



Schedule of Classes

Summer Semester 2017

The schedule of classes is available on the web at www.shepherd.edu/registrar. Check daily for additions/cancellations/changes.
Tentative schedules are also available on the website.
The University reserves the right to cancel classes with an enrollment of 10 or fewer students.

SUMMER 2017 CALENDAR

SUMMER I: MAY 22-JUNE 21
SUMMER III: MAY 22-AUGUST 3

<p>February 24, Friday March 20–May 23 March 20–July 6 May 18, Thursday May 22, Monday</p> <p>May 23, Tuesday May 25, Thursday May 29, Monday May 30, Tuesday June 7, Wednesday June 15, Thursday June 21, Wednesday June 26, Monday June 27, Tuesday</p>	<p>Last Day to apply for August and December 2017 Graduation. RAIL Registration for Summer I and/or Summer III for Continuing Students Enrolled for Spring 2017 Semester. RAIL Registration for Summer II for Continuing Students Enrolled for Spring 2017 Semester and/or Summer I or Summer III. Payment Due Date for Summer I and Summer III for Students Registering March 20-May 2 by noon. Classes Begin. Add/Drop and Late Registration via RAIL or in Registrar’s Office (Between 8 a.m.-4 p.m.). Add/Drop and Late Registration via RAIL or in Registrar’s Office (Between 8 a.m.-4 p.m.). Last Day to Change a Course from Credit to Pass/Fail Status for Summer I and/or Summer III. Memorial Day Holiday. Offices Closed. Last Day to Change a Course from Credit to Audit Status for Summer I and /or Summer III. Last Day to Withdraw from a Summer I Class. Last Day to Completely Withdraw from Summer I. Summer I Day Classes End Summer I Grades Due 9 a.m. Grades Available via RAIL for Summer I (Tentative).</p>
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SUMMER II: JULY 5-AUGUST 3

<p>June 29, Thursday July 4, Tuesday July 5, Wednesday</p> <p>July 6, Thursday</p> <p>July 11, Tuesday July 13, Thursday July 17, Monday July 27, Thursday August 3, Thursday August 7, Monday August 8, Tuesday August 28, Monday</p>	<p>Payment Due Date for Summer II for Students Registering March 20-June 21. Independence Day Holiday. Offices Closed. Classes Begin. Add/Drop and Late Registration via RAIL or in Registrar’s Office (Between 8 a.m.-4 p.m.). Add/Drop and Late Registration via RAIL or in Registrar’s Office (Between 8 a.m.-4 p.m.). Last Day to Withdraw from a Summer III Class. Last Day to Change a Course from Credit to Pass/Fail Status. Last Day to Change a Course from Credit to Audit Status. Last Day to Withdraw from a Summer II Class. Last Day to Completely Withdraw from Summer II and/or Summer III. Summer II and Summer III Day Classes End. Summer II and Summer III Grades Due 9 a.m. Grades Available via RAIL for Summer II and Summer III (Tentative). First Day of Fall 2017.</p>
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ADVISEMENT/REGISTRATION FOR NEW STUDENTS

<p>June 5, Monday and June 6, Tuesday June 12, Monday and June 13, Tuesday June 19, Monday and June 20, Tuesday June 23, Friday June 27, Tuesday and June 28, Wednesday July 21, Friday August 23, Wednesday August 24, Thursday</p>	<p>A&R A - First-year Student Program. A&R B - First-year Student Program. A&R C - First-year Student Program. A&R I - Transfer and Readmits Student Program. A&R D - First-year Student Program. A&R II - Transfer and Readmits Student Program. A&R E - First-year Student Program. A&R III - Transfer and Readmits Student Program.</p>
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BUILDING/LOCATION CODES	DAYS
BC Butcher Center	M Monday
BY Byrd Science Center	T Tuesday
CA Frank Center	W Wednesday
CC Student Center	R Thursday
CE Center for Contemporary Arts II	F Friday
CL Byrd Center for Congressional History and Education	S Saturday
CO Center for Contemporary Arts	U Sunday
DH Dining Hall	
FS Veterans Center	
GA Gardiner Hall	
KN Knutti Hall	
LB Scarborough Library	
MC Martinsburg Center	
NU Erma Ora Byrd Hall	
OL Online Course	
RY Reynolds Hall	
SN Snyder Science Hall	
SS Stutzman-Slonaker Hall	
WE Wellness Center	
WH White 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 computer account username and the original password. If you have any issues, contact itworkorder@shepherd.edu or 304-876-5457.

