

2019-20 Orientation to Advising D2L Content

Welcome to Radford University!

The advisors at Radford University are excited to meet you! This course is designed to prepare you for Quest and the start of your academic career. **Please review the information and bring any questions you have to Quest.**

If you are a person with a disability and need support accessing the information in this course, please contact Radford University's Center for Accessibility Services at 540-831-6350 or 540-922-1176 (VP for ASL Users). The [Accessible Version of the Orientation to Advising Course 2019-20](#) is also available for students who prefer fewer pictures and clear text.

To get started go to the 'Content' link in the navigation bar. Then go through the numbered sections on the left.



If you experience technical difficulty while attempting this course, please contact Radford University's Technology Assistance Center at 540-831-7500.



Overview

Please take your time reviewing the information in this course and bring any questions you have to Quest.

You can review the information in the table of contents or using the numbered sections on the left.

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1. What is Academic Advising

a. High School versus College

Academic Advisors are here to help you! We are a resource for you from now until you graduate. If you have a question and you're not sure where to go, your advising center would be a great place to start.



Advising Meetings

Your school counselor will likely schedule the appointment for you, plan the agenda, and do most of the talking.

Class Schedule

School counselors tell you what classes would best to take. Most of your classes are assigned to you.

Your parents, teachers, and school counselors' opinions have a big impact on your decisions, and they play a big role in helping you know your responsibilities.

Reasons for Meeting with your Advisor

You may only see your school counselor once a semester, and mainly about scheduling or college preparation.

Advising Meetings

You are in charge of scheduling your appointment, creating the agenda, and will do most of the talking.

Class Schedule

Academic Advisors help you choose your own classes, and develop a strategic academic plan. You are typically in charge of registering for all of your classes.

While parents and family still play an important role, it is up to you to take responsibility to make decisions and take initiative if you want academic support, access to resources, or information on how to get involved.

Reasons for Meeting with your Advisor

You will with meet your Academic Advisor throughout the semester for planning course registration, discussing progress in courses and addressing academic and/or social concerns. Meet with your Academic Advisor **immediately** for assistance if anything occurs that may affect your academic success. Your Academic Advisor can make referrals to other offices such as tutoring/coaching, counseling and other student support resources.

b. Advising Centers

At Quest, you will meet the Academic Advisors from your college. If you are not sure which college your major belongs to, don't worry, you will find out at Quest. There are 7 advising centers on Radford's campus:



Advising Center for Major Exploration

located in Whitt Hall 130



Davis College of Business and Economics

located in Kyle Hall 244



College of Education and Human Development
located in Peters Hall A104



Waldron College of Health and Human Services
located in Waldron Hall 351



College of Humanities and Behavioral Sciences
located in the College of Humanities and Behavioral Sciences Building 3301



*[Artis College of Science and Technology](#)
located in Stuart Hall 163*



*[College of Visual and Performing Arts](#)
located in Porterfield Hall 243*

To help you find the advising centers here is a [campus map](#).

We also have an Undergraduate Academic Advising website. This website is a one-stop-shop for information about the advising centers, academic resources, and campus resources. [Academic Advising Website](#).

2. Quest Advising

a. How to Prepare for Quest Advising

THE RADFORD PROFESSIONAL ADVISORS PRESENT

How to Prepare for Quest Advising

HERE ARE 4 WAYS TO BE PREPARED



1.) MAKE SURE YOU KNOW YOUR RADFORD USERNAME AND PASSWORD

You will need to login to the Radford system to sign-up for fall classes during Quest. Make sure you can get into your account before you arrive.

2.) MAKE SURE YOU PICK THE RIGHT MAJOR WHEN YOU SIGN-UP FOR QUEST

That also includes Major Exploration. If you need to update your major, go to the Orientation icon on MyRU (it looks like a compass) and update your registration. You can also contact the Office of New Student and Family Programs.



3.) MAKE SURE RADFORD HAS ALL OF YOUR TRANSCRIPTS

The advisors will need to know what classes you've already completed, before we can help you pick new classes for fall. Make sure you know what classes you've taken, if you passed, and send a copy of your most up-to-date transcripts.



4.) MAKE SURE RADFORD HAS ALL OF YOUR SAT/ACT, AP, AND IB TEST SCORES

You may have earned credit for a class based on your test score. So, we'll need the test scores to figure out the best fall classes for you to take.



