

SHEPHERD UNIVERSITY
NCTC – Admission/Registration

<p>For Shepherd University Use:</p> <p>Semester registering for: <input type="checkbox"/> FALL <input type="checkbox"/> SPRING YEAR: _____ <i>(revised August 2012)</i></p>
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Please print. All lines must be completed or your request for college credit cannot be processed. See reverse for more instructions.

1. Social Security number: _____
2. Name (last, first, middle): _____
3. Street Address: _____
 City: _____ State: _____ Zip: _____ 4. County (WV only): _____
5. Telephone: Work: (____) _____ Home: (____) _____ Email: _____
6. **U.S. Citizen or Resident Alien? YES NO

****NOTE: Students who are not U.S. citizens or permanent resident aliens are not eligible to claim WV Residency.**

OPTIONAL PERSONAL DATA

7. Ethnicity: Are you Hispanic/Latino? YES; NO

Please check one or more: _____ American Indian/Alaska Native; _____ Asian; _____ Black/African American;
 _____ Native Hawaiian or other Pacific Islander; _____ White

With what race or ethnicity do you most closely identify? _____ White (not of Hispanic origin); _____ Black (not of Hispanic origin); _____ Hispanic; _____ Asian or Pacific Islander; _____ American Indian or Alaska Native

Disclosure of optional personal data is optional and will in no way affect a decision concerning your application. All responses to questions of ethnicity are strictly optional and will in no way affect admission or enrollment status. Shepherd University requests that these questions be completed to assist the University in complying with its obligation under state and federal law to attempt to collect these data. Periodically we are required to report the statistical totals in various reports, including the annual EEO/AA is published by the Affirmative Action Officer.

8. Birth date: _____
9. Have you registered with the Selective Service? YES NO Not Required
10. Name of high school: _____ 11. City and State of high school: _____
12. Have you earned a high school diploma? NO YES → Year Graduated: _____
13. Have you earned a GED? NO YES → Year Awarded: _____
14. Have you previously applied for NCTC/Shepherd credit? NO YES → Date of last course: _____
15. Please list all previous names under which you were enrolled: _____
16. Do you plan to work towards a degree at Shepherd? NO YES (If yes, please contact Admissions Office)
17. Have you earned a degree? NO YES → List degree: _____
18. **Residency: Check one of the following if you claim to be a West Virginia resident:
 - I (or my parents, if a dependent) have lived in West Virginia for at least 12 months.
 - I am married to a spouse who has lived in West Virginia for at least 12 months.
 - My current place of residence is in West Virginia and is owned by me (not leased).

19. Course Information (***This request must be submitted within 24 months of the completion of training.***)

NCTC Course Code	Training Dates	Course Title	Credit Hours

Directory information may be released on enrolled students unless the student requests in writing to withhold this information.

Signature: _____

Date: _____

NCTC College Credit Process

Instructions: To receive college credit from Shepherd University you must complete the Student Registration form.

1. Fill out lines 1-18 with information about yourself. Incomplete forms will not be processed.
2. Fill out line 19 with information from the course and include the appropriate number of credit hours. Check the current NCTC catalog for the appropriate credit hours for each course (indicated at the end of each course when college credit is available).
3. Sign and make a copy for your records.
4. Mail to:

U.S. Fish and Wildlife Service
National Conservation Training Center
Shepherd University Liaison - Mail Stop 10
698 Conservation Way
Shepherdstown, WV 25443

5. Applications may be sent to NCTC at any time, however college credit is only awarded during the following time periods:

Fall Semester: for requests received February 1 through September 30. Transcripts will be available approximately December 15.

Spring Semester: for requests received October 1 through January 31. Transcripts will be available approximately May 15.

The University will not issue college credit for a course if the request for credit is received more than 24 calendar months after the completion of the NCTC course.

A **certification letter** documenting completion of your coursework can be requested prior to the availability of a transcript by sending a written request to:

Shepherd University
Office of the Registrar
PO Box 5000
Shepherdstown, WV 25443-5000

You may also send a request by email to register@shepherd.edu or fax a request to 304-876-5136.

For assistance with your certification letter, please contact Shepherd University, Office of the Registrar, 304-876-5456.

You may view your transcript online by visiting RAIL (www.shepherd.edu/rail).

Here you can:

- Look up **Student Identification Number**
- View **Final Grades (if applicable)**
- View **Unofficial Transcript**
- Request **Official Transcript**

Alternatively, you may complete the Transcript Request form at (<http://www.shepherd.edu/register/pdf/Transcri>) and forward the form along with payment to:

Shepherd University
Office of the Registrar
PO Box 5000
Shepherdstown, WV 25443-5000

For assistance with your transcript request, please contact Shepherd University, Office of the Registrar, 304-876-5479.