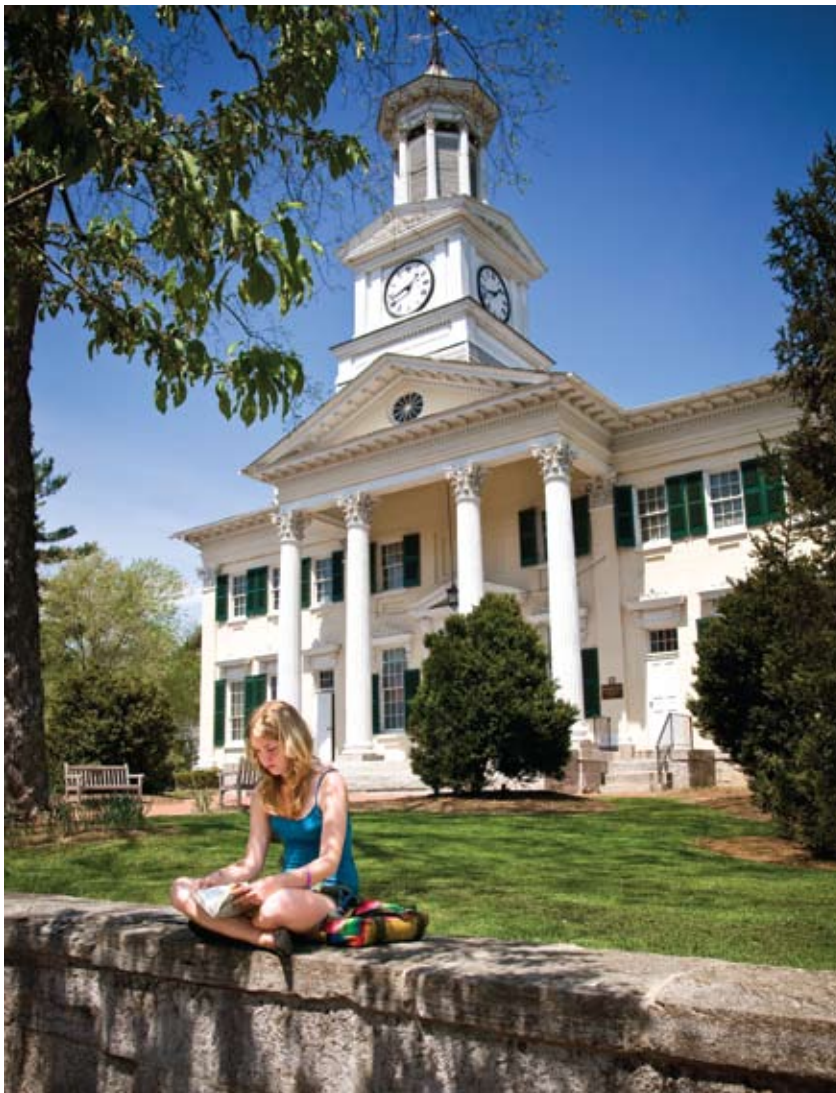


Shepherd

UNIVERSITY

Summer Sessions 2011



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

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

Summer 2011 Calendar

Summer I – May 24 – June 23 • Summer III – May 24 – August 3

March 4, Friday Last Day to apply for August and December 2011 Graduation
 March 28-May 25 RAIL Registration for Summer I and/or Summer III for Continuing Students Enrolled for Spring 2011 Semester
 March 28-July 6 RAIL Registration for Summer II for Continuing Students Enrolled for Spring 2011 Semester and/or Summer Term I or III
 May 13, Friday Payment Due Date for Summer I and Summer III for Students Registering March 28-May 4 by noon
 May 24, Tuesday Summer I and III Classes Begin
 Add/Drop and Late Registration via RAIL all hours except 4:00 am-8:00am
 Add/Drop and Late Registration 8:00 am-4:00 pm Location: Ikenberry Hall, Registrar's Office
 May 25, Wednesday Add/Drop and Late Registration via RAIL all hours except 4:00 am-8:00am
 Add/Drop and Late Registration 8:00 am-4:00 pm Location: Ikenberry Hall, Registrar's Office
 Memorial Day Holiday, University Closed
 May 30, Monday Last Day to Change a Summer I and/or Summer III Course from Credit to Pass/Fail Status
 May 31, Tuesday Last Day to Change a Summer I and/or Summer III Course from Credit to Audit Status
 June 2, Thursday Last Day to Withdraw from a Summer I Class
 June 14, Tuesday Last Day to Completely Withdraw from Summer I
 June 20, Monday Payment Due Date for Summer II for Students Registering March 28-June 10 by noon
 June 21, Tuesday Day Classes End Summer I
 June 23, Thursday Summer I Grades Due 9 a.m. (paper)/Noon (Web)
 June 27, Monday Grades Available via RAIL for Summer I – Tentative
 June 28, Tuesday