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 and the department chair. Request for Exception to Academic Regulation form is available in the Office of the Registrar and online at www.shepherd.edu/registrar-form. (See Maximum of 7 Credits, page 5, for additional information.)

ADMISSION

Applications are available online at www.shepherd.edu/admissions/apply-to-shepherd. 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 2016 must apply for admission in the Office of Admissions. Degree-seeking students not currently enrolled, but who were enrolled Spring 2016, Summer 2016, or Fall 2016 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 website at www.shepherd.edu/admissions.

LIVING ACCOMMODATIONS

Summer school students will be housed in Dunlop Hall apartments, which are air conditioned. Room furnishings include single twin-size 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, DVD players, game systems, additional fans, pots and pans, and other similar conveniences that meet residence hall regulations. Visit the Residence Life website at www.shepherd.edu/residencelife 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 report to the Dunlop Hall Staff Office between 2-6 p.m. the day before class begins. Checkout for summer sessions is by 6 p.m. on the last day of class for that session. Students who will not be residing in the campus apartments for the Fall 2017 semester must be checked out of their summer space no later than 6 p.m. on Thursday, August 3, 2017. For further questions, email Residence Life at residencelife@shepherd.edu.

FOOD SERVICE

Dining services is available 8 a.m. to 2 p.m. Monday-Friday at the Firsides Bistro in the Student Center. The Dining Hall and Wellness Café may be open as business demands. Please contact Dining Services at 304-876-5131 for any questions.

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, February 24. A formal application for graduation and a fee of \$50 must be filed in the Office of the Registrar by the deadline. Monday, August 7 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 30 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

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; ISlash (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.

Student Type	Priority Registration	Open Registration (Begins at 9 a.m. daily)	Late Registration
Currently enrolled Spring Semester 2017 degree-seeking graduate, undergraduate, and nondegree-seeking students	Alternate PIN is not required Based on earned hours March 20 90+ hrs and graduate students March 21 60+ hrs March 22 45+ hrs March 23 30+ hrs Alternate PIN required March 24 Below 30	Alternate PIN Required March 20-May 21 Summer I Alternate PIN 111111 Summer III Alternate PIN 555555 March 20-July 4 Summer II Alternate PIN 222222	Alternate PIN Required May 22 and 23 Summer I Alternate PIN 111111 Summer III Alternate PIN 555555 Note that a late fee of \$50 will apply. July 5 and 6 Summer II Alternate PIN 222222 Note that a late fee of \$50 will apply.
*Students enrolled Spring 2016, Summer 2016, or Fall 2016	N/A	Alternate PIN Required April 17-May 21 Summer I Alternate PIN 111111 Summer III Alternate PIN 555555 April 17-July 4 Summer II Alternate PIN 222222	
New degree-seeking freshmen, readmitted, transfer, and new nondegree-seeking students	N/A	Alternate PIN Required Summer I and III April 28-May 21 See page 7 or 8 for registration instructions. Summer II April 28-July 4 See page 9 for registration instructions.	

* Degree-seeking students not currently enrolled, but who were enrolled in Spring 2016, Summer 2016, or Fall 2016, 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.

