Where to Go for What: 2014-2015
Please note that most student support services are available in Heth Hall.

Telephone Numbers & Email Addresses:

- Graduate College (Buchanan House) 831-5724 gradcollege@radford.edu
- Dean of Students 831-5321 dos@radford.edu
- Financial Aid 831-5408 finaid@radford.edu
- Health Center 831-5111
- Hurlburt/Bonnie Student Center & Information 831-5420 stuact@radford.edu
- McConnell Library 831-5364 circdesk@radford.edu
- Office of Diversity & Inclusion 831-5765 diverse@radford.edu
- Learning Assistance and Resource Center 831-7704 tmattson@radford.edu
- Parking Services 831-6361, 831-6330 parking@radford.edu
- Provost’s Office (Martin Hall) 831-5404 vtaylor@radford.edu
- Registrar 831-5271 registra@radford.edu
- Residential Life (Housing) 831-5375 res-life@radford.edu
- RU Express/ID, meal plans 831-5054, 831-6449 ru-exprs@radford.edu
- Roanoke Higher Education Center (540) 767-6190 ruroanoke@radford.edu
- Southwest VA Higher Ed. Center – Abingdon (276) 619-4314 gblankenship@swcenter.edu
- Student Accounts 831-5417 stuacct@radford.edu
- Student Activities 831-5332 stuact@radford.edu
- Switchboard/General Information 831-5000
- Telephone Services 831-6600 tel-serv@radford.edu
- University Bookstore 831-5144 radford@bkstr.com
- University Police 831-5500 police@radford.edu
- V/TDD 831-5128
- Computer Help Desk 831-7500 helpdesk@radford.edu
- International Education Center 831-6575
- Graduate Student Council 831-5470 ljacobse@radford.edu
- Graduate Student Forms 831-6344 thills2@radford.edu
Student Forms are available at: http://www.radford.edu/content/grad/home/forms-policies/student-forms.html

Registration Blocks – Removal of:
Students who are ineligible to register because they owe money to the university or who are blocked for other reasons must pay their debts and arrange to have other blocks removed from their records at the following locations before registering:

- Parking blocks must be paid in Heth Hall during normal business hours.
- Student Health Center outstanding bills must be paid at the Student Health Center between 8:30 a.m. - 5:00 p.m.
- Other financial blocks (student account balances, residential life damages, and short-term loans) must be paid in Heth Hall at Student Accounts.
- Graduate Admissions Block- Rebecca Conner rconner2@radford.edu
- Graduation Block- Teri Hills thills2@radford.edu

Blocks by the Dean of Students, Vice President for Student Affairs, or other offices must be removed at those respective offices before the student is eligible to enroll.
Assistantship Applications & Resumes

- Submit every year for new and returning graduate assistants
  - [http://www.radford.edu/content/grad/home/forms-policies/student-forms.html](http://www.radford.edu/content/grad/home/forms-policies/student-forms.html) scroll down to “Graduate Assistantship”
  - Send GA application & resume to rugradresume@radford.edu.

- Summer Assistantships:
  - Must be accepted to RU and taking 6 GRADUATE credit hours to be eligible
  - Must submit resume to rugradresume@radford.edu on or before April 15th
  - Summer positions are very limited
    - Resumes for Assistantships:
      - Please remember to update your resume before you submit it with current contact information such as address, phone number and email address. The name of your resume should be YOUR name: e.g., SmithMary.doc.
      - Include any experience, skills or knowledge of software programs.
      - Assistantship resumes are viewed by campus offices and departments so keep in mind what experience you may be able to provide.

- Fall 2014 GA/GTA/GTF Pay Dates:
  - End of September (Sept. 30)
  - End of October (Oct. 31)
  - Beginning of December (Dec. 1)
  - Middle of December (Dec. 16)

- Payline
  - To see what’s being deposited in your bank account and your W2’s for taxes.
  - Request your employee number by sending an email to Ms. Wendy Dunford wdunford@radford.edu or Ms. Cindy Eller celler@radford.edu including your RUID# in your email.
  - Log on to [http://www.doa.virginia.gov/Payroll/Payline/Payline_Main.cfm](http://www.doa.virginia.gov/Payroll/Payline/Payline_Main.cfm)

- Stopping an Assistantship
  - If you cannot continue your assistantship for any reason, an email is required along with an assistantship termination form (see forms link) and you will need to send it to:
    - The Graduate Assistantship and Fellowship Coordinator – Michele Ralston mralston2@radford.edu
    - Your Assistantship Supervisor and your Graduate Coordinator
  - Information we will need to have:
    - Last day worked of assistantship
    - Total hours worked
    - Hours verified by your Assistantship Supervisor

  *It’s important that you keep track of your time in the event you may need to document it!*