COMPLETING THIS COURSE IS A GREAT START

Reviewing all of the information in this course is a great first step to preparing for Quest! The more you do to prepare for Quest, the easier it will be when you arrive. Then you can just focus on meeting new people and having fun while you're here.

b. Possible College Credit



© Can Stock Photo

At Quest you'll discuss any possible college credit that you're expecting to receive with an advisor.

- **Advanced Placement (AP) courses:**
 - AP test results need to be sent to the Radford Admissions Office to be evaluated for credit. You can request scores through [College Board](#). For score requirements see the Admissions section of the [Academic Catalog](#) (the Advanced Placement and College Level Exam Program section).
- **International Baccalaureate (IB) courses:**
 - IB test scores must be sent to the Radford University Admissions Office and evaluated for credit. You can request scores through the [International Baccalaureate Organization \(IBO\)](#). For score requirements see the Admissions section of the [Academic Catalog](#) (the International Baccalaureate Policy section).
- **Dual Enrollment (DE) courses:**
 - For DE credit to be awarded, an official transcript from the community college where the course was taken must be evaluated by the Radford University Admissions Office. A high school transcript showing the grade for the course is not sufficient.
- **Other Transfer Credit:**
 - Virginia Community Colleges - You can review the [VCCS Transfer Guide](#) to see equivalences for courses taken at Virginia Community Colleges. An official transcript from the community college must be evaluated by the Radford Admissions Office to receive credit.
 - Other Universities and out-of-state schools - Courses completed at other accredited higher education institutions can be considered for transfer credit. To receive credit for these courses an official transcript must be sent from the institution to the Radford University Admissions Office and the courses must be evaluated by Radford University officials to determine credit. Only courses passed with a grade of C or higher will be considered for transfer credit.

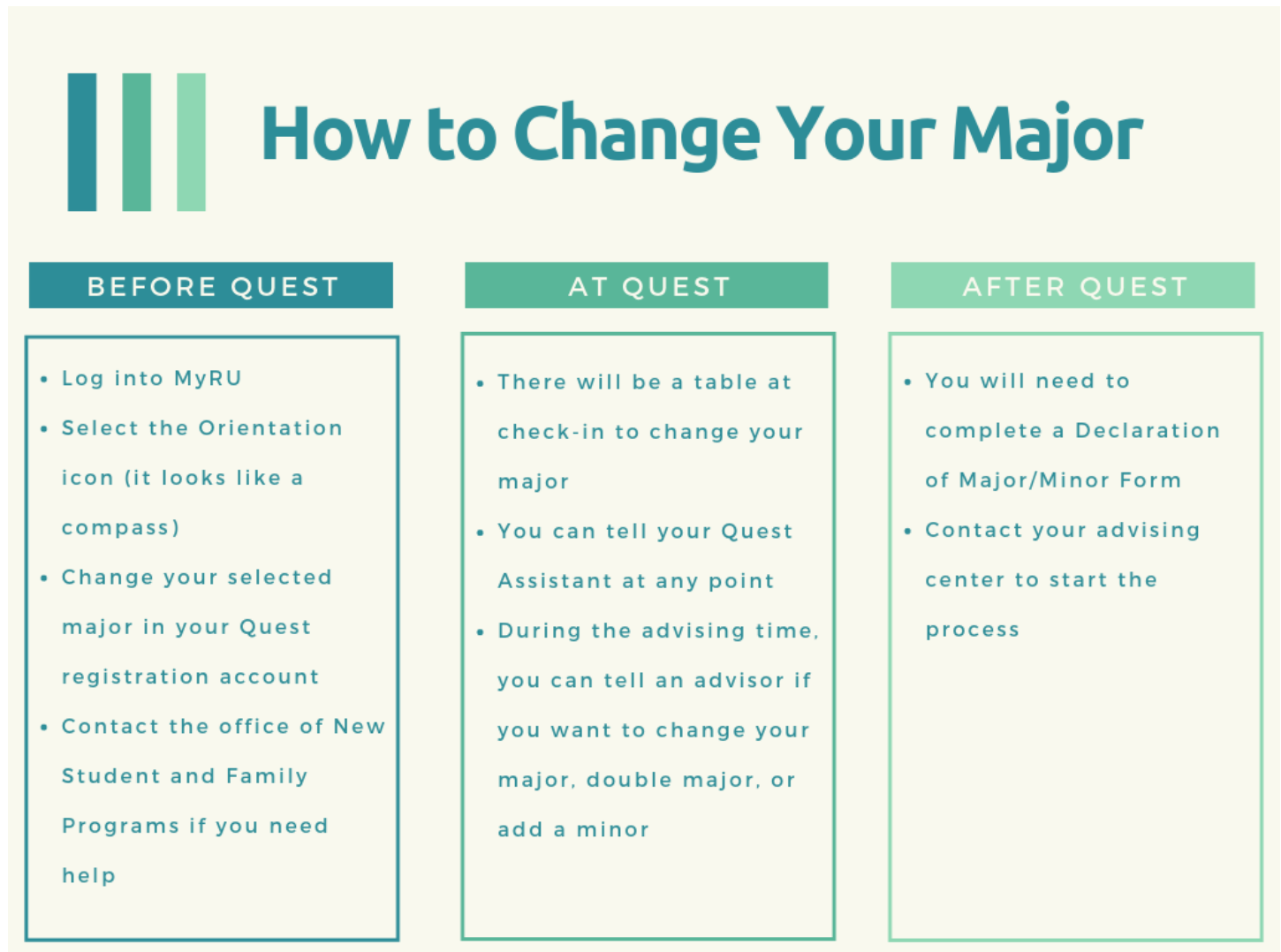
At Quest:

