

2017-18

QUEST GUIDE



HELPING YOU FIND YOUR WAY.

RADFORD UNIVERSITY

Quest



COLLEGE OF BUSINESS AND ECONOMICS



LETTER FROM THE PRESIDENT



Dear New Students and Families:

On behalf of Radford University students, faculty, staff and nearly 75,000 alumni throughout the Commonwealth, the nation and the world, welcome to the Radford family! I am so pleased to be one of the first to provide an official Highlander welcome to you, the Class of 2021, and those who will support you on this exciting journey. As you continue your educational pursuit and embrace this unique opportunity, please know that you are truly joining an enthusiastic and caring family committed to you and your success. The Radford faculty and staff, whom you will meet during Quest and throughout your time on our beautiful campus, will be steadfast champions of your education.

This Quest guide is our way of saying, “You might find this helpful,” or “You will need to know this to maximize your Radford experience.” We have attempted to anticipate your needs and questions as either first-time or transfer students. Throughout your Quest experience, please remember that no question is insignificant. After all, questions lead to answers; answers lead to knowledge; knowledge leads to confidence; and confidence leads to success.

Please use this program and the sessions you will attend as a resource. The information and the people whom you meet, especially those from the Office of New Student Programs, will answer questions about academics, campus life and anything involving your transition to a Radford University student, and ultimately a Radford University graduate. Seeing our students become successful professionals and strong citizen leaders unites the Radford family. After all, student success is our commonly held passion, and being student-focused is the basis of our Radford University culture. By working together, the Radford family and your family will make a united team to fully prepare you for a bright future in the fast-evolving global economy of the 21st century.

At some point during your collegiate experience, you will encounter new challenges, some of which may lead you to question your educational journey and personal goals. Indeed, your collegiate path can and will result in a range of emotions and experiences — deep questions, new friends, personal changes, profound growth, exhilarating opportunities, profound excitement and occasional frustration, just to name a few. Through the difficult times, do not lose sight of your current dreams and your future success. Indeed, success at Radford University opens a world of opportunity from which you can confidently transition into your chosen profession, graduate education or a calling to serve.

Please know that we stand ready and willing to assist as you work diligently to realize the potential that will come from your Radford University education and your Highlander experience. On behalf of the Radford family, I welcome you and your family as Highlanders. Thank you for choosing Radford University!

With Highlander Pride,

Brian O. Hemphill, Ph.D.

President

LETTER FROM THE STUDENTS

Dear New Student,

Welcome to the Highlander Family! Congratulations on choosing Radford University as your new home. We truly believe you made the best decision! Each of us started on different paths when coming to Radford University, but one thing remains true — college can be one of the most rewarding experiences of your life. It gives you the opportunity to find the best version of yourself and leads you on a journey filled with lessons, laughter and memories. Radford University inspires you to think differently and pushes you to exceed your comfort zone.

You will learn more about yourself in the coming years than you have thus far. Career options are scary! It is perfectly fine if you don't have a major yet or are still undecided. Radford University's wonderful advisors can help you find your path to academic success. Do not forget that you must take ownership of your education and find your passion. Radford University is a place of endless possibilities, be they academic, athletic or social. It is up to you to take advantage of the opportunities presented to you, because ultimately, college is what you make of it. Meet new people, talk to your professors or join a club! The relationships you build in college with both professors and classmates will continue with you long after graduation.

Before you start your new journey as a Highlander, remember to turn to those who helped you along the way. Whether it is your family, teachers or friends, give them a thank-you for helping. Your support system may change as you grow at Radford University, but until then, the Office of New Student Programs is here for any questions or concerns you may have! Your Quest experience is the first step to your journey at Radford University, and with a huge support system behind you, we are excited to welcome you on board.

It's always a great day to be a Highlander!

