

RADFORD UNIVERSITY

Undergraduate Academic
Advising

Advising Handbook

2019-20

Updated August 2019



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Part 1: Radford University General Advising

Section 1: Overview

Welcome from the Provost

Radford University's Academic Advising purpose is to guide and support students as they progress through their academic careers. Advisors, both professional and faculty, act as guides, resources, coaches and enrollment experts. With the ever-changing landscape in higher education, advisors must remain nimble to accommodate our student population of both traditional and non-traditional learners. Optimal academic advising is a combination of both intrusive and appreciative advising. We mentor students through their growth and potential obstacles and also help them to demystify and overcome the hurdles that many adult learners experience.

The entire division of Academic Affairs knows how crucial strong advising is to our student population and their success. We thank all of our professional advisors and faculty advisors who go above and beyond for our students, each and every day.

I am so thankful to everyone who participated in putting this practical guide together that is chock full of resources and advice. This tool will assist in getting advisors on the "same-page" in utilizing best practices and guiding students in a consistent fashion.

With great appreciation,

Kenna M. Colley

Interim Provost and Vice President of Academic Affairs

What is Academic Advising?

"Advising is an intentional process that facilitates understanding of the meaning and purpose of higher education and fosters intellectual and personal development toward academic success and lifelong learning." NACADA: The Global Community of Academic Advising. (2011).

Three components of academic advising:

- Conceptual – the advisors' understanding about the nature of advising, the institutional advising environment, advisees, and the nature of the advising relationship;
- Informational – the information that advisors need to know and share accurately with students; and
- Relational – the skills and attitudes advisors must establish and maintain in the advisor-advisee relationship.

Habley, W. (1995). Advisor training in the content of a teaching enhancement center. In R. E. Glennen & F. N. Vowell (Eds.), *Academic advising as a comprehensive campus process* (Monograph No. 2) (pp.75-79). Manhattan, KS: National Academic Advising Association.

Mission

Radford University is student-focused and promotes a sense of caring and of meaningful interaction among all members of the University community. Academic Advising, which takes place in a mutually respectful environment, reinforces this aspect of the Radford University mission through supporting students' efforts to achieve their academic and career goals and graduate as skilled professionals.

Radford's Advising Structure

Radford University's advising structure can be characterized as a shared-split model, meaning faculty and advisors are located in their respective academic departments (shared) and the academic advising is done by faculty and professional advisors (split). Radford University houses seven undergraduate advising centers. Each of the six undergraduate colleges has a center, and the Advising Center for Major Exploration serves students who have not yet declared a major.

All undergraduate students at Radford University are assigned an advisor. The advisor may be a professional advisor in one of the seven undergraduate advising centers, or a faculty advisor. Advising assignments are made based on various student attributes that include major/concentration, GPA, and class standing.

The Professional Advising Committee works to improve academic advising and makes recommendations regarding policies and practices affecting students' success and progress toward graduation. Recommendations from the Professional Advising Committee are forwarded to the Provost.

The Professional Advising Committee has a standing weekly meeting. Anyone interested in presenting to the committee may contact the committee chairs.

COMMITTEE CO-CHAIRS

- Donna DeHaven, Director of Advising, College of Education and Human Development
- dlcollins@radford.edu
- Gloria Tuckwiller, Director of Advising, College of Humanities and Behavioral Sciences
- gtuckwiller@radford.edu

Section 2: Responsibilities

Faculty and Professional Advisors

- Be accessible;
- Provide a non-judgmental environment where students feel free to ask questions, express concerns, and discuss personal interests;
- Provide students accurate and consistent information about Radford University's policies, curriculum requirements, and graduation requirements;
- Support students in the exploration of educational options and career goals;
- Support students in understanding college and departmental policies and procedures;
- Discuss students' academic progress and concerns;
- Make timely and relevant suggestions for academic success strategies;
- Support students in identifying and accessing helpful campus resources as needed (ex. Center for Career and Talent Development, Center for Accessibility Services, Harvey Knowledge Center, Substance Abuse and Violence Education Support, etc.).

Students

- Read emails at least once daily;
- Be familiar with the intended degree, program and graduation requirements;
- Be familiar with Radford University, college and departmental policies and procedures;
- Know important dates and deadlines;
- Complete necessary university forms;
- Track your academic progress, including but not limited to overall, in-major and minor GPAs, credit hours, degree requirements, and transfer credits;
- Monitor mid-term and final grades and follow up with an advisor if you have questions or concerns;
- Keep copies of important documents related to degree completion (ex. advising notes, emails, progress sheets, graduation applications, etc.);
- Schedule regular advising appointments with your assigned advisor, attend these appointments on time and be prepared;
- Provide sufficient notice to your advisor if you are unable to keep a scheduled appointment;
- Seek and follow through on needed resources in a timely manner;
- Take responsibility for actions and decisions that affect academic progress and success.

Section 3: Foundations and Best Practices

Academic Advising Notes

What to Include:

- Notes that will help the student.
- Notes that will help you and/or future advisors understand the student
- Action items (recommendations, referrals, options, etc.).
- List of approved courses, along with alternatives.
- Possible outcomes depending on student's choice.
- Referrals of a non-sensitive nature.

What to Exclude:

- Your subjective judgements about the student, especially when they are negative.
- Referrals of a sensitive or personal nature.
- Comments regarding student's instructors, especially when they are negative.
- Personal concerns of the student.

What to Keep in Mind:

- If in doubt, leave it out.
- Describe, do not evaluate or judge.
- When writing a note, keep it simple.
- Do not note a student's conduct actions, disability and/or medical information, unless the student specifically requests that it be part of their educational record.
- Ask yourself the question: would I send these notes directly to the student and their lawyer?

***Advising notes are considered part of the student's educational record. Regardless of where you keep your notes (Starfish, paper files, etc.) or even if you don't keep notes, it is important to remember that you and/or your notes can be subpoenaed.

Advising Students in Distress

Contributed by Dr. Nadine Hartig, PhD, LPC, LCSW

College is a time of many ups and downs, and for most students, these highs and lows are a normal part of development. However, for some students their stress may be excessive and reach levels of distress and dysfunction. Distress can range from increased/problematic substance use, class absences or disengagement, tearfulness, lack of motivation, change in physical appearance, decrease in academic performance, withdrawing from peers, hostility, and suicidal thoughts or

plans. A student in crisis can be at a pivotal time of transition in his or her life and may be struggling with troubling mental health symptoms. If a student discloses mental health issues, it does not necessarily mean that he or she is in crisis. If you are ever in doubt if a student is a harm to self or others or has significant mental health needs, please err on the side of caution and refer the student to counseling services.

Steps in Working with a Student in Distress:

1. First, your safety and the student's safety are most important. If you have an indication that a student may harm themselves or someone else, call for help immediately.
2. If you have a sense that a student is coming to you in crisis, be mindful of when you schedule the student. It is helpful to let another faculty or staff member know that you will be in your office with a struggling student and ask if they will be available during that time, just in case you need a consult. It is far easier to work with a student in crisis when there are people available to assist than in off-peak hours.
3. Most students in crisis do not present a danger; however, most are vulnerable. Advisors often hear from these students, because advisors are seen as safe advocates on campus. You can use your relationship with the student to gain an understanding of the problem:
 - a. Reflecting feelings and content:
 - i. I see you are really upset today.
 - ii. This is a really stressful predicament to be in; I imagine you feel overwhelmed.
 - b. Normalizing feelings:
 - i. Anyone facing this situation would be distressed.
 - ii. I would be more worried if you didn't feel upset with what you just told me you are dealing with.
 - c. Open-ended questions:
 - i. How has this situation impacted you?
 - ii. I notice that you haven't been attending classes. Can you tell me what has been happening?
4. Refer the student to additional resources, if necessary. Radford University Student Counseling Services' phone number is 540-831-5226. If you feel that a student is not a threat to safety, but is reluctant to call to make an appointment, you can walk the student to the office in Tyler Hall.
5. Follow-up with the student. A student may not immediately act on your advice, but it may plant a seed for later. Following up with the student lets the student know that you care and offers additional encouragement for the student to make healthy choices.

View the [Resource for Students in Crisis](#) (PDF).

Advising Syllabus Example

A syllabus for advising can be beneficial for both advisors and students, but it is not required. There are tips for creating your own academic advising syllabus and an advising syllabus outline on the Undergraduate Academic Advising website: [Advising Syllabus Resources](#)

Theories of Academic Advising

As in most fields, there are many theories and approaches for academic advising. The National Association for Academic Advising (NACADA) is the primary source for various resources on advising theory and practice. The list below includes some of the primary and most popular approaches. Many advisors use a hybrid approach to match individual student needs. For more resources, please visit the NACADA [Pillars of Advising](#) website.

Appreciative Advising

Appreciative Advising is the intentional collaborative practice of asking positive, open-ended questions that help students optimize their educational experiences and achieve their dreams, goals, and potentials.

[Appreciative Advising](#)

Developmental Academic Advising

The advisor gathers information to recognize where the student stands along the educational, career, and personal dimensions of her or his life, discusses where the student plans to be, and assists the student in getting to that point as readily as possible.

[Development Academic Advising](#)

Prescriptive Advising

This model of advising holds that the academic advisor tells the student what to do, and the student does it. Prescriptive advising is linear communication from the advisor to the advisee and places most of the responsibility not on the student, but the advisor. The advisor is required to have the answers.

[Prescriptive Advising](#)

Proactive Advising (formerly known as Intrusive Advising)

Proactive Advising is a deliberate, structured student intervention at the first indication of academic difficulty in order to motivate the student to seek help. Proactive Advising uses the good qualities of prescriptive advising (experience, awareness of student needs and structured programs) and of developmental advising (relationship to a student's total needs).

[Proactive Advising](#)

Registrar's Office

The Registrar's Office is responsible for maintaining transcripts, grades, enrollment verifications, graduation verification, the course catalog, scheduling classes and student registration.

Transcripts

Radford University offers electronic, paper mailed, and paper pickup transcripts through our online transcript ordering system. There are two ways to request transcripts:

1. Current and former students who have access to the MyRU portal can order transcripts through the Academics icon.
2. Former students who do not have access to the MyRU portal can create a transcript ordering account through the Transcript Request webpage.

[Transcript Request](#)

Enrollment and Degree Verifications

Verification of enrollment status may be required by students who seek to continue insurance coverage, postpone repayment of student loans, acquire certain benefits, or become eligible for scholarships. There are multiple ways to request an enrollment or degree verification. For more information go to the Registrar's Office webpage.

[Enrollment and Degree Verifications](#)

Diplomas

The Registrar's office will mail diplomas to students approximately 6-8 weeks after they graduate. If a diploma arrives damaged, students should send the damaged diploma back to the registrar's office in the original envelope, and they will receive a replacement copy. If students would like to order additional copies of their diploma, replacement or additional copies can be ordered for a fee of \$20 per diploma through the Registrar's office webpage.

[Order Diplomas](#)

Readmission

Students who have terminated their enrollment at Radford University for any reason and wish to return must submit an application for Readmission to the Registrar's Office. Applications are due no less than 30 days, but no more than 6 months prior to the beginning of the term in which re-enrollment is desired. Eligibility to re-enroll will be determined after the application is received in the Registrar's Office. Additional information and the Readmission Form can be found on the Registrar's Office webpage.

[Readmission Form](#)

Change of Name

The Registrar's office maintains student's official records, including legal name. Students who wish to make changes to their name need to contact the Registrar's office and complete the appropriate paperwork with that office. All other student information, including address and phone number, can be updated in the Personal Info section of the MyRU portal.

FERPA

FERPA: The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, helps protect the privacy of student records. The Act applies to all institutions that are recipients of federal funding.

Types of records protected by FERPA: Information maintained in any way, including, but not limited to audio tape, video tape, print, microfiche, handwriting, microfilm, film, and computer media.

Disclosure: Students may elect to sign a release to allow the University to share information (including oral, written and/or electronic communication) with specific individuals or agencies. Students may indicate the type of information that can be shared including academic, conduct and/or financial information. [FERPA Information](#)

- How do I find out if there is a signed release on file?
 1. Check either Starfish or Banner SSB to see if the student has a signed FERPA release on file.
 - Starfish
 - Log in to MyRU
 - Click on the Starfish icon
 - Type the student's name in the search box at the top of the screen
 - Click on the student's name/info when it pops up
 - When the student page opens there will be a statement that says either "No FERPA on file" or "Contact Registrar's Office for FERPA Info"
 - Banner SSB
 - Log in to MyRU
 - Select the Teaching icon
 - Under Academic Tools, select Banner SSB-Faculty and Advisor menu
 - Select the Student Information Menu box
 - Choose the RU Student Summary Search
 - Then search by student name or ID#
 2. If there is a release on file, contact the Registrar's Office (540-831-5271) to find out the name of the approved person/agency and the type(s) of information you can share.
- Times when you may need to check for a FERPA release
 1. A parent or guardian has requested information

2. An agency has requested information about a student (ex. verifying GPA, etc.)

Financial Resources

Financial Aid

The mission of the Financial Aid Office is to assist prospective students, enrolled students, and their families in identifying and securing financial aid funds to attend Radford University. The Financial Aid Office also assumes the primary responsibility for institutional compliance with regulations for the distribution of financial aid funds. [Learn more about the Financial Aid Office.](#)

All students are assigned a Financial Aid Counselor to assist them through the process of applying for Financial Aid. Counselors are assigned students by using your last name. No appointment is necessary-students are served on a first come-first serve basis. Please note that there are fewer counselors available from 12 pm to 2 pm while we rotate through lunch schedules, so the wait could be a little longer. If a phone message is taken, counselors will do their best to return your call within 48 hours. Students who prefer to see another counselor other than the one assigned may do so.

iGrad Financial Literacy Tool

The iGrad Financial Literacy Tool provides information to students, alumni, parents and families to make effective personal finance, student loan, and career decisions throughout their lives.

