

during Summer I or Summer II), you may be required to pay back some or all of the aid that you have received.

Textbooks

Textbooks for all graduate courses are available in the Shepherd University Bookstore, which is located in the basement of the Student Center. The bookstore is generally open from 8:00 AM to 6:00 PM on days that school is in session. You can also purchase books through the bookstore's web site at <http://www.shepherdbook.com/>. Books purchased through the web site can be picked up at the bookstore or shipped to the purchaser.

Parking

Parking on campus during the Fall and Winter semesters requires a parking permit. No permit is required during summer terms. An application for a parking permit is enclosed, which should be filled out and returned to the Campus Police Office (Room 105 of Sara Cree Hall) any weekday between 8:00 AM and 4:30 PM. Payment can be made with a check or with a Rambler Card. Cash payments will not be accepted.

The Library

As a graduate student you are entitled to full use of the Shepherd University Library, including a number of full-text electronic databases that the library subscribes to and that can be accessed from remote locations. Your Rambler Card will also be your library card and will allow you to check out circulating materials. Library hours, databases, and the electronic catalog (MAX) can be accessed through the Internet at the following address: <http://www.shepherd.edu/libweb>.

Applying for 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, in May of each year. However, degrees are conferred in August and December as well as in May.

If you are Planning on Finishing Requirements In	Apply for Graduation No Later Than
August	June 1
December	September 1
May	October 1

Note that if you plan to complete requirements in Spring and participate in the May Commencement ceremony, your application for graduation will be due October 1 of the Fall semester to ensure that you are able to participate in all Commencement-related activities and communications. Deadlines for applying for graduation can be found in the academic calendar printed each year in the Graduate Catalog and posted on the Registrar's web page at: <http://www.shepherd.edu/register>.

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*Shepherd
University*

*Welcome to the
Master of Arts
Graduate Studies
at Shepherd
University*



Graduate Studies, PO Box 3210
Shepherdstown, WV 25443

The Office of Graduate Studies

The Office of Graduate Studies serves as your first contact point for any questions that you have about your program or about graduate education in general. The office is open from 8:00-12:00 and 1:00-4:30 every weekday that the college is in session. Contact information for the Office of Graduate Studies is as follows:

- Graduate Studies Phone:
304-876-5313
- Graduate Studies Fax:
304-876-5390
- E-mail for Robin Murphy,
Graduate Administrative Assistant:
rmurphy@shepherd.edu
- E-mail for Michael Austin,
Dean of Graduate Studies:
maustin@shepherd.edu

Student Identification Number (SID)

Once you are admitted into a graduate program at Shepherd University, you will be assigned a Student Identification Number (SID). This number will be your permanent student number at Shepherd University. You can look your student number up by using the ID Lookup function on RAIL (see enclosed instructions). You should also obtain a Rambler Card, which will display your Student Identification Number and will also serve as a campus ID, a library card, and as a declining-balance debit card for on-campus purchases. Information about the Rambler Card can be found at: <http://www.shepherd.edu/rambler/>

Rail & Campus Computer Account

The RAIL (Remote Access Information Line) can be used to register for classes, pay

tuition, retrieve grades, look up schedules, and retrieve information about your campus computer account (which will allow you access to all campus computers as well as your Shepherd University E-mail account). Detailed instructions on how to access RAIL are included with this brochure. After your initial enrollment, you will be expected to use RAIL for enrolling in future classes. You will also be expected to use your campus e-mail account for all correspondence with the university. You can access your campus e-mail account through the Shepherd WebMail page at <http://mail.shepherd.edu/>

Registration

Normally, registration for all Shepherd University is done through the RAIL system, which you can access at <http://www.shepherd.edu/rail>. You may, however, register for your first-semester classes by sending an e-mail to your program coordinator specifying your course selections. They will forward your request to the Registrar, who will manually enroll you in your classes. Please be advised that if you register for classes after the billing date for a given semester (normally about a month before the semester begins), you will not receive a bill for the classes and will be responsible for arranging payment through the Cashier's Office, 304-876-5284. To enroll in future classes, you will need to schedule an advising appointment with the program coordinator during which they will give you an alternate PIN (different from your login PIN) that you can use to register for a specific semester. You must type in a new alternate PIN each semester to use the registration function on RAIL. To enroll through RAIL, for summer courses use the following

alternate PIN numbers:

