



Schedule of Classes Spring Semester 2018

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 website.

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



www.shepherd.edu/rail

All degree-seeking students **must** meet with their advisor prior to registration: 10/25/17-11/8/17
Contact your advisor for an appointment.

RAIL Registration Dates:
11/6/17-1/2/18.

RAIL will not be available for Spring 2018 registration but will be available for payment of Spring 2018 tuition and fees 1/3/18-1/4/18.

STUDENT TYPE	PRIORITY REGISTRATION	OPEN REGISTRATION	LATE REGISTRATION
Degree-seeking graduate or undergraduate, currently enrolled Fall 2017	By assigned times beginning 11/6/17 Alternate PIN required	11/6/17-12/14/17 Alternate PIN required 12/15/17-1/2/18 Alternate PIN not required	Beginning approx. 1/5/18, 4 p.m.-1/12/18, 4 p.m. Note that a late fee of \$50 will apply. Alternate PIN is not required.
* Degree-seeking students enrolled Fall 2016, Spring 2017, or Summer 2017	N/A	11/20/17-12/14/17 Alternate PIN required 12/15/17-1/2/18 Alternate PIN not required	
Non-degree-seeking students	N/A	12/15/17-1/2/18 Alternate PIN not required	
New degree-seeking freshmen, readmitted, transfer, and non-degree seeking students	1/5/18 Orientation—an information packet will be sent.	N/A	

*Degree-seeking students not currently enrolled, but who were enrolled in Fall 2016, Spring 2017, or Summer 2017 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.

Payment Deadlines

If you register during these dates:	Bill and Schedule:	Tuition due date (pay by RAIL):
11/6/17-12/6/17	Emailed a copy of bill and schedule	12/14/17
12/7/17-12/13/17	Emailed a payment reminder notice	12/14/17

PAYMENT COMPLETES THE REGISTRATION PROCESS AND ASSURES THAT YOUR CLASSES WILL NOT BE DROPPED.

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](#).

MAXIMUM OF 19 CREDITS

Students may register for a maximum of 19 credit hours per semester. A student who wishes to enroll for more than 19 credit hours in a semester 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 19 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 19 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 19 Credit Hours form is available in the Office of the Registrar. Both forms are also available online www.shepherd.edu/registrar/registrar-forms.

FIRST-YEAR EXPERIENCE

Beginning Fall 2011 semester, a first-year experience class is a core curriculum requirement for all first-year students. These courses are designed to help students transition into the university community of scholars and become successful life-long learners. The first-year experience requirement may be filled by taking one of the following courses:

1. FYEX 101 – Freshman Seminar
2. FYEX 102 – Interest Group
3. Philosophy 100 – Introduction to Liberal Arts Study (Required for Provisional Students)
4. *Departmental First-Year Experience Course, or a course (if offered) in the major that has been designated as fulfilling first-year experience core-curriculum competencies

*Your summer advisor will guide you as to which first-year experience option is most appropriate for you. Please note that some students may be required to take both Philosophy 100 and a first-year experience course designated in their chosen major.

For further information and course descriptions, see the Shepherd University Catalog and the FYEX website: www.shepherd.edu/fyex.

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 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 – SPRING SEMESTER 2018

1/8/18-1/12/18	100%
1/13/18-1/17/18	90%
1/18/18-2/1/18	75%
2/2/18-2/26/18	50%
2/27/18 or later	No Refund

SPRING 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	\$35 per course
Computer and Info Sciences Fee	\$45 per course

Education Major Fee	\$60
English 101A-101B Fee	\$15
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	\$40 per course
History Course Fee (304 Only)	\$75 per course
Late Graduation Application Fee	\$50
Late Registration	\$50
Math 101A-101B Fee	\$15
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
Parking Decal	\$70
Physical Education Program Fee	\$20
Political Science Course Fee	\$50
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

LATE REGISTRATION INSTRUCTIONS FOR SPRING SEMESTER 2018

LATE REGISTRATION HOURS AND INFORMATION

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

- **RAIL hours:** 4 p.m., Friday, January 5, 2018, through 4 p.m., Friday, January 12, 2018.
- **IN PERSON hours:** 9 a.m.-4 p.m. Monday, January 8, 2018, through Friday, January 12, 2018, Ikenberry Hall.
- **PAYMENT:** Payment is due at time of registration via RAIL or at the Business Office, Ikenberry Hall.

All eligible students enrolled in the Fall 2016, Spring 2017, Summer 2017, and Fall 2017 who do not register November 6, 2017 through January 2, 2018 may register via RAIL or in person (\$50 LATE FEE REQUIRED). New degree-seeking students who did not attend Orientation must report to Ikenberry Hall (\$50 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, January 8, 2018, through Friday, January 12, 2018. 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:** 4 p.m., Friday, January 5, 2018, through 4 p.m. Friday, January 12, 2018.
- **IN PERSON hours:** 9 a.m.-4 p.m. Monday, January 8, 2018, through Friday, January 12, 2018, Ikenberry Hall.
- **PAYMENT:** Payment is due at time of registration via RAIL or at the Business Office, Ikenberry Hall.

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

EXTENDED ADD

RAIL hours: 4 p.m. Friday, January 12, 2018, through 4 p.m. Friday, January 19, 2018. A student seeking to join an open, unrestricted course may register via RAIL after the instructor approves and enters the override code "EXTENDED_ADD" into RAIL. Close or restricted courses, or course where the student has not met prerequisites, may require further approval and override by the chair of the department.