The advisors should have a copy of your transcripts, however, we may not have the most up-to-date version. That means it's important for you to come prepared to talk about which courses you've taken, if you completed the required exam (for AP and IB), and your expected grade for the course or score for the exam.

Remember to send all of your transcripts and scores to the Radford Admissions Office as soon as possible. You will not receive credit for courses until your official transcripts and scores have been received.

Bring questions to Quest to discuss with an advisor.

c. How Do I Change My Major?



How to Change Your Major

BEFORE QUEST	AT QUEST	AFTER QUEST
<ul style="list-style-type: none">• Log into MyRU• Select the Orientation icon (it looks like a compass)• Change your selected major in your Quest registration account• Contact the office of New Student and Family Programs if you need help	<ul style="list-style-type: none">• There will be a table at check-in to change your major• You can tell your Quest Assistant at any point• During the advising time, you can tell an advisor if you want to change your major, double major, or add a minor	<ul style="list-style-type: none">• You will need to complete a Declaration of Major/Minor Form• Contact your advising center to start the process

[Click here to view a list of majors and minors at Radford](#)

d. What to Expect in Advising at Quest

WHAT TO EXPECT DURING

ADVISING

AND

REGISTRATION

AT QUEST



ADVISING TIME

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You'll be divided into groups based on major, including Major Exploration

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You'll meet with advisors, professors, and students to learn about your major and Radford policies

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You'll make a plan for fall classes. This is also the time to talk about possible transfer credit and the Core Curriculum (general education classes)



REGISTRATION

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We'll help you register for classes at Quest

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We'll teach you how to find resources on MyRU and the Radford website

.....

You'll be pre-registered for a few classes before you arrive, but we'll make changes and finish adding classes during registration

e. Class Adjustments After Quest

SCHEDULE CHANGES

After Quest, you will not be able to make changes to your schedule until the class add/drop period begins

CLASS ADD/DROP

*Freshmen must go to their academic advising center to change classes. Changes can be made starting on Monday, August 26 at 8:00 am and ending on Friday, August 30 at 5:00 pm.

*Transfers, who have attended Quest, can change classes online tentatively starting on Saturday, August 24 at 5:00 pm and ending on Sunday, September 1 at 11:59 pm.

CLASS WITHDRAWAL

This policy allows students to stop taking a class that they have not finished and take a grade of W

A class withdrawal does not affect your GPA and may only be used between certain dates each semester (roughly the 2nd week of classes through the 10th week)

You can use up to 5 class withdrawals during your time at Radford

3. Checklist to Prepare for Quest and Fall

QUEST CHECKLIST

CLICK THE DOWNLOADABLE PDF BELOW TO PRINT YOUR CHECKLIST OF HELPFUL TIPS TO DO PRIOR TO YOUR QUEST DATE.