The iGrad Financial Literacy Tool can be found on the Financial Aid website. It is an online financial management course that teaches the fundamentals of money management, career development and how to pay off student loans. Students can use a feature called Job Genius to find personalized job opportunities and track high priority searches. With the Job Genius Resume Analyzer, students can improve their resume by automatically analyzing potential jobs for the keywords students should add to their resume to help get noticed by employers. iGrad also offers student loan repayment calculators, personal finance webinars and an account that continues after the student graduates.

Office of the Bursar

The Office of the Bursar processes bills for students' tuition, fees, room & board, and meal plans. They are responsible for calculating and processing refunds for school/class withdrawals and bill third party private scholarship sponsors. They also distribute all paychecks for the university, disburse loan checks and receive/process deposits from campus departments. [Learn more about the Bursar's Office](#)

[Section 4: Online Advising Resources](#)

Academic Advising Website

What is it? The undergraduate academic advising website is a one-stop-shop for advising tools and resources. It includes a section of resources for students and a separate list for faculty. This website primarily lists helpful web links to pages the professional advisors have deemed especially helpful as part of the advising process.

[Undergraduate Academic Advising Website](#)

How can it help you advise? Links to all of the resources listed in this handbook, as well as a copy of this handbook can be found on the advising website. A few examples of links included on the advising website are the academic calendar, a GPA calculator, suspension & probation policies, Starfish information, and registration information.

Degree Audit (DegreeWorks)

What is it? The degree audit is an electronic progress sheet that reflects the student's progress toward the completion of their declared degree, major, and minor requirements. To access a student's online degree audit, select the Teaching icon on MyRU. Then, under Academic Tools, select Degree Audit (DegreeWorks – Advisor). To find a specific student you can enter the student's ID number in the box at the top or to search for a student by name or other search criteria you can select the Find box in the top left corner.

How can it help you advise?

- DegreeWorks lists the classes the student has previously completed, including the grade they received, semester it was completed, if the class was designated as a class repeat ('R' next to the grade, example 'AR'), and classes from which the student has withdrawn.
- It provides a quick way to decipher which classes the student still needs to take and minimum GPA requirements based on the student's [catalog year](#)
- It displays in-major, minor, and overall GPAs
- It lists all of the student's advisors and the advisors' name is a quick link to their email address
- It lists the student's overall credit hours, which can help the student and advisor determine how many electives the student may need to graduate
 - The overall credit hour calculation on the degree audit includes both completed and in-progress coursework. Be careful not to count the currently enrolled classes twice, especially for summer and Wintermester classes.
- DegreeWorks has a "What If" option for advisors to use. This can be helpful if the student is considering a new major or the addition of a minor. For questions about using the "What If" option contact the Registrar's Office or your college advising center.

- Students seeking dual degrees (ex. BFA and BS), have two separate degree audit pages. To switch from page to page click on the drop-down arrow under “Degree” at the top of the audit.

Note: The degree audit is an excellent tool, but it does occasionally make mistakes with class placements. If something looks unusual or out of place on the degree audit, please contact the professional advisors from your college. They may be able to correct the issue or explain why the issue exists.

Focus2

What is it? A career and education planning system designed to help students start setting career goals and making plans for their education. Students can access the Focus2 through the Center for Career and Talent Development or the Undergraduate Academic Advising websites. This is a free resource for students. The link to the Focus2 is on the [Center for Career and Talent Development](#) website. Students will need to register for an account and the password is highlanders.

How can it help you advise? This tool is useful for students who are undecided on their major or career path. The results of the Focus2 are based on the student’s self-reported values and skills. The results can help students explore majors and careers that are in line with their reported interests. The Focus2 program also provides guidance in making an action plan and starting a career portfolio. During advising meetings, the results of the Focus2 can be helpful in starting and informing conversations about careers and majors the student might be interested in pursuing.

GPA Calculator

What is it? An online tool to assist with GPA predictions and calculations. This tool is available for anyone to use. The link to the GPA Calculator is on the Undergraduate Academic Advising Website.

[GPA Calculator](#)

How can it help you advise? This tool is helpful for GPA predictions before final grades are available or to determine if summer or Wintermester classes would be beneficial for students with GPA concerns. The GPA calculator is also helpful when calculating class repeats or retakes. The link above includes directions on how to use this tool.

Orientation to Advising Module (OTA)

What is it? The Orientation to Advising module is a short introduction to the advising process at Radford University that new students are asked to complete before attending Quest. The OTA uses D2L as the delivery platform for the module. The OTA module provides incoming students with basic information about university policies and procedures, commonly asked questions, a resource list, and ways to prepare for advising before attending Quest.

How can it help you advise? The students have access to the Orientation to Advising module in D2L throughout their first year at Radford and a PDF version of the information is available on the Undergraduate Academic Advising Website for anyone to use. Therefore, the module can act as a quick guide and provide easily accessible information if students or faculty should need it.

View the [Orientation to Advising Module Content](#) or the [Accessible Version](#).

Progress Sheets

What is it? Progress Sheets are a worksheet style reference tool to view graduation requirements for individual programs. Progress Sheets are easily printed, which allows students or advisors to fill in notes and grades manually as requirements are completed. Progress Sheets and the student's degree audit reflect the same graduation requirements; they just provide different formatting options depending on the individual's preference. You can find Progress Sheets online. To find a specific Progress Sheet, refer to the college sections of this handbook.

How can it help you advise? Progress Sheets can be a helpful tool to keep track of courses students have completed and to keep notes on what they still need to complete. Progress Sheets are a helpful resource when working with prospective students, especially transfer students, to review general course requirements for programs before they have access to a degree audit.

Self-Service Banner (SSB)

What is it? Self-Service Banner (SSB) gives faculty access to view detailed information about all students' academic and personal records. This is one of the most helpful online resources for advising. To access SSB, log in to the MyRU Portal and select the Teaching icon. Then, under Academic Tools, select Banner SSB Faculty and Advisor Menu.

How can it help you advise? The following advising tools are all available on the SSB system.

- Under *Student Information Menu*:
 - [Term Selection](#) – Select a term from the menu. You have access to view information from current, previous, and future terms.
 - [Academic Transcript](#) - View students unofficial Radford transcripts
 - [Advisee Listing](#) - View your advising list for the term you have selected
 - When you are advising for a future term and trying to find your current advisee list, make sure you select the term for the classes you will be discussing. For example, when advising students during the spring 2018 semester, you would select the fall 2018 term to view your advising list because that will be your most up-to-date advisee list. In addition, in order to view your advising list for the future term, the classes for the future term must already be available to view in SSB.
 - [Student Schedule or Student Week at a Glance](#) – a concise or weekly view of the student's schedule for the term you have selected

- Transfer Credit Information – a list of the student’s transfer credit. This view shows you where each transfer course was taken, the course number from the school the course was completed, and the Radford equivalent course. For more information about transfer credit and how to decipher Radford credit please see the [Transfer section](#) of this handbook.
- Student Holds – a brief summary of the student’s current account holds. The student must go to the office listed in order to resolve the hold.
- Registration History – This includes a semester-by-semester view of the student’s courses, midterm, and final grades. This does not include the student’s GPA.
- RU Student Summary Search - provides an overview of students’ contact information and current class schedule.
 - The summary page is helpful if you are looking for a quick way to access students’ phone numbers, addresses, email, birthday, class standing, major(s), cumulative GPA, FERPA Release (only lists yes or no to having a release on file), student athlete status, residence hall, current class schedule including instructors’ names, and assigned advisor(s).
- Under the *Concise Class Schedule* option:
 - You can view the full list of current, past and future course offerings as they become available for the entire university. This is a helpful tool if you are trying to find general class enrollment numbers or if you are helping students determine when classes are offered and which classes are most likely to be available for registration.
- Under the *Advisee Grade Summary* option:
 - You can view a full list of all of your advisees’ midterm and final grades by term in one place. Always make sure you are viewing the correct term. To check, look in the top right corner of the webpage. Under your name, the term you are currently viewing will be listed.

Starfish

What is it? The Starfish system provides a platform for appointment scheduling and houses advising notes on each student. Starfish also hosts Radford’s early alert system. The early alert functions in Starfish permit instructors and advisors to raise concerns (flags) for students.

How can it help you advise? Starfish provides an easy way for advisors and faculty to list office hours, schedule appointments, and keep track of advising notes. This system offers a single electronic platform to maintain and share advising notes, which can be an extremely helpful tool when multiple faculty and professional advisors are working with the same student. This system allows all advisors to share information on recommendations, referrals, and concerns without sending emails or reaching out in-person. Starfish also allows faculty to share class concerns with advisors and wellbeing concerns with the Office of Student Success and Retention or the Office of Housing and Residential Life through the flag system. From the student view, the Success Network

is an easy tool that provides access to contact information for their assigned advisors and professors each semester.

View how-to guides related to navigating and operating [Starfish](#).

Undergraduate Catalog

What is it? The Undergraduate Catalog contains official academic policies and graduation requirements for each program. The catalog can answer almost any question relating to academics at Radford University. Anyone can access the catalog online (pay close attention to the catalog year you are viewing): [Undergrad Catalog](#)

How can it help you advise? Advisors have many quick guides and resources to help make policies and requirements more accessible. However, the Undergraduate Catalog is the written contract that allows us to enforce policies and requirements. Therefore, the Catalog is the best place to confirm requirements and policies. It's important to check the student's catalog year when advising to make sure they are following the correct graduation requirements.

When advising, keep in mind that a student's catalog year will generally be the year they started taking classes at Radford. Students do have the option to adjust their catalog year and there are situations that require a student's catalog year to change. A quick way to check a student's catalog year is to view their degree audit; it is listed on the right side of each section header.

[Section 5: Academic Policies and Procedures](#)

Official academic policies can be found, in their entirety, in the online Undergraduate Academic Catalog. This handbook provides abbreviated versions of select policies that are commonly used during advising meetings.

Many of the listed procedures in this section include required forms. You can print copies of most of the following forms from the Registrar's Office website: [Student Forms](#)

You can also contact your college advising center or the Registrar's Office with questions regarding policies and procedures.

Authorization to Cancel Registration

Students may choose to cancel their entire class registration, for any term, prior to the start of that term.

Procedure: Students who would like to cancel their registration for all classes for the next term should contact the Office of Student Success and Retention before classes for that term begin. The only exceptions are international, Special Non-Degree Seeking, and graduate students, who need to contact the Registrar's Office to cancel their registration. Once classes begin, students must complete a university withdrawal to unenroll from classes for the current term.

Catalog Year

The student's catalog year determines their specific graduation requirements. Students are automatically listed under the catalog year associated with the year they start attending Radford (matriculation year) and their catalog year remains the same unless one of the following occurs:

- The student elects to move to a more recent catalog year (any year between initial enrollment and graduation, as long as it is no more than 5 years old for full-time students)
- The student changes his/her major and the academic department of the new major determines the student must follow requirements in place at the time of the major change to avoid disadvantage for the student
- The student was absent from the university for two or more consecutive semesters (the student will follow the current catalog year at the time of their readmission)

A student may not follow requirements for graduation listed in a catalog in effect prior to the student's enrollment at Radford.

Procedure: Students who elect to change their catalog year should work with a professional advisor from their college center to complete the appropriate form.

Class Standing (Class Level)

The class standing of an undergraduate student is determined at the beginning of each semester and is based on the number of credit hours earned.

- Freshman status = 25 credit hours or less
- Sophomore status = 26-55 credit hours
- Junior status = 56-85 credit hours
- Senior status = 86 credit hours or more

The student's class standing can also be found at the top of their degree audit in the box marked Classification. The student's class standing determines when they may begin registering for classes each semester.

Dean's List

Students will be placed on the Dean's List for a given semester if they meet all of the following:

- completed 12 credit hours of course work, graded on the A-F scale
- earned a GPA of at least 3.4 for the courses not graded on a pass-fail basis
- obtained no grade below a C
- have no Incomplete grades

Declaring or Changing a Major or Minor

There is no limit to the number of majors or minors a student may declare; however, additional majors and minors often affect a student's timeline for graduation.

Procedure: Students must complete a Declaration of Major/Minor form when they would like to:

- change their major;
- add or remove a double major;
- add or remove a minor.

To change or add a major or minor, students should go to the college advising center for the new major to initiate the process. Contact information for specific programs can be found on the Campus Referral Sheet on the Academic Advising Website.

[Campus Referral Sheet](#)

To remove a second major or minor, the student would complete the Declaration of Major/Minor form and submit the form to the Registrar's office. An advisor's signature/approval is not required to remove a second major or a minor.

[Declaration of Major/Minor Form](#)

Enrollment Status (Class Load)

Fall & Spring Semesters - Any undergraduate student enrolled in 12 or more credit hours is considered a full-time student. To be eligible to live in a residence hall, a student must carry an academic load of nine or more hours per semester. No student may carry more than 18 credit hours without written permission (see [Permission for Overload section](#) below).

Intersessions - The maximum course load permitted during each intersession is:

- Maymester – seven (7) credit hours
- Summer I – ten (10) credit hours
 - or a combined total of ten (10) credit hours for Maymester and Summer I
- Summer II – ten (10) credit hours
- Summer III – eighteen (18) credit hours
- Augustmester – one course
- Wintermester – one course

A student may enroll for a maximum of eighteen (18) semester hours of credit using any combination of enrollments in the summer sessions. No student may attempt more than the maximum number of credit hours per session or for the entire summer without written permission.

