



Schedule of Classes Fall Semester 2011



The schedule of classes is available on the Web at www.shepherd.edu/register/. Check daily for additions/cancellations/changes.

Tentative schedules are also available on the Web site.

The University reserves the right to cancel classes with an enrollment of 10 or fewer students.



www.shepherd.edu

All degree-seeking students **must** meet with their advisor prior to registration: 3/30/11-4/13/11
 Contact your advisor for an appointment. RAIL Registration Hours: Monday 4/11/11 through Tuesday 6/21/11 and Saturday 7/23/11 through Wednesday 8/17/11, available all hours **except** Monday-Saturday 4-8 a.m. and Sunday 11 p.m. -Monday 8 a.m. RAIL will not be available for registration but will be available for payment of tuition and fees Wednesday 6/22/11-Friday 7/22/11 and Thursday 8/18/11 through 5 p.m. Friday 8/19/11.

| Student Type | Priority Registration | Open Registration (Begins at 9 a.m. daily) | Late Registration |
|---|---|--|---|
| Degree-seeking graduate or undergraduate, currently enrolled Spring 2011 | By assigned times beginning 4/11/11 Alternate PIN required | 4/11/11-6/21/11 Alternate PIN required 7/23/11-8/17/11 Alternate PIN not required | Beginning 5 p.m., 8/19-4 p.m. 8/26/11. Note that a late fee of \$25 will apply. Alternate PIN is not required. |
| * Degree-seeking students enrolled Spring 2010, Summer 2010, or Fall 2010 | N/A | 4/25/11-6/21/11 Alternate PIN required 7/23/11-8/17/11 Alternate PIN not required | |
| Non-degree-seeking students | N/A | 7/23/11-8/17/11 Alternate PIN not required | |
| New degree-seeking freshman, or readmitted students | 8/19/11 Orientation—an information packet will be sent. | N/A | |

*Degree-seeking students not currently enrolled, but who were enrolled in Spring 2010, Summer 2010, or Fall 2010 do not have to reapply for admission. Students should contact their previous advisor during the regular advisement period to receive their Alternate PIN. **Note: This policy does not apply to students who have been suspended, who have not been enrolled for longer than two consecutive semesters (not including summers), or who have received financial aid and earned credits at another institution during their absence from Shepherd University.**

REGISTRATION OVERRIDES

SPECIAL PERMISSION

If special permission or approval is required to register for a course, students must see the appropriate person listed in the Schedule of Classes. The appropriate department enters the special permission override information, and then the student can register via RAIL. Otherwise, the student can report to the Office of the Registrar, 9 a.m. to 4 p.m., through the last day to add for processing a written override slip.

CLOSED CLASSES

RAIL will indicate if a course is closed by giving a registration error message on the screen. The student can then check other sections of the same course for available openings by scrolling down and clicking on **Class Search**. Students must see the appropriate person listed in the Schedule of Classes for an override. The appropriate department enters the capacity override information, and then the student can register for the class via RAIL. Otherwise, the student can report to the Office of the Registrar, 9 a.m. to 4 p.m., through the last day to add for processing a written override slip.

TIME CONFLICTS

If a student requests two courses whose start and/or end time overlap by more than 15 minutes, written permission is required from the instructor whose course will be affected. The appropriate department enters the time conflict override information, and then

the student can register via RAIL. For time conflicts of less than 15 minutes, or to process a written override slip, the student can report to the Office of the Registrar, 9 a.m. to 4 p.m., through the last day to add.

REGISTRATION RESTRICTIONS

Upper-division courses (courses numbered 300-400) are restricted to sophomore, junior, and seniors. Other courses may specify restrictions to particular majors, admission to programs, etc. Students must see the appropriate department chair for an override. The department chair enters the override information, and then the student can register for the class via RAIL. Otherwise, the student can report to the Office of the Registrar, 9 a.m. to 4 p.m., through the last day to add for processing a written override slip.