Warmest Regards,
McKenzie, Kylie, Devin and Joel
Your 2017 Quest Staff



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Quest has been a vital part of the Radford University student and family experience since 1979. During Quest, you will meet the staff members of New Student Programs, who have designed an orientation program that will help you navigate a successful transition to your campus home. You will also meet incredible student leaders who have found success at Radford University, to be your mentors and guides. Do not hesitate to ask any of us questions about living and learning at Radford University.

This Quest guide will complement and supplement what you will learn during orientation. It contains important information about programs and services you will access during your first year as a Highlander. Do not discard it, for it will serve as a valuable reference during the summer months and beyond.

Please let us know if we can do anything to enhance your Quest experience. Welcome to Quest!

Sincerely,

New Student Programs

www.radford.edu/nsp

540-831-5923

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**FOLLOW ORIENTATION AND
CONNECT WITH RADFORD UNIVERSITY**





THINGS TO DO IN YOUR FREE TIME AT QUEST



QUESTIONS/CONCERNS

Make sure you get all your questions answered before you leave.



TAKE CARE OF BUSINESS

Financial aid appointments are available at Heth Hall.



EXPLORE CAMPUS

Check out the Radford University campus and surrounding area.



PICK-ME-UP

Grab a coffee or snack at Starbucks, located in College of Humanities and Behavioral Sciences building.



STOP BY

Visit the University Barnes & Noble Bookstore and get official Radford University gear!

IMPORTANT DATES

TUESDAY, AUGUST 1: Bills will be sent out electronically.

TUESDAY, AUGUST 1: AlcoholEDU email goes out to students' Radford University email.

FRIDAY, AUGUST 4: Housing assignments go out by Radford University email.

THURSDAY-FRIDAY, AUGUST 24-25: Residence halls open.

SUNDAY, AUGUST 27: New student convocation.

MONDAY, AUGUST 28: First day of classes.

FRIDAY-SUNDAY, OCTOBER 6-8: Family Weekend.



NEXT STEPS AFTER QUEST

- Check Radford University email frequently. It is the official way the University corresponds with you.
- Pay tuition by Wednesday, August 16.
- Submit final transcripts.
- Complete and submit health record.
- Order textbooks.
- Complete AlcoholEDU (will come by Radford University email first week of August).
- Sign up for RU Alert.
- Download RU Mobile app.

IF APPLICABLE

- Check housing room assignments via email.
- Prepare for move-in day (pay close attention to email).
- Complete financial aid paperwork.
- Purchase Radford University parking pass.
- Register with Center for Accessibility Services (CAS).





RU EXPRESS & ID CARDS

540-831-5054

ru-exprs@radford.edu

www.radford.edu/ru-express

RADFORD UNIVERSITY BOOKSTORE

540-831-5144

bookstore@radford.edu

www.radfordu.bncollege.com

PARKING & TRANSPORTATION

540-831-6361

parking@radford.edu

www.radford.edu/parking

DINING SERVICES & MEAL PLAN OPTIONS

540-831-7156

[www.dineoncampus.com/
radford](http://www.dineoncampus.com/radford)

SPEAKIN' OUR LANGUAGE

T-SHOPS: The Terrace Shops are located in Dalton Hall on the second floor. The T-Shops offer numerous dining options: Au Bon Pain, Wendy's and Papa John's. The shops also feature Dalton-to-Go, which is a to-go version of what is being served in Dalton Kitchen.

RU EXPRESS: Money can be added to a student's RU Express account. Students then swipe their ID card to pay for items across campus and at some off-campus locations. Please see the RU Express & ID Cards section below for more information.

THE BONNIE: The Hurlburt Student Center. The Bonnie features numerous dining options, a game room for bowling and billiards and an auditorium that offers weekly movie screenings.

FLEX PLAN: One of the meal plan options. Please see the Dining Services & Meal Plan Options section for more information about the Flex Plan.

Our Services

University Services deals with all of students' nonacademic needs. These services include parking and transportation, Radford University Bookstore, RU Express and ID cards, dining services and meal-plan options. Students will receive a series of emails over the summer regarding important information from these offices. The first email will come in the beginning of July, the second in mid-July and the final email about two weeks prior to the start of fall classes. These emails will contain reminders of tasks that should be handled prior to the start of classes.