Exceptions to Academic Policy (Academic Petitions)

The Radford University Undergraduate Catalog is the contract for academic requirements at Radford University. On occasion, extraordinary circumstances may justify minor departures from the catalog requirements. Students who believe their situation warrants a deviation from academic policy may petition for an exception. A few examples of instances when academic petitions may be appropriate are course substitutions for graduation requirements or adding/dropping a course after the deadline. Students should consult with their advising center to explore the feasibility of petitioning for an exception to academic policy.

There are several academic requirements for which exceptions are never made:

- the minimum grade point average (2.0) to graduate
- the minimum number of credit hours (120) to graduate
- the minimum number of credit hours (45) earned at Radford University to graduate (unless graduating under provisions of an articulation agreement or if the student is a veteran or active duty member of the armed forces)
- the number of class withdrawals (5) a student may use
- the number of repeats (3) permitted (to replace previous grade)
- the number of earned credits (60) at Radford needed to qualify for Latin Honors

Procedure: Students who are pursuing an exception to academic policy should meet with a professional advisor in their college advising center. In order to obtain an exception to academic policy, an academic petition form is required. Once the form has been filled out in consultation with a professional advisor, several approval signatures must be attained before the academic petition can be approved. Filling out an academic petition form does **not** guarantee an exception will be approved.

Fulfilling More than One Requirement with the Same Credit/Course

- Courses used to fulfill Core Curriculum requirements can also be used to fulfill major and/or minor requirements, but not the B.A. or B.S. requirements

- Courses used to fulfill the B.A. or B.S. requirements can also be used for minor requirements, but not Core curriculum or major requirements
- Major & minor coursework can be counted for both the major & minor unless otherwise specified
- Major or minor coursework cannot be used to fulfill concentration or option requirements within Interdisciplinary Studies

Graduation (university wide)

Completing an Undergraduate Degree

- 45 credit hours must be earned at Radford to be eligible for graduation
- 50 percent of the credit hours required for a major or minor must be taken at Radford
- No more than 6 credit hours of Independent Study coursework can be used toward graduation requirements
- Students in VWCC partnership programs must complete 25% of the credit hours at Radford
- A minimum of 120 credit hours are required for graduation (some majors require additional credit hours)

Graduation with Honors

Radford University awards three types of Latin Honors degrees:

- Cum Laude: cumulative GPA greater than or equal to 3.50 but less than 3.70
- Magna Cum Laude: cumulative GPA greater than or equal to 3.70 but less than 3.85
- Summa Cum Laude: cumulative GPA greater than or equal to 3.85

To be eligible to receive Latin Honors, a student must have earned a minimum of 60 credit hours at Radford University. Students who have returned under the Academic Renewal Policy must earn 60 credit hours after returning to be eligible to graduate with Latin Honors.

Students who earn Latin Honors will receive a yellow tassel to wear on their cap at the commencement ceremony. Since final grades are not available before the ceremony, initial distribution will be based on the overall GPA from the semester prior to the commencement ceremony. If a student's GPA increases their final semester, they may request the Latin Honors tassel after final grades are posted. The Latin Honors will be noted on the students' diploma and official transcript based on their final overall GPA.

Students who complete the 27-credit hour honors curriculum and earn at least a 3.5 cumulative GPA at Radford University graduate as Highlander Honors Scholars, the highest academic distinction for Radford University undergraduates. Students who complete the 15-credit honors curriculum and earn at least a 3.5 cumulative GPA at Radford University graduate with the Highlander Honors Distinction. These distinctions appear on the student's diploma and are recognized with special regalia at graduation.

Students who earn at least 30 credit hours, but less than 60 credit hours at Radford University and whose cumulative grade point average in all courses attempted is equal to 3.5 or above will be awarded “With Distinction” honors.

Commencement Exercises

Commencement exercises are conducted at the end of the Fall and Spring semesters. Diplomas are mailed to students after confirmation that their degree requirements have been completed.

Procedures:

Graduation Applications

An application for graduation must be submitted when students are nearing degree completion to initiate the graduation process and for the student to be included in the commencement program. Graduation applications should be submitted a full semester before the expected graduation date (i.e. submitted fall 2017 to graduate spring 2018). Specific information on the graduation application process can be found in the college specific sections of this handbook.

Participation in Commencement

If a student wants to participate in a Commencement ceremony, but he or she will not be completely finished with their degree, they can petition to participate (walk) in that ceremony. Students should contact their advising center to complete appropriate paperwork and should follow the same timeline as the graduation application. He or she must be able to complete degree requirements within the semester following their participation in the ceremony in order to qualify for participation (i.e. participate in a spring ceremony and finish requirements the following summer).

Independent Study

Independent Study courses are offered by several departments and are designed to permit students to independently investigate specific problems or areas of interest under the direction of a supervising professor. Independent Study courses may be taken either on a pass-fail basis or for a letter grade. No student may apply more than six hours of credit for Independent Study toward graduation requirements.

Procedure: To register for an Independent Study course, students must complete an Independent Study form and obtain approval from the appropriate supervising professor, chairperson and department curriculum committee prior to the deadline for adding courses during the term in which the study is to be undertaken. Once the Independent Study form is completed and approved, the student must submit the form to the Registrar’s office. The Registrar’s office will process the form and administratively add the student to the Independent Study course.

[Proposal for Independent Study Form](#)

Official Transcripts

The official transcript includes courses, credits, grades, grade point average, and notice of academic suspension or withdrawal. Once a student graduates, the official academic transcript also records the degree and major, minor and/or concentration as appropriate, final grade point average, and the degree conferral date. Accepted transfer credit is recorded, but does not include letter grades.

The Radford transcript is only the official record for the students' time at Radford. If they need official records from other schools or complete records, official transcripts must be requested from each school they have attended.

Procedure: Students may request a copy of their official transcripts through the Registrar's Office either in-person or online.

[Transcript Information](#)

Permission for Overload

Undergraduate students are limited to the number of credit hours they are allowed to take per session. If a student has met their maximum credit hours for the session and would like to take additional classes, they must obtain written approval with a Permission for Overload form. Students are required to pay additional tuition (per credit hour) for credits that exceed the maximum limit for any session.

| Session | Max Credit Hours | Notes |
|--------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fall | 18 | Additional tuition required for credit hours above 18 |
| Wintermester | 1 course | No overload permitted |
| Spring | 18 | Additional tuition required for credit hours above 18 |
| Maymester | 7 | <ul style="list-style-type: none">Tuition determined by total number of credit hours enrolledA student may enroll in a maximum of 18 credit hours using any combination of enrollments in the summer sessions |
| Summer I | 10 | |
| Summer II | 10 | |
| Summer III | 18 | |
| Augustmester | 1 course | No overload permitted |

Procedure: Students who would like to overload their course schedule should complete the Permission for Overload form, obtain approval from their College Dean or Department Chairperson, and then submit the form to the Registrar's office to be processed. Overload forms will not be processed until priority registration has ended (after registration has been open for a full two weeks). Students may not add additional credit hours to their schedule until their Overload form has been processed.

[Permission for Overload Form](#)

Readmission

Students who have terminated their enrollment at Radford University for any reason and wish to return must apply for Readmission to the University. For students who left the university in good academic standing, eligibility for readmission will be determined by the Registrar's Office.

Students placed on academic or disciplinary suspension are not automatically eligible to return. Applications of students who were academically suspended or left the university while on academic probation will be reviewed by the Readmission Committee.

Procedure: Students who wish to return to Radford University must submit an Application for Readmission to the Registrar's Office. The application is available online and is free to submit. Applications are due no less than 30 days, but no more than six months prior to the beginning of the term in which re-enrollment is desired. Eligibility to re-enroll will be determined after the application is received by the Registrar's Office.

[Readmission Information & Application](#)

Academic Renewal

The Academic Renewal Policy is designed to benefit students who are returning to Radford University in pursuit of an initial undergraduate degree after an absence of at least two calendar years and whose cumulative GPA when they were last enrolled was less than a 2.0. Students may only use the academic renewal policy once. Students who meet these conditions may apply for academic renewal simultaneously on their application for readmission.

Academic renewal permits eligible students to re-enroll at the university with a clean slate. Under the provisions of academic renewal:

- All previously earned letter grades remain on the student's official transcript, but the student carries no GPA at the time of re-enrollment.
- The student retains credit hours for all courses passed with a grade of C or better. The student loses credit for courses passed with a grade of C- or lower.
- If academic renewal is granted, a student must earn a 2.0 grade point average or better for the first 12 hours attempted upon returning. Failure to do so will result in academic suspension.
- Students who have returned under the academic renewal policy must earn 60 credit hours after returning to be eligible to graduate with Latin Honors.

Repetition of Courses

The repetition of courses policy allows a student to repeat courses for replacement credit in an effort to improve their grade point average. All courses completed and the grades earned will remain on the student's transcript. This policy applies only to the repetition of courses taken at Radford University. This policy does not apply to courses that may be taken more than once for

credit unless the original grade was an F or an academic petition is completed to designate the course as a repeat.

Repeat Courses

The first **three** (3) times a student re-enrolls in any course(s) already attempted will be designated as “repeats.” Within the three-repeat limit, a student may repeat three different courses, or the same course may be repeated three times. Repeating the same course more than once shall be considered multiple repeats.

- The grade earned in the repeat course will replace the original grade for that course.
- The Repetition of Courses policy is applied automatically by the Registrar’s Office.
- If the student receives a lower grade while attempting a repeat, the most recent grade will count in calculating the student’s GPA.
- If a student repeats a course in which he or she received a passing grade and fails the repeat course, the credit earned previously will remain but both the original and repeat grades will be calculated in the GPA.
- Additional credit hours will not be awarded unless the original course grade was F.
- If the third repeat course is taken in a semester or summer session in which one or more other courses are being retaken, the student will be asked to identify the course to be treated as the third repeat. If the student does not respond to this request, the repeat course will be the grade that most improves the student’s cumulative GPA.

Retake Courses

Courses in which a student re-enrolls after the three repeat courses have been designated are subject to the following conditions:

- Unless otherwise stipulated by departmental requirements, there is no limit on the number of courses that may be re-taken, or on the number of times a particular course may be retaken.
- Additional credit hours for the courses retaken will not be awarded unless the original grade was F or unless the course description indicates that the course may be taken more than once for credit.
- All attempted credit hours and all earned grade points in each enrollment, original and retakes, will be included in all GPA calculations.
- Unless a course may be taken more than once for credit, a student may not retake a course in which the original grade was B or higher.
- Some courses may be taken multiple times for credit as if each enrollment were for a different course. In these courses the content or specific subjects covered differ for each enrollment and the credits and grades earned in each enrollment are counted toward degree requirements. There may be limits to the number of retakes permitted for these

courses. Students should review the catalog course descriptions to determine if a course may be retaken for additional credit.

Suspension

All students must meet the GPA threshold listed below by the conclusion of each spring term.

| Hours Attempted | Cumulative GPA Required to Avoid Suspension |
|-----------------|---------------------------------------------|
| 13-23 | 1.00 |
| 24-35 | 1.50 |
| 36-47 | 1.80 |
| 48 or more | 2.00 |

Students may attend summer sessions (excluding Augustmester) at Radford University to improve their GPAs and avoid suspension. Courses taken at other institutions will not affect the student's Radford University GPA.

A student suspended for the first time may not enroll in the next regularly scheduled semester. A student who has been suspended for a second or more times may not enroll for one full academic year.

Procedure: To return to Radford after being suspended, students must follow the Readmission procedures (see [Readmission website](#)).

Suspension Appeals

Students may submit an Appeal of Suspension to the Suspension Appeals Committee, which includes representation from academic and student affairs, within 10 business days following notification of suspension. Appeals of suspension are not automatically granted. Generally, suspension appeals are only approved when the student is able to sufficiently demonstrate that his/her academic performance suffered as a result of factors outside the student's control and/or the student has shown significant academic progress since falling below the suspension threshold.

Procedure: Students can access the Suspension Appeal form through the Academics icon on their MyRU Portal. For more information and deadlines see the [Suspension Appeals website](#).

Withdrawals

Withdrawal from One or More, but Not All Courses

Undergraduate students may use up to **five** (5) class withdrawals during the course of their undergraduate studies at Radford University.

A student who drops a class prior to the conclusion of schedule adjustment (add/drop period) will receive no grade. A student who withdraws from a class after schedule adjustment but before the end of the tenth week of the semester (or 70 percent of the total class meetings of an intersession or any other non-traditional course, whichever comes first) will receive a grade of W. Students

may not withdraw from individual classes following the end of the tenth week of the semester. The class withdrawal deadline for each semester is specified on Radford's [Academic Calendar](#).

If a full-time student withdraws from all classes, but at different times during a given fall or spring semester, the individual class withdrawals will be changed to a University Withdrawal.

Procedure: Undergraduates wishing to withdraw from a course must have the course withdrawal form signed by the student's academic advisor or an advisor in the student's advising center and then submit the form to the Registrar's Office. The withdrawal is not complete until the signed form has been submitted to the Registrar's Office.

- Student athletes must also obtain a signature from Athletics.
- Before withdrawing, students receiving financial aid should check with a Financial Aid Counselor to determine any [effects on their financial aid package](#).
- If the student is eligible for a refund, it is the student's responsibility to contact the Office of the Bursar in Heth Hall to initiate a request.

Withdrawal from the University (All Courses)

Students who withdraw from all courses in a given semester during the schedule adjustment (add/drop) period will receive no grades. A student who withdraws from the University (all classes) after schedule adjustment but prior to the end of the 12th week of the semester (80% of intersessions) will receive W's in all classes. Any student who would like to return after withdrawing from the university during a fall or spring semester must apply for readmission.