RADFORD UNIVERSITY

The Academic Advisors of Radford University have put together a list of helpful "to do's" for you to check off prior to your orientation date. You can also use this sheet to write down any questions you have as well as your Advanced Placement, Dual Enrollment and International Baccalaureate courses.

Things to Do:

- Make sure you complete this module
- Check email everyday
- Make sure you know your username + password
- Send final transcripts from your high school to Radford University
- Send any Dual Enrollment transcripts from the community college
- Contact College Board to send any AP (Advanced Placement) scores
- Make sure your major is correct in the Quest registration program
- Bring an unofficial copy of all of your transcripts

List of AP/DE/IB courses:

Notes:



RADFORD UNIVERSITY

Things-to-do Prior to Classes Starting

Things to Do:

Write out your schedule and locations:

- Make sure you turn in all your updated health records
- Complete AlcoholEdu found on your RU portal- Opens August 1st
- Read over the FERPA policy and turn in the form if you decide to
- Send final transcripts from your high school to Radford University
- Download the MyRU app and start exploring
- Login to your MyRU portal and explore the icons
- Work with Center for Accessibility Services in Russell Hall if needed

Blank space for writing out your schedule and locations.

Notes:


Blank space for notes.



4. MyRU

MyRU Portal

The MyRU portal provides access to many single-sign-on systems for students, faculty, staff, and alumni.

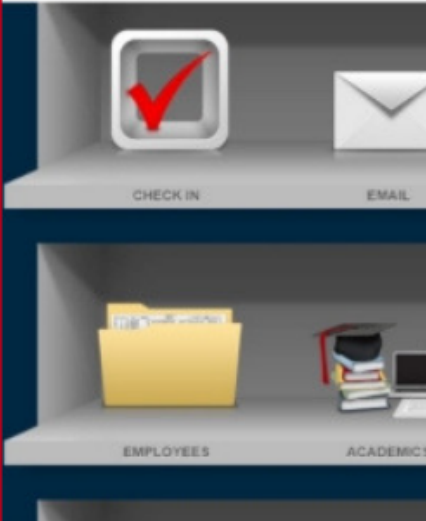


a. Check-in

Check-in

The check-in process asks you to confirm that you are indeed going to attend RU this term and to verify or update your contact and emergency contact information.

Check-in is available two weeks before class starts



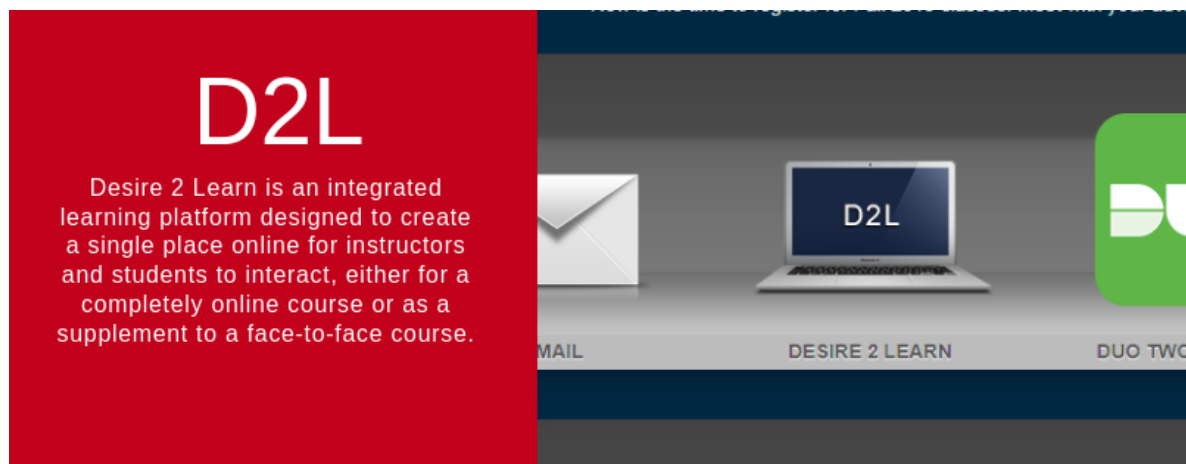
The check-in process is required of all students in order to:

- Receive financial aid funds for the term.
- View your course schedule.
- Make schedule adjustments.
- View midterm and final grades.