PREREQUISITES

Prerequisites for Core Curriculum courses must be met before registration is permitted. Students must see the appropriate department chair for an override. The department chair enters the override information, and then the student can register for the class via RAIL. Otherwise, the student can report to the Office of the Registrar, 9 a.m. to 4 p.m., through the last day to add for processing a written override slip.

| Payment Deadlines | | |
|--|---|---------------------------------|
| If you register during these dates: | Your bill and schedule will be mailed: | Tuition due date (pay by RAIL): |
| 4/11/11-7/11/11 | 7/11/11 | 8/8/11 |
| 7/12-8/1/11 | Immediately | 8/8/11 |
| 8/2-8/8/11 | You will NOT receive a bill—check charges on RAIL | 8/8/11 |
| 8/9-8/26/11 Last Day to Add/Late Register | You will NOT receive a bill—check charges on RAIL | Immediately—pay on RAIL |
| CONTACT THE BUSINESS OFFICE AT 304-876-5284 IF YOU DO NOT RECEIVE A BILL BY MONDAY, AUGUST 1. PAYMENT COMPLETES THE REGISTRATION PROCESS AND ASSURES THAT YOUR CLASSES WILL NOT BE DROPPED. IF YOU HAVE A \$0 OR CREDIT BALANCE, YOU MUST STILL CONFIRM YOUR ATTENDANCE BY SENDING YOUR PAYMENT STUB TO THE ADDRESS IN CHARLESTON. | | |

OTHER CONFLICTS

Students cannot register by RAIL for two sections of the same course. Registration Worksheets and Alternate PINs are available only from the advisor.

REGISTRATION HOLDS

RAIL will inform students of any holds on their account. Students with outstanding financial/other obligations will not be permitted to register until all obligations are cleared by the appropriate office(s).

VARIABLE CREDIT COURSES

Variable credit courses are listed in the Schedule of Classes with a range of hours the course may be taken for. When registering for a variable credit course, students must click on the underlined credit hours or on Change Course Options.

MAXIMUM OF 19 CREDITS

Students may register for a maximum of 19 credit hours per semester, exclusive of MUAP and MUEN subject codes. A student who wishes to enroll for more than 19 hours must have an overall grade point average of 3.0 or better and secure the written approval of the Advisor, Department Chair, and Vice President for Academic Affairs. If the overall grade point average is less than 3.0, students must first petition the Admissions and Credits Committee for permission before proceeding to get required signatures. Petition forms and approval forms to enroll for more than 19 hours are available in the Office of the Registrar. There is an absolute maximum of 23 hours. Completed approval forms must be submitted to the Office of the Registrar.

CANCELLED CLASSES AND COURSES UNAVAILABLE FOR REGISTRATION

Please refer to www.shepherd.edu. Click on Current Students on the home page, click on Registrar, click on Updated Shepherd Schedule.

ACADEMIC INFORMATION

Students may request changes to academic information by completing the Academic Change form which is available from the new Department Chair or the Office of the Registrar.

WITHDRAW FROM A CLASS(ES) – FORMS ARE AVAILABLE FROM ADVISORS

Students are responsible for determining, with the advisor's assistance, whether withdrawing from a class will affect eligibility for financial aid, intercollegiate athletics, or insurance. Other factors to consider are whether the course is required to fulfill conditions of academic probation, if the course is a corequisite or a prerequisite to another course, or if the course is a requirement for graduation.

COMPLETE WITHDRAWAL

After the last day of Add/Drop, students must report to the Office of the Registrar to complete the Request for Withdrawal from Shepherd University. Failure to follow this procedure could result in students receiving IFs in all courses. A student on probation who withdraws from the University after the first five weeks of the semester will not be permitted to enroll in the University for the next regular semester or summer school.

REFUND POLICY

Students who completely withdraw from all courses in accordance with University procedures may receive a refund of tuition and fees in accordance with the refund schedule. The refund calculation is based on the amount paid toward tuition and fees. Refunds are determined from the first day of the school term, which officially begins with Orientation and Registration days. The official withdrawal date is certified by the Registrar. Refund checks are issued through the State Treasury, and receipt of a refund may take up to six weeks depending upon the date of withdrawal.

THERE IS NO REFUND ON PARTIAL WITHDRAWALS.