If the student is eligible for a refund, it is the student's responsibility to contact the Office of the Bursar in Heth Hall to initiate a request. Basic eligibility rules are listed on the [Bursar's website](#).

Withdrawal from Summer and Wintermester Session Courses

Withdrawals from courses during Wintermester and summer sessions are not counted as part of the five allowed course withdrawals.

Procedure: Students who wish to withdraw from the University (all courses) during a given semester must contact the [Office of Student Success and Retention](#) to start the withdrawal process. The only exceptions are international, Special Non-Degree Seeking, and graduate students who would begin this process in the Registrar's Office. Summer and Wintermester withdrawals are processed as University Withdrawals.

Medical Withdrawal

Medical withdrawals are an exception to the university withdrawal policy and should not be used within the approved withdrawal period. Medical withdrawals can be used for non-academic reasons such as medical, psychological and/or other personal reasons.

Procedure: Documentation is required and the process begins by writing a letter to the Associate Dean of Students explaining the circumstances. The Dean of Students Office handles the medical withdrawal process. More information can be found on the Dean of Students website: [Medical Withdrawal](#)

Section 6: Registration

Undergraduate student registration is prioritized according to student classification, e.g., seniors register before juniors, juniors register before sophomores, etc. Individual student registration times are listed under the Academic icon of the MyRU Portal.

Personal Identification Number (PIN)

Students need a PIN to access course registration. All undergraduate students must meet with their assigned faculty or professional advisor each semester to discuss academic progress and course selection prior to receiving their PIN.

Course Override Process

Students seeking a course override for a prerequisite requirement or a force-add (class is already full) must receive approval from the department in which the course is offered. Department chairs and school directors have primary authority to override a prerequisite requirement and/or a course capacity limit (within room max capacity).

A student seeking an override due to a time conflict should receive permission for the override from one or both instructors of the courses that overlap. If permission is obtained, the student should provide written documentation to his/her college advising center. The college advising center will then process the override.

If you are unsure who to contact, check with your college advising center.

Course Overload

Undergraduate students are allowed to take a limited number of credit hours each session. If a student has met their maximum credit hours for the session and would like to take additional classes, they must obtain written approval with a Permission for Overload form. Students are required to pay additional tuition (per credit hour) for credits that exceed the maximum limit for any session.

For additional information, refer to the [Permission for Overload](#) section of this handbook.

Non-Traditional Student Information

Non-Degree Seeking

Undergraduate non-degree seeking students are restricted from registering for classes until all degree-seeking students have had an opportunity to register for classes (after the first two weeks of each registration period). These students will need assistance with registration from either an advising center or the Registrar's Office.

A student desiring to switch to a degree candidacy status must apply through the Office of Admissions. If a student changes to degree-seeking status, credit hours earned under non-degree

student status may or may not apply to degree requirements. Students who have been in a degree seeking status and have been suspended from the university may not apply for readmission as a special non-degree student.

Tuition Waiver (RU Staff and Faculty)

For eligible Radford University employees, tuition and fees may be waived for two course and one lab (up to 7 credit hours) taken at Radford University each semester or summer session in which they are employed. For information visit the [Human Resources](#).

Senior Citizens

Under the terms of the Senior Citizens Higher Education Act of 1974 as amended, eligible Virginia residents over 60 years of age with a taxable income of less than \$23,850 are entitled to enroll in courses offered for academic credit on a space available basis without payment of tuition and fees. Tuition, however, may be charged for courses designed exclusively for senior citizen groups. Senior citizen students must be admitted to the university before taking courses.

For questions regarding registration, contact the Office of the Registrar at (540) 831-5271 or visit their website at [Office of the Registrar](#).

Section 7: Advising Transfer Students

Transferring into Radford

Core Curriculum requirements may be met through International Baccalaureate (IB), Advanced Placement (AP), and College Level Exam Program (CLEP) examinations as well as dual enrollment and transfer credit.

To meet their academic needs, students in particular colleges and/or departments may have limited course options to satisfy core curriculum requirements. Students should consult with their advisors for information about specific college or departmental requirements.

To review the transfer credit students have received from other institutions, advisors can explore the Transfer Credit Information section of [Self-Service Banner](#) or the student's [degree audit](#). Both resources provide information about transfer credit such as, where each transfer course was taken, the course number from the school the course was completed, and the Radford equivalent.

The [VCCS Transfer Guide](#) is a helpful resource for information about transfer guidelines, policies and transfer equivalencies for Virginia Community College System courses.

International Baccalaureate Policy

Radford University recognizes the advanced level of academic preparation demonstrated by the International Baccalaureate. Students entering Radford University with an IB Certificate will be awarded three to eight (3-8) credit hours (up to 12 for Foreign Language) for each course completed at the Higher Level with a score of four through seven (4-7).

In addition to the higher level, standard level courses with scores of five (5) or higher will be considered in the awarding of credit for those students who have completed the IB diploma. Students who complete the IB Diploma have the opportunity to earn up to 30 credit hours. Credits granted for individual IB courses or completion of the IB Diploma are shown as transfer hours on the official Radford University transcript and are included in the hours completed toward a degree. IB final course scores are evaluated for transfer credits in the same manner as college transfer credits.

- [IB Examinations and Radford University Equivalency](#)

Advanced Placement and College Level Exam Program

Radford University will award course credit for CLEP subject examinations and Advanced Placement (AP) tests. AP and CLEP scores are evaluated for transfer credits in the same manner as college transfer credits.

- [AP and CLEP examinations and Radford University Equivalency](#)

Dual Enrollment

Students may receive transfer credit for college courses taken to meet high school requirements. An official college transcript must be provided in order for credit to be awarded. Transfer credit cannot be awarded based on a high school transcript. Credits granted for dual enrollment courses are considered the same as any college transfer credits.

Associate's Degrees

Certain associate's degrees earned from a **Virginia Community College** prior to or before completing a bachelor's degree at Radford will complete all of the student's general education/core curriculum requirements. Courses in the core curriculum that are prerequisites or required by the student's program of study may not be waived. These associate's degrees must have been earned after December 1993 and include:

- Associate of Arts (A.A.)
- Associate of Science (A.S.)
- Associate of Arts and Sciences (A.A.&S.)

An Associate of **Applied** Science degree will **not** complete general education/core curriculum requirements at Radford University. Students who have earned an Associate of General Studies will satisfy core curriculum requirements if the institution awarding the degree has been approved by SCHEV as satisfying the State Policy on Transfer. A list of approved institutions is found on the [SCHEV website](#). For those students who earned an Associate of General Studies at an institution not on the list of approved institutions, a course-by-course transfer credit evaluation will be performed. It is important to check for associate's degrees for both transfer students and new freshmen.

Transferring from Radford to Another Institution

Students will need to work with the Registrar's Office to request official transcripts from Radford be sent to the new institution and cancel their class registration for future terms. Students living on-campus should also complete the Release of Housing form with the Office of Housing and Residential Life.

Transient Students

Transient students are students who are degree-seeking at one institution, but wish to take one or more courses at a different institution and transfer credit back to the institution where they are degree-seeking. Transient students are most common during the summer terms.

Radford students who wish to take courses for transfer credit at another institution should complete a Permission to Take Courses for Transfer Credit form with a professional advisor in their college advising center before taking the course. Virginia Community College courses do not require this form.

Once the course(s) are completed and a final grade has been posted, an official transcript must be sent to the Radford University Registrar's Office. Transfer credit will only be awarded for courses in which the student earns a C or better (C- or below will not be accepted).

Other institutions may require Radford students to complete a transient/visiting student form. These forms vary from institution to institution. Radford students may meet with a professional advisor in their advising center for assistance.

Section 8: Academic Programs and Special Populations

Core Curriculum Overview

Philosophy Statement

The purpose of the Core Curriculum is to give students a foundational learning experience where students improve their ability to think, both critically and analytically, and begin to take possession of the learning process. With few exceptions, Core Curriculum courses introduce students to a broad academic discipline or field of study and teach them how scholars discover and create knowledge in that area. As introductory courses, they do not assume any post-secondary study of the subject and may be the only course a student takes in a particular area. These courses provide students with the skills, knowledge, and perspectives that denote educated persons rather than preparing students for specific professions. [Learn more about the Core Curriculum.](#)

Core Characteristics

- Students are advised to take University Core A courses in sequence each semester until the sequence is successfully completed.
- While a course may be listed in multiple Core Curriculum areas, each course can only be used to fulfill a single area requirement.

Honors College

Honors at Radford University is an academic program and vibrant community defined by intellectual curiosity and active engagement in the educational process. Honors students are selected in a competitive application process. Students admitted to Honors are eligible for a number of benefits, including honors-specific classes, housing, programming and advising. Students who complete the honors curriculum graduate as Highlander Scholars, the highest academic distinction for Radford undergraduates. Students in the Honors College meet at least once each semester with their academic advisor and honors advisor. [Learn more about the Honors College](#)

The Center for Global Education and Engagement

The Center for Global Education and Engagement assists students pursuing study abroad opportunities, facilitates international programs on-campus, and advises international students and faculty with immigration and naturalization needs.

[Learn more about the Center for Global Education and Engagement](#)

Living-Learning Communities

Radford University offers seven unique living-learning communities ([Biology Connections](#), [ARO](#), [Community of Artists](#), [Community of Makers](#), [The Schoolhouse](#), [Entrepreneurship](#) and [ECO](#))

[Connections](#)) that provide students opportunities to deeply engage with faculty, academics and peers with similar interests.

These communities are small groups of students that typically take one or more courses together focusing on a common theme or discipline. Students engaged in living-learning communities are able to build both intellectual and social relationships with classmates and faculty through shared experiences and increased time together.

Mentoring Academically Successful Highlanders (MASH) Program

The mission of Radford University's MASH program is to provide academically at-risk students an upper-class Peer Academic Leader (PAL) who will guide them through the academic and social challenges associated with college. Mentees will leave the program with knowledge of campus resources, academic best practices and a personalized success plan. PALs encourage first year students to embrace college life while recognizing the importance of overcoming the many demands of pursuing their academic goals.

[Learn more about MASH and the Office of Student Success and Retention](#)

NCAA Student Athletes

National Collegiate Athletic Association (NCAA) athletes are required to maintain certain requirements to maintain their NCAA eligibility. When advising a NCAA student athlete these are a few recommendations to keep in mind:

- Athletes should be registered for at least 15 or more credit hours every semester.
- If an Athlete would like to use a course withdrawal during any semester, they must receive approval from both their academic advisor and an advisor from the Office of Student-Athlete Support Services. This is to ensure compliance with progress toward degree and NCAA eligibility.
- Athletes should keep their sport's practice times open. If practice times conflict with required in-major classes, the student will need to work with their coach and advisors to create a plan to try to accommodate both.

[Athletic Staff Directory \(including Student-Athlete Support Services\)](#)

Undergraduate Research

The Office of Undergraduate Research and Scholarship (OURS) broadly defines research as anything that makes an original intellectual or creative contribution to a discipline and believes that students of all majors, class standing and GPA are capable of creating meaningful new knowledge with proper guidance. OURS oversees the coordination of the Accelerated Research Opportunities (ARO) living-learning community and the Research Rookies program.

[Learn more about OURS](#)

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[Section 9: Campus Referral List](#)

Admissions: Russell Hall 1st floor

Phone: (540) 831-5371 Email: admissions@radford.edu

Website: [Admissions](#)

The Office of Admissions coordinates events for prospective and newly admitted students such as Open Houses and Highlander Days. Prospective students should contact Admissions for application information, campus tours, etc. Students applying for admission to Radford should send official test scores and transcripts to this office.

Athletics: Dedmon Center 224D

Phone: (540) 831-6717 Email: mguynn2@radford.edu

Website: [Athletics](#)

When advising a NCAA student athlete, it is very important to consider their NCAA eligibility. The Student-Athlete Support Services team is dedicated to working with students and advisors to make sure academic requirements and NCAA eligibility requirements are met for student athletes.

Bookstore: Dalton Hall 1st floor

Phone: (540) 831-5144

Website: [Bookstore](#)

In addition to selling textbooks and materials, the Radford Bookstore also sells graduation regalia and diploma frames. The bookstore hosts vendor tables to give students an opportunity to purchase graduation announcements and class rings as well.

Bursar's Office: Heth Hall 2nd floor

Phone: (540) 831-5417 Email: bursar@radford.edu

Website: [Bursar's Office](#)

The Office of the Bursar processes bills for students' tuition, fees, room & board, and meal plans. They also calculate and process refunds for school/course withdrawals and loan disbursements.

Center for Accessibility Services (CAS): Russell Hall 3rd floor (Suites 301-327)

Phone: (540) 831-6350 Email: cas@radford.edu

Website: [Center for Accessibility Services](#)

The CAS is committed to providing equal educational opportunities for individuals living with disabilities. The CAS serves and supports students, parents, and visitors seeking reasonable accommodations under the Americans with Disabilities Act. This office is dedicated to the ongoing goal of access and inclusion so that an individual may fully participate in the university experience. The CAS website also provides many resources for faculty related to sample syllabus statements and one-page guides related to disability specific topics.

Center for Career and Talent Development: Russell 331 and Kyle Hall 253

Phone: (540) 831-5373 Email: csc@radford.edu

Website: [Center for Career and Talent Development](#)

The Center for Career and Talent Development provides free career advising to all Radford University students. This includes guiding students in their career planning, enhancing their resume and interviewing skills, and providing information for internships, full-time jobs, or graduate schools. The Handshake icon on MyRU gives students access to on and off campus student employment opportunities as well as career and talent development events and resources.