SEMESTER SPRING 2018 CALENDAR

1/5/18	Friday	Orientation Step 1 and 2: Academic Advisement, Registration/Payment, and Convocation for All New Students. Add/Drop and Late Registration (Late Fee Applies) via RAIL begins at 4 p.m. Faculty Report for Spring Semester.
1/8/18	Monday	Spring Semester Classes Begin. Add/Drop and Late Registration (Late Fee Applies), via RAIL or at Ikenberry Hall, 9 a.m.-4 p.m.—Consult Advisor.
1/12/18	Friday	Last Day to Add/Drop or Late Register via RAIL or at Ikenberry Hall, 9 a.m.-4 p.m.—Consult Advisor.
1/15/18	Monday	Martin Luther King, Jr. Day Holiday. University Closed.
1/19/18	Friday	Last Day for Instructor-Approved Late Adds via RAIL.
1/22/18	Monday	Last Day to Change a Course from Credit to Pass/Fail Status.
1/29/18	Monday	Last Day to Change a Course from Credit to Audit Status.
2/9/18	Friday	Last Day to Withdraw from First-Half Semester Class—See Advisor by Noon.
2/19/18	Monday	First Day of Midterm Exams.
2/23/18	Friday	Last Day of Midterm Exams. Last Day to Apply for August and December 2018 Graduation (Registrar's Office).
2/26/18	Monday	Midterm Grades Due—9 a.m.; Second-Half Semester Classes Begin.
2/27/18	Tuesday	Midterm Grades Available on RAIL (tentative).
3/9/18	Friday	Last Day to Withdraw from a Full Semester Class—See Advisor by Noon.
3/11/18	Sunday	First Day of Spring Break.
3/18/18	Sunday	Last Day of Spring Break.
3/19/18	Monday	First Day of Summer 2018 RAIL Registration for Continuing Students, 9 a.m.-4 p.m.
3/21/18	Wednesday	First Day of Academic Advisement for Continuing Students for Fall 2018.
3/30/18	Friday	Last Day to Withdraw from Second-Half Semester Class—See Advisor by Noon.
4/2/18	Monday	First Day of Fall 2018 RAIL Registration for Continuing Students, 9 a.m.-4 p.m.
4/4/18	Wednesday	Last Day of Academic Advisement for Continuing Students for Fall 2018.
4/20/18	Friday	Last Day of Classes. Last Day for Complete Withdrawal from Semester. McMurrin Scholars Convocation.
4/23/18	Monday	First Day of Final Exams.
4/27/18	Friday	Last Day of Final Exams.
4/30/18	Monday	Second Semester Grades Due 9 a.m.—End of Second Semester.
5/1/18	Tuesday	Grades will be Available via RAIL (tentative).
5/5/18	Saturday	Commencement.
5/28/18	Monday	Memorial Day—Holiday. University Closed.

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

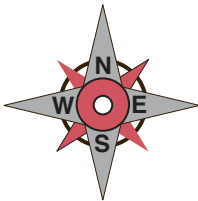
In order to log in you must use your normal Shepherd computer account username and the original password. If you have any issues, contact itworkorder@shepherd.edu or 304-876-5457.

DAYS

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

BUILDING/LOCATION CODES

- BC Butcher Center
- BY Byrd Science Center
- CA Frank Center
- CC Student Center
- CE Center for Contemporary Arts II
- CL Byrd Center for Congressional History and Education
- CO Center for Contemporary Arts
- 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
- PL Potomac Place
- RY Reynolds Hall
- SN Snyder Science Hall
- SS Stutzman-Slonaker Hall
- WE Wellness Center
- WH White Hall



FINAL EXAMINATION SCHEDULE SPRING SEMESTER 2018
MONDAY, APRIL 23 THROUGH FRIDAY, APRIL 27

MONDAY, APRIL 23

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, APRIL 24

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, APRIL 25

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, APRIL 26

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, APRIL 27

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, April 23, 6 p.m.	MW 6 to 7:15 p.m.
Tuesday, April 24, 6:30 p.m.	TR 6:30 to 7:45 p.m.
Wednesday, April 25 7:30 p.m.	MW 7:30 to 8:45 p.m.
Thursday, April 26, 8 p.m.	TR 8 to 9:15 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, April 30, 2018.

MIDTERM AND FINAL GRADES INFORMATION

Midterm 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 **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): 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.
 - 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!

Information provided by Advisor
Alternate PIN _____
Registration Time _____

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 Login 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** (provided by advisor during academic advisement) and click on **Submit PIN**.
- 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
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- 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
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- 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.

SEE BACK OF FORM FOR ADDITIONAL SPACES

TO ADD USE THIS SECTION

CRN	SUBJECT/COURSE #	SEC	DAYS/ TIMES	CREDIT
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TO DROP USE THIS SECTION

CRN	SUBJECT/COURSE #	SEC	DAYS/ TIMES	CREDIT
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ADVISOR COPY REGISTRATION WORKSHEET

To be completed and left with advisor

Last Name _____ First Name _____ Middle Name _____

Student ID Number _____

**Your Student ID number 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.*

PRIMARY CHOICES

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

ALTERNATE COURSES IF PRIMARY CHOICES ARE NOT AVAILABLE

CRN	SUBJECT/COURSE #	SEC	DAYS/ TIMES	CREDIT
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Student's Signature _____ Date _____