



SHENANDOAH
UNIVERSITY

ADMITTED UNDERGRADUATES

ENROLLMENT GUIDE



2024 Steps to Enrollment • su.edu/admittedsteps

STEPS* TO ENROLLMENT AT SHENANDOAH UNIVERSITY

*Summer Tasks to Ensure Personal Success



On behalf of the faculty, staff and administration, I welcome you to Shenandoah University!

We know that this is a busy time of year for you as you strive to complete your studies and transition to university life.

Therefore, we are providing you with a guide to help you navigate the necessary steps to officially become a Shenandoah student!

We are here to assist you and are eager to get you started on your journey. We have included a contact list of departments and offices that can help you. We are looking forward to seeing you at Summer Orientation and having you here at Welcome Week. Again, welcome to the Shenandoah University family!

GO HORNETS!

A handwritten signature in black ink that reads "Yolanda B. Gibson". The signature is fluid and cursive, with a large, prominent "Y" and "G".

Yolanda Barbier Gibson, D.A.

Vice President for Student Affairs

540-665-4863 • ygibson@su.edu

STEP 1

Bookmark su.edu/admittedsteps

Visit and bookmark the **STEPStoSU admitted-student web page**. This contains all the information you'll need to fully enroll at Shenandoah. There, you can sign up for housing, register for summer orientation and much more.



[SU.EDU/ADMISSIONS/
ADMISSIONS/ADMITTED-
STUDENTS/](https://su.edu/admissions/admissions/admitted-students/)

HORNET HUB

After being admitted, you received an email to **claim your SUNet login**. If you have not already claimed your SUNet login credentials, please refer back to the email “Shenandoah Univ - SUNet Account Login” from helpdesk@su.edu and follow the instructions. This is important.



[SU.EDU/HORNETHUB](https://su.edu/hornethub)

TO LOG IN TO SU HORNET HUB:

Go to www.su.edu, and scroll down the page to “Technology” and select “Login to Hornet Hub.”

Enter your username and password. Access detailed tutorials by clicking the “Tech Support” tab within the Canvas site or contacting the SU Technology Help Desk at 540-665-5555 or helpdesk@su.edu.



STEP 2

Choose SU: Pay Your Enrollment Deposit

First-Year students: Your enrollment deposit is due May 1.

Transfer students: If you were admitted after May 1, please submit your deposit within two weeks of admission.

Your deposit is a credit on your Fall 2024 student account. Deposits accepted after May 1 will be based on program availability. Pay your enrollment deposit through your Shenandoah Application Portal.



[SU.EDU/
APPLICATIONPORTAL](https://su.edu/applicationportal)

STEP 3

Apply for Student Housing

Living on campus is often one of the most dynamic parts of a student's Shenandoah experience!

First-year and sophomore students are required to reside in campus housing.

Once you have submitted your enrollment deposit, apply for Fall 2024 housing:

March 18	Housing application and roommate selection opens
April 8	Deposit deadline for admitted students to receive priority housing options
April 15	Priority hall/room selection opens
June 10	Residence Life will send out room selection time slots
June 12-28	Regular hall/room selection opens

The housing application is on the STEPStoSU web page. After June 28, students who miss the deadline to receive a room selection time slot will be able to go in and select a room from what is available.

Critical housing and Office of Residence Life information is at www.su.edu/residence-life.

Questions about living on campus? Contact the Office of Residence Life at reslife@su.edu or 540-665-4504.



[SU.EDU/RESIDENCE-LIFE/
APPLY-FOR-HOUSING/](https://su.edu/residence-life/apply-for-housing/)

STEP 4

Register for Summer Orientation 2024

Summer Orientation is a fun and exciting day for new students and their families! In addition to meeting other students and families, you will get your Hornet ID card, receive your first semester class schedule, learn how to prepare for university life, talk with faculty and staff, find out what goes on in and around Winchester, check out campus activities and more.



[SU.EDU/ORIENTATION](https://su.edu/orientation)
REGISTRATION

FIRST-YEAR SUMMER ORIENTATION DATES*

SATURDAY,
June 8

FRIDAY,
June 14

FRIDAY,
June 21

SATURDAY,
June 22

**Dates fill up quickly, so be sure to register as soon as possible.*

TRANSFER STUDENTS SUMMER ORIENTATION DATE

FRIDAY,
July 26

Questions about Summer Orientation? Contact the Office of Student Success at orientation@su.edu or 540-665-4863.



[SU.EDU/ENROLLMENT](https://su.edu/enrollment)
RESOURCES

Learn more about your enrollment resources at Shenandoah! Resources will be added throughout the summer.



STEP 5

Review & Complete Your Financial Aid Package

You must review and accept your aid package in order for us to process your awards. Please accept your comprehensive financial aid package in Hornet Hub by May 1. Students receiving their financial aid package after May 1, please review and accept within two weeks.

