved Change of Academic Information form indicating your adoption of the Fall 2011 catalog and/or curriculum necessitating the schedule changes. **No other change of academic information is subject to the extended add/drop period.**
- Any Add/Drop Petitions and approved Change of Academic Information forms received after September 2nd will be held and reviewed according to existing policies and procedures by the Admissions and Credits Committee.

Remain with the current catalog (Step 2, Option 2)

- No additional action is necessary.
- Any changes to your course schedule must be done prior to the end of the add/drop period on August 26th.

These are exciting times as Shepherd University moves towards becoming a nationally-recognized premier public liberal arts institution. As a reminder, registration reopens July 22nd at 4:30 p.m. Please contact me (phone 304-876-5401; email rwarburt@shepherd.edu) or the Academic Advising Center (phone 304-876-5317; Scarborough Library Room 208) should you have any questions or comments.

Sincerely

Dr. Robert J. Warburton
Assistant Dean of Teaching and Learning