Registration
At
RADFORD UNIVERSITY
What to expect

A guide through the MyRU portal

• Where to log in
• Finding and using your degree audit
• Looking up registration time
• How to see holds
• Getting CRNs
• Registering for classes
• Possible errors
• Quick tips and tricks
MyRU Portal

Log in with your Username and password

Once logged in, click on the Academics icon (graduation cap and books)
Back on “Academics,” you will see this screen.

In the “Registration Resources” box you will see your registration times for each semester. Click on “Registration Resources.”
Viewing Holds

To view holds, click on “Student Records” then “View Holds”
Registration Holds

You can be blocked for registration if you:

• Have not sent in your final transcripts
• Have not turned in your health records
• Have unpaid parking tickets or fines
• Haven’t finished Alcohol Edu or Haven
• Have not seen your advisor

Holds must be removed before you will be able to register for classes.

Only the department that placed the hold can remove the hold.
Your Degree Audit can help you determine which classes you still need to take.
Unfulfilled requirements will be listed on the Degree Audit as “Still Needed.”

Make note of the classes you would like to take. (You may have already talked to your advisor about your options. If so, choose your advisor’s recommendations.)

Please remember: your degree audit is just a tool. The catalog is your contract. If you have questions about your degree audit, please see your advisor.
Go back to Registration Resources

Course Registration

Below is a list of your scheduled registration times. You may proceed to registration by clicking the "Register Now" button below.

Winter 2014-2015
- Registration: Apr 11, 07:00 AM - Dec 17, 04:00 PM

Spring 2015
- Registration: Nov 03, 07:00 AM - Dec 18, 04:00 PM
- Add/Drop: Jan 15, 02:00 PM - Jan 26, 11:59 PM

Maymester 2015
- Registration: Nov 03, 07:00 AM - May 15, 04:00 PM

Summer I 2015
- Registration: Nov 03, 07:00 AM - May 19, 04:00 PM

Summer II 2015
- Registration: Nov 03, 07:00 AM - May 22, 04:00 PM

Summer III 2015
- Registration: Nov 03, 07:00 AM - Jun 30, 04:00 PM

Register Now

Registration Resources:
- Registration Status
- Course Schedule
- Home page

Undergraduate Academic Advising
Looking Up Classes

To look up classes click on "Registration," then "Look Up Classes"

Next, select the term and year for which you are registering
Looking Up Classes (Cont.)

Go to the class you are looking for and click “Course Search”

Go to the class number you are looking for and click “View Sections”
The days and times of each class will be listed.

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>CRse</th>
<th>Sec</th>
<th>Crsp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>Instructor</th>
<th>Instructor</th>
<th>Date (MM/YY)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>NR</td>
<td>20020</td>
<td>HIST</td>
<td>102</td>
<td>01</td>
<td>MC</td>
<td>3.000</td>
<td>World History Since 1500</td>
<td>MWF</td>
<td>08:00 am-09:50 am</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>John G Ryder (P)</td>
<td>(P)</td>
<td>01/20-05/07</td>
<td>CK 319</td>
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<td>20021</td>
<td>HIST</td>
<td>102</td>
<td>02</td>
<td>MC</td>
<td>3.000</td>
<td>World History Since 1500</td>
<td>MWF</td>
<td>10:00 am-11:50 am</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>Terry Lee Findley (P)</td>
<td>(P)</td>
<td>01/20-05/07</td>
<td>CK 313</td>
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<tr>
<td>NR</td>
<td>20022</td>
<td>HIST</td>
<td>102</td>
<td>03</td>
<td>MC</td>
<td>3.000</td>
<td>World History Since 1500</td>
<td>MWF</td>
<td>12:00 pm-01:50 pm</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>Garth N Montgomery (P)</td>
<td>(P)</td>
<td>01/20-05/07</td>
<td>CK 319</td>
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<tr>
<td>NR</td>
<td>20023</td>
<td>HIST</td>
<td>102</td>
<td>04</td>
<td>MC</td>
<td>3.000</td>
<td>World History Since 1500</td>
<td>TR</td>
<td>09:30 am-10:45 am</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>Garth N Montgomery (P)</td>
<td>(P)</td>
<td>01/20-05/07</td>
<td>CK 318</td>
</tr>
<tr>
<td>NR</td>
<td>20024</td>
<td>HIST</td>
<td>102</td>
<td>05</td>
<td>MC</td>
<td>3.000</td>
<td>World History Since 1500</td>
<td>TR</td>
<td>11:00 am-12:15 pm</td>
<td>45</td>
<td>0</td>
<td>45</td>
<td>John G Ryder (P)</td>
<td>(P)</td>
<td>01/20-05/07</td>
<td>CK 312</td>
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</table>

MWF = Monday, Wednesday, Friday
TR = Tuesday, Thursday

The building codes are listed as well as the room #

Building codes can be found on the [RU website](http://www.radford.edu).
The Advanced Search allows you to search based on various criteria.

You can highlight all of the subjects to search for everything or select one subject. You can click and hold the Ctrl key on your keyboard to select multiple (but not all) subjects.