Center for Diversity and Inclusion (CDI): Heth Hall 157

Phone: (540) 831-6343 Email: diverse@radford.edu

Website: [Center for Diversity and Inclusion](#)

The CDI is a resource to ALL of the Radford University community. This office provides a concentrated focus on the progress, success and concerns of underrepresented populations on Radford University's campus such as African American, Asian American, Hispanic/Latino American, and Native American students. Additionally, this office provides programming and resources for faith/religion and LGBTQ communities.

Dean of Students: Heth Hall 274

Phone: (540) 831-6297 Email: dos-web@radford.edu

Website: [Dean of Students](#)

The Dean of Students Office responds to the informational and personal concerns of students and oversees the protection of student rights. This office is an excellent resource for reporting a behavior of concern, filing a student complaint, obtaining a medical withdrawal, or having an absence notification sent.

Financial Aid: Heth Hall 169

Phone: (540) 831-5408 Email: finaid@radford.edu

Website: [Financial Aid](#)

The Financial Aid Office works with prospective and current students to apply for financial assistance to pay tuition, room and board, and other expenses associated with attending Radford University.

Graduate Studies and Research: Buchanan House

Phone: (540) 831-5724

Website: [Graduate Studies and Research](#)

The College of Graduate Studies and Research is responsible for overseeing all advising for graduate students and issuing the graduate catalog. If an undergraduate student would like to take a graduate level course, they must complete the Permission for Seniors to Enroll in Graduate Courses form and obtain all required signatures, including the Dean of the College of Graduate Studies and Research.

Harvey Knowledge Center (HKC): McConnell Library, 4th floor

Phone: (540) 831-7704

Website: [Harvey Knowledge Center](#)

The HKC supports students in achieving academic success. Using a learner-centered approach, they offer free academic consulting and seminars to support students' skills and confidence in navigating the opportunities and challenges of their coursework. Students can schedule an appointment over the phone, in-person, or through Starfish.

High Impact Practices (HIPs): Whitt Hall 122

Phone: (540) 831-6504

Website: [High Impact Practices](#)

HIPs are a grouping of Academic Programs developed to support and promote the development of transformational undergraduate educational experiences within and beyond the classroom. HIPs offer an array of opportunities and spaces for the campus to come together and engage in multi-disciplinary and interdisciplinary work. HIPs programs include the Office of Undergraduate Research and Scholarship (OURS), the Center for Global Education and Engagement, the Citizen Leader initiative, the Honors College, and living-learning communities.

Honors College: Floyd Hall 160

Phone: (540) 831-6125 Email: honors@radford.edu

Website: [Honors College](#)

Students admitted to Honors are eligible for a number of benefits, including honors-specific classes, housing, programming and advising. Students who complete the honors curriculum graduate as Highlander Scholars. This distinction appears on the students diploma and is recognized with special regalia at graduation.

Housing and Residential Life: Heth Hall 226

Phone: (540) 831-5375 Email: res-life@radford.edu

Website: [Housing and Residential Life](#)

Students should contact Housing and Residential Life to report problems with their room, find break/summer housing, request a room for the next academic year, or other concerns related to living on-campus. Students interested in becoming Resident Assistants should contact this office.

The Center for Global Education and Engagement: Cook Hall 105

Phone: (540) 831-6200

Website: [Center for Global Education and Engagement](#)

The Center for Global Education and Engagement assists students pursuing study abroad opportunities, facilitates international programs on-campus, and advises international students and faculty with immigration and naturalization needs.

McConnell Library: 801 E. Main Street, Radford, VA

Phone: Research Help Desk (540) 831-5696 Front Desk (540) 831-5364

Email refdesk@radford.edu or frontdesk@radford.edu

Website: [McConnell Library](#)

The McConnell Library has a wealth of books, DVDs, journals, archival materials, and multimedia equipment available for faculty and student's academic or recreational use. Additionally, the library has space dedicated for study groups and computers available for research, printing, scanning, and copying. The library staff can also assist students and faculty with interlibrary loans if the resource you are looking for is not available on-site.

Military Resource Center: Russell Hall, 4th floor

Phone: (540) 831-5002 Email: military@radford.edu

Website: [Military Resource Center](#)

The Military Resource Center is dedicated to supporting Radford University's veterans and dependents through campus and community resources. They have military transition coaches and academic coaches available for student veterans, cadets, and dependents. They can also help with off-campus resources and scholarships for veterans.

NetTutor: online resource

Website: Log in to D2L and select the NetTutor link under Radford University Support

NetTutor is an online tutoring program free to all Radford University students. Students have access to math, science, business, nursing, and humanities & social science tutors who specialize in specific areas of study. NetTutor also has an online writing lab for writing and editing assistance. Net tutor offers live chat options and Q&A centers that allow students to submit a question and receive the response in their Radford email.

New Student and Family Programs: Whitt Hall 102

Phone: (540) 831-5923 Email: orientation@radford.edu

Website: [New Student and Family Programs](#)

New Student and Family Programs (NSFP) is dedicated to the transitional needs of Radford University's new students and their families. NSFP oversees programs including Quest, University 100 and University 150. Their website includes resources for parents and families. Students who are interested in becoming Quest Assistants or Peer Instructors should contact this office.

Office of Undergraduate Research and Scholarship (OURS): Whitt Hall 125

Phone: (540) 831-7203 Email: ours@radford.edu

Website: [Office of Undergraduate Research and Scholarship](#)

OURS supports student-faculty teams tackling big questions facing humanity. This support focuses on mentoring and funding new projects and providing internal and external opportunities to share successful projects. OURS resources are open to students of any major, class standing and GPA who are capable of creating meaningful new knowledge with proper guidance. Resources include funding and material assistance.

Parking and Transportation: Heth Hall 152

Phone: (540) 831-6361 or (540) 831-6330 Email: parking@radford.edu

Website: [Parking and Transportation](#)

Parking and Transportation sells parking permits, manages parking citations, and maintains the Radford transit bus information. The Radford Transit is a free bus service available to all Radford University students and employees. The bus routes and schedule are available on the website and the RU Mobile app. Information about visitor parking, a parking map, and citation information can be found on the Parking and Transportation website as well.

Post Office: Dalton Hall 1st floor

Phone: (540) 831-5148 Email: raduncan@radford.edu

Website: [Post Office](#)

The on-campus Post Office is a full-service US Postal Service Station. Staff is available for package pick-up, mailing USPS, stamps, and money orders. They accept cash, checks and RU Express.

Registrar's Office: Heth Hall 105

Phone: (540) 831-5271 Email: registrar@radford.edu

Website: [Registrar's Office](#)

The Registrar's Office is responsible for current and past students' academic records. This includes maintaining transcripts, grades, enrollment verifications, degree conferral, the course catalog, scheduling classes and student registration. The Registrar's Office also maintains the academic calendar and processes university forms (e.g. class withdrawals, declaration of major/minor forms, etc.) which can be accessed either in their office or through their website.

RU Involved: online resource

Website: Log-in to MyRU and select the RU Involved icon

RU Involved provides students with information about Radford's 250+ clubs and organizations, service events, and campus programs. It's a central location for involvement information and allows students to personalize their profile based on interests.

Student Activities: The Bonnie Hulburt Student Center 226

Phone: (540) 831-5332 Email: stuact@radford.edu

Website: [Student Activities](#)

Radford students can access a plethora of student clubs, organizations, leadership opportunities, campus events, and Greek Life through Student Activities.

Student Counseling Services: Tyler Hall, Lower Level

Phone: (540) 831-5226

Website: [Student Counseling Services](#)

Student Counseling Services provides quality mental health care to Radford University students, consultative services to the larger community, and training to graduate students in the mental health field. [All services](#) are provided under the direction of licensed, credentialed and experienced mental health professionals.

Student Health Services: Moffett Hall, Ground Floor

Phone: (540) 831-5111

Website: [Student Health Services](#)

Student Health Services provides comprehensive, cost effective, confidential, caring, holistic primary health care to our students within the University community. Care is provided on an outpatient basis. The center is equipped to provide diagnosis and treatment for common health problems. Patients with more serious ailments are referred to a network of local specialists. Several immunizations, medications, laboratory and radiology services are also available.

Student Recreation and Wellness Center: 200 Jefferson St.

Phone: (540) 831-7164

Website: [Student Recreation and Wellness Center](#)

All actively enrolled Radford University students have free access to the Student Recreation and Wellness Center. Visit their website to view facilities and fitness classes available to Radford University students at no additional cost. You can also get information on outdoor programs, intramurals, and sports clubs.

Student Success and Retention: Tyler Hall, Lower Level

Phone: (540) 831-2395

Website: [Student Success and Retention](#)

The Office of Student Success and Retention coordinates various outreach campaigns to ensure that students feel connected to the university, are aware of services available to them, and know about upcoming academic deadlines. This office runs the Mentoring Academically Successful Highlanders (MASH) program and is responsible for helping students start the University Withdrawal process.

Substance Abuse and Violence Education Support (SAVES): Heth Hall 215

Phone: (540) 831-5709 Email: saves@radford.edu

Website: [Substance Abuse and Violence Education Support](#)

SAVES is dedicated to reducing negative consequences related to substance abuse and/or violence through campus-wide initiatives that address these issues and promote student success. The office is staffed by licensed professional counselors and licensed clinical social workers. SAVES is responsible for the AlcoholEdu and Haven programs.

Technology Assistance Center (TAC): Walker Hall 153

Phone: (540) 831-7500

Website: [Technology Assistance Center](#)

The Technology Assistance Center (TAC) provides centralized support for the campus community's technology needs. The TAC is your single point of contact for technology related questions and assistance with Radford University systems and devices.

University Police: Allen Building (East Main and University Drive)

Phone: (540) 831-5500 Email: police@radford.edu

Website: [University Police](#)

The Radford University Police Department is a full-service, sworn, accredited law enforcement agency devoted to the welfare of the University community.

Writing Center: College of Humanities and Behavioral Sciences Building 4800

Phone: (540) 831-7605 Email: writingcenter@radford.edu

Website: [Writing Center](#)

The Writing Center assists Radford University students with focus, organization, brainstorming, drafting and editing techniques. The center primarily serves students enrolled in CORE 101 and 102, as well as HNRS 103. Students not enrolled in these classes may receive assistance if appointment times are available. Proofreading is not a service offered at the Writing Center.

Part 2: College Specific Advising

Section 1: Davis College of Business and Economics

Advising Center

Professional Advisors

The Davis College of Business and Economics Advising Center is located in Kyle Hall 244 and the main line is (540) 831-5074. All pre-business students are advised by the professional advisors until they satisfy the pre-business and admission requirements. Once a pre-business student is admitted to the business major of their choice, they are re-assigned to a faculty advisor within their business major.

- Davis College Director of Advising:
 - Melanie Butler
 - mbutler3@radford.edu
 - (540) 831-6612
- Davis College Assistant Director of Advising:
 - Hillary Gaskins
 - hgaskins@radford.edu
 - (540) 831-6405
- Davis College Assistant Director of Advising:
 - Parker Sanders
 - psanders3@radford.edu
 - (540) 831-5476

Where to Find Progress Sheets

The Davis College major progress sheets can be found on our college website: [Davis College Major Progress Sheets](#)

The Davis College minor progress sheets can be found on our college website: [Davis College Minor Progress Sheets](#)

The progress sheets for all of our majors, concentrations and minors from the past six years are available on the website.

How to Make an Appointment

Students can find their advisor's name listed in Degree Works and should schedule an advising appointment through Starfish. If times are not available through Starfish students should email their advisor.

Graduation Application Process

A Google Doc form must be completed as well as the application through Self-Service Banner (SSB). A link to the form can be found on the Davis College website ([Davis College Graduate Requirements and Forms](#)) or hard copies are available in the advising center. Students must submit their completed graduation applications to the advising center a full semester before they plan to participate in the commencement ceremony (i.e. submit application at the beginning of the fall 2019 semester to graduate spring 2020). The Davis College professional advisors are available to assist with questions regarding the graduation application or the petition to walk.

After applications have been submitted, the professional advisors will review the applications and students will be contacted via email if problems are discovered. Once a student's graduation application is processed, a student receives a graduation letter via email through Starfish to their Radford University email address. Additional information regarding the commencement ceremony will be emailed to the student and will be available on the commencement website.

Graduation Requirements. To be eligible to receive a B.B.A. degree from Radford University, students must complete a minimum of 120 credit hours (a minimum of 45 credits and at least 50% of the major courses through Radford University), earn a minimum overall GPA of 2.000, earn the minimum in-major GPA, and complete all University Core/major requirements.

Majors

Additional information about all of the Davis College majors can be found on our website, in the Undergraduate Catalog, or by contacting the Davis College Advising Center.

Pre-Business Requirements. All Bachelors of Business Administration (B.B.A.) students, regardless of intended business major, are required to complete the following **six (6)** classes with a pre-business GPA of 2.000 or better:

MATH 125 – Finite Mathematics for Business and Economics or MATH 138 – Precalculus or MATH 126 - Business Calculus or MATH 151/169/171: Calculus and Analytical Geometry I

ECON 205 - Principles of Macroeconomics

ECON 206 - Principles of Microeconomics

STAT 200 - Introduction to Statistics

ACTG 211 - Fundamentals of Financial Accounting

ACTG 212 - Fundamentals of Managerial Accounting

B.B.A. Admission Requirements. Students beginning in Fall 2016 must apply for admission into any B.B.A. major. To be eligible to apply for admission, students are required to have earned a minimum 2.250 overall GPA, minimum 2.000 pre-business GPA and be successfully completing their final pre-business requirements. Students who meet these requirements must complete an online application (<http://www.radford.edu/content/cobe/cobe-advising/cobe-admssions.html>)

to be considered for admission into the B.B.A. major(s) of their choice and their application must be accepted in order to be eligible to begin taking 300 or 400 level business courses.