REGISTRATION RESTRICTIONS

Upper-division courses (courses numbered 300-400) are restricted to sophomore, junior, and seniors. Other courses may specify restrictions

Payment Deadlines		
If you register during these dates:	Your bill and schedule will be emailed:	Tuition due date (pay by RAIL):
Summer I and III March 20–April 21 April 22–May 2 May 3–May 23	April 21 Weekly You will NOT receive a bill—check charges on RAIL	May 18 May 18 Immediately—pay on RAIL
Summer II March 20–June 14 June 15-21 June 22–July 6	June 15 Weekly You will NOT receive a bill—check charges on RAIL	June 29 June 29 Immediately—pay on RAIL
PAYMENT COMPLETES THE REGISTRATION PROCESS AND ASSURES THAT YOUR CLASSES WILL NOT BE DROPPED. YOUR TUITION AND FEE WILL AUTOMATICALLY BE ASSESSED ON YOUR RAIL ACCOUNT AT THE TIME OF REGISTRATION. PLEASE LOG INTO YOUR RAIL ACCOUNT TO VIEW YOUR CHARGES AND MAKE A PAYMENT.		

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 courses must be met before registration is permitted (see current catalog). 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.

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).

CORE CODES (FALL 2012 CORE CURRICULUM)

AR-Arts; CK-Civic Knowledge/Engagement; CP-Capstone; FY-First-Year Experience; GL-Global Awareness; HM-Humanities; LS-Lab Science; MA-Mathematics; MD-Multiculturalism/Diversity; SO-Social Sciences; WE-Wellness; and WM-Writing in the Major.

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 7 credit hours per session. A student who wishes to enroll for more than 7 credit hours in a session must have an overall grade point average of 3.0 or better and secure the written approval of the advisor and department chair. The Approval to Register for More Than 7 Credit Hours form is available in the Office of Registrar and online at www.shepherd.edu/registrar/registrar-forms. Completed forms must be submitted to the Office of the Registrar.

If the overall grade point average is less than 3.0, students must first submit the Request for Exception to Academic Regulation and the Approval to Register for More Than 7 Credit Hours forms to the Advising Assistance Office. The Request for Exception to Academic Regulation form is available in the Advising Assistance Center and the Approval to Register for More than 7 Credit Hours form is available in the Office of the Registrar. Both forms are also available online www.shepherd.edu/registrar/registrar-forms.

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 Class 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. A refund is 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 – SUMMER I

May 22-23	100%
May 24	90%
May 25-30	75%
May 31-June 7	50%
June 8 or later	No Refund

REFUND SCHEDULE – SUMMER II

July 5-6	100%
July 7	90%
July 8-12	75%
July 13-19	50%
July 20 or later	No Refund

REFUND SCHEDULE – SUMMER III

May 22-23	100%
May 24-30	90%
May 31-June 8	75%
June 9-27	50%
June 28 or later	No Refund

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 \$870.

SUMMER EXPENSES AND OTHER FEES (Subject to Change)

See *catalog.shepherd.edu*, Expenses and Financial Assistance section for a complete list of fees.

Applied Music Fee	\$153 per ½ credit hour
Archaeology Lab Fee	\$20 per course
Art Studio Fee	\$45 per course
Bowling Fee	\$45
Communication Course Fee	\$25 per course
Computer and Info Sciences Fee	\$45 per course
Education Major Fee	\$60
Family and Consumer Sciences	\$40 per course
FYEX Course Fee (102 Only)	\$10 per course
Graduate Studies Fee	\$30 part time \$60 full time
Graduation Fee	\$50
Health, Physical Ed, Rec, Sport Fee	\$37 per course
History Course Fee (304 Only)	\$75 per course
Late Graduation Application Fee	\$50
Late Registration	\$50
Math Course Fee (434 Only)	\$30 per course
M.B.A. Major Field Test Fee (590, 591 Only)	\$35 per course
Music Lab Fee	\$30 per course
Music Major Fee	\$70
NCLEX-RN Preparation	\$525
Nursing Lab Fee	\$75 per course
Nursing Program Fee	\$90
Online Electronic Course Fee	\$35 per credit
Physical Education Program Fee	\$20
R.B.A. Posting Fee	\$10 per credit
Recreation Major Fee	\$40
Science Lab Fee	\$55 per course
Social Work Course Fee (311 Only)	\$45
Student ID Replacement	\$25