RU Express and ID cards

One of the first things students do at Quest is have their ID cards made. These cards grant entry to students' residence halls, allow for free rides on the transit bus, admit students to the fitness center and are the way students access their meal plans. As well as being the official University student identification, your Radford University ID card acts as a library card and also allows admittance to campus, athletic events and the computer lab.

Another important use for your ID card is RU Express. RU Express is essentially a debit account facilitated through the ID card. Money can be added to your account and each time it is used, the amount spent is debited. Unlike the meal plans, the money in RU Express does roll over from semester to semester. RU Express is accepted all over campus; it can also be used at various off-campus locations. For a list of local merchants who accept RU Express, visit our website at www.radford.edu/ru-express.

Parking and Transportation

Any student with a car on campus must purchase a parking permit online. The permit must be displayed on the rearview mirror by Wednesday of the first week of classes. Students are responsible for reviewing regulations on the parking and transportation website, <https://www.radford.edu/content/parking-transportation/home.html>, and parking their cars in the designated areas. Students living on campus may park in lots BF, CC, DC, and Z. Parking regulations are strictly enforced Monday through Friday from 7 a.m. to 6 p.m. in all lots.

Students should also be aware that there are two kinds of parking: campus parking and street parking. In order to learn more about city parking regulations and how to obtain a city parking permit, please visit www.radfordva.gov/260/Parking-Enforcement.

Radford University, in cooperation with the city of Radford, offers a transit bus system in order to provide safe, reliable and convenient transportation for students. Radford University students are entitled to an unlimited amount of free rides on the Radford Transit with their RU ID cards. The transit has routes across campus as well as to the city of Radford and the towns of Christiansburg and Blacksburg. There is also a real-time bus prediction service that students can use to track the status of their bus route. This service, called NextBus, can be accessed via the website or the RU Mobile app. For further route information and schedules, visit www.radford.edu/parking.

Radford University Bookstore

The bookstore is located in Dalton Hall. This is where students go to purchase textbooks, supplies, Radford University items and apparel and much more! Students have the option to order their textbooks online before the semester starts or buy their books when they arrive on campus. If students need to use financial aid to pay for textbooks, they will need to obtain bookstore vouchers. Bookstore vouchers can be requested on the MyRU portal under the Finances icon. Select the Bookstore Voucher Application link on the left-hand side of the screen and complete the process. Afterward, students will immediately receive results on their eligibility to receive a voucher. Once approved, the voucher can be applied the Monday prior to the start of the semester and will expire three weeks after the semester starts. Once the deadline for using vouchers has passed, any excess money will be refunded to the student.

Dining Services and Meal Plan Options

Radford University strives to provide students, faculty, staff and visitors with a wide array of excellent dining options. Radford University offers two all-you-care-to-eat dining halls, two food courts, a convenience store in Kyle Hall and a full-service lunch and dinner restaurant in Muse Hall. There is also a Starbucks in the College of Humanities and Behavioral Sciences building. There are plenty of different selections to choose from!

DINING LOCATIONS:

Dalton Kitchen

- Healthy options
- Homestyle menus
- Vegan options
- All-you-care-to-eat

New River Grille House

- All-you-care-to-eat lunch
- Full-service dinner restaurant

Terrace Shops (T-Shops)

- Wendy's
- Papa John's
- Dalton-to-Go
- Au Bon Pain (ABP)

Bonnie Shops

- Chick-fil-A
- Wild Greens
- Pinkberry
- Hissho Sushi

There are also various meal plan options for students to choose from. The Flex Plan is aptly named as it offers a bit more flexibility than other meal plans. This plan allots \$594 Flex Dollars that can be spent in any of the dining facilities on campus. When using the Flex Plan in our dining halls, students will receive a 70 percent discount off the standard out-of-pocket cost. Students receive a 50 percent discount when using the Flex Plan at any of the campus retail dining venues. For pricing and other information, visit www.dineoncampus.com/radford. For residential students, there are three meal options to choose from: the 15 Meal Plan, 19 Meal Plan or the Flex Plan. The 15 and 19 meal plans guarantee students a set number of meals per week: 15 or 19. The deadline for students living on campus to change their meal plans is the Sunday prior to the start of classes.