REFUND SCHEDULE – FALL SEMESTER 2010

| | |
|------------------------------|-----------|
| August 22-September 2, 2011 | 90% |
| September 3-19, 2011 | 70% |
| September 20-October 3, 2011 | 50% |
| October 4, 2011 or later | No Refund |

FALL EXPENSES AND OTHER FEES (Subject to Change)

See www.shepherd.edu/register/fees.html for a complete list of fees.

| | |
|-------------------------------------|---------------------------|
| Applied Music Fee | \$153 per 1/2 credit hour |
| Archaeology Lab Fee | \$20 per course |
| Art Studio Fee | \$30-\$35 per course |
| Communication Course Fee | \$25 per course |
| Computer and Info Sciences Fee | \$25 per course |
| Education Major Fee | \$40 |
| Family and Consumer Sciences | \$40 per course |
| Health, Physical Ed, Rec, Sport Fee | \$37 per course |
| History Course Fee (304 Only) | \$75 per course |
| Late Registration | \$25 |
| Music Lab Fee | \$30 per course |
| Nursing Lab Fee | \$75 per course |
| Nursing Program Fee | \$90 |
| Online Electronic Course Fee | \$25 per credit |
| Parking Decal | \$65 |
| Physical Education Program Fee | \$20 |
| R.B.A. Posting Fee | \$10 per credit |
| Recreation Major Fee | \$40 |
| Science Lab Fee | \$35 per course |
| Student ID Replacement | \$25 |

FALL SEMESTER 2011 CALENDAR

| | | |
|----------|-----|---|
| 8/18/11 | Thu | New Freshmen/Transfer Orientation; Faculty Report for Fall Semester; Faculty Meetings |
| 8/19/11 | Fri | Orientation, Academic Advisement; Registration/Payment for New Freshmen, Transfers and Readmits |
| 8/19/11 | Fri | Add/Drop and Late Registration (Late Fee Applies) via RAIL begins at 5 p.m. (All hours except 4-8 a.m.) |
| 8/19/11 | Fri | New Student Convocation |
| 8/22/11 | Mon | Classes Begin |
| 8/22/11 | Mon | Add/Drop and Late Registration (Late Fee Applies), via RAIL or at Ikenberry Hall, 9 a.m.-4 p.m. — Consult Advisor |
| 8/26/11 | Fri | Last Day to Add/Drop or Late Register via RAIL or at Ikenberry Hall, 9 a.m.-4 p.m. — Consult Advisor |
| 9/2/11 | Fri | Last Day to Change a Course from Credit to Pass/Fail Status |
| 9/5/11 | Mon | Labor Day — Holiday |
| 9/12/11 | Mon | Last Day to Change a Course from Credit to Audit Status |
| 9/23/11 | Fri | Last Day to Withdraw from First Half-Semester class — See Advisor by Noon |
| 10/3/11 | Mon | First Day of Mid-term Exams |
| 10/7/11 | Fri | Last Day of Mid-term Exams; Last Day to Apply for May 2012 Graduation (Registrar's Office) |
| 10/10/11 | Mon | Mid-term Grades Due — 9 a.m. (Noon via RAIL); Second Half-Semester Classes Begin |
| 10/12/11 | Wed | Mid-term Grades Available on RAIL |
| 10/13/11 | Thu | Fall Break |
| 10/14/11 | Fri | Fall Break |
| 10/26/11 | Wed | First Day of Academic Advisement for Continuing Students for Spring 2012 |
| 11/4/11 | Fri | Last Day to Withdraw from a Full Semester Class — See Advisor by Noon |
| 11/7/11 | Mon | First Day of Spring 2012 RAIL Registration for Continuing Students; 9 a.m.-4 p.m. |
| 11/9/11 | Wed | Last Day of Academic Advisement for Continuing Students for Spring 2012 |
| 11/18/11 | Fri | Last Day to Withdraw from Second Half-Semester Class — See Advisor by Noon |
| 11/20/11 | Sun | First Day of Thanksgiving Recess |
| 11/27/11 | Sun | Last Day of Thanksgiving Recess |
| 12/2/11 | Fri | Last Day of Classes; Last Day for Complete Withdrawal from Semester |
| 12/5/11 | Mon | First Day of Final Exams |
| 12/9/11 | Fri | Last Day of Final Exams |
| 12/12/11 | Mon | First Semester Grades Due 9 a.m. (Noon via RAIL) — End of First Semester |
| 12/14/11 | Wed | Grades will be available via RAIL |

BUILDING/LOCATION CODES

| | |
|----|-------------------------------------|
| BC | Butcher Center |
| BY | Byrd Science Center |
| CA | Frank Center Creative Arts |
| CC | Student Center |
| CL | Byrd Center for Legislative Studies |
| CO | Center for Contemporary Arts |
| DH | Dining Hall |
| GA | Gardiner Hall |
| KN | Knutti Hall |
| LB | Scarborough Library |
| NU | Erma Ora Byrd Hall |
| OL | Online Course |
| RY | Reynolds Hall |
| SC | Sara Cree Hall |
| SN | Snyder Science Hall |
| SS | Stutzman-Slonaker Hall |
| WE | Wellness Center |
| WH | White Hall |