Davis College Probation. All B.B.A. and B.S. Economics students are required to maintain a minimum business major GPA as defined by the undergraduate catalog. Students whose in-major GPA falls below the minimum requirement will be allowed a probationary period to raise their GPA back to the minimum requirement. Failure to achieve the minimum in-major GPA during the provided probationary period will result in removal from the effected B.B.A. major(s) and B.S. Economics within the Davis College of Business and Economics.

The Davis College Advising Center manages the administrative process of Davis College probation which includes notifying students and their faculty advisors if they end up on Davis College probation status each semester. The Davis College professional advisors are always available to discuss major GPA/Davis College probation with a Davis College student.

Management Sequence. All B.B.A. students, regardless of business major, are required to complete a three-semester management sequence (i.e., MGNT 333, MGNT 357, and MGNT 428). These courses cannot be taken together in any term and each course must be successfully completed in order to take the next course in the sequence.

Accounting

Special notes for Accounting majors – the Accounting major courses are only taught during the fall or spring semester, which makes course scheduling very important to stay on track for graduation.

Finance

Special notes for Finance majors – the Finance major courses are only taught during the fall or spring semester, which makes course scheduling very important to stay on track for graduation.

Concentration option within the Finance major

Insurance and Real Estate

Economics

Special notes for Economic majors –there is also a B.S. degree option where students are not required to complete pre-business and application requirements.

Management

Concentration option within the Management major

Entrepreneurship

Marketing

Minors

Specific class options can be found for all Davis College minors on the minor progress sheets.

- **Accounting:** The accounting minor requires 18 credit hours of accounting courses, which are only taught during the fall or spring semester. This makes course scheduling very important to stay on track for graduation.
- **Business Administration:** The Business Administration minor requires 18 credit hours and is only available to B.S. Economic majors and non-business majors.
- **Economics:** The Economics minor requires 18 credit hours of economic pre-fixed courses.
- **Entrepreneurship:** The Entrepreneurship minor requires 18 credit hours and is not available to Management majors.
- **Finance:** The Finance minor requires 18 credit hours of finance major courses which are only taught during the fall or spring semester. This makes course scheduling very important to stay on track for graduation.
- **Management:**
 - Management minor for Davis College Majors: The Management Department offers a minor in Management for Davis College majors that consists of 21 credit hours of management courses.
 - Management minor for Non-Davis College Majors: The Management Department offers a minor in Management for students who are not Davis College majors that consists of 15 credit hours.
- **Marketing:** The marketing minor requires 18 credit hours of marketing pre-fixed courses. (300-400 level courses). NOTE: MKTG 201 is the equivalent of CORE 201 and will be counted as a repeat if a student has already completed that course.
- **Real Estate and Insurance:** The Real Estate and Insurance minor requires 18 credit hours of finance major courses, which are only taught during the fall or spring semester. This makes course scheduling very important to stay on track for graduation.

***Note: Students may not major and minor in the same discipline (ex. Economics major minoring in Economics). They may, however, minor in an area of study in Davis College other than their major (ex. Management majors minoring in Marketing) or in any other area outside of the Davis College of Business and Economics.

Special Programs

Davis College Fellows

The Davis College Fellows program provides Davis College students with an opportunity to work with a select group of faculty at Radford University and other universities across the world to develop a unique perspective of the global business environment and gain cross-cultural competencies to enhance your university experience and career.

In order to participate, Davis College students must apply and be admitted prior to the start of the freshman year. More information regarding the program can be found on our college website:

[Davis College Fellows](#)

Davis College Ambassadors

The Davis College Ambassadors Program is a leadership opportunity for Davis College students who have demonstrated leadership, communication skills, and academic excellence.

Davis College Ambassadors exist to foster professionalism and success within the Davis College of Business and Economics by supporting current students, faculty, and staff in various ways. These service opportunities can include: providing building tours, creating and hosting professional development events, providing free tutoring, assisting with advising, and staffing commencement. Additionally, Davis College Ambassadors share the Radford University experience with prospective students, families, and the community, while providing professional development and leadership opportunities to current students.

To participate, Davis College students with a 3.000 or higher overall and business major GPA are invited by the Davis College Advising Center to apply.

For more information please contact the Davis College Advising Center or visit our college website at [Davis College Ambassadors](#)

Entrepreneurship Living-Learning Community

The RU Entrepreneurship Living-Learning Community (ELC) is a learning community designed to help incoming freshmen **learn** about, **live** the life of, and **become successful** entrepreneurs. The ELC encourages innovation and entrepreneurship in students from diverse majors and backgrounds. Students in the ELC have the opportunity to live with other students interested in entrepreneurship, develop their entrepreneurial competencies, develop a business idea, register for classes reserved for ELC members, form relationships with faculty and entrepreneurs, learn how to start and run a business from experts, have the space they need to think, talk and work together. To learn more about the community and how to apply, visit our website at [Entrepreneurship LLC website](#).

Section 2: College of Education and Human Development

Advising Center

Professional Advisors

The College of Education and Human Development (CEHD) Advising Center is located in Peters Hall A104 and the phone number is (540) 831-5424. Most freshmen are assigned a professional advisor in the Advising Center. After successful completion of the freshman year, students then work with a faculty advisor. The Advising Center staff is committed to assisting all students in the CEHD.

- **CEHD Director of Advising:**
 - Donna DeHaven
 - dlcollins@radford.edu
 - (540) 831-5424
- **CEHD Assistant Director of Advising and Retention:**
 - Ellen Bielema
 - ebielema@radford.edu
 - (540) 831-5424
- **CEHD Assistant Director of Advising:**
 - Davis Spurlin
 - dspurlin@radford.edu
 - (540) 831-5424
- **CEHD Assistant Director of Advising:**
 - Vacant

Where to Find Progress Sheets

The progress sheets for CEHD undergraduate programs can be found on our college website: [CEHD Progress Sheets](#)

The progress sheets for the past six years are available on the website.

How to Make an Appointment

Students can use Starfish to schedule an appointment. Starfish can be accessed by logging in to the MyRU portal and clicking on the Starfish icon. The assigned advisor's name listed in the "Network" tab in Starfish. Schedule an appointment by clicking on "Schedule Appointment" in the Network or click on the advisor's email address.

Graduation Application Process

A fillable PDF of the "graduation planning sheet" can be found on the CEHD website ([CEHD Graduation Forms](#)) or hard copies are available in the advising center. Students must meet with Ms. DeHaven in the Advising Center to submit their graduation planning sheet before they complete the online application for graduation.

Ms. DeHaven will provide instructions for the online application after the graduation plan has been reviewed. Online graduation applications should be submitted at the beginning of the student's next to last semester (i.e. submit application at the beginning of the fall 2018 semester to graduate spring 2019).

It is the student's responsibility to notify Ms. DeHaven if there are any changes in graduation plans (including a change in courses the student will be taking). Prior to the beginning of the student's last semester of coursework, the student receives a graduation letter via email through Starfish to their Radford University email address. Additional information regarding the commencement ceremony will be emailed to the student and will be available on the commencement website.

Graduation Requirements. To be eligible to receive a degree from Radford University, students must complete a minimum of 120 credit hours (a minimum of 45 credits and at least 50% of the major courses through Radford University), earn a minimum overall GPA of 2.000, earn the minimum in-major GPA, and complete all University Core and in-major requirements.

*Some programs require more than 120 credit hours and have higher GPA (overall and/or in-major) requirements.

Majors

Additional information about all of the CEHD majors can be found on our website, in the Undergraduate Catalog, or by contacting the CEHD Advising Center.

Allied Health Sciences (ALHS)

Special notes for Allied Health Sciences majors – Students are required to apply to the Allied Health Sciences program during the sophomore year. Students must earn a B or higher in certain courses and also maintain a 3.0 or higher GPA.

Athletic Training (ATTR)

Special notes for Athletic Training majors – Students are required to apply to the Athletic Training major during the fall semester of their sophomore year. Coursework is offered in a "lock-step" format. Beginning the fall of the sophomore year, students must complete the courses as they are laid out in the program of study. Students must earn a B or higher in certain courses and also maintain a 3.0 or higher GPA. **Fall 2018 is the last semester undergraduate students will be able to apply to the Athletic Training program.** This program is transitioning to a master's level program.

Exercise, Sport & Health Education (ESHE)

Special notes for ESHE majors – Students in the ESHE major are required to choose one of the following concentration areas.

Concentrations within the ESHE major

Allied Health Science (3.0 minimum GPA requirement)

Health & Exercise Science (2.0 minimum GPA requirement)

Physical & Health Education-Teaching (2.5 minimum GPA requirement)

Sport Administration (2.0 minimum GPA requirement)

Interdisciplinary Studies (IDS)

Special notes for Interdisciplinary Studies majors – Students are required to apply to the Teacher Education Program during the spring semester of their junior year. Students must be accepted in to the Teacher Education Program in order to complete any of the concentrations in this major. Various GPA and licensure assessments are required for each concentration.

Concentrations within the IDS major

Deaf & Hard of Hearing Education (grades K-12); 2.5 minimum GPA requirement

Early Childhood Special Education (4-year option = birth to age 5; 5-year option grades PK-3);
2.75 minimum GPA requirement

Elementary Education (grades PK-6); 3.0 minimum GPA requirement

Middle Education (grades 6-8); 2.5 minimum GPA requirement

Special Education General and Adapted Curriculum (5-year program; grades K-12); 2.5 minimum GPA requirement

Nutrition & Dietetics (NUTR)

Special notes for Nutrition and Dietetics majors – Students are required to apply to "upper division" during the spring semester of their sophomore year. Coursework is offered in a "lock-step" format. Beginning the fall of the junior year, students must complete the courses as they are listed in the program of study. Students must earn and maintain a 3.0 or higher GPA (cumulative, in-major) in all college coursework attempted (including coursework completed outside of Radford).

Recreation, Parks and Tourism (RCPT)

Special notes for RCPT majors – Students in the RCPT major are required to choose one of the following concentration areas. If not declared prior to entry at RU, students must have a 2.5 or higher GPA to declare the RCPT major.

Concentrations within the RCPT major

Outdoor Recreation & Leadership (2.5 minimum GPA required)

Recreation Therapy (2.7 minimum GPA required)

Tourism & Special Events (2.5 minimum GPA required)

Sport Management (SPMA)

Special notes for SPMA majors – Students in the SPMA major must complete a cognate in Sport Administration or Coaching Management

Minors

- American Sign Language (ASL): Students must meet with a faculty member in the Deaf and Hard of Hearing Education program in order to declare the ASL minor.
- Appalachian Studies
- Asian Martial Arts
- Coaching Education
- Exercise and Sport Science
- Outdoor Recreation & Leadership
- Peace Studies

- Special Education
- Sport Administration
- Tourism & Special Events

Special Programs

CEHD Ambassadors

The CEHD Ambassadors Program is a leadership opportunity for CEHD students who have demonstrated outstanding leadership, strong communication skills, and academic excellence. Student Ambassadors will represent the undergraduate student body of the College at campus events such as:

- Open Houses
- Majors & Minors Fair
- Travel to Meet With Prospective Students
- Attend Alumni and New Student Activities
- Speak to Classes
- Highlander Days

To participate, CEHD students with a 3.000 or higher overall GPA are invited by the CEHD Advising Center to apply. Applicants must submit two letters of recommendation from faculty members as part of the application.

Schoolhouse Living-Learning Community

The Schoolhouse is a living learning community that connects and inspires prospective educators from all disciplines and grade levels. Students will have the opportunity to participate in the Schoolhouse for their entire undergraduate careers. For more information contact schoolhouse@radford.edu.

Section 3: Waldron College of Health and Human Services

Advising Center

Professional Advisors

The Waldron College of Health and Human Services (WCHHS) Advising Center is located in Waldron 351.

- WCHHS Director of Advising:
 - Loretta Estes
 - lcestes@radford.edu
 - (540) 831-7698
- WCHHS Assistant Director of Advising:
 - Tabitha Hawley Greear
 - thawley@radford.edu
 - (540) 831-7699

Where to Find Progress Sheets

The WCHHS progress sheets can be found on our college website: [WCHHS Progress Sheets](#)

The progress sheets for all of our majors and one minor are available for the current academic year on the website.

How to Make an Appointment

Students can make appointments with WCHHS professional advisors through the Starfish system, via email, or by stopping by the center in Waldron 351.

Graduation Application Process

The WCHHS uses the online graduation application through Banner SSB. To complete the online graduation application students will:

1. Login to MyRU
2. Select Banner SSB Student Menu
3. Choose Student Records from the Student Tab
4. Select Apply to Graduate

There are instructions at the top of each page of the application to help students fill out the form correctly. Students must submit graduation applications a full semester before they plan to participate in the commencement ceremony (i.e. submit an application at the beginning of the fall semester to graduate spring). If the student is a double major or dual degree, they will need to complete one application for each of their majors.

More information about the WCHHS graduation application process can be found on our college website: [WCHHS Graduation Information and Forms](#)

After applications have been submitted, the professional advisors will review the applications and students will be contacted via email if problems are discovered. Additional information regarding the commencement ceremony will be emailed to the student and will be available on the commencement website. Contact the WCHHS Advising Center if you have questions about applying for graduation.

Majors

Additional information about all of the WCHHS majors can be found on our website, in the Undergraduate Catalog, or by contacting the WCHHS Advising Center.

