



SCHEDULE OF CLASSES SPRING SEMESTER 2019

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.



www.shepherd.edu/rail

All degree-seeking students must meet with their advisor prior to registration:

October 24-November 7, 2018

Contact your advisor for an appointment.

RAIL Spring 2019 Registration Dates:

November 5, 2018-January 8, 2019

Spring 2019 Tuition and Fees Payment Period (RAIL Registration not available):

January 9-11, 2019.

STUDENT TYPE	PRIORITY REGISTRATION	OPEN REGISTRATION (BEGINS AT 9 A.M. DAILY)	LATE REGISTRATION
Degree-seeking graduate or undergraduate, currently enrolled Fall 2018	By assigned times beginning November 5, 2018 Alternate PIN required	November 5-December 13, 2018 Alternate PIN required December 14, 2018-January 8, 2019 Alternate PIN not required	Beginning approximately 4 p.m., January 11-4 p.m., January 18, 2019 Note: A late fee of \$50 will apply. Alternate PIN is not required.
*Degree-seeking students enrolled Fall 2017, Spring 2018, or Summer 2018 or readmitted students**	N/A	November 19-December 13, 2018 Alternate PIN required December 14, 2018-January 8, 2019 Alternate PIN not required	
Non-degree-seeking students	N/A	December 14, 2018-January 8, 2019 Alternate PIN not required	
New degree-seeking freshmen, readmitted, transfer, and non-degree seeking students	January 11, 2019 Orientation—an information packet will be sent.	N/A	

*Degree-seeking students not currently enrolled, but who were enrolled in Fall 2017, Spring 2018, or Summer 2018 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.**

**To readmit to Shepherd, students should submit an application to the Office of Admissions. Students must be admitted prior to registering for classes.

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.-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 department chair 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.-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.

PAYMENT DEADLINES

If you register during these dates:	Your bill and schedule will be emailed:	Tuition due date (pay by RAIL):
November 5-December 10, 2018	Emailed a copy of bill and schedule	December 20, 2018
December 11-20, 2018	Emailed a payment reminder notice	December 20, 2018

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

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.-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.-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

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 at www.shepherd.edu/registrar/registrar-forms.

FIRST-YEAR EXPERIENCE

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 lifelong 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. ATHC 101 for athletes
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 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 more than one first-year experience course depending on a variety of factors. For further information and course descriptions, visit 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.**

SPRING 2019 REFUND SCHEDULE

January 14-18, 2019	100%
January 19-24, 2019	90%
January 25-February 8, 2019	75%
February 9-March 6, 2019	50%
March 7, 2019 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
Art Studio Fee	\$50 per course
Art Fee (240, 250, 340, 350)	\$75 per course
Bowling Fee	\$45
Business Fee (411 only)	\$50
Communication Course Fee	\$35 per course
Computer and Info Sciences Fee	\$50 per course
Continuing Education	\$59
CSDA Fee (501 only)	\$25
D.N.P. Clinical Fee	\$200
Education Major Fee	\$60
English 101A-101B Fee	\$15
English Fee (421 only)	\$50
Family and Consumer Sciences	\$40 per course
FYEX Course Fee (102 Only)	\$10 per course
Graduate Studies Fee	\$45 part time \$70 full time
Graduation Fee	\$65
Health, Physical Ed, Rec, Sport Fee	\$40 per course
History Course Fee	\$50 per course
History Course Fee (304 Only)	\$75
Language Fee	\$25
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 Fee (632 only)	\$350
Nursing Lab Fee	\$75 per course
Nursing Program Fee	\$90
Online Electronic Course Fee	\$50 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	\$60 per course
Social Work Course Fee (311 Only)	\$45
Student ID Replacement	\$25

LATE REGISTRATION INSTRUCTIONS FOR SPRING SEMESTER 2019

LATE REGISTRATION HOURS AND INFORMATION

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

- **RAIL hours:** 4 p.m., Friday, January 11, 2019, through 4 p.m., Friday, January 18, 2019.
- **IN PERSON hours:** 9 a.m.-4 p.m. Monday, January 14, 2019, through Friday, January 18, 2019, 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 2017, Spring 2018, Summer 2018, and Fall 2018 who do not register between November 5, 2018 through January 6, 2019 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 14, 2019, through Friday, January 18, 2019. **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 11, 2019, through 4 p.m. Friday, January 18, 2019.
- **IN PERSON hours:** 9 a.m.-4 p.m. Monday, January 14, 2019, through Friday, January 18, 2019, 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 18, 2019, through 4 p.m. Friday, January 25, 2019. 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.