Note: The Work-Study award and loans require an accept OR decline decision.



[SU.EDU/HORNETHUB](https://su.edu/hornethub)

TO VIEW YOUR FINANCIAL AID AWARD IN HORNET HUB:

1. Log in to Hornet Hub
2. Sign in to the Shenandoah Domain (if needed)
3. Click “Financial Aid” at the top right of the page
4. Click “Review and accept your financial aid award package”
5. Review and accept your awards

If you haven't already, please apply for financial aid by completing the 2024-25 Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov. Once you complete the FAFSA, the Office of Financial Aid will evaluate your financial aid eligibility and provide you with a comprehensive financial aid package listing the resources available.

Questions about your financial aid? Contact the Office of Financial Aid at finaid@su.edu or 540-665-4538.

STUDENT EMPLOYMENT

Shenandoah provides **ALL** eligible full-time undergraduate students with the opportunity to participate in the Work-Study Student Employment Program.

Students eligible for Work-Study can earn up to \$2,000 a year by working between 7-9 hours per week once hired. In addition to a paid job, students develop transferable skills through on-the-job learning, gain personal and professional development experiences and build a support network of mentors and supervisors.

Do you have questions about work-study? Contact the Office of Student Employment at studentwork@su.edu or 540-665-4607.

STEP 6

Complete the Coursework Listed as
"In Progress" on Your Transcript

FIRST-YEAR STUDENTS

- **Submit official, final high school transcript** showing graduation date to the Office of Admissions
- **Submit official AP, IB or CLEP test scores** to the Office of Admissions
- **Submit official college transcript(s)**, if you have taken dual-enrollment classes at another institution

TRANSFER STUDENTS

- **Submit official college transcript(s)**, for any work in progress when you applied

STEP 7

Submit Required Health & Insurance Documents

Academic success is related to your overall health, and the Wilkins Wellness Center is your resource for health and counseling services.

FIRM DEADLINE OF AUGUST 1

All students who are registered for 7 credit hours or more are required to submit:

- **Shenandoah University Health Forms.** Completed health forms and supporting documentation are to be submitted under "document upload" in the student health portal at su.studenthealthportal.com
- **Photocopy of required immunization documents**
- **All students are required to have health insurance.** The insurance must cover you in Virginia. Our insurance verification or purchase form must be completed online at www.rcmdstudentbenefits.com

All NCAA athletes must submit certain requirements and forms required by the Athletics Department. Please DO NOT give required health and insurance forms to your coach. You must send the health form, medication form, and sickle cell test results (if required) to the Wellness Center through the su.studenthealthportal.com.



[SU.EDU/
HEALTHFORMS](http://SU.EDU/HEALTHFORMS)



[SU.EDU/ATHLETIC-
HEALTH-FORMS](http://SU.EDU/ATHLETIC-HEALTH-FORMS)

STEP 8

Class Schedule Registration

All new Shenandoah students are registered for their initial first semester classes by the Office of Academic Advising. Advisers register students based on your admitted major, curriculum course requirements and course availability.

- Course schedules are given to students who attend Summer Orientation.
- Students who are not able to attend Summer Orientation will be emailed their course schedule after July 15.
- Students who wish to make changes to their schedule are able to do so during Welcome Week and the drop/add period.



[SU.EDU/ADVISING](https://su.edu/advising)

After the first semester at Shenandoah, students are responsible for course registration with their specific academic adviser.

FIRST-YEAR SEMINAR (FYS): GOING GLOBAL

All first-year students are required to take an FYS course in the fall semester. You select from a variety of course topics designed to engage you in stimulating discussions about global issues.

Learn more about the First-Year Seminar and submit your course selections at su.edu/fys.



[SU.EDU/FYS](https://su.edu/fys)

**FYS SELECTIONS MUST BE
SUBMITTED BY FRIDAY, JUNE 28**

After selections are made, students are placed in the course that best aligns with their schedule. Students who don't submit selections will be placed in sections with space availability.

STEP 9

Attend Summer Orientation

Can't wait to see you at Summer Orientation!

**IF YOU HAVE NOT
REGISTERED YET,
SEE STEP 4**



STEP 10

Pick Up Your iML Technology

Shenandoah's required technology program - **Integrated Mobile Learning (iML)**, puts state-of-the-art Apple® computer technology into your hands, so you are engaged in an interactive and information-rich learning environment. All deposited, full-time undergraduate students pick up their MacBook Air laptop and iPad with pencil, during Welcome Week in August.