Communication Sciences and Disorders

Special notes for COSD majors – Students wishing to pursue a bachelor’s degree in Communication Sciences and Disorders (COSD) enter the Waldron College of Health and Human Services as Pre-COSD majors. They are advised through the Waldron College Advising Center. In their first two years, students typically complete their Core Curriculum requirements as specified below. In order to be admitted as COSD majors, students must have junior class standing (completion of 56 semester credit hours) and have earned an overall grade point average of 2.8. To graduate with a bachelor’s degree in COSD, students must meet the degree requirements stated in the Academic Policies section of the Radford University Undergraduate Catalog and earn a minimum grade of “C” in each COSD course. Students who earn lower than a “C” in any COSD course after exhausting the university repeat option will be withdrawn from the program. High grade point averages (e.g. >3.50) will facilitate possible admission into graduate programs. A graduate degree is required to practice nationwide.

Degree options within the COSD major

[Communication Sciences and Disorders, B.A.](#)

[Communication Sciences and Disorders, B.S.](#)

Nursing

Special notes for Nursing majors –All students enter as Pre-Nursing students and are advised in the Waldron College Advising Center. When students are accepted into the upper division nursing sequence, they are assigned to a faculty advisor within the department. Students are encouraged to consult with their academic advisor regularly to facilitate smooth progress towards completion of their degree.

(NOTE that requirements for admission into the School of Nursing are based on requirements in place at the time of application to the B.S.N. Program.)

At the time of application deadline (November 15 or August 1) students may have no more than two (2) of the following science courses to complete: Chemistry, Microbiology, Anatomy and

Physiology. Students transferring from a college or university in which Chemistry and Anatomy and Physiology are taught in two (2) semesters must complete the two semesters in order to receive credit at Radford University. Students must be within 6 hours of completing core curriculum requirements before admission to the upper division nursing major.

Students must have a cumulative GPA of 2.800 or above on a 4.000 scale to be considered for admission to the nursing major. Only applicants with a cumulative or combined GPA of 2.800 or above will be considered in the admission pool for upper division; however, the GPA required to be competitive for admission may be considerably higher than 2.800. Students offered admission to the nursing major must maintain the 2.800 GPA. If the GPA goes below the 2.800 students will not be allowed to start the nursing major.

Students who have earned 24 or more credit hours at Radford University, their Radford GPA will be used for the admission process. Students who have less than 24 hours at Radford University, the GPA will be calculated on all course work from all college(s) attended. The Combined GPA will be used for the admission process. Students with a baccalaureate degree will meet the university core curriculum requirements and only the pre-requisite courses will be considered in calculating the GPA for admission consideration.

Students offered admission to the nursing major Fall Semester, must earn a grade of “C” or above on pre-requisite courses taken during the Spring Semester. If student earns a grade of “C-” or below **or withdraws from** pre-requisite courses during the Spring Semester, the offer of admission **can be** revoked by the School of Nursing. If offer of admission is revoked, the School of Nursing will notify student by e-mail or phone call. Students offered admission to the nursing major Spring Semester, must pass all pre-requisite courses with a grade of “C” or above at the end of the Fall semester. If student earns a grade of “C-” or below **or withdraws from** pre-requisite courses during the Fall Semester, the offer of admission **will be** revoked by the School of Nursing. All pre-requisite courses must be completed with a grade of “C” or above before students can start the nursing major.

Students who enter Radford University as full-time freshmen with a declared pre-nursing major who have earned a cumulative GPA of 3.500 on a minimum of 24 credit hours at Radford University, who have achieved a KNAT overall score of 65 or greater and have no prior history (either while a student at Radford University or prior to enrollment) of violations involving honor code, conduct, criminal charges or convictions, alcohol or substance violations, will receive a priority admit status at the end of the second semester of enrollment, contingent upon maintaining a 3.500 GPA, completing coursework according to the School of Nursing Guidelines [listed in the catalog] and having no infractions of the Radford University Honor Code. Priority Admit Status will be revoked in the event of a violation of the Radford University Honor System, alcohol or substance abuse infractions, criminal charges or convictions or if the GPA goes below 3.500. In addition, the Radford University Admission Committee reserves the right to revoke a priority admission status of a

student any time additional information is provided that would indicate a violation of the above mentioned selection criteria.

Applications can be denied because of previous felony or misdemeanor charges or convictions. If admitted to the nursing major, students are required to do a Criminal Background Check and drug screening. If the Criminal Background Check and/or drug screen shows issues of concern, the School of Nursing will take appropriate action which could include dismissal. The information will be shared with the clinical agencies that the School of Nursing uses for clinical placements. The clinical agencies will determine whether the student can come to their agency for clinical. If the clinical agency refuses to allow a student in clinical, he or she will be dismissed by the School of Nursing.

Students currently enrolled, or have been enrolled, in a nursing program at a university or community college, who have withdrawn from any two nursing courses, earned a grade of “C-” or below in any two nursing courses, or have a combination of one nursing course grade of “C-” or below and one withdrawal from a nursing course at any nursing program will not be granted admission to the Radford University School of Nursing. The only exception to this policy is withdrawal from a nursing program for documented extenuating circumstances (i.e. medical withdrawal).

Degree options within the Nursing major

[Nursing, B.S.N.](#)

Social Work

Special notes for Social Work majors – Students wishing to pursue a Bachelor’s of Social Work degree (SOWK) enter the Waldron College of Health and Human Services as Pre-SOWK majors. Students are advised through the department by faculty from the start. Students apply to upper level SOWK when they are in SOWK 289. To apply to [SOWK 289](#), students must have a minimum GPA of 2.3, though the actual GPA required for enrollment may be higher depending on the number of students applying for the course. Applicants are required to provide their own transportation to the internship site.

Applicants must meet the following criteria for admission into the Social Work major from pre-Social Work: Have a minimum overall GPA of 2.7; however, the actual GPA required for admission may be significantly higher as admission is competitive. Transfer students are advised that after 24 credit hours are earned at Radford University, the Radford University GPA is used for admission. Transfer students who have earned less than 24 credit hours at Radford University are advised that the combined GPA for all coursework is considered.

Have passed with a “C” or better (a C- is a failing grade) in each of the following courses: SOWK 200, SOWK 210, BIOL 104, PSYC 121, SOCY 110, and CORE 102;

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Have received a grade of “B” in SOWK 289 (or a “B” or better in SOWK 291) or if applying while concurrently in that course, have received a mid-term evaluation of at least a “C”. Students who apply while in SOWK 289 may receive a provisional acceptance.

A completed application to major in Social Work with accompanying prerequisite documentation on the second Friday of March;

As a part of the admissions process, interviews may be conducted by the School of Social Work Undergraduate Committee.

Degree options within the Social Work major

[Social Work, B.S.W.](#)

Minors

- **Interdisciplinary Minor in Health in Aging:** Students who desire specialized knowledge about the elderly may obtain an interdisciplinary minor in Health in Aging. This minor, which is coordinated and directed by the School of Social Work, consists of a minimum of 18 semester hours.

Special Programs

WCHHS Ambassadors

The Waldron College of Health and Human Services Ambassadors are an elite group of selected students. As a Student Ambassador, the student will have the opportunity to represent the undergraduate and graduate student body of Waldron College and participate in campus events that relate to admissions, student retention, and alumni affairs. While expanding his/her own professional knowledge and experience, the Ambassador will provide a student perspective to potential students and their families, current students, and alumni while working with the Waldron College Advising Center and Office of the Dean.

For more information about the WCHHS Ambassador Program and information on how students can apply, visit our website:

[WCHHS Ambassadors](#)

Section 4: College of Humanities and Behavioral Sciences

Advising Center

Professional Advisors

The College of Humanities and Behavioral Sciences (CHBS) Advising Center is located in the Humanities and Behavioral Science building 3301 and the main line is (540)-831-6366.

- CHBS Director of Advising:
 - Gloria Tuckwiller
 - gtuckwiller@radford.edu
- CHBS Assistant Director of Advising:
 - Noelani Hall
 - arossi@radford.edu
- CHBS Assistant Director of Advising:
 - Sarah Bradbury
 - sbrillhea@radford.edu

Where to Find Progress Sheets

The CHBS major progress sheets can be found on our college website: [CHBS Progress Sheets](#)

The progress sheets for all of our majors, concentrations and minors are available for the last six years on the website.

How to Make an Appointment

Students can make appointments with CHBS professional advisors through the Starfish system, via email, or by stopping by the center in CHBS 3301.

Graduation Application Process

The College of Humanities and Behavioral Sciences uses the online graduation application through Banner SSB. To complete the online graduation application students will:

1. Login to MyRU
2. Select Banner SSB Student Menu
3. Choose Student Records from the Student Tab
4. Select Apply to Graduate

There are instructions at the top of each page of the application to help students fill out the form correctly. Students must submit graduation applications a full semester before they plan to participate in the commencement ceremony (i.e. submit an application at the beginning of the fall 2018 semester to graduate spring 2019). If the student is a double major or dual degree, they will need to complete one application for each of their majors.

After applications have been submitted, the professional and faculty advisors will review the applications and students will be contacted via email if problems are discovered. Additional information regarding the commencement ceremony will be emailed to the student and will be available on the commencement website. Contact the CHBS Advising Center if you have questions about applying for graduation.

Majors

Additional information about all of the CHBS majors can be found on our website, in the Undergraduate Catalog, or by contacting the CHBS Advising Center.

Communication

Special notes for Communication majors – All Communication majors must complete COMS 130 and COMS 330 with a C or higher and must complete 72 hours in course outside of the COMS course designation. Majors must have a GPA of at least 2.25 or higher for all courses taken with a COMS prefix. All prerequisite courses must be passed with a grade of C or better.

Concentrations within the Communication major

Communication Studies

Public Relations

Criminal Justice

Special notes for Criminal Justice majors - All Criminal Justice majors are required to earn at least a C or higher in all criminal justice courses for the class to count toward the major. To declare Criminal Justice students must have completed at least 45 credit hours at Radford University and have a cumulative GPA of at least 2.25.

English

Special notes for English majors – All English majors are required to earn at least a C- or higher in all English major courses and have a cumulative GPA of at least 2.0 or higher in the major. English majors who wish to earn licensure to teach English must complete professional education core courses and maintain a cumulative GPA of at least 2.75 or higher.

Concentrations within the English major

Creative Writing

English Education (Teacher Licensure)

Professional and Technical Writing

Foreign Languages and Literatures

Special notes for Foreign Languages and Literatures majors – Foreign Languages and Literatures majors must also complete either a minor or a second major. Majors are required to maintain an in-major GPA of 2.0 or higher to remain in good standing. Languages offered are Arabic, Chinese, French, German, Latin, Russian, and Spanish, but major concentrations must be chosen from Spanish, French, or German. Students who wish to earn licensure to teach must maintain a 2.75 or higher and complete the professional education courses.

Concentrations within the Foreign Languages and Literatures major

French

German

Spanish

Spanish – Teacher Licensure

History

Special notes for History majors – Students wishing to teach History must declare a Social Science major. To strengthen credentials as a history teacher, students should consider a double major in both Social Science and History

Interdisciplinary Studies-Liberal Arts

Special notes for Interdisciplinary Studies majors – The Interdisciplinary Studies major in Liberal Arts degree is intended for students who have a clearly defined educational goal that is best met by an interdisciplinary path. The flexibility offered by this program is aimed at accomplishing unique and specifically defined sets of learning goals. Students must complete the Liberal Arts required core courses (13 credits) and two concentrations, one of which must be housed under the College of Humanities and Behavioral Sciences.

Media Studies

Special notes for Media Studies majors – All Media Studies majors must complete COMS 130 and COMS 330 with a C or higher and must complete 72 hours in course outside of the COMS course designation. Majors must have a GPA of at least 2.25 or higher for all courses taken with a COMS prefix. All prerequisite courses must be passed with a grade of C or better.

Concentrations within the Media Studies major

Advertising

Journalism

Production Technology

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Philosophy and Religious Studies

Special notes for Philosophy and Religious Studies majors – Majors are required to maintain an in-major GPA of 2.0 or higher to remain in good standing.

Concentrations within the Philosophy and Religious Studies major

Philosophy

Religion

Political Science

Special notes for Political Science majors – All Political Science majors are required have a cumulative GPA of at least 2.0 or higher in the major. Bachelor of Arts degree is recommended for Foreign and National Security Policy and Politics and Law concentrations. Students will increase their marketability and credibility in international affairs with language training. Particularly useful are strategic languages in Arabic, Chinese (Mandarin), and Russian.

Concentrations within the Political Science major

Foreign and National Security Policy

Politics and Law

Public Affairs

Psychology

Special notes for Psychology majors – All Psychology majors are required to earn at least a C- or higher in PSYC 301 and PSYC 302, and have a grade point average of 2.25 or higher in all courses taken with a PSYC prefix.

Social Science

Special notes for Social Science majors – In addition to completing requirements in the Social Science major, those intending to teach in the public schools must also complete all specified courses and requirements in the School of Teacher Education and Leadership. Social Science Education candidates must have a 2.75 grade point average (at RU and in-major) in order to be admitted to Teacher Education and to Early Field Experiences. The Non-Teaching option is only for students who were enrolled previously in the Social Science Teaching Options. Enrollment in the Social Science Non-Teaching Option is contingent upon students having at least junior standing and having already completed a minimum of 30 Radford University credit hours as a Social Science Teaching Option major.

Concentrations within the Social Science major

Non-Teaching Option

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Teaching Option

Sociology

Special notes for Sociology majors – All Sociology majors are required to earn at least a C- or higher in all required courses in the major and have a cumulative GPA of at least 2.0 or higher in all courses taken with a SOCY prefix.

