

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	ljacobsen@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> 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

❖ 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!