You can search by:

- Course Number
- Title
- Credit Hour Range (e.g. to look for a 2 credit hour class, put 2 in both boxes: 2 hours to 2 hours)
- Campus (Distance Learning indicates entirely online)
- Course Attributes (Honors Academy, Scholar-Citizen, and Study Abroad)
- Start and End Times, Days of the Week

After selecting your criteria, click Section Search.
Things to Remember While Looking Up Courses

- **MWF**: the class will be held on Monday, Wednesday, and Friday
- **TR**: the class will be held on Tuesday and Thursday
- Open classes will have a box beside them. Closed classes will have a “C” instead.
- Register for lab classes first
- Pay attention to class type (online or lecture)
- Some classes are closed to non-majors for the initial registration period
How To Register

Look for Classes

**IMPORTANT NOTICE:** The following disciplines have temporarily limited class sizes: Biology, Chemistry, English, History, Music, Psychology, and Sociology. To view these classes, you must remove your registration restrictions (FF) for your term(s). This will add these classes to your list.

**COURSE Overrides:** If you received a course override from a department, check the box in front of the CRN (C identifies a closed class) and choose a different section.

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
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<tbody>
<tr>
<td>C</td>
<td>10213</td>
<td>ACTG</td>
<td>211</td>
<td>01</td>
<td>MC</td>
<td>3.000 Fundamentals of Financial Accounting</td>
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<tr>
<td></td>
<td>10256</td>
<td>ACTG</td>
<td>211</td>
<td>02</td>
<td>MC</td>
<td>3.000 Fundamentals of Financial Accounting</td>
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<td></td>
<td>10152</td>
<td>ACTG</td>
<td>211</td>
<td>03</td>
<td>MC</td>
<td>3.000 Fundamentals of Financial Accounting</td>
</tr>
</tbody>
</table>

- Get the CRN # (5 digit number beside the course)
- **C** = Closed
  - SR = Seats Remaining before your window opens
  - = Seats Remaining after your window opens
- Pay attention to the location (Radford, Roanoke, online, etc.)
In the Registration tab, click “Add or Drop Classes” (if during your registration time)
How To Register

Select the term and year for which you want to register and click Submit.
How To Register

Enter the PIN given to you by your Advisor or Advising Center and click Submit.
Students are responsible for adhering to all payment, add/drop, and withdrawal deadlines as specified on the official academic calendar, in the catalog, and on the Student Accounts website. If you agree to the information contained in the acknowledgement, click Accept.
If you know the CRNs for the sections you want to add, enter them in the boxes and click “Submit Changes.” To search for sections, click on “Class Search.”
How to look at your schedule

You can look at your schedule anywhere with the RU mobile app or through the Registration Resources.
**Web Registered** indicates you successfully registered for the class. Click on Class Search to continue looking and registering for classes.

If you decide to drop a class, under Action, change to “Web Drop” and click Submit Changes. Please note students cannot drop the last or only class for which they are registered. Add a different class you do plan to take, and then you can drop the class you want to drop. If you are no longer going to attend RU, please contact the Registrar’s Office right away.
Errors

- Prerequisite Errors

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite and Test Score</td>
<td>20732</td>
<td>CORE</td>
<td>102</td>
<td>17</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Standard Letter</td>
<td>Advanced Written and Oral Communication</td>
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</table>

- Class Restriction (check the catalog for Sophomore, Junior, or Senior standing requirements): *Please note sophomore standing (26 earned hours) is required to take courses numbered 300 or higher.*

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
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<tr>
<td>Class Restriction</td>
<td>20824</td>
<td>ENGL</td>
<td>300</td>
<td>01</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Standard Letter</td>
<td>Introduction to English Studies (WI)</td>
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</table>
Errors

Closed Section:

Class has reached fire code maximum:

Field of Study Restrictions-section may be reserved for certain majors or minors until restrictions are lifted. (Check with your advisor or the registrar’s office for this date.) You should also check the catalog to see if the class is always restricted to certain majors/minors.
Errors

Time conflict with classes you have already registered for:

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time conflict with CRN 20027</td>
<td>20155</td>
<td>ART</td>
<td>100</td>
<td>04</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Standard Letter</td>
<td>Art Appreciation</td>
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Special Approval Required for a Section (Department Chair, Core Director, or Instructor):

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair Approval</td>
<td>20027</td>
<td>HIST</td>
<td>102</td>
<td>08</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Standard Letter</td>
<td>World History Since 1500</td>
</tr>
</tbody>
</table>

If you get the Previous Credit Awarded error, please see your Advisor or contact the Registrar’s Office.

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Credit Awarded (MATH 151)</td>
<td>21062</td>
<td>MATH</td>
<td>137</td>
<td>06</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Standard Letter</td>
<td>College Algebra</td>
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</tbody>
</table>
Remember:

Advisors cannot force add you into a closed class. Students must contact the department chair.

Course Override Process (from the Registrar)
Only department chairs and school directors in individual departments and schools have the authority to override a prerequisite requirement, a course capacity limit, or a time conflict with another course. That override is given electronically through our student information system. Once that override has been placed on your record, you must register for the course online in the same way that you register for any other course. You can see overrides in your Registration Status, which is found in the Registration Menu described above. Please note, if you obtain a course capacity override, the course will still appear as closed in the registration schedule. To add the course, simply enter the CRN directly in the registration screen.
Tips and Tricks

• Schedule your registration appointment with your advisor well before your registration time!

• Check your holds and get all your CRNs before your registration time. Have alternate CRNs ready in case your first (or second) choice is closed.

• Make sure your class times don’t overlap (time schedule worksheets are available on the Academic Advising website).

• Schedule labs first.

• Contact your advisor with questions.

HAPPY REGISTRATION!!