Minors

- Communication
- Creative Writing
- Criminal Justice
- English
- Foreign Languages
- Forensic Studies Interdisciplinary
- History
- Intercultural Studies
- International Studies
- Leadership
- Leadership and Military Science
- Media Studies
- Philosophy
- Political Science
- Psychology
- Public Relations
- Religious Studies
- Sociology
- Women's and Gender Studies

***Note: Students may not major and minor in the same discipline (ex. Psychology major minoring in Psychology). They may, however, minor in an area of study in CHBS other than their major (ex. Psychology major minoring in Criminal Justice) or in any other area outside of the College of Humanities and Behavioral Sciences.

Special Programs

CHBS Ambassadors

The College of Humanities and Behavioral Sciences Ambassadors are an elite group of selected students, who represent the college at events and work to promote the College. CHBS Ambassadors are campus leaders who act as liaisons communicating the talents within the college to the rest of campus and to potential new students. They strive to advocate for the College of Humanities and Behavioral Sciences, Radford University, and the importance of an education in the arts.

For more information about the CHBS Ambassador Program and information on students can apply, visit our website: <https://www.radford.edu/content/chbs/home/about/ambassadors.html>

Section 5: Artis College of Science and Technology

Advising Center

Professional Advisors

The Artis College of Science and Technology (ACST) advising center is located in Stuart 163.

- ACST Director of Advising:
 - Susan Underwood
 - smunderw@radford.edu
- ACST Assistant Director of Advising:
 - Sara Coulson
 - scoulson4@radford.edu

Where to Find Progress Sheets

The ACST progress sheets can be found on our college advising website: [ACST Progress Sheets](#)

How to Make an Appointment

Students can make an appointment through Starfish or by calling 831-5601. Walk-ins are encouraged. We do not accept appointments the first week of class each semester.

Graduation Application Process

Students must apply to graduate a full semester before the term in which they plan to complete requirements. Students should obtain a *Graduation Application Worksheet* from the Advising Center. Typically, this is emailed to all seniors prior to the application deadline. Students should complete the worksheet with their faculty advisor, then apply for graduation using the online Graduation Application in Banner SSB. Your faculty advisor will provide the details of how to apply online or stop by the Advising Center for detailed instructions. A letter of acknowledgement will be sent from the Advising Center (displays as Copier@radford.edu). Students are responsible for monitoring their Degree Works degree audit to assure that requirements will be met.

Commencement information will be emailed to students who have applied to graduate 3-4 weeks prior to Commencement, or the information can be found on the Commencement web site.

Majors

There are 8 Departments and 10 majors in the ACST. Below are the degrees offered and a link to the catalog where you can find more details on each program. A catalog-generated progress sheet is available for each major.

Anthropological Sciences

[Anthropological Sciences, B.S./B.A.](#)

Concentrations:

- General Anthropology Concentration
- Field Archaeology Concentration
- Forensic Anthropology Concentration

Biology

[Biology, B.S.](#)

Concentrations

- General Biology Concentration
- Medical Laboratory Sciences Concentration

Chemistry

[Chemistry, B.S.](#)

Concentrations:

- Advanced Professional Chemist Concentration
- Professional Chemist Concentration
- Biochemistry: Life Sciences and Pre-Health Concentration
- Advanced Biochemistry Concentration
- Forensics Concentration

Computer Science and Technology

[Computer Science and Technology, B.S.](#)

Concentrations:

- Computer Science Concentration
- Database Concentration
- Software Engineering Concentration
- Networks Concentration

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Cybersecurity

[Cybersecurity, B.S.](#)

Geology

[Geology, B.S./B.A.](#)

Concentrations:

- General Geology Concentration
- Engineering and Environmental Geosciences Concentration
- Earth Sciences Concentration

Geospatial Science

[Geospatial Science, B.S./B.A.](#)

Concentrations:

- Environmental Concentration
- Geoinformatics Concentration

Information Science and Systems

[Information Science and Systems, B.S.](#)

Concentrations:

- Healthcare Information Systems Concentration
- Information Systems and Decision Science Concentration
- Information Systems and Web Development Concentration
- Information Systems Security Concentration

Mathematics

[Mathematics, B.S./B.A.](#)

Concentrations:

- Applied Mathematics Concentration
- Statistics Concentration
- Traditional Mathematics Concentration

Physics

[Physics, B.S.](#)

Concentrations:

- Physics Concentration
- Physics Education Concentration
- Earth and Space Science Concentration
- Biophysics Concentration

Minors

- Anthropological Sciences
- Astronomy
- Biology
- Chemistry
- Computer Science
- Forensic Sciences
- Geology
- Geospatial Science
- Information Technology
- Information Systems
- Mathematics
- Physics
- Statistics

Certificates

[Geospatial Intelligence Certificate](#)

[Sustainability and Environmental Studies Undergraduate Certificate](#)

[Information Security Certificate](#)

Special Programs

ACST hosts or supports several Living-Learning Communities including Biology Connections, Community of Makers, ECO Community and Accelerated Research Opportunities. Many of our students are directly involved in high-level science research working alongside our faculty. We also have many active clubs and competing teams such as the STEM Club and the Cyber Defense Club.

Our website- [Artis College of Science and Technology](#) - Visit our website to learn about Selu Conservatory, Forensic Science Institute, GIS Center, Museum of the Earth Sciences, Planetarium, Greenhouse, the Center for Information Safety and Security and many others.

Join us on Facebook! [College of Science and Technology Facebook Page](#)

Section 6: College of Visual and Performing Arts

Advising Center

Professional Advisors

The College of Visual and Performing Arts (CVPA) Advising Center is located in Porterfield 243

- **CVPA Director of Advising:**
 - Donna Oliver
 - doliver4@radford.edu
 - (540) 831-6903
- **CVPA Assistant Director of Advising:**
 - Dana Trask
 - dctrask@radford.edu
 - (540) 831-5348

Where to Find Progress Sheets

The CVPA progress sheets can be found on our college website: [CVPA Progress Sheets](#)

The progress sheets for all of our majors, concentrations and minors are available for the last six years on the website.

How to Make an Appointment

Students can make appointments with CVPA professional advisors through the Starfish system, via email, or by stopping by the center in Porterfield 243.

Graduation Application Process

The CVPA uses the online graduation application through Banner SSB. To complete the online graduation application students will:

1. Log in to MyRU
2. Select Banner SSB Student Menu
3. Choose Student Records from the Student Tab
4. Select Apply to Graduate

There are instructions at the top of each page of the application to help students fill out the form correctly. Students must submit graduation applications a full semester before they plan to participate in the commencement ceremony (i.e. apply at the beginning of the fall 2018 semester to graduate spring 2019). If the student is a double major or dual degree, they will need to complete one application for each of their majors.

More information about the CVPA graduation application process can be found on our college website: [CVPA Graduation Information and Forms](#)

After applications have been submitted, the professional advisors will review the applications and students will be contacted via email if problems are discovered. Additional information regarding the commencement ceremony will be emailed to the student and will be available on the commencement website. Contact the CVPA Advising Center if you have questions about applying for graduation.

Majors

Additional information about all of the CVPA majors can be found on our website, in the Undergraduate Catalog, or by contacting the CVPA Advising Center.

Art

Special notes for Art majors - All art majors are required to earn a grade of C or higher in all art courses for the class to count toward the major. Some art classes are only taught during the fall or spring semester, which makes course scheduling very important to stay on track for graduation. Some art classes can be taken more than once for credit. BFA students are required to complete portfolio reviews as part of their graduation requirements, however portfolio reviews are not required for entry into the art major.

Concentrations/Degree options within the [Art major](#)

Art Education with Teacher Licensure (B.S.)

Art History and Museum Studies (B.A.)

Graphic Design (B.F.A.)

Three-Dimensional Art Studio (B.F.A.) – specializations include Ceramics and Jewelry & Metalworking

Two-Dimensional Art Studio (B.F.A.) – specializations include Drawing, Painting, Photography, and Watercolor.

Studio Art (B.S.)

Dance

Special notes for Dance majors – Students must complete a successful audition before declaring a dance major. Dance majors are required to maintain an in-major GPA of 2.5 or higher to remain in good standing. Some dance classes are only taught during the fall or spring semester or once every other year, which makes course scheduling very important to stay on track for graduation. Some dance classes can be taken more than once for credit. All dance majors begin in the B.A. degree then, if they wish, may apply to the B.F.A. or Dance Education (B.S.) programs after completing further program entry requirements. Due to schedules for rehearsals and performances, dance students should avoid scheduling classes after 5pm, when possible.

Concentrations/Degree options within the [Dance major](#)

Dance (B.A.)

Dance (B.F.A.)

Dance Education with Teacher Licensure (B.S.)

Design

Special notes for Design majors – Design majors are required to maintain an in-major GPA of 2.5 or higher to remain in good standing. Students are required to earn a grade of C or higher in the 100 level design classes to move forward in the program. Most design classes are only taught during the fall or spring semester, which makes course scheduling very important to stay on track for graduation. Design students are required to complete portfolio reviews and skills assessments throughout their program; however, portfolio reviews are not required for entry into the design major.

Concentrations/Degree options within the [Design major](#)

Design Management (B.S.)

Fashion Design (B.F.A.)

Fashion Merchandising (B.S.)

Interior Design (B.F.A.)

Music

Special notes for Music majors – Students must complete a successful audition before declaring a music major. Music majors are required to maintain an in-major GPA of 2.75 or higher to remain in good standing. Some music classes are only taught during the fall or spring semester or once every other year, which makes course scheduling very important to stay on track for graduation. Some music classes can be taken more than once for credit.

Concentrations/Degree options within the [Music major](#)

Music (B.A.)

Music (B.S.)

Music Business (B.M.)

Music Education (B.M.)

Music Therapy (B.M.)

Theatre

Special notes for Theatre majors – Students must complete an entry interview before starting a theatre major. Theatre majors are required to maintain an in-major GPA of 2.5 or higher to remain in good standing. Some theatre classes are only taught during the fall or spring semester or once every other year, which makes course scheduling very important to stay on track for graduation. Some theatre classes can be taken more than once for credit. Due to schedules for rehearsals and performances, theatre students should avoid scheduling classes after 5pm, when possible.

Degree options within the [Theatre major](#)

Theatre (B.A.)

Theatre (B.S.)

Minors

Progress sheets with specific class requirements for all of the CVPA minors can be found on the [CVPA Advising website](#).

- Art, general: Includes studio art, art history, and/or graphic design courses
- Art History
- Cinematic Arts, Interdisciplinary
- Dance: Students must audition to declare a Dance minor.
- Design Appreciation
- Music:
 - History & Literature option
 - Music Performance option: Students must audition to declare the Music minor with a Performance option.
- Theatre

***Note: Students may not major and minor in the same discipline (i.e. an Art major minoring in Art History). They may, however, minor in an area of study in VPA other than their major (i.e. Design major minoring in Art) or in any other area outside of the College of Visual and Performing Arts.

Special Programs

How to Stay Connected with the Arts

The College of Visual and Performing Arts sponsors a plethora of events throughout the academic year. We encourage the entire campus community to participate in and support these events.

Ways to stay connected with CVPA events include:

- Our website – [College of Visual and Performing Arts](#)
 - [CVPA Calendar](#)
- [CVPA Facebook Page](#)
- [CVPA Twitter](#)
- [CVPA Instagram](#)
- This Week in the Arts eNewsletter – to receive this email update, use our [eNewsletter Signup](#)

CVPA Ambassadors

The College of Visual and Performing Arts Ambassadors are an elite group of selected students, who represent the college at events and work to promote the arts. CVPA Ambassadors are campus leaders who act as liaisons communicating the talents within the college to the rest of campus and to potential new students. They strive to advocate for the College of Visual and Performing Arts, Radford University, and the importance of an education in the arts.

For more information about the CVPA Ambassador Program and information on how students can apply, visit our website: [CVPA Ambassadors](#)

Community of Artists, Living-Learning Community

The Community of Artists (CoA) living-learning community in Trinkle Hall is for first year students, both freshman and transfers, who are majoring in Art, Dance, Design, Music, or Theatre. This program provides students with opportunities to live with other visual and performing arts majors in a creative environment, attend workshops led by faculty, upperclassmen, and guest artists, have input in creating activities they are interested in, and participate in faculty-led travel opportunities.

For more information about the Community of Artists and information on how students can apply, visit our website: [Prospective Community of Artists Students](#)

Section 7: Major Exploration (Undecided)

Advising Center

Our Mission

The Advising Center for Major Exploration at Radford University provides consistent information and advising through a developmental approach for all students who have not yet selected 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 tools and assessments. 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. We strive to help them achieve their academic and life goals.

Professional Advisors

The Advising Center for Major Exploration is located in Suite 130-138 Whitt Hall.

- ACME Director of Advising
 - James Cabiness
 - jcabiness1@radford.edu
 - (540) 831-5220
- ACME Senior Assistant Director of Advising
 - Rachel Hall
 - rbowman10@radford.edu
 - (540) 831-5220
- ACME Assistant Director of Advising
 - Vacant

Website: [Advising Center for Major Exploration](#)

How to Make an Appointment

Students can make appointments with their Major Exploration Advisor through the Starfish system, via email or by stopping by the center in Whitt 130.

Fall Majors and Minors Fair

The annual Majors and Minors Fair is a centralized location for students to explore majors, minors and other academic opportunities. It's a great chance for students to meet with faculty and professional advisors to discuss major curricula and applicable careers. Fair attendance is mandatory for all Major Exploration students, but students from the entire campus come to learn more about double majors, minors and other campus resources.