- Summer I: 1111111
- Summer II: 222222
- Summer III: 333333

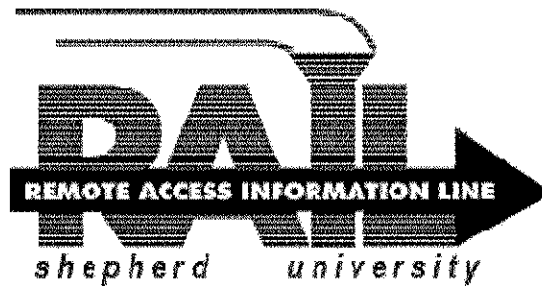
Detailed instructions on registering via RAIL are given in each semester's Schedule of Classes.

Payment of Tuition

Graduate tuition for the 2006-2007 academic year is \$235/credit hour for West Virginia residents and \$335/credit hour for non residents. Tuition is due at the time of registration and can be paid by credit card on the RAIL system, by credit card by calling the Business Office at 304-876-5284. Payment deadlines and refund schedules can be found in each semester's Schedule of Classes, and instructions for paying tuition through RAIL can be found at <http://www.shepherd.edu/register/TuitionPayments.htm>.

Financial Aid

As a graduate student at Shepherd University, you are eligible for financial aid through the Financial Aid Office, which you can reach at 304-876-5470 or, toll free, at 1-800-344-5231. You can also access information at <http://www.shepherd.edu/faoweb>. Be advised that, to be eligible for financial aid as a graduate student, you must be enrolled in at least five credit hours of graduate coursework for each semester that you are receiving financial aid. Undergraduate courses required as prerequisites for graduate courses or for teacher certification do **NOT** count towards this total. If your graduate course load drops below 5 credit hours during a semester for which you were awarded financial aid (or three hours

