Dear Student:

Congratulations on your decision to attend Shippensburg University!

I hope you’re getting excited about the experience ahead—the beginning of your collegiate journey! We realize that you have various educational options, and we are honored that you have selected Shippensburg University. We are committed to creating a responsive learning environment in which you have the greatest potential for success. Ultimately, your success at SHIP is your responsibility, but there are many people who will help you along the way and many resources that are available to assist you in reaching your goals.

Getting off to a good start is key and attendance at Orientation is the first step. Here are a couple of suggestions and a bit of information to get you ready.

Summer Orientation is an exciting day that highlights why “SHIP IS IT” and gives you a real sense of beginning your SHIP experience. You will have opportunities to gain valuable information on academic and campus-life issues, to meet your 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 you to take ownership of your college experiences by giving you relevant information to make appropriate decisions.

One of the key activities at Orientation is to register for your fall courses. You will have opportunities to meet your respective college dean, department chair, and an academic advisor. We will review information with you about university programs, majors and minors, degree requirements, and appropriate courses for a first semester schedule. Faculty advisors will then assist you in registration for your fall courses. We will guide you to ensure that your fall schedule of courses is appropriate for your first semester in your declared major or, for undeclared students, your area of interest.

To facilitate the flow of activities and not disrupt your attention during these important sessions:

- Remind your parents and family members that they will not be permitted to escort you to the student sessions or to be in the computer labs with you during course registration. Your parents and family members will be attending special informational sessions to address their questions and concerns.
- Turn off your cell phone and refrain from texting during the student sessions. It is essential that you carefully hear the information presented. This will also be a part of the classroom etiquette you will be expected to follow while attending your classes each semester.
- Assure your family that there will be university faculty and other support personnel with you while you are registering for your courses, so you will have access to the information you need and you will not be alone. But also remember that it's natural for your family to be interested in your experiences and your course selection. Be prepared to share with them the information you learn before Orientation (such as this e-mail and the Frequently Asked Questions link), and afterward. So, take good notes.
Between now and then . . .

- Obtain your SUID and SHIP email account and password BEFORE coming to SHIP on Orientation Day:
  - 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 or commit this account information to memory. You will need it when you register for your courses.

- Carefully read all emails and correspondences sent from the university to your SHIP email account. This is the university’s official method of communicating important information to you. You are responsible for the content of these emails, so check your SHIP email at least 3 times each week.

- Be sure that all of your paperwork is submitted to the university prior to your Orientation day—high school transcripts, any required placement testing scores, AP scores, and transfer credits. Bring copies with you as a back-up.

- Take any required placement test(s) as soon as possible. If you are required to take a placement test, you will be notified by the Placement Testing Office.
  - Your placement scores impact the courses you are permitted to take and may have significant financial implications. Remember, students who are required to take placement testing but do not complete their testing prior to Orientation are not able to register for classes that day.
  - If you are required to take a placement test, please 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/

- If you earn placement in developmental math (level 1), reading or writing, we strongly encourage you to take the appropriate developmental course through SHIP, your local college, university, or community college this summer. Follow the directions on the options sheet that was given to you with your test results.

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

Come prepared to get the most out of Orientation.

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

Review the departmental profiles and planning guides for your declared major or area of interest. These are posted at: http://www.ship.edu/Undeclared/Academic_Major_Planning_Guides/

Some academic departments will be communicating with their majors before they attend Orientation. Please carefully review any and all information received and share this information with your family.

Be sure to get a good night’s rest the night before Orientation and remember to bring pen or pencil and paper to record notes throughout the day.

Thank you for choosing Shippensburg University. We are looking forward to your arrival!

--The Orientation Committee

Some important documents and websites:

http://ssi.ship.edu/Senate/Swataney/ -- the student handbook

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

http://www.ship.edu/orientation/ -- for information about orientation

http://www.ship.edu/Undeclared/Academic_Major_Planning_Guides/ -- for academic major course sheets and 4-year planning guides