Employment Opportunities

University Services typically hires about 200 to 250 students each semester to work in the dining halls. Also, the bookstore has seasonal employment opportunities for students. Students do not need to qualify for work study in order to be eligible for these positions. Any student interested in these positions and others should visit the Hire-A-Highlander web page at www.radford.edu/content/career-services/home/students/hire-highlander.html.



MCKENZIE MEADE Senior, Political Science

Welcome, Highlanders! Throughout your years at Radford University, you will want to remember some key points.

Your RU ID is essential! Think of it as a debit card that has meal money and swipe access for your convenience.

Finding a meal plan that works for you is important. Dining Services provides us with many options to choose from! Be sure to check out Starbucks in the College of Humanities and Behavioral Science building. It is my favorite place to grab a frappuccino and relax between classes.

Radford University offers parking options for incoming freshmen! If you bring a car with you, be sure to purchase your parking permit and to display it all times. Also be sure to familiarize yourself with the parking lots available for you.

If you did not bring a car, no need to worry! Radford Transit is an easy and efficient way to get where you need to go. It is free with your RU ID and it doesn't just travel around Radford's campus, but also to Christiansburg, Blacksburg and local grocery stores as well.

These few tips will help you get a great start at Radford University!



**HOUSING AND
RESIDENTIAL LIFE**
540-831-5375
res-life@radford.edu
www.radford.edu/res-life



SAVE THE DATE

Move-in will take place on Thursday, August 24 or Friday, August 25, depending on which residence hall you are living in. Keep an eye on your Radford University email account for additional information. Emails will be sent the last week of July and first week of August.



SPEAKIN' OUR LANGUAGE

RA: Resident Assistant (oversees one floor), current student leader and your go-to resource for your hall.

RD: Resident Director (oversees the building), professional staff member who supervises the resident assistants living in the building.

AD: Area Director (oversees two quads) professional staff member who supervises the resident director.

QUAD: Grouping of three or four residence halls.

Housing Assignments

Roommate requests after June 1 cannot be guaranteed, but Housing and Residential Life will do its best to honor the request. You will receive a message in your Radford University email account the last week of July or no later than the first week in August that will provide your housing assignment, roommate information and move-in plan. Please pay attention to communications directly from Housing and Residential Life as this is important information. Remember that coming to college is a transition for everyone, so make sure to give your roommate a fair chance. Work to coordinate with your roommate prior to move-in so you don't bring duplicate items that can be shared. There will not be any roommate changes until after the first two weeks of school.

MUSE

At 13 stories tall, Muse Hall is home to the majority of new, first-time students. It houses about 950 students! It doesn't have air conditioning, so you may want to pack a fan for the first few weeks of the fall semester.

TRIPLE ROOMS

The term "triples" refers to rooms with three students rather than two. Those with later deposits are more likely to be tripled. Don't worry, though; it's not permanent. The Housing and Residential Life staff will work to move you out of a triple as soon as possible.

Bunk and Loft Kits

All beds are bunkable. If you wish to bunk, all you need to do is stack the beds; they have built-in pegs to lock into place. If you want to loft your bed so the space underneath is empty, you need to reserve a loft kit (these kits are limited). For more information or to see a lofted bed, please visit the information fair located in Peters Hall at the end of the Quest program. Requests received after June 1 cannot be guaranteed due to limited supplies.

What to bring

NECESSITIES

Be sure to pick up twin extra-long sheets for your bed! Bring accessories such as throw pillows, blankets, rugs and photos to add comfort and personality to your room. Don't forget bath towels, shower curtain and other bathroom essentials. Make sure you check the website for items that are not allowed in the residence halls and best left at home.

