Dear Parent/Guardian,

As your student’s high school experience draws to a close, your family’s attention will soon turn toward your next exciting journey: college! We are honored that your student selected Shippensburg University. Students are the center of everything we do at SHIP, and we are committed to creating a caring, responsive learning environment in which all students have the greatest potential for success. There are a variety of links to important SHIP documents and web-sites listed at the end of this letter. Please encourage your student to access them as needed.

A key to any successful journey is getting off to a good start. The purpose of this communication is to provide you with important information about your student’s upcoming Orientation to SHIP. We want you to know what your student’s day will be like and how you can encourage your student to get the most out of the experience.

Summer Orientation is an exciting day that highlights why “SHIP IS IT” and gives students a real sense of beginning their college experience. Students will have opportunities to gain valuable information about academic and campus life, to meet their Shipmates and make new college friends, to initiate contact with faculty and staff, and to become familiar with our lovely campus. But, beyond the fun, it is also our objective to empower students to begin to take ownership of their college experiences by giving them relevant information to make appropriate decisions.

One of the key activities at Orientation will be registration for fall courses. We know that most new students are unfamiliar with what class registration entails so we have planned the activities and information sessions carefully. Students will have opportunities to meet their respective college dean and department chair and/or academic advisor and will receive information about university programs, majors and minors, degree requirements, and the appropriate courses for a first semester schedule. While the students are attending their registration sessions, parents and family members will attend special informational sessions designed to address your questions and concerns.

When it comes to selecting and registering fall courses, faculty advisors will guide the students during the process to ensure that their fall schedule of courses is appropriate for their first semester in their declared major or area of interest. To facilitate the flow of activities and not disrupt the students’ attention during these student sessions, family members will not be permitted to be in the computer labs during course registration. In addition, students will be asked to turn off cell phones and refrain from texting during these important sessions.

Parental/family involvement is a key component in a student’s college success. We know that you are interested in your student’s Orientation experiences and course selection and there are some things that can be reviewed ahead of time that will help you and your student to understand the process. Students have been sent this important information by email to their ship.edu address and you are encouraged to make sure they have set up their SHIP email account and have accessed and read this information. Your student will need your continued encouragement and support to accept personal responsibility for their experiences along the way.

Some suggestions for your student to prepare for Orientation:

1. Make sure they have obtained their SUID and SHIP email account and password BEFORE coming to SHIP on Orientation Day. Directions (for students) follow:
   - Go to the Admissions Portal at https://ssb.ship.edu/admiss.
   - Login with your Admission Login ID and PIN which you created when you applied OR use your Banner ID and Date of Birth found on your acceptance letter.
   - Select your Admissions Term under Processed Applications.
   - Your email address and SUID will be at the top on the right hand side.
• Click on the link to **Activate Your Ship Email Address**
• The system will prompt you to set a password for your Ship email account.
• **Bring your SUID, Ship email address and password with you on Orientation Day.**

2. Remind your student to carefully read all emails and correspondence from the university. Students should check their SHIP email at least three times a week. This helps establish the habit and helps them commit the information to memory. Email sent to the student’s SHIP account is the official method of communication with our students. Even if they don’t read the e-mails, they are still responsible for the content.

3. If students want to change their declared major, they must contact the Admissions Office by **June 1**. Please do not request a change of major if your student applied originally for that major and was not accepted into it or if your student already requested a major change and it was not approved. Registration for courses during Orientation day is centered around the student’s academic major. No major changes will be permitted after Orientation until the fall. Undeclared students will register courses appropriate for Shippensburg’s General Education program and for their academic interests.

4. Encourage your student to review the departmental profiles and planning guides for their declared major or area of interest at [http://www.ship.edu/Undeclared/Academic_Major_Planning_Guides/](http://www.ship.edu/Undeclared/Academic_Major_Planning_Guides/). This will give them some sense of the coursework appropriate for the major.

5. Encourage your students to bring a pen or pencil and paper to the Orientation and to take notes.

6. Ensure that any required placement testing scores, AP scores, and transfer credits are submitted to the university prior to the Orientation day. **Bring hard copies as a back-up.**
   a. If your student is required to take a placement test, please strongly encourage him/her to follow the suggestions on how to prepare for taking the test. These are posted on the Placement Testing website at [http://www.ship.edu/testing/](http://www.ship.edu/testing/). Placement scores impact the courses students are permitted to take and may have significant financial implications. Good preparation means a more accurate placement. Remember, students who are required to take placement testing but do not complete their testing prior to June 4 will not be able to register for classes on their Orientation day.
   b. If your student earns placement in developmental math (Level 1), reading or writing, we strongly encourage him/her to take the appropriate developmental course through your local college, university, or community college **this summer**. These courses are also offered during the summer at Shippensburg in Term V.

7. Contact the Office of Disability Services at 717-477-1329 if you have any questions concerning accommodations for special needs.

8. One last item. Encourage your student to get a good night’s rest the night before Orientation.

Thank you again for allowing Shippensburg University to become partners along with you in your student’s educational journey. We will do all we can to show that we deserve your confidence.

--The Orientation Committee

Important documents and websites:

[http://ssi.ship.edu/Senate/Swataney/](http://ssi.ship.edu/Senate/Swataney/) -- the student handbook

[http://www.ship.edu/Catalog/Undergraduate_Catalogs/Undergraduate_Catalog/](http://www.ship.edu/Catalog/Undergraduate_Catalogs/Undergraduate_Catalog/) -- for university policies and course descriptions

[http://www.ship.edu/orientation/](http://www.ship.edu/orientation/) -- for information about orientation