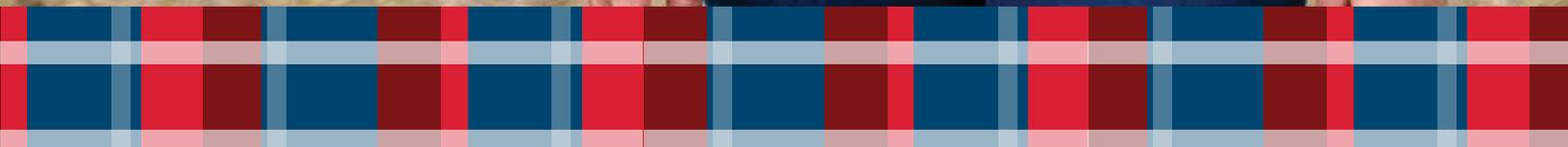


RADFORD  
UNIVERSITY

**I'M IN!**

Let's get started!



# CONGRATS

*on your acceptance!*

Hello from the Highlander Family! Choosing a college is one of the most exciting decisions you will make, and it is our pleasure to be working with you during this exciting time. This packet is designed with you in mind. The New Student Checklist will provide you with a guide to confirm your enrollment at Radford University. Included in the following pages are step-by-step instructions to help you through the process. There's also an online version of the checklist available at [www.radford.edu/admitted](http://www.radford.edu/admitted).

We invite you to connect with our staff to make sure you have all of your questions answered. You can learn more about our virtual and in-person visit opportunities at [www.radford.edu/visit](http://www.radford.edu/visit).

## NEW HIGHLANDER Checklist

- 1. *Activate your account.*
- 2. *Enroll in duo authentication.*
- 3. *Confirm your enrollment by making your deposit.*
- 4. *Apply for and monitor financial aid.*
- 5. *Register for Quest.*
- 6. *Apply for campus housing.*



# STEP 1

## Activate your account.

All Radford University students are required to activate and regularly maintain their University assigned accounts. In order to activate your account, you will need your Radford University username and claim code, which is included on your admission letter. Once your account has been activated, you will gain access to information and systems that are important to the enrollment process and your success as a student.

## How to activate your account

1. Go to One Campus ([www.onecampus.radford.edu](http://www.onecampus.radford.edu)), search for the **Admitted Student Task Center**.
2. Click on the icon labeled **"Claim/ Activate Your Account,"** then input your username and claim code.
3. Review, then **accept terms of use** by clicking the red **"Accept"** button.
4. After you accept the terms, please **note the username assigned to you.**
5. Set up your **secret security questions.** Fill in and confirm your answer for each question in the boxes to the right of the question.
6. **Review** your personal information and, if necessary, update information that is incorrect.
7. Now, **create your account password.** Once you have selected a password, click the red **"Reset Password"** button. Note: If your chosen password does not meet 3 of the 4 rules, you will receive an error box that prompts you to pick a new password.
8. After your password has been submitted and meets the criteria, you will receive a message letting you know your password is successful. Be sure to note this password, as you will need it to access many of the enrollment tasks outlined below.

# STEP 2

## Enroll in DUO.

DUO is a cloud-based security company providing two-factor authentication services. Two-factor authentication enhances security by adding a second layer of authentication to your login. This method is stronger than a password alone because there are two factors confirming that you are who you say you are: something you know, such as your password, and something you have, like a cellphone or tablet.

## How to set up your DUO account

If you have questions, please contact the Technology Assistance Center at 540-831-7500 or stop by Walker Hall 153.

1. Log in to One Campus ([www.onecampus.radford.edu](http://www.onecampus.radford.edu)), search for the **Admitted Student Task Center**.
2. Click on the icon labeled **"Two-Factor Authentication."**
3. Log in to the **DUO Device Management** portal.
4. Read the instructions and click **"Enroll."** You'll need to click "Enroll" once more to confirm.
5. Click on **"Start Setup."**
6. Select the type of device (mobile phone is recommended) you wish to add, then click **"Continue."**
7. Enter your **phone number.**
8. Select the **type of phone.**
9. Follow the phone-specific instructions on the screen to install the **DUO mobile app.**
10. After installing the app on your device, return to the enrollment window and click **"I have DUO Mobile."**
11. **Activate your phone** using the barcode or with an activation link email.
12. Click **"Continue"** to finish enrollment in **DUO.** Once you receive the **"Enrollment Successful"** message, you can click on **"Dismiss"** to further customize your device setup or add another device as your back-up method.

# STEP 3

## Confirm your enrollment.

When you are ready to confirm that you will be attending Radford University, you can let us know by paying your deposit. All students are required to pay the non-refundable \$100 undergraduate tuition deposit to confirm their enrollment at Radford. Students planning to live on campus must also submit the \$100 University housing deposit to access the on-campus housing application.

Freshman students planning to start in the fall must submit their deposits to the Office of Admissions no later than May 1. All students starting spring semester are encouraged to submit their enrollment deposit within three weeks of receiving an admission decision.

## How to confirm your enrollment

Pay online through One Campus via credit card or electronic check. Pay by mail by sending a check to the Office of Admissions, P.O. Box 6903, Radford, VA 24142. Be sure to include the student's name and Radford University ID number on the check.