Summer II–July5–August 3

July 4, Monday Independence Day Holiday, University Closed
 July 5, Tuesday Summer II Classes Begin
 Add/Drop and Late Registration via RAIL all hours except 4:00 am-8:00am
 Add/Drop and Late Registration 8:00 am-4:00 pm Location: Ikenberry Hall, Registrar's Office
 July 6, Wednesday Add/Drop and Late Registration via RAIL all hours except 4:00 am-8:00am
 Add/Drop and Late Registration 8:00 am-4:00 pm Location: Ikenberry Hall, Registrar's Office
 Last Day to Withdraw from a Summer III Class
 July 11, Monday Last Day to a Change a Summer II Course from Credit to Pass/Fail Status
 July 13, Wednesday Last Day to Change a Summer II Course from Credit to Audit Status
 July 25, Monday Last Day to Withdraw from a Summer II Class
 July 28, Thursday Last Day to completely withdraw from Summer II and/or Summer III
 August 3, Wednesday Day Classes end Summer II and Summer III
 August 5, Friday Summer II and III Grades Due 9 a.m. (paper)/Noon (Web)
 August 8, Monday Grades Available via RAIL for Summer II and Summer III

Advisement/Registration for New Students

June 17, Friday
 June 27, Monday and June 28, Tuesday
 July 6, Wednesday and July 7, Thursday
 July 11, Monday and July 12, Tuesday
 July 14, Thursday and July 15, Friday
 July 22, Friday

A&R I--Transfer and Readmits
 A&R II--Freshman Program
 A&R III--Freshman Program
 A&R IV--Freshman Program
 A&R V--Freshman Program
 A&R VI--Transfer and Readmits

BUILDING/LOCATION CODES DAYS

BC Butcher Center	M	Monday
BY Byrd Science Center	T	Tuesday
CA Frank Center Creative Arts	W	Wednesday
CC Student Center	R	Thursday
CL Byrd Center for Legislative Studies	F	Friday
	S	Saturday
CO Center for Contemporary Arts	U	Sunday
DH Dining Hall		
GA Gardiner Hall		
KN Knutti Hall		
LB Scarborough Library		
NU Erma Ora Byrd Hall		
OL Online Course		
RY Reynolds Hall		
SN Snyder Science Hall		
SS Stutzman-Slonaker Hall		
WE Wellness Center		
WHWhite Hall		

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.

GENERAL INFORMATION

SUMMER TERM

The summer term of Shepherd University is an integral part of the academic year. All general university requirements relating to academic standards, sound scholarship, and good citizenship are in full effect during the summer term.

UNIVERSITY CREDIT

University credit earned during the summer has the same value as that granted for work during the regular year. In general, students may not carry more than 7 semester hours in any one term with a total of 14 semester hours for the summer term. If a student registers for a lab science in each summer term, then the maximum load is 14 semester hours, unless permission is granted by the advisor, department chair, and vice president for academic affairs. Petitions are available in the Office of the Registrar. (See Maximum of 7 Credits, page 5, for additional information.)

ADMISSION

Applications are available online at unexpected.shepherd.edu/admweb/unexpected/apply.html. New degree-seeking students must file an application and all other required documents to be considered for admission. Freshman applicants must provide official high school transcripts and ACT or SAT test scores. Transfer students must submit official transcripts from all colleges or universities attended and must be in good standing at the last college/university attended.

Former Shepherd students who were enrolled prior to Spring 2010 must apply for admission in the Office of Admissions. Degree-seeking students not currently enrolled, but who were enrolled Spring 2010, Summer 2010, or Fall 2010 do not have to reapply for admission. Note: This policy does not apply to students who have been suspended or 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.

Veterans desiring credit for military experience should send or bring with them a certified copy of their honorable discharge and other service records. It is important that veterans entering Shepherd University under the G.I. Bill present their Certificate of Eligibility and Entitlement during their absence from Shepherd.

STUDENTS FROM OTHER COLLEGES

Students who are regularly enrolled in other colleges/universities may enroll at Shepherd University for summer coursework as transient students. Transient students must submit a special non-degree application and have a **Statement of Good Standing** forwarded to the Office of Admissions by the registrar of the college or university in which they are regularly enrolled. Special non-degree applications can be printed directly from the Admissions Web site at unexpected.shepherd.edu/admweb/unexpected/nondegree.html.