DAYS

| | |
|---|-----------|
| M | Monday |
| T | Tuesday |
| W | Wednesday |
| R | Thursday |
| F | Friday |
| S | Saturday |
| U | Sunday |

Obtaining your Username and Password

1. Login to **RAIL**.
2. Click on **Personal Information**.
3. Scroll to the bottom of the page and click on **Password Management**.
4. To retrieve original password click on **Retrieve Original Password**.
5. Read Acceptable Use Policy then click **Accept**.
6. Your Shepherd username and password are displayed.
7. When finished click on **Exit**.

Sakai Login Directions

In order to log in you must use your normal Shepherd E-mail User Name and Password. If you have any issues with the log in contact support@shepherd.edu. For any other issues concerning Sakai, contact llewis@shepherd.edu or 304-876-5059.

LATE REGISTRATION INSTRUCTIONS FOR FALL SEMESTER 2011

LATE REGISTRATION HOURS AND INFORMATION

New special non-degree students are to report to the Admissions Office.

- **RAIL hours:** 5 p.m. Friday, August 19 through 4 p.m. Friday, August 26 (all hours except 4 a.m.-8 a.m.)
- **IN PERSON hours:** 9 a.m.-4 p.m. Monday, August 22, through Friday, August 26, Ikenberry Hall.
- **PAYMENT:** Payment is due at time of registration via RAIL or at the Cashier's Office, Ikenberry Hall.

All eligible students enrolled in the Spring Semester 2011 who do not register April 11 through August 17 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).**