1. Log in to One Campus ([www.onecampus.radford.edu](http://www.onecampus.radford.edu)), search for the **Admitted Student Task Center**.
2. Click on the icon labeled **"Confirm Enrollment."**
3. Select the **"View & Pay Accounts"** link on the leftside navigation menu.
4. Select the appropriate **deposit option(s)**. You will be required to select the tuition and housing deposits separately. Be sure to complete the tuition deposit before the housing deposit, if applicable.
5. Based on your selected payment method, enter the appropriate information and click **"Continue."**
6. Enter **payment information**. You may pay using a credit card or electronic check. Please note that there is a **2.7% processing fee** for all credit card transactions.
7. Confirm that your payment is correct and click **"Confirm."**
8. Repeat the process to complete your **housing deposit**, if applicable.

# STEP 4

## Apply for financial aid

Financial aid is an integral part of the college enrollment process. This information will help guide you through the financial aid application process.

For maximum financial aid consideration, we encourage you to submit your Free Application for Federal Student Aid, or FAFSA, as soon as possible.

**Radford University's school code for the FAFSA is 003732.**

If you would like to learn more about financial aid at Radford University, we encourage you to visit our financial aid website at [www.radford.edu/finaid](http://www.radford.edu/finaid) or connect with the **Office of Financial Aid** directly by phone at **540-831-5408** or email [finaid@radford.edu](mailto:finaid@radford.edu).

## Financial aid application

Complete your Free Application For Federal Student Aid, or FAFSA, at [www.fafsa.gov](http://www.fafsa.gov).

Radford University uses the information submitted on your FAFSA to determine eligibility for financial aid programs.

- The FAFSA application is available now. You can file your FAFSA based on your 2019 tax information.
- Students are encouraged to file the FAFSA as early as possible.
- Radford University's FAFSA priority application date is January 15, 2021. We will continue to accept and review FAFSAs after this date.
- Once you have completed your FAFSA, allow Radford University two weeks to receive and process it.

## Monitor your financial aid

Be sure to **check the email address** you used on your **admissions application regularly**.

If we need any additional information to process your application, you will be notified using the email address used on your admissions application. *Please note: you will continue to receive an email notification from the Financial Aid Office if you need to submit additional information.*

**Check on the status of requested documents in One Campus:**

- Log in to One Campus ([www.onecampus.radford.edu](http://www.onecampus.radford.edu)), search for the **Admitted Student Task Center**.
- Click on the icon labeled **"Financial Aid Requirements."**
- Review the status for all outstanding documents.
- Submit all documents listed as "due" or "incomplete" status.





# STEP 5

## Register for Quest.

The Office of New Student and Family Programs is committed to doing everything possible to help you adjust to Radford University. Our summer orientation programs offer the first step along the road of transition, helping you to build a network of resources as you begin your Highlander journey. Family members are encouraged to attend Quest with you to learn about ways they can support you.

During Quest, you will meet with academic advisors who will assist you with first-semester course selection and registration. You will leave Quest as a full-fledged Highlander with your questions answered, your classes scheduled and your student ID in hand.

## 2021 Quest sessions

Radford University offers several Quest dates for incoming students. Dates for the 2021 Quest programs are posted on the New Student and Family Programs website at [www.radford.edu/quest](http://www.radford.edu/quest).

### QUEST (TWO DAY)

Quest (two day) is our comprehensive orientation for new freshman and their families.

### TRANSFER QUEST

Transfer Quest is designed to help transfer students make a smooth transition to Radford University. 1 day and 2 day options are available.

## How to register

Quest registration for fall semester will be available beginning November 1.

1. Log in to One Campus ([www.onecampus.radford.edu](http://www.onecampus.radford.edu)), search for the **Admitted Student Task Center**.
2. Click on the icon labeled **"Register for Quest."**
3. Follow the instructions at the top of each page and make sure to **complete all required fields**. If you have a question, click the **"Send A Message"** button on the top of each page, and someone will respond as soon as possible.

# STEP 6

## Apply for campus housing.

After you have paid your University housing deposit, you're ready to start your housing application and contract. Please note, the housing application opens to incoming fall semester students on February 1. To learn more about campus housing, room layouts and living-learning communities, please visit [www.radford.edu/res-life](http://www.radford.edu/res-life).

Admitted students seeking a medical housing accommodation should contact the **Center for Accessibility Services at 540-831-6350** to speak with a specialist and submit documentation no later than June 30.

## How to complete your housing application

1. **Gather** the information and documents you will need to complete your application.
  - Medical conditions and prescribed medication list
  - Roommate request information (*If you're requesting a roommate, you will need his or her name and Radford University ID number.*)
2. Log in to One Campus ([www.onecampus.radford.edu](http://www.onecampus.radford.edu)), search for the **Admitted Student Task Center**.
3. Click on the icon labeled **"Housing."**
4. Select **"Housing Application"** from the options.
5. Read through the Boarding Policy, then choose **"Apply for Housing"** from the dropdown menu, which will begin your application.

### When completing the application:

- Make sure to answer all of the questions and supply accurate information on the application.
- When your application and contract are complete, be sure to click the submit button.

### Questions about the housing application?

- Contact the Office of Housing and Residential Life at **540-831-5375** or [res-life@radford.edu](mailto:res-life@radford.edu).

# RADFORD UNIVERSITY



540-831-5371



[admissions@radford.edu](mailto:admissions@radford.edu)



[admissions.radford.edu](http://admissions.radford.edu)