SPRING 2019 CALENDAR

January 11	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.
January 14	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.
January 18	Friday	Last Day to Add/Drop or Late Register via RAIL or at Ikenberry Hall, 9 a.m.-4 p.m.–Consult Advisor.
January 21	Monday	Martin Luther King, Jr. Day. University Closed.
January 25	Friday	Last Day for Instructor-Approved Late Adds via RAIL.
January 28	Monday	Last Day to Change a Course from Credit to Pass/Fail Status.
February 4	Monday	Last Day to Change a Course from Credit to Audit Status.
February 15	Friday	Last Day to Withdraw from First-Half Semester Class–See Advisor by Noon.
February 25	Monday	First Day of Midterm Exams.
March 1	Friday	Last Day of Midterm Exams. Last Day to Apply for August and December 2019 Graduation (Registrar’s Office).
March 4	Monday	Midterm Grades Due–9 a.m.; Second-Half Semester Classes Begin.
March 5	Tuesday	Midterm Grades Available on RAIL (tentative).
March 10	Sunday	First Day of Spring Break.
March 17	Sunday	Last Day of Spring Break.
March 22	Friday	Last Day to Withdraw from a Full Semester Class–See Advisor by Noon.
March 25	Monday	First Day of Summer 2019 RAIL Registration for Continuing Students, 9 a.m.-4 p.m.
March 27	Wednesday	First Day of Academic Advisement for Continuing Students for Fall 2019.
April 8	Monday	First Day of Fall 2019 RAIL Registration for Continuing Students, 9 a.m.-4 p.m.
April 10	Wednesday	Last Day of Academic Advisement for Continuing Students for Fall 2019.
April 12	Friday	Last Day to Withdraw from Second-Half Semester Class–See Advisor by Noon.
April 26	Friday	Last Day of Classes. Last Day for Complete Withdrawal from Semester. McMurrin Scholars Convocation.
April 29	Monday	First Day of Final Exams.
May 3	Friday	Last Day of Final Exams.
May 6	Monday	Second Semester Grades Due 9 a.m.–End of Second Semester.
May 7	Tuesday	Grades Will Be Available via RAIL (tentative).
May 11	Saturday	Commencement.
May 27	Monday	Memorial Day. 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 2019
MONDAY, APRIL 29 THROUGH FRIDAY, May 3

MONDAY, APRIL 29

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 30

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, MAY 1

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, MAY 2

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, MAY 3

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 29, 6 p.m.	MW 6 to 7:15 p.m.
Tuesday, April 30, 6:30 p.m.	TR 6:30 to 7:45 p.m.
Wednesday, May 1, 7:30 p.m.	MW 7:30 to 8:45 p.m.
Thursday, May 2, 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 provost.

FINAL GRADES: Final grades are due no later than 9 a.m., Monday, May 6, 2019.

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

Information provided by Advisor

Alternate PIN _____

Registration Time _____

- 1) Open the Browser. Go to *www.shepherd.edu*
- 2) Click on **RAIL** in “Quick Link” at the top of the home page.
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): 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).
 - B. Enter 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 six 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) 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.
- 7) Read Terms of Usage and click **Continue** if terms are agreeable. This screen will not be seen again.
- 8) Click on **Student**.
- 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** (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
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____

- 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**.
- 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.

SEE NEXT PAGE FOR ADDITIONAL SPACES

TO ADD USE THIS SECTION

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

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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 _____