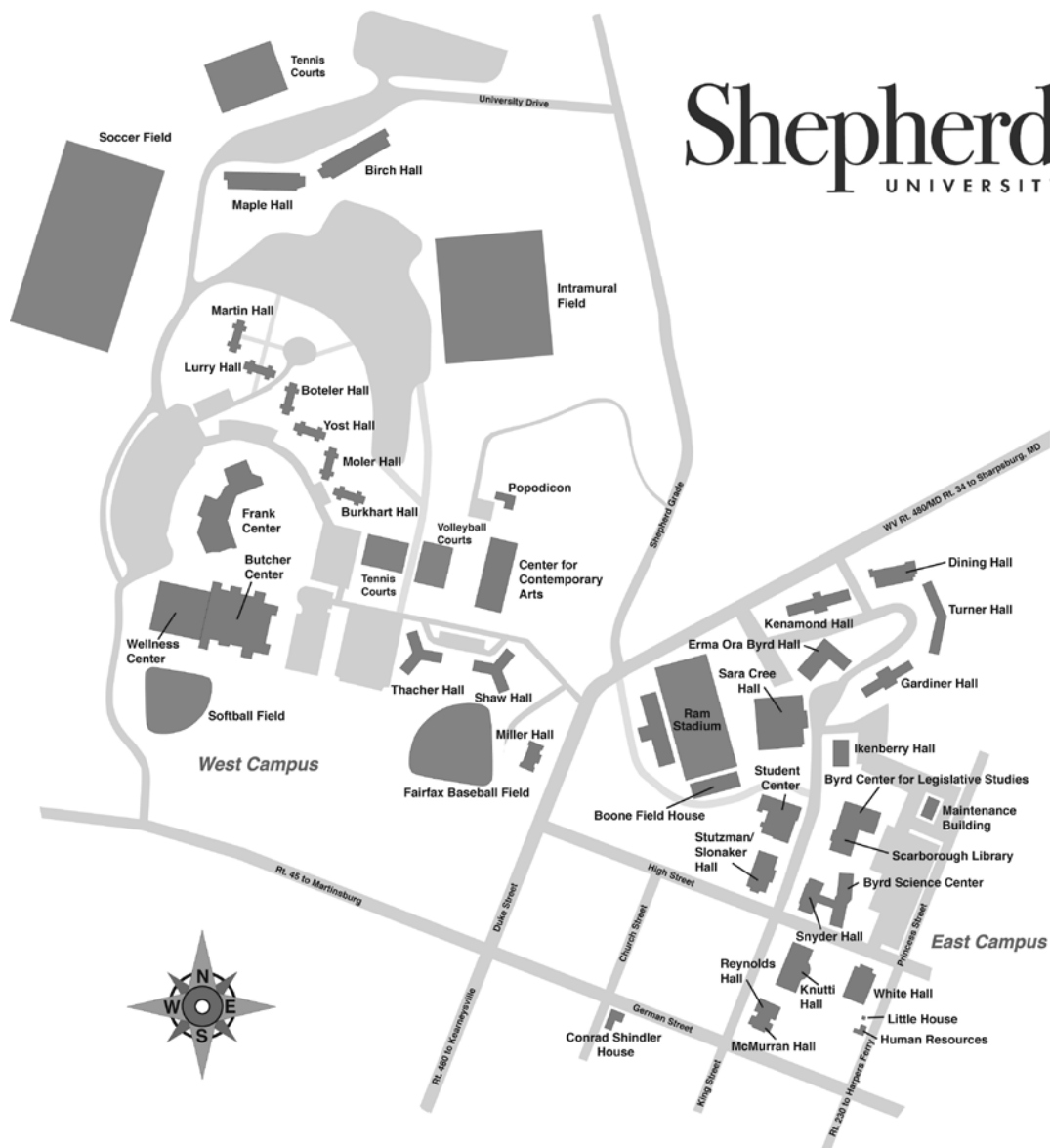
WV RESIDENTS AT LEAST 65 YEARS OF AGE

Continuing senior citizens wishing to register at the reduced rate may register in Ikenberry Hall from 9 a.m.-4 p.m. Monday, August 22 through Friday, August 26. New senior citizens wishing to register are to report to the Admissions Office. The late fee will be waived. Hours will be limited to 7 unless approved by the Registrar. **Senior citizens must register in person.** Payment is due at time of registration.

ADDING AND DROPPING CLASSES

- **RAIL hours:** 5 p.m. Friday, August 19 through 4 p.m. Friday, August 26 (all hours except 4 a.m.-8 a.m.)
- **IN PERSON hours:** 9 a.m.-4 p.m. Monday, August 22, through Friday, August 26, Ikenberry Hall.
- **PAYMENT:** Payment is due at time of registration via RAIL or at the Cashier's Office, Ikenberry Hall.

If adding a class requires an override, see page 2 for registration override instructions.



FINAL EXAMINATION SCHEDULE FALL SEMESTER 2011 MONDAY, DECEMBER 5 THROUGH FRIDAY, DECEMBER 9

Monday, December 5

9 to 11 a.m..... 8:10 a.m. classes meeting on MWF, MW, WF, MF or more often
12 to 2 p.m. 10:10 a.m. classes meeting on MWF, MW, WF, MF or more often
3 to 5 p.m. 12:10 p.m. classes meeting on MWF, MW, WF, MF or more often

Tuesday, December 6

9 to 11 a.m..... 8:10 a.m. classes meeting on TR, T, or R
12 to 2 p.m. 12:25 p.m. classes meeting on TR, T, or R
3 to 5 p.m. 1:50 p.m. classes meeting on TR, T, or R

Wednesday, December 7

9 to 11 a.m..... 9:10 a.m. classes meeting on MWF, MW, WF, MF or more often
12 to 2 p.m. 11:10 a.m. classes meeting on MWF, MW, WF, MF or more often
3 to 5 p.m. 1:10 p.m. classes meeting on MWF, MW, WF, MF or more often

Thursday, December 8

9 to 11 a.m..... 9:35 a.m. classes meeting on TR, T, or R
12 to 2 p.m. 11:00 a.m. classes meeting on TR, T, or R
3 to 5 p.m. 3:15 p.m. classes meeting on TR, T, or R

Friday, December 9

9 to 11 a.m..... 2:10 p.m. classes meeting on MWF, MW, WF, MF or more often
12 to 2 p.m. 3:10 p.m. classes meeting on MWF, MW, WF, MF or more often
3 to 5 p.m. Examinations changed due to conflict

NIGHT CLASS EXAMINATIONS

Final examinations for classes that meet one night per week should be given on the night the class meets during the final examination period.