To access the student check-in process:

1. Log into the [MyRU](#) portal.
2. Click on the Check In icon.
3. Follow the instructions.

b. Desire 2 Learn (D2L)



The image shows a navigation menu with three items: 'MAIL', 'DESIRE 2 LEARN', and 'DUO TWO-'. The 'DESIRE 2 LEARN' item is highlighted with a green square icon containing the letters 'DU'. Below the icons, the text 'D2L' is displayed on a laptop screen.

D2L

Desire 2 Learn is an integrated learning platform designed to create a single place online for instructors and students to interact, either for a completely online course or as a supplement to a face-to-face course.

c. Duo Two-Factor



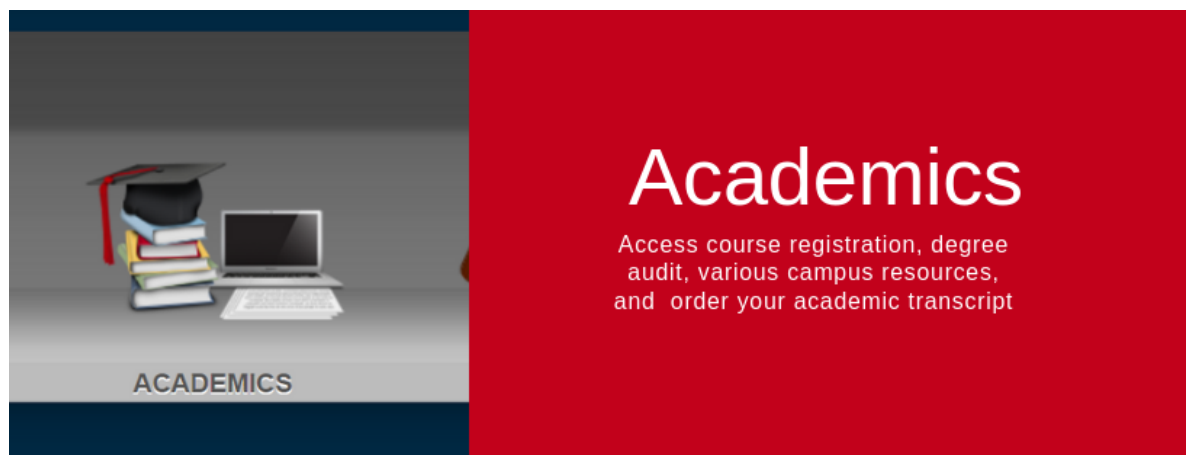
The image shows a navigation menu with three items: 'DESIRE 2 LEARN', 'DUO TWO-FACTOR', and 'PERSONAL INFO'. The 'DUO TWO-FACTOR' item is highlighted with a green square icon containing the letters 'DU'. Below the icons, the text 'DUO Two-Factor' is displayed on a laptop screen.

DUO Two-Factor

Once you enable two-factor authentication on your Radford University account, you will be asked to identify yourself with a device after you enter your usual username and password. The device may be a smartphone or tablet using the Duo app, or a text message to a phone, or an automated voice call to landline or cell phones. Click for more info!

<https://guide.duo.com/prompt>

d. Academics



The image shows a navigation menu with one item: 'ACADEMICS'. The 'ACADEMICS' item is highlighted with a green square icon containing a graduation cap and books. Below the icon, the text 'ACADEMICS' is displayed on a laptop screen.

Academics

Access course registration, degree audit, various campus resources, and order your academic transcript


e. Starfish

<h1>Starfish</h1> <p>Instructors use Starfish to provide students with preferred contact information and feedback on their course</p>		<p>Academic advisors use Starfish to view and record advising notes, set their appointment availability, and provide students feedback on their academic progress</p>
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f. Handshake

	<h1>Handshake</h1> <p>Handshake is a platform that connects talented Highlanders with internships, jobs and career opportunities.</p> <p>Find workshops, events and other career development programs hosted by the Center for Career & Talent Development</p>
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g. RU Involved

	<h1>RU Involved</h1> <p>RUInvolved provides students with information to become actively involved with RU's more than 250 clubs and organizations, service events and other campus programs</p>
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5. Academic Resources

A graphic with a blue and white striped border containing the title and description for the Academic Calendar.

