

# Guide to the Student Information System

*The Student Information System (SIS) provides multiple services for current and new students. It is available over the Internet at*  
<https://info.ship.edu>

## Getting Started

### Log on

To log in to SIS you will need

- A valid ship email address and password. Or
- Social Security Number and SU ID number (located on your University ID card).

\* If you do not know your SU ID number or do not know your email address and password follow the instructions in the “Create/Reset Account” section below.

1. Open your web browser and go to <https://info.ship.edu> and choose “Students (SIS)”.
2. Enter your ship email address and password and press “Login” button. Or you can use the link “Library ID/SU ID information” and enter your SSN and your SU ID number in the spaces provided, making sure to leave the option in *Select Type* set to *Auto-Select* and press “Login” button.

### Create/Reset Account

If you are a newly admitted student and do not know your SU ID, then

1. Go to application status page on admissions home page.  
[https://info.ship.edu/student/app/admissions/admits\\_tatus.pl](https://info.ship.edu/student/app/admissions/admits_tatus.pl)

2. Login with your SSN and date of birth. If your admission is confirmed, you will be provided with your official ship email address and SU ID number. It is advised to write down the SU ID number until you receive an SU ID card.

If you are a current student, you can create/reset your password using your SSN and SU ID. Your SU ID number is printed on your SU ID card. If you don't have a SU ID card, you can request one at SU police. To reset your email password, login to SIS using your SSN and SU ID. Go to Computer Services section and click on “change email passwd” link.

## Registrar

The first link on the main page of the SIS is *Registrar*. This link enables you to perform many functions related to your coursework at Shippensburg University.

### News & Information

Click this link to view news of upcoming events related to scheduling and coursework in addition to an academic calendar.

### Coursework

Click this link to view your current schedule or your academic record of coursework at the university. To view your current schedule, click the *Schedule link*. To view your record of coursework or to print off an unofficial transcript, click the *Academic Record link*.

### Student Services

*Change Address*. Make any address changes (except changes involving residence halls) in the fields provided and then click *Send*. This change usually is updated on the student mainframe in 72 hours.

*Forward E-Mail*. Forward your Shippensburg email to your personal e-mail account.

Just type in your e-mail address and click *Submit Changes*. This change becomes effective instantly.

*Info Release Form*. Indicate whether or not you want your information to be released to third parties. Even if you allow your information to be released, your privacy is still safeguarded

under the provisions of the Family Educational Rights & Privacy Act (FERPA). This hold on Info Release requires 72 hours to take affect. *Act 48 Notification*. Instruct the university to submit coursework to the Pa. Department of Education for Act 48 credit. This link will bring up a record of your coursework sorted by semester. To submit a course for Act 48 credit, simply check the box next to the course under the column Act 48 and then click *Submit*. *Enrollment Verification*. To verify your enrollment at Shippensburg University for purposes such as eligibility for insurance coverage or deferment of student loans, Shippensburg University has authorized the National Student Clearinghouse (NSC) to provide these services to you.

*Fall Confirmations*. To verify your intend to return for fall, based on a mailing sent out by the registrar in the summer.

### Student Information

*Check for Holds*. Check if you have any holds against your record. You must have your holds cleared if you wish to schedule or obtain a transcript.

*Advisor Information*. Contact information for your academic advisor. You must meet with your advisor before you will be permitted to schedule.

*Appointment Time*. Check for your appointment time to schedule.

*Graduation Check (seniors only)* See if your application for graduation has been approved.

*Graduation Application (seniors only)* Apply for Graduation.

### Course Scheduling

*List of Courses*: See course offerings for the upcoming semester(s).

*Search Courses*. Browse course offerings using certain criteria such as general education category, course level, and meeting days and times.

*Paired Courses*. All freshmen students are required to take a paired course, which is simply a pair of courses whose topics of study will be related to each other. This option

enables you to browse the paired course listing.

*Cancelled Courses.* Contains the list of courses that have been cancelled after the scheduling packet was printed.

### **Session Controls**

*Main Menu.* Return to the main SIS menu.

*Logout.* Log out of the SIS.

Every *Menu* link has a Session Controls which directs you to the Main Menu and to Logout.

## **Housing**

The second link on the main page of the SIS is *Housing*. It enables you to check your housing information and to request a housing preference. *Preferences.* Indicate a housing preference for an upcoming semester.

## **Computer Services**

The third link on the main page of the SIS is *Computer Services*. With this link, you can set up your Shippensburg University campus e-mail account.

### **E-mail & Security**

*Get library ID:* Obtain your Library/SU ID number.

*Get email userid.* Obtain your Shippensburg University email ID.

*Change email password.* Change the password for your campus e-mail account. If you have forgotten your password, this option allows you to reset your password.

*Forward E-Mail.* Forward your Shippensburg email to your personal e-mail account.

Just type in your e-mail address and click *Submit Changes*.

*Wireless Registration.* Obtain information on wireless access locations and instructions for how to gain access through your wireless device.

*Emergency Text Messaging.* Register your cell phone numbers or email addresses so that you may be contacted in the event of an emergency on campus.

*Print Quota* .Check your printing usage.

## **Graduate Assistants**

The fourth link on the main page of the SIS is *Graduate Assistants*. This link is for people interested in applying for graduate assistantships.

Undergraduate students will not need to use this link. *Graduate Assistantships*

*Enter an Application.* Use this link to electronically submit a request for a graduate assistantship.

*Browse Positions.* Browse the list of available graduate assistantships.

## **Student Accounting**

The fifth link on the main page of the SIS is *Student Accounting*. With this link, you can view unofficial copy of your bill.

*Semester billing:* View the last three active semesters billing information including charges summary, payment information, balance summary and pending financial aid.

## **Scheduling**

Scheduling at Shippensburg University is done via the SIS. When online scheduling is active, a *Scheduling link* will appear on the Main Menu of the SIS above the *Registrar* link. There are several menu items that appear at the top of the scheduling section.

*Add.* Allows you to add courses to your schedule.

You have the option of browsing by course name, course number, paired courses, or a general search.

*Drop.* Search your schedule for courses to delete through browsing your selections or your scheduled courses.

*Submit.* You MUST select this option after choosing courses to schedule or drop. Your selected courses will NOT be scheduled if you do not select this option.

*Your Info.* Enables you to view your appointment time, advisor name, any holds you have on your account, and any courses that have been cancelled since the scheduling packets were printed.

*Registrar Menu.* This option takes you to the Registrar section of the SIS, which was

described earlier.

*Schedule.* View your schedule for the present semester and the following semester once you have scheduled.