

2020–21 Orientation to Advising

**This is a PDF version of all the content in the 2020-21 Orientation to Advising course on Desire2Learn (D2L). This content was created for new Radford students to review prior to attending their Quest session in the summer, but students continue to have access to the course in D2L throughout their first year at Radford.*

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 haven't already registered for a Quest session, click the compass icon on MyRU to choose your Quest date.



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 [2020-21 Accessible Version of the Orientation to Advising Course](#) 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.

Course Home **Content**

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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2020–21 Accessible Version of the Orientation to Advising Course

This is the same information included in the 2020-21 Orientation to Advising course, except this version has fewer images and clear text.

If you need the course content read aloud, copy the text and paste it into a Word document. Then select this accommodation by highlighting the text and selecting the "chat graphic" at the very top, left hand side in the blue frame.

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.

High School

Advising Meetings

- Your 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 be 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.

College

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 meet with 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 office 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 be receiving emails from us and the Quest staff can help you connect with us on your Quest day. There are 6 college advising centers on Radford's campus and the Academic Success Center:

- [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 Reed Hall 108
- [College of Visual and Performing Arts](#)
 - located in Porterfield Hall 243
- Academic Success Center - including the [Advising Center for Major Exploration](#) and one advisor from each college
 - located in Young Hall 3rd and 4th floors

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 need to be able to access the Radford system to view and make official changes to your account. Make sure you can access MyRU on your own.
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, your grades, and send a copy of your most up-to-date transcripts to Radford.
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 classes for you to take next.

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 on your Quest day. Then you can just focus on meeting new people and planning for fall.

b. Possible College Credit

During 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. Only courses passed with a grade of C or higher will be considered for transfer credit.

- 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. Only courses passed with a grade of C or higher will be considered for transfer 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.

During Quest:

The advisors should be able to see your transfer credit; 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 to Change Your Major

Before Quest

- 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

At Quest

- From 12:00-12:50 on your Quest day, there will be a Zoom meeting with Quest staff. Let them know if you need to change your major before your college meeting
- During the advising time, you can tell an advisor if you want to change your major, add a 2nd major, or add a minor

After Quest

- You will need to complete a Declaration of Major/Minor Form
- Contact your college 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 at Quest

College Group Time:

- You'll be divided into groups based on college, including Major Exploration
- You'll meet with advisors, professors, and students to learn about your college and Radford policies
- We'll teach you how to find resources on MyRU and the Radford Website

Small Group/Individual Meeting Time:

- We'll talk about possible transfer credit and classes you need for your program
- You'll be pre-registered for classes before you arrive, but we'll help you finalize your schedule during this time
- This is your time for questions about your major, minors, and any other interests

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 work with an advisor to change classes. Changes can be made starting on Wednesday, August 12 at 8:00 am and ending on Tuesday, August 18 at 5:00 pm.
- Transfer students, who have attended Quest, can change classes online starting Wednesday, July 22 and ending Tuesday, August 18 at 11:59 pm.
- Dates are subject to change due to COVID-19. Students will be notified of changes through their Radford email address.

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

4. MyRU

The MyRU portal provides access to many single-sign-on systems for students, faculty, staff, and alumni. This section will tell you a little more about some of the icons on MyRU

a. 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)

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

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!](#)

d. Academics

This icon gives you access to course registration, the degree audit, various campus resources, and allows you to order your Radford academic transcript

e. Starfish

Instructors use Starfish to provide students with preferred contact information and feedback on their course.

Academic Advisors use Starfish to view and record advising notes, set their appointment availability, and provide students feedback on their academic progress.

f. Handshake

Handshake is a platform that connects talented Highlanders with internships, jobs, and career opportunities.

Find workshops, events and other career development programs hosted by the Center for Career and Talent Development.

g. RU Involved

RU Involved provides student with information to become actively involved with RU's more than 250 clubs and organizations, service events, and other campus programs.

5. Academic Resources

Academic Calendar

- The academic calendar lists important Radford University dates and deadlines for the current year. [Calendar](#)

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](#)

Class Schedule

- View your class schedule by logging in to the MyRU Portal, select Academics, then Banner SSB Student Menu, then Registration, finally you can either choose 'Week at a Glance' or 'Concise Student Schedule'

Core Course Descriptions

- This booklet includes descriptions of the core curriculum (general education) class options. It may be helpful when you're reviewing and selecting your fall classes. [Core Course Description Booklet 2020](#)

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.
- To get to your degree audit - Login to the MyRU Portal, select the Academics icon, then select Degree Audit

Harvey Knowledge Center

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

NetTutor

- NetTutor is a free online tutoring program for all Radford University students.
- To get to NetTutor - Login to the MyRU Portal, select the Desire 2 Learn icon, under Radford University Support, select NetTutor.

Required Textbooks

- View your required text books by logging in to the MyRU Portal, then select Academics, then Banner SSB Student Menu, then View Books Needed for Term

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

- The writing center offers free tutoring. they will work with you on all phases of a writing project from brainstorming to revising. [Writing Center](#)

6. 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.

Academic Success Center - Young Hall 3rd and 4th floors

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, Phone:(540) 831-5408, Text:(540) 328-9360, finaid@radford.edu

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

Housing and 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 - Young Hall, 3rd floor, (540) 831-5923, orientation@radford.edu

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

Office of Student Success - Young Hall 4th floor, (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, (540) 831-6330, or (540) 831-5128, 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) 831-5369, service desk phone:(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!

*Some of the information in this course is subject to change due to COVID-19. Students will be notified of changes through their Radford email address or can view updates on Radford's [Monitoring the Coronavirus webpage](#).

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

