Advisor: Anna Advisor  
Office Location: 103 Walker Hall  
Phone: (540) 831-5220  
E-mail: advisor@radford.edu  
Office Hours: Monday-Friday by appointment  
Website: https://www.radford.edu/premajor

OUR MISSION: The Pre-major Advising Center at Radford University provides consistent information and advising through a developmental approach for all students who have not yet chosen a major. Our center works to empower all students to explore, evaluate, and choose their academic, career, and personal goals through one-on-one individualized advising appointments, campus referrals, the Majors and Minors Fair, and electronic assessments and tools. New students are assisted with their transition to college life to ensure a successful first year experience. Our center values the success and growth of Radford University students to achieve their academic and life goals.

RESPONSIBILITIES: ADVISOR AND ADVISEE

I will...

- listen carefully to your questions and concerns.
- create an environment where mutual respect and trust allows you to define and develop realistic goals.
- support and engage you in the process of exploring, evaluating and choosing your academic program and career options. I will assist you in creating an educational plan that is consistent with your goals.
- communicate curriculum, university policies, procedures and deadlines.
- help you to assess your academic performance and strengths.
- To encourage your involvement in on-campus, co-curricular experiences that will increase the value of your college experience and develop your interpersonal skills and leadership abilities.
• To promote your involvement in off-campus, experiential learning (i.e., volunteer services and internships) to help you explore and clarify your career options.

• provide you with information about and strategies for utilizing the available resources and services on campus.

• maintain confidentiality as outlined in the Family Educational Rights and Privacy Act (FERPA).

**I expect you to...**

• schedule and attend your advising appointments. There will be a series of three appointments your first semester. You must attend the first two appointments or you will not be able to register for spring courses.

• give 24 hour notice of appointment cancellation. You may cancel an appointment on our online system or you can call our center at (540) 831-5220.

• become knowledgeable and here to university policies and procedures. Ask questions!

• demonstrate an understanding of the value of the Core Curriculum requirements.

• to be actively involved in researching academic programs and careers.

• develop an educational plan for successfully achieving your goals.

• utilize the resources and services on campus to assist you in achieving your academic, personal, and career goals.

• follow up with recommended referrals.

• be open to opportunities for learning outside of the classroom or the advisement office.

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**SCHEDULING APPOINTMENTS**

Students are responsible for scheduling their advising appointments. Instructions for making an appointment are available on the Pre-major home page [www.radford.edu/premajor](http://www.radford.edu/premajor) by clicking Schedule an Appointment under Quick Links. ALWAYS bring a printed copy of your Degree Works to your advising appointments. You can access your Degree Works by going to your MyRU page ⇒ Academics Tab ⇒ Degree Works (Student Access).
MANDATORY TASKS

First Appointment (September)
The first appointment will last 30 minutes. We will talk about your transition to RU. I will ask questions regarding your living situation and your classes. We will look over your Degree Works to go over any possible Dual Enrollment, AP or IB credits you were expecting to receive credit for. I will introduce you to the process of choosing a major and will begin discussing your educational plans for the semester. Finally, you will be asked to complete the FOCUS 2 for your second appointment.

Second Appointment (October)
The second appointment is a 45 minute appointment. We will review your FOCUS 2 results; continue choosing major discussions and discuss courses for spring and summer registration. You will receive a pin code to access the registration system. You CAN NOT register without your pin code. Finally, you will be assigned the College Persistence Questionnaire (CPQ) which must be completed prior to your third appointment.

Third Appointment (November)
In the third appointment, we will discuss the results of the CPQ, continue choosing major discussions, explore careers, and consider summer jobs or internships in your areas of interest.

Majors and Minors Fair, October 2nd from 1-3 pm in the lower level of Heth
The Majors and Minors Fair is an event for students to explore majors, minors, student activities, academic programs and leadership opportunities. The intent of this program is to provide a centralized opportunity for students to meet with faculty and professional advisors to discuss major curricula and career opportunities connected to each major.

Each participating program will have a table staffed with a faculty representative or professional staff member who will be able to answer questions about their respective departments.

Focus 2 Assessment
The Focus 2 is a self-paced, online career and education planning tool. It will enable you to self-assess your personal qualities and explore career fields and majors that are most compatible with your assessment results. Please complete the work, personality, skills, values and leisure sections.

*To be completed prior to your second appointment.
**CPQ**
The College Persistence Questionnaire helps advisors to understand your thoughts and feelings about your institutional commitment to RU, degree commitment, academic and social integration, support service satisfaction and academic conscientiousness.

*To be completed prior to your third appointment.*

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**UNIVERSITY POLICY**

Please refer to the Registrar’s website [www.radford.edu/registrar](http://www.radford.edu/registrar) for more information on the Withdrawal Policy and the Probation/Suspension Policy.

**Add/Drop:** Students are able to add/drop an unlimited number of courses during the first week of classes each semester. The last day for new freshman to drop a course will be August 31st by 5:00 pm. You must come by the Pre-major Advising Center to add or drop a course.

**Individual Course Withdrawal:** Beginning with the second week of classes, and until Friday, October 26th at 5:00 pm, you can use a course withdrawal and receive a grade of “W”. While you are enrolled at RU, you are allowed a total of 5 withdrawals.

**Repeats:** You are allowed to repeat 3 courses while you are enrolled at RU.

**Probation/Suspension Policy**

<table>
<thead>
<tr>
<th>First Semester Freshman and Transfer Students</th>
<th>Less than a 1.25 GPA</th>
<th>Suspension</th>
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</thead>
<tbody>
<tr>
<td>0-29 hours</td>
<td>Less than a 2.0 GPA</td>
<td>Probation</td>
</tr>
<tr>
<td>30+</td>
<td>Less than a 2.0 GPA by the end of the last summer session</td>
<td>Suspension</td>
</tr>
</tbody>
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**IMPORTANT DATES**

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location/Time</th>
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</thead>
<tbody>
<tr>
<td>August 28th</td>
<td>Mandatory Advising Meeting</td>
<td>TBA</td>
</tr>
<tr>
<td>August 31st</td>
<td>Last Day to Add/Drop</td>
<td>103 Walker Hall/ by 5p.m.</td>
</tr>
<tr>
<td>October 2nd</td>
<td>Majors &amp; Minors Fair</td>
<td>Lower Level Heth Hall/ 1-3 p.m.</td>
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<tr>
<td>October 15th</td>
<td>Mid-term Grades Available</td>
<td>MyRU/Academic Tab/Student/Student Records</td>
</tr>
<tr>
<td>October 22nd-31st</td>
<td>Phase 1 Registration</td>
<td>★ See Mandatory Tasks</td>
</tr>
<tr>
<td>October 26th</td>
<td>Last Day for Class Withdrawal</td>
<td>103 Walker Hall/ by 5 p.m.</td>
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<tr>
<td>November 13th</td>
<td>Last Day to Withdraw from RU</td>
<td>103 Walker Hall/ by 5 p.m.</td>
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