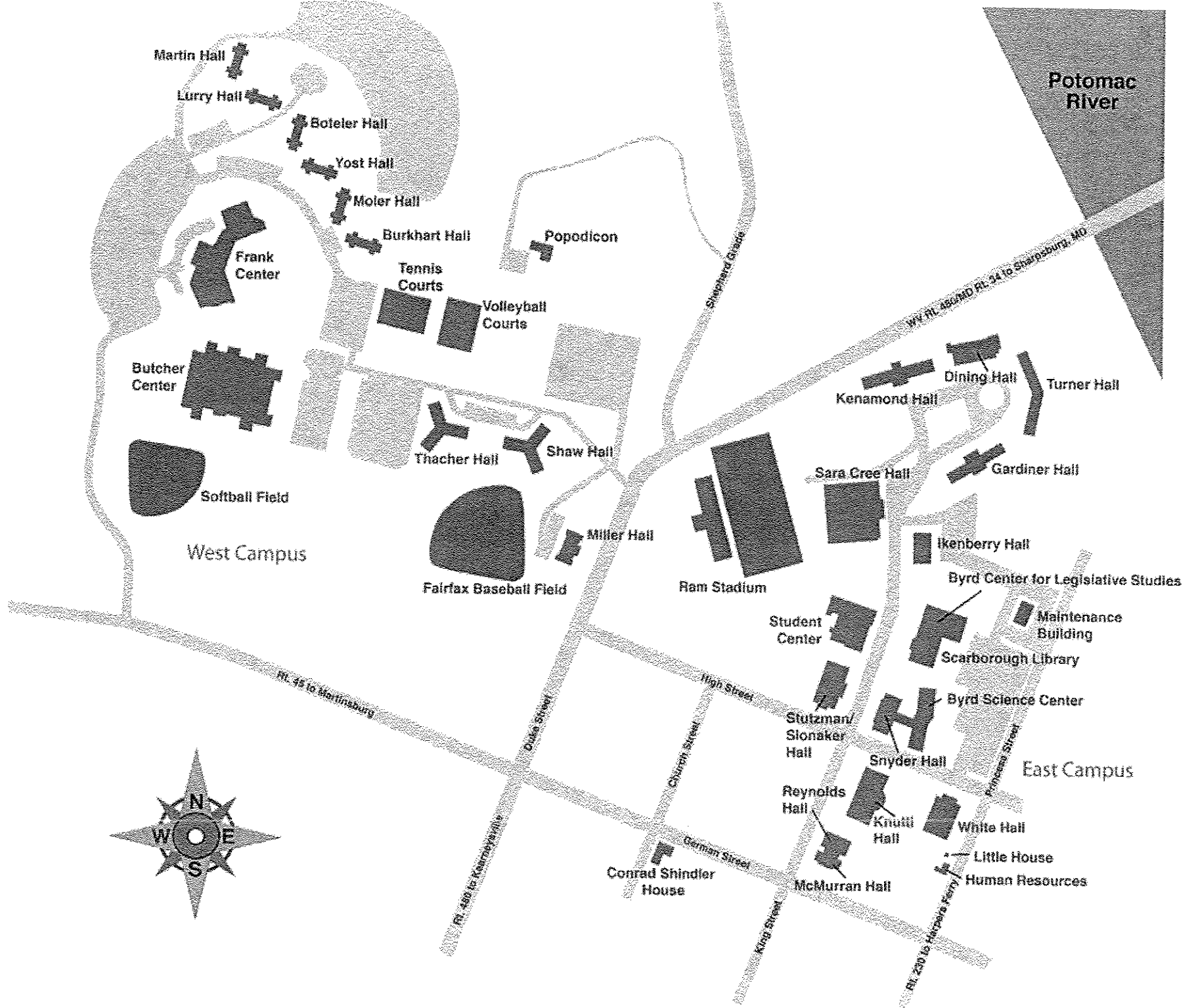


TO ACCESS RAIL

1. Go to <http://www.shepherd.edu/rail/>
2. Click on the link "Next Stop Rail—All Aboard!"
3. Type in your User ID (the last 9 digits of Your Student Identification Number). If you have forgotten or don't know your User ID, click on "Look up your SID here". Fill out the requested information and click Submit. Your User ID will be displayed on the screen for you. If you wish to continue further with retrieving your network password, continue; otherwise, EXIT out of RAIL.
4. The first time that you use RAIL, your PIN will be your date of birth in the form MMDDYY. After you log in with this PIN, you will be immediately prompted to select a new one. If you forget or do not know your PIN, type in your User ID and click "Forgot PIN". This will supply you with the challenge question you set when you registered, and if you know the answer to the question it will give you the opportunity to reset your pin to something you can remember. If you do not know the answer to your challenge question OR if you did not create a challenge question, you will need to call the Registrar's office at 876-5463.

TO RETREIVE YOUR E-MAIL LOGON AND PASSWORD

5. Click "Log in". This step is skipped if you looked up your PIN.
6. Click "Personal Information"
7. Scroll to the bottom of the list of links.
8. Click "Password Management"
9. Click "Retrieve Original Password" (Note: This will be your password for your campus e-mail account and for access to campus computers, but is not the same as your RAIL password.)
10. In order to retrieve your password you must read and accept our Acceptable Use Policy. You will be responsible for adhering to this policy!
11. Click on "Exit"!! Do not simply close out of your browser window when you are finished in RAIL. Always Exit out to ensure that your information is kept secure.





Application for Parking Permit

\$65.00 Parking Permit

(Please Print Clearly)

Date _____ Decal # _____ Faculty/Staff Dorm Student Commuter Wellness Member

Name _____ Name on Registration _____

Address _____ Address _____

City/State/Zip _____ City/State/Zip _____

Student ID # _____ License Plate # _____ State _____

Vehicle Make _____ Year _____ Model and Color _____

DORM STUDENTS CIRCLE ONE

- | | | | | | | |
|---------|----------|----------|--------|--------|---------|--------|
| Birch | Burkhart | Kenamond | Maple | Miller | Shaw | Turner |
| Boteler | Gardiner | Lurry | Martin | Moler | Thacher | Yost |

YOU MUST HAVE A CURRENT DRIVER'S LICENSE AND VEHICLE REGISTRATION.