LIVING ACCOMMODATIONS

Summer school students will be housed in the campus apartments, which are air conditioned. Room furnishings include single beds and mattresses, desks, dressers, chairs, and closets or wardrobes. Apartments are equipped with a kitchen, a stove top, oven, and refrigerator. Students will need to supply their own bed linens, blankets, pillows, study lamps, microwaves, televisions, VCRs/DVD players, additional fans, pots and pans, and other similar conveniences that meet residence hall regulations. Visit the Residence Life website at www.shepherd.edu/rloweb to receive a more detailed list of things students may want to consider bringing.

To verify a summer housing assignment and receive all paperwork for check-in if not already residing in the campus apartments, students should please report to the Birch Hall Staff Office between 2 p.m. and 6 p.m. on Monday, May 23. Students attending Summer I or II who are interested in occupying and paying housing fees for the session in which they are not enrolled would need to contact Residence Life to check availability; otherwise, check-out for Summer I is Wednesday, June 24 by 6 p.m. and check-in for Summer II is Friday, July 1 from 2 to 6 p.m. (There will be no weekend move-ins in observance of the July 4 holiday weekend.) Students who will not be residing in the campus apartments for the fall 2011 semester must be checked out of their summer space no later than 6 p.m. on Wednesday, August 3.

FOOD SERVICE

Dining services will be available Monday through Friday throughout the summer at the Fireside Bistro in the Student Center. Please check the Student Center information desk or Web site for specific times. The dining hall and Ram Mart may be open as business demands. The Wellness Café will be open from 8 a.m. to 2 p.m. Monday-Friday during the summer. Please contact Dining Services at 304-876-5149 for possible services times.

RECREATIONAL ACTIVITIES

For information, call 304-876-5471.

CANDIDATES FOR GRADUATION

The deadline for application for graduation for August or December degree candidates is Friday, March 4. A formal application for graduation and a fee of \$35 must be filed in the Office of the Registrar by the deadline. Monday, August 8 will be the official graduation date for students completing requirements in either summer term.

It is the student's responsibility to check all requirements for graduation and certification and make inquiry if there is doubt about meeting any of them. At least 32 semester hours of resident study at Shepherd are required before graduation. The final 12 hours of work must be completed at Shepherd University unless the candidate is excused by the Admissions and Credits Committee. All work taken at another institution which is to be applied to a degree or teaching certificate at Shepherd must be approved in advance.

FINAL GRADES INFORMATION

RAIL Availability: All hours except 4 to 8 a.m. Monday through Saturday and 11 p.m. Sunday to 8 a.m. Monday. You will be logged off after 10 minutes of inactivity.

Final grades will be available on RAIL 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; Slash R (/R)-repeat course under 60-hour rule; Less than (<)-repeated course after 60 hours.



www.shepherd.edu/rail

ALTERNATE PINS:

Summer I 111111
 Summer II 222222
 Summer III 555555

All degree-seeking students **should** meet with their advisor prior to registration. Contact your advisor for an appointment.
 RAIL Registration Hours: During registration periods, available all hours except Monday-Saturday 4 a.m.–8 a.m. and Sunday 11 p.m.–8 a.m. Monday

Student Type	Priority Registration	Open Registration	Late Registration
Currently enrolled Spring Semester 2011 degree-seeking graduate, undergraduate, and nondegree-seeking students	Alternate PIN is not required Based on earned hours March 28 92+ hrs and graduate students March 29 57+ hrs March 30 45+ hrs March 31 25+ hrs Alternate PIN required April 1 Below 25	Alternate PIN Required April 2-May 23 Summer I Alternate PIN 111111 Summer III Alternate PIN 555555 April 2-July 4 Summer II Alternate PIN 222222	Alternate PIN Required May 24 and 25 Summer I Alternate PIN 111111 Summer III Alternate PIN 555555 Note that a late fee of \$25 will apply.
*Students enrolled Spring 2010, Summer 2010, or Fall 2010	N/A	Alternate PIN Required April 25-May 23 Summer I Alternate PIN 111111 Summer III Alternate PIN 555555 April 25-July 4 Summer II Alternate PIN 222222	July 5 and 6 Summer II Alternate PIN 222222 Note that a late fee of \$25 will apply.
New degree-seeking (freshmen, transfer, transient, readmitted) students, and new nondegree-seeking students	N/A	Alternate PIN Required Summer I and III May 6-May 23 See page 10 or 12 for registration instructions. Summer II May 6-July 4 See page 11 for registration instructions.	

