Registration at Radford University

Academic Advising
What to expect

• A guide through the RU portal
  ▫ Where to login
  ▫ Finding and using your degree audit
  ▫ Looking up registration time
  ▫ How to see holds
  ▫ Getting CRNs
  ▫ Registering for classes
  ▫ Common errors
  ▫ Quick tips and tricks
RU Portal

Login with your Username and password

Once logged in, click on the Graduation cap and books (Academics)
Your Degree Audit can help you determine which classes you still need to take.
Unfulfilled requirements will be listed on the Degree Audit as “Still Needed.”

Make note of the classes you would like to take. (You may have already talked to your advisor about your options. If so, choose your advisor’s recommendations.)
Back on “Academics,” you will see this screen.

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

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

You can be blocked for registration if you:

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

Holds must be removed before you will be able to register for classes. Only the department that placed the hold can remove the hold.
Looking Up Classes

To look up classes, click on “Registration,” then “Look Up Classes.”

Next, select the term you are registering for.
Looking Up Classes

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

Go to the class number you are looking for and click “View Sections”
Class Times and Location

The days and times of each class will be listed.

The building codes are listed as well as the room #.
Write down the CRN numbers for any classes you’d like to take.
The Advanced Search allows you to search based on various criteria.

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

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

After selecting your criteria, click “Section Search.”
Things to Remember While Looking Up Classes

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

• In the Registration tab, click “Add or Drop Classes” (if during your registration time)
Select the term and year for which you want to register and click “Submit.”
Enter the PIN given to you by your Advisor or Advising Center and click “Submit.”
Students are responsible for adhering to all payment, add/drop, and withdrawal deadlines as specified on the official academic calendar, in the catalog, and on the Student Accounts website. If you agree to the information contained in the acknowledgement, click “Accept.”
If you know the CRNs for the sections you want to add, enter them in the boxes and click “Submit Changes.” To search for sections, click on “Class Search.”
**Web Registered** indicates you successfully registered for the class. Click on “Class Search” to continue looking and registering for classes.

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

• Prerequisite Errors

![Registration Add Errors](image)

- Prerequisite and Test Score error 20732 CORE 102 17 Undergraduate 3.000 Standard Letter Advanced Written and Oral Communication

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

![Registration Add Errors](image)

- Class Restriction 20824 ENGL 300 01 Undergraduate 3.000 Standard Letter Introduction to English Studies (WI)
Common Errors

• Closed Section

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<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
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<td>3.000</td>
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• Class has reached fire code maximum

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

• Time conflicts with classes you have already registered for

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• Special Approval Required for a Section (Department Chair, Core Director, or Instructor)

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<td>Standard Letter</td>
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• Previous Credit Awarded
  ▫ Please see your Advisor or contact the Registrar’s Office

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Remember:

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

You can view your schedule anywhere with the RU mobile app or through “Registration Resources.”
Tips and Tricks

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

• Check your holds and get all your CRNs before your registration time.

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

• Schedule labs first.

• Contact your advisor with questions.

HAPPY REGISTRATION!!