LUXURIES

Add color to your walls with items like posters, but only 10 percent of each wall can be covered, and you can't use nails! Bring something of sentimental value that reminds you of home, such as photos or a favorite poster. A mini fridge or microwave can come in handy; check the website to be sure your particular hall allows such items. Protect your items: consider purchasing renter's insurance or check to see if your items are covered under your homeowner's policy.

Residence Hall Amenities

- All rooms feature cable television ports and wired or wireless internet.
- Each residence hall has at least one kitchen (kitchen supplies not provided).
- Rooms have two beds, two desks, two chairs, two dressers and blinds.
- Each hall has a laundry room with washers and dryers. It costs \$1.25 per wash and \$1.50 to dry (you can use RU Express).
- All residence halls are smoke-free.



DEREK WALKER JR.
Senior, Management

You will never be bored on campus as Radford offers an abundance of free things to do, like weekly movies at the Bonnie. Also by living on campus, you get to interact with your hall and other residents and even go to fun programs put on by the RA.



MOVE-IN REMINDER

Check the Housing and Residential Life website and your Radford University email for important information regarding move-in details such as parking, key pickup and traffic patterns. It can be a very exciting yet stressful day, so remember to be patient!



OFFICE OF THE BURSAR

540-831-5417

bursar@radford.edu

P.O. Box 6922

Radford, VA 24142



A FEW TERMS EVERY NEW STUDENT SHOULD KNOW

YOUR RIGHTS:

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law stipulating that institutions of higher education must not release information about a student (except information already available in the campus directory) to third parties — including parents — without first obtaining the written consent of the student. While Radford University encourages and expects students to keep parents or guardians apprised of their progress, we urge students to consider signing the FERPA release form so that families have an alternate way of obtaining information. Students may sign the Student Information Release Authorization form during Quest at the New Student Programs table at the information fair or at the Registrar's Office, Heth Hall 105.

OPTIONS TO PAY

- Electronically — Go to: MyRU, click Finances icon.
 - Select option:*
 - ▷ Set up Payment Plan
 - ▷ Pay by eCheck or Credit Card (VISA, MasterCard, American Express and Discover) (2.7% additional fee)
- Pay in Person at the cashier window in Heth Hall, second floor. Office hours are Monday-Friday, 8 a.m.-4:30 p.m.
 - ▷ Payment options:
 - Cash
 - Check
 - Credit Card (VISA, MasterCard, American Express and Discover) (2.7% additional fee)
- Pay by mail with check made payable to Radford University to address above. Please include the Student ID number on check.



REMINDER

Bill deadline is Wednesday,
August 16, 2017.

Authorized Payer

You can register your parent/guardian as an "authorized payer" on your account.

My RU > Finance > Make a payment

This will take you to the site to set up the authorized payer. All authorized payers will receive all notifications of e-bills and will have access to view the student account online.

Expecting a Refund from Bursar's Office?

Receive refunds faster by completing the Direct Deposit Form in the Bursar Office to receive any overpayments on your account by electronic transfer instead of paper check. This form must be completed prior to the refund being processed.