REGISTRATION WORKSHEET: SUMMER I

- 1) Open the Browser. Go to *www.shepherd.edu*
- 2) Click on **CURRENT STUDENTS**.
- 3) Click on **RAIL**. You will be logged off after 10 minutes of inactivity.
- 4) Read user information; scroll to the bottom and click on **User Login**.
- 5) Security Alert (If the Alert appears)
 - A. Read the message and make the appropriate selection.
- 6) User Login
 - A. Enter USER ID (Your ID is the nine digit number on the back 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).

- 7) 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.
- 8) Read Terms of Usage and click **Continue** if Terms are agreeable. This screen will not be seen again.
- 9) Click on **Student**.
- 10) Click on **Registration**.
- 11) Click on **Add/Drop Classes**.
- 12) Select the term registering for (use drop down menu if necessary) and click on **Submit Term**.
- 13) Enter **Alternate PIN** 111111 and click on **Submit PIN**. Alternate PIN is not required March 20-March 23.
- 14) 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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- 15) Click on **Submit Changes**.
- 16) Scroll down to view schedule and to correct Registration Errors if necessary.
- 17) 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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- 18) Click on **Confirm Schedule** if no registration errors. Check schedule for accuracy.
- 19) 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.
- 20) Scroll to the top of the screen and click on **Exit** after reviewing schedule.
- 21) 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 **CURRENT STUDENTS**.
- 3) Click on **RAIL**. You will be logged off after 10 minutes of inactivity.
- 4) Read user information; scroll to the bottom and click on **User Login**.
- 5) Security Alert (If the Alert appears)
 - A. Read the message and make the appropriate selection.
- 6) User Login
 - A. Enter USER ID (Your ID is the nine digit number on the back 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).

- 7) 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.
- 8) Read Terms of Usage and click **Continue** if Terms are agreeable. This screen will not be seen again.
- 9) Click on **Student**.
- 10) Click on **Registration**.
- 11) Click on **Add/Drop Classes**.
- 12) Select the term registering for (use drop down menu if necessary) and click on **Submit Term**.
- 13) Enter **Alternate PIN** 222222 and click on **Submit PIN**. Alternate PIN is not required March 20-23.
- 14) 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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- 15) Click on **Submit Changes**.
- 16) Scroll down to view schedule and to correct Registration Errors if necessary.
- 17) 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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- 18) Click on **Confirm Schedule** if no registration errors. Check schedule for accuracy.
- 19) 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.
- 20) Scroll to the top of the screen and click on **Exit** after reviewing schedule.
- 21) 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 **CURRENT STUDENTS**.
- 3) Click on **RAIL**. You will be logged off after 10 minutes of inactivity.
- 4) Read user information; scroll to the bottom and click on **User Login**.
- 5) Security Alert (If the Alert appears)
 - A. Read the message and make the appropriate selection.
- 6) User Login
 - A. Enter USER ID (Your ID is the nine digit number on the back 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).

- 7) 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.
- 8) Read Terms of Usage and click **Continue** if Terms are agreeable. This screen will not be seen again.
- 9) Click on **Student**.
- 10) Click on **Registration**.
- 11) Click on **Add/Drop Classes**.
- 12) Select the term registering for (use drop down menu if necessary) and click on **Submit Term**.
- 13) Enter **Alternate PIN** 555555 and click on **Submit PIN**. Alternate PIN is not required March 20-23.
- 14) 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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- 15) Click on **Submit Changes**.
- 16) Scroll down to view schedule and to correct Registration Errors if necessary.
- 17) 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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- 18) Click on **Confirm Schedule** if no registration errors. Check schedule for accuracy.
- 19) 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.
- 20) Scroll to the top of the screen and click on **Exit** after reviewing schedule.
- 21) Click on the "x" on the top right of the screen to close the browser.