Academic Calendar

The academic calendar lists important Radford University dates and deadlines for the current year.

[Calendar](#)

A graphic with a blue and white geometric border containing the title and description for the Academic Catalog.

Academic Catalog

The academic catalog is your guide to Radford University. It lists academic policies, major and minor requirements, degree requirements, course descriptions, and answers any question related to academics.

[Catalog](#)

A graphic with a blue and white geometric border containing the title and description for the Degree Audit.

Degree Audit

The degree audit helps you keep track of your graduation requirements. It includes your advisor's name, overall GPA, and in-major GPA. Login to the MYRU Portal -> 'Academics' -> 'Degree Audit.'

Harvey Knowledge Center

The Harvey Knowledge Center (HKC) supports students in achieving academic success. They offer weekly workshops, free one-on-one assistance and small group coaching/tutoring for writing, math, science, and more!

[Harvey Knowledge Center](#)

NetTutor

NetTutor is a free online tutoring program for all Radford University students. Login to the MYRU Portal -> 'D2L' -> 'Radford University Support' -> 'NetTutor.'

STARFISH

Starfish can help you find contact information and schedule appointments with your professors, coaches, and advisors. Access Starfish through the MyRU portal, select the 'Starfish' icon.

Virginia Community College Transfer Guide (VCCS)

The VCCS Transfer Guide lists Radford University's transfer equivalencies for all Virginia Community Colleges.

VCCS Transfer Guide



Writing Center

6. Campus Partners

Campus Partners

Below is a list of the many offices on campus available to assist students with whatever needs may arise. Click the name of each office to be directed to their website.

Center for Accessibility Services (CAS)—Russell Hall 3rd floor (Suites 301-327), (540) 831-6350, cas@radford.edu

Center for Career and Talent Development—Russell Hall 331, (540) 831-5373, csc@radford.edu

Center for Diversity and Inclusion (CDI)—Heth Hall 157, (540) 831-5765, diverse@radford.edu

Center for Global Education and Engagement—Cook Hall 105, (540) 831-6200

Dean of Students—Heth Hall 274, (540) 831-6297, dos-web@radford.edu

Financial Aid—Heth Hall 169, (540) 831-5408 , (540) 328-9360, finaid@radford.edu

Harvey Knowledge Center (HKC)—McConnell Library 4th floor, (540) 831-7704, hkc@radford.edu

Residential Life—Heth Hall 226, (540) 831-5375, res-life@radford.edu

McConnell Library—801 E. Main Street, Radford, VA, Reference Desk (540) 831-5696, Front Desk (540) 831-5364, Refdesk@radford.edu or Frontdesk@radford.edu

Military Resource Center—Russell Hall 4th floor, (540) 831-5002, military@radford.edu

New Student and Family Programs—Whitt Hall, Suite 101, (540) 831-5923, orientation@radford.edu

Office of the Bursar—Heth Hall 2nd floor, (540) 831-5417, bursar@radford.edu

Office of Student Success and Retention—Tyler Hall suite 007-011, (540) 831-2139

Office of the Registrar—Heth Hall 105, (540) 831-5271, registrar@radford.edu

Parking and Transportation—Heth Hall 152, (540) 831-6361, parking@radford.edu

Student Activities—The Bonnie Hurlburt Student Center 226, (540) 831-5332, stuact@radford.edu

Student Counseling Services—Lower Level of Tyler Hall, (540) 831-5226

Student Health Services—Lower Level of Moffett Hall, (540) 831-5111

Student Recreation and Wellness—200 Jefferson St., Suite 205, (540) 831-7164

Substance Abuse and Violence Education Support—Lower Level of Tyler Hall, (540) 831-5709, Email: saves@radford.edu

Technology Assistance Center—Walker Hall 153, (540) 831-7500, itsecurity@radford.edu

University Police—Allen Building (East Main and University Drive), (540) 831-5500, police@radford.edu



Hooray!

You've completed the Orientation to Advising (OTA) course!

*You can revisit this information anytime you need to refresh your memory
and you can contact your advisor if you have any questions.*