* 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. Refer to the above registration times for the 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.**

SPECIAL PERMISSION: REGISTRATION OVERRIDES

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, a time conflict is created. Time conflicts of more than 15 minutes require written permission 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.

Payment Deadlines		
If you register during these dates:	Your bill and schedule will be mailed:	Tuition due date (pay by RAIL):
Summer I and III March 28–April 15 April 16–May 4 at noon May 5–May 25	April 15 Immediately You will NOT receive a bill—check charges on RAIL	May 13 May 13 Immediately—pay on RAIL
Summer II March 28–May 20 May 21–June 10 at noon June 11–July 6	May 20 Immediately You will NOT receive a bill—check charges on RAIL	June 21 June 21 Immediately—pay on RAIL
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.

AUDIT

The form to change a course to audit is available in the Office of the Registrar. Please refer to the academic calendar for deadlines.

PASS/FAIL

The form to change a course to pass/fail is available in the Office of the Registrar. Please refer to the academic calendar for deadlines.

MAXIMUM OF 7 CREDITS

Students may register for a maximum of 7 credit hours per semester, exclusive of MUAP and MUEN subject codes. A student who wishes to enroll for more than 7 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 7 hours are available in the Office of the Registrar. 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 co-requisite or a prerequisite to another course or 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 IF's in all courses which may result in suspension from the University.

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 FOR PARTIAL WITHDRAWALS.

REFUND SCHEDULE – SUMMER I and III

May 24–31	90%
June 1 and 2	70%
June 3 and 7	50%

REFUND SCHEDULE – SUMMER II

July 5 and 11	90%
July 12 and 13	70%
July 14-18	50%

SUMMER 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
Physical Education Concentration	\$20
R.B.A. Posting Fee	\$10 per credit
Recreation Major Fee	\$40
Science Lab Fee	\$35 per course
Student ID Replacement	\$25

AUDITING A COLLEGE COURSE

Same fee as charged enrollees taking respective course for credit.

HANDLING FEE

A handling fee of \$10 will be collected for each check returned unpaid by the bank upon which it is drawn unless the student can obtain an admission of error from the bank.

ROOM FEE

Room rent for the normal five-week term for a double room is \$1,011.

REGISTRATION WORKSHEET: SUMMER I

- 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 **Next Stop Rail – All Aboard**.
- 4) Security Alert (If the Alert appears)
 - A. Read the message and make the appropriate selection.
- 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 PIN (Personal Identification Number - initially your birth date in the format MMDDYY).
 - C. Click on LOGIN. The PIN will expire immediately and you will need to create a new PIN (6-15 alphanumeric) of your choice. (NOT your birth date). You must remember this number!

Select a Login Verification Security Question and provide the answer. If later on you forget your 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 a new PIN (6-15 alphanumeric, not your birth date). This number becomes your new login PIN. Click on [Submit](#).
- 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 111111** and click on [Submit PIN](#). Alternate PIN is not required March 28 through March 31.
- 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.
- 20) Click on the "x" on the top right of the screen to close the browser.

REGISTRATION WORKSHEET: SUMMER II

- 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 **Next Stop Rail – All Aboard**.
- 4) Security Alert (If the Alert appears)
 - A. Read the message and make the appropriate selection.
- 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 PIN (Personal Identification Number - initially your birth date in the format MMDDYY).
 - C. Click on LOGIN. The PIN will expire immediately and you will need to create a new PIN (6-15 alphanumeric) of your choice. (NOT your birth date). You must remember this number!

Select a Login Verification Security Question and provide the answer. If later on you forget your 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 a new PIN (6-15 alphanumeric, not your birth date). This number becomes your new login PIN. Click on [Submit](#).
- 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 222222** and click on [Submit PIN](#). Alternate PIN is not required March 28 through March 31.
- 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.
- 20) Click on the “x” on the top right of the screen to close the browser.

REGISTRATION WORKSHEET: SUMMER III

- 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 **Next Stop Rail – All Aboard**.
- 4) Security Alert (If the Alert appears)
 - A. Read the message and make the appropriate selection.
- 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 PIN (Personal Identification Number - initially your birth date in the format MMDDYY).
 - C. Click on LOGIN. The PIN will expire immediately and you will need to create a new PIN (6-15 alphanumeric) of your choice. (NOT your birth date). You must remember this number!

Select a Login Verification Security Question and provide the answer. If later on you forget your 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 a new PIN (6-15 alphanumeric, not your birth date). This number becomes your new login PIN. Click on [Submit](#).
- 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 555555** and click on **Submit PIN**. Alternate PIN is not required March 28 through March 31.
- 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.
- 20) Click on the "x" on the top right of the screen to close the browser.