Sample

Student ID 900000000
Student Name: John Doe

Due Date: August 16, 2017
Amount Due: \$7,031.00

Term	Date	Description	Charges	Credits
		* PREVIOUS BILLED BALANCE *	0.00	0.00
FALL17	1-Aug-17	Matriculation Fee	275.00	0.00
FALL17	1-Aug-17	Flex Meal Plan-On Campus	1991.00	0.00
FALL17	1-Aug-17	Room-Standard Double	2563.50	0.00
FALL17	1-Aug-17	Mandatory Technology Fee	27.00	0.00
FALL17	1-Aug-17	Mandatory Comprehensive Fee	1583.00	0.00
FALL17	1-Aug-17	Tuition-Undergraduate In-state	3703.50	0.00
FALL17	1-Aug-17	Room Deposit	0.00	200.00
FALL17	1-Aug-17	Tuition Deposit	0.00	200.00
FALL17	1-Aug-17	E-Bill Generated	0.00	0.00
		* CURRENT BILLED BALANCE *	9743.00	0.00
		--- PENDING CREDITS ---	0.00	0.00
FALL17	1-Aug-17	Direct Unsub Stafford Loan	0.00	990.00
FALL17	1-Aug-17	Direct Sub Stafford Loan	0.00	1722.00
		** PENDING CREDIT TOTAL**	0.00	2712.00

- Pays for Quest and all New Student Support Services
- Full-time (12-18 hours) in-state
- 95 percent of Students select Flex Meal Plan
- On-campus living admission confirmation
- Muse Hall will be \$2,270.00
- Financial Aid Award

E-Bills (Sample above) are sent electronically no later than August 1.
Bills are due no later than Wednesday, August 16.

Financial Aid

HETH HALL 169 • 540-831-5408

Financial aid is an important part of a student's and/or family's decision on how to pay for a college education. Every situation is unique; in most cases, it is best to speak directly to a Financial Aid Counselor to have your questions answered. Staff can help you create a plan to manage the financial obligations of attending Radford University.

Here are some general steps to take if you have applied (or are planning to) for financial aid:

1. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The Radford school code is 0003732.
2. Once FAFSA is finalized and requested documents verified, you will receive an email of awards you are eligible to receive.
3. Go to the MyRU portal — Finances. Go to Financial Aid Award. You must accept or decline the awards offered.
4. If you do not want to complete the FAFSA, decline the award offered, or need additional funding sources, parent and private educational loans are available. Go to the financial aid website for more information.
5. Accepted financial aid will be deducted from your billing statement.
6. An award notification will be sent after you successfully apply for financial aid. Follow the steps as outlined in the award email.
7. Financial aid comes in three forms:
 - A. Grants and Scholarships — do not require repayment
 - B. Loans — do not need to be repaid until a student is no longer enrolled at least half-time.
 - C. Private Educational Loans — secured directly from the lending institution.

Most questions can be answered by reading the "Award Memorandum" found on the financial aid website.

Investing in a college degree offers great rewards and a long-lasting impact on your job satisfaction and financial future. It also represents a commitment and obligation on your part. Staff in the Financial Aid Office will help you in any way we can. Please visit the office, call or email your questions.