Final Examinations for classes that meet two nights per week should follow the schedule below:

| <u>EXAMINATION NIGHT</u> | <u>CLASS MEETING NIGHT</u> |
|----------------------------------|----------------------------|
| Monday, December 5, 6 p.m. | MW 6 to 7:15 p.m. |
| Tuesday, December 6, 8 p.m. | TR 8 to 9:15 p.m. |
| Wednesday, December 7, 7:30 p.m. | MW 7:30 to 8:45 p.m. |
| Thursday, December 8, 6:30 p.m. | TR 6:30 to 7:45 p.m. |

PLEASE NOTE: Any class meeting after 3:15 p.m. on TR, T, or R or after 3:10 p.m. on MWF, MW, WF, MF or more often may arrange an exam time at the discretion of the instructor after consultation with students involved.

CONFLICTS: Please adhere strictly to the Final Examination Schedule as printed above for all classes. Changes are not to be made unless permission is given by the Vice President for Academic Affairs.

FINAL GRADES: Final grades are due no later than 9 a.m., Monday, December 12.

MID-TERM AND FINAL GRADES INFORMATION

Mid-term and final grades will be available on RAIL (Remote Access Information Line) at www.shepherd.edu/rail.

In addition to grades A-F; I-incomplete; W-withdrawal; and P-pass, other grades students may see on RAIL include: AU-audit; IF-failure due to irregular withdrawal; I SLASH (I)-incomplete replaced by the grade that follows; Asterisk (*)-developmental course; SLASH R (/R)-repeat course under 60-hour rule; LESS THAN (<)-repeated course after 60 hours.

REGISTRATION WORKSHEET

- 1) Open the Browser. Go to *www.shepherd.edu*
- 2) Click on **RAIL**.
You will be logged off after 10 minutes of inactivity.
- 3) Read user information; scroll to the bottom and click on **User Login**.
- 4) Security Alert (If the Alert appears)
 - A. Read the message and make the appropriate selection.

Place Advisor Approval Label Here

- 5) User Login
 - A. Enter USER ID (Your ID is the nine digit number on the back of your Rambler Card; or if that number does not appear, the last nine digits of the number on the front of your Rambler Card). Click in the space before entering the numbers.
 - B. Press the tab key to enter your Login PIN (Personal Identification Number—initially your birth date in the format MMDDYY).
 - C. Click on LOGIN. The Login PIN will expire immediately and you will need to create a new Login PIN of your choice. Your new Login PIN can be a minimum of 6 but not more than 15 alphanumeric characters, but CANNOT be your birth date. You must remember this new Login PIN!

Select a Login Verification Security Question and provide the answer. If later on you forget your Login PIN, you can click on the Forgot PIN? button and answer the question you have just selected.

At that time, you will then be asked to enter and confirm a new Login PIN (6-15 alphanumeric characters, but not your birth date).

- 6) If an incorrect PIN is entered 5 times in succession, access to RAIL will be disabled and you will need to contact the Office of the Registrar to have the PIN reset.
- 7) Read Terms of Usage and click **Continue** if Terms are agreeable. This screen will not be seen again.
- 8) Click on **Student & Financial Aid**.
- 9) Click on **Registration**.
- 10) Click on **Add/Drop Classes**.
- 11) Select the term registering for (use drop down menu if necessary) and click on **Submit Term**.
- 12) Enter **Alternate PIN** (on label provided by advisor during academic advisement) and click on **Submit PIN**.
- 13) Fill in CRNs (Course Request Numbers), using the TAB key to navigate between each block to be entered.

| CRN | SUBJECT/COURSE # | SEC | DAYS/ TIMES | CREDIT |
|-------|------------------|-------|-------------|--------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

- 14) Click on **Submit Changes**.
- 15) Scroll down to view schedule and to correct Registration Errors if necessary.
- 16) Click on the drop down menu in the Action field beside each course to drop a course. To add another course, enter the CRN in the block under Add Class. Click on **Submit Changes**.

| CRN | SUBJECT/COURSE # | SEC | DAYS/ TIMES | CREDIT |
|-------|------------------|-------|-------------|--------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

- 17) Click on **Confirm Schedule** if no registration errors. Check schedule for accuracy.
- 18) To enter variable credit click on the underlined credit hours for each variable credit course or click on **Change Course Options** at the bottom of the screen. Enter desired hours (noting allowed range) and click on **Submit Changes**. Scroll down, check hours, or click **Return to Menu**, click on **Student Detail Schedule** and check hours.
- 19) Scroll to the top of the screen and click on **Exit** after reviewing schedule.