[SU.EDU/IMLEARNING](https://su.edu/imlearning)

STEP 11

Pay Tuition and Fees

Tuition and fees for each semester should be paid by the deadline dates below:

Tuition & Fees bill: Term I
(fall semester)
due August 5, 2024

Tuition & Fees bill: Term II
(spring semester)
due December 6, 2024



[SU.EDU/HORNET-CENTRAL/TUITION-FEES/](https://su.edu/hornet-central/tuition-fees/)

Student Financial Services, located in Hornet Central, provides your family with financial counseling and payment plan options. We offer the option of a monthly payment plan. Contact Hornet Central at su.edu/hornet-central/tuition-fees or 540-542-6519.

STEP 12

It's Welcome Week!

Here we go! Welcome Week kicks off on August 21! Highlights of the week are Move-In Day, New Student Convocation and more!

**FIRST DAY OF CLASSES:
MONDAY, AUGUST 26**



GET TO KNOW THE FACULTY & STAFF SUPPORTING YOU ON YOUR ACADEMIC JOURNEY.

COLLEGE OF ARTS & SCIENCES

Office of the Dean
Henkel Hall, Room 206
540-665-4587
URL: su.edu/arts

DIVISION OF APPLIED TECHNOLOGY

Office of the Director
Howe Hall, Room 114
540-665-5465
URL: [su.edu/applied-
technology-](http://su.edu/applied-technology-)

DIVISION OF EDUCATION & LEADERSHIP

Office of the Director
Henkel Hall, Room 206
540-665-4587
URL: su.edu/education

ELEANOR WADE CUSTER SCHOOL OF NURSING

Office of the Dean
Health & Life Sciences
Building
540-678-4374
URL: su.edu/nursing

SCHOOL OF BUSINESS

Office of the Dean
Halpin-Harrison Hall,
Room 158
540-665-4572
URL: su.edu/business

SHENANDOAH CONSERVATORY

Office of the Dean
Ruebush Hall, Room 108
540-665-4600
URL: su.edu/conservatory



HORNET CENTRAL

is your one-stop center for
financial aid, registration, billing and payments.
The Office of the Registrar handles student records,
transcripts and veterans benefits. We're all located
in the Wilkins Administration Building.

HORNET CENTRAL

540-665-4514
Fax: 540-665-5433
E-mail: hornetcentral@su.edu
URL: su.edu/hornet-central

OFFICE OF FINANCIAL AID

540-665-4538 or
800-432-2266
Fax: 540-665-4939
E-mail: finaid@su.edu
URL: su.edu/financialaid

OFFICE OF STUDENT ACCOUNTS

540-665-4607 or
540-542-6519
Fax: 540-665-5433
E-mail: studacct@su.edu
URL: su.edu/studentaccounts

OFFICE OF THE REGISTRAR

540-665-3499
E-mail: registrar@su.edu
URL: su.edu/registrar

CAMPUS RESOURCES ARE READY TO HELP YOU SUCCEED

OFFICE OF STUDENT SUCCESS

Wilkins Administration Building,
Room 235
540-665-4517

E-mail: orientation@su.edu

OFFICE OF RESIDENCE LIFE

Cooley Hall, Room 214
540-665-4504

E-mail: reslife@su.edu

URL: su.edu/reslife

WILKINS WELLNESS CENTER HEALTH & COUNSELING SERVICES

Racey Hall
540-665-4530

Fax: 540-665-5576

Wellness Center E-mail:

wwcenter@su.edu

Wellness Center URL:

su.edu/health-wellness

Counseling Center E-mail:

counseling@su.edu

Counseling Services URL: [su.edu/
health-wellness/counseling-center](http://su.edu/health-wellness/counseling-center)

STUDENT SUPPORT SERVICES

Smith Library, 3rd Floor
540-665-4928

Fax: 540-665-3470

Email: sss@su.edu

URL: su.edu/learning-support

GOING GLOBAL: FIRST-YEAR SEMINAR

Cooley Hall, Room 120
540-542-6202

E-mail: fys@su.edu

URL: su.edu/goingglobal

iMLEARNING TECHNOLOGY

Information Technology (IT) Help Desk
Howe Hall, Room H-112
540-665-5555

E-mail: helpdesk@su.edu

URL: su.edu/institutional-computing

CAREER & PROFESSIONAL DEVELOPMENT

Cooley Hall, Room 314
540-665-5412

Fax: 540-665-4765

E-mail: career@su.edu

URL: su.edu/careerservices

DEPARTMENT OF CAMPUS SAFETY

Wilkins Administrative Building,
Room 145
540-678-4444

E-mail: safety@su.edu

URL: su.edu/campussafety



#SUHereICome



SHENANDOAH
UNIVERSITY

Wilkins Administration Building
1460 University Drive
Winchester, VA 22601



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Connect App to stay connected
to all your SU resources



SU.EDU/CONNECTAPP