ADVISING CENTERS

HUMANITIES AND BEHAVIORAL SCIENCE

College of Humanities and Behavioral Sciences
Building 3301
540-831-6366

HEALTH AND HUMAN SERVICES

Waldron Hall 351
540-831-7699

BUSINESS AND ECONOMICS

Kyle Hall 244
504-831-5074

SCIENCE AND TECHNOLOGY

Stuart Hall Lobby
540-831-5601

EDUCATION AND HUMAN DEVELOPMENT

Peters Hall A104
540-831-5424

PRE MAJOR

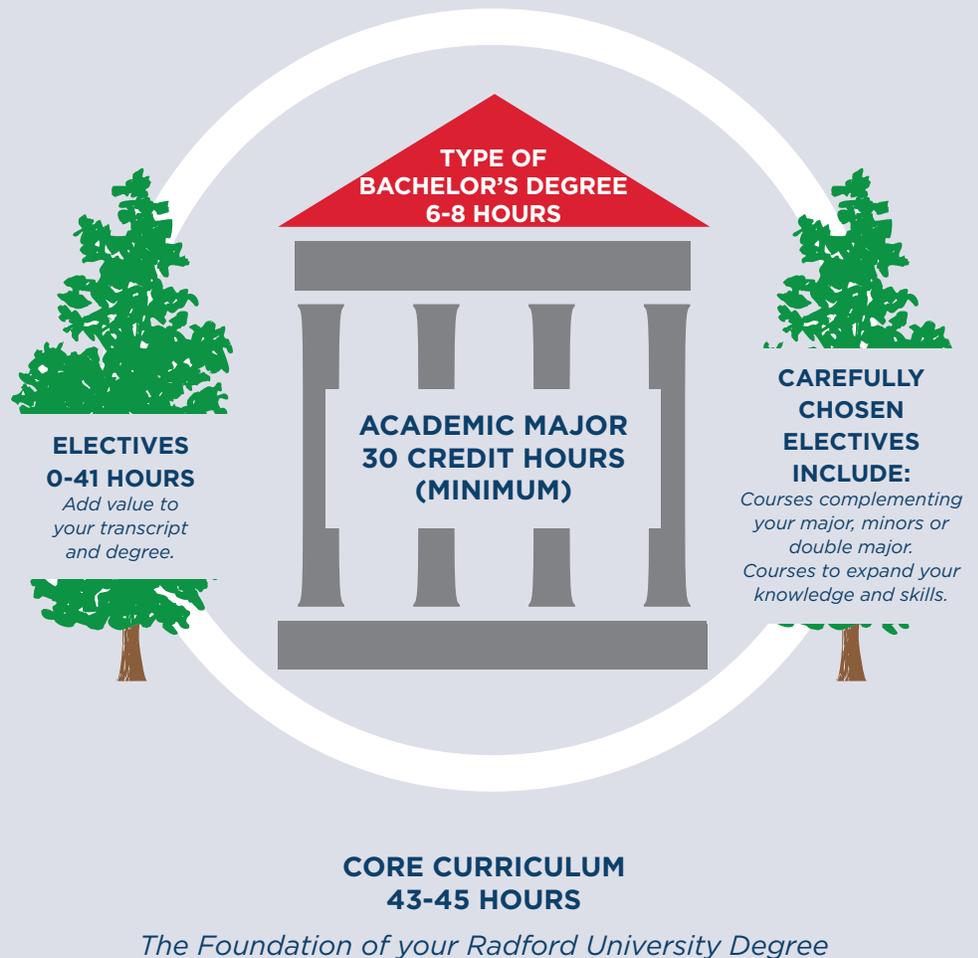
Whitt Hall 134
540-831-5220

VISUAL AND PERFORMING ARTS

Porterfield Hall 243
540-831-6903

COLLEGE DEGREE AT RADFORD UNIVERSITY

120 CREDITS (MINIMUM)



Your Classes

SCHEDULE ADJUSTMENT (AKA “DROP/ADD”)

During the first week of the semester (and not before or after the first week of the semester), students may add and drop classes for which they registered during Quest without penalty or grades. The ability to add classes is, of course, subject to their availability. New freshmen **must** visit their advising centers to adjust their schedules. Transfer students can adjust their schedules on their own.

WITHDRAWALS

Students who officially withdraw from courses receive grades of W. Students may withdraw from a total of five courses during their careers at Radford University;

withdrawing from a course is an excellent strategy to discuss with your advisor if the alternative is a poor grade. Each withdrawal must be approved by an academic advisor, and the form must be received in the Registrar’s Office by 5 p.m. on the Friday of the 10th week. Although students who withdraw from all courses, and thus from Radford University, receive W’s in all courses, withdrawal from all courses does not count against the five-course limit. Students who withdraw prior to the census date (the 11th class day of fall or spring semester) are not charged tuition and fees. For fall and spring semesters only, those who withdraw from Radford University after the census date are charged prorated tuition and fees. The deadline for University withdrawals is the end of the 12th week. After that time, students who withdraw receive F’s in all classes.

Your Grades

MIDTERM GRADES

All new students receive midterm grades for each course during their first two semesters of enrollment. Midterms are posted to students' MyRU accounts after about eight weeks of the semester. Midterms are unofficial and will not appear on transcripts, but midterms typically are excellent predictors of final course grades.

GRADE POINT AVERAGE (GPA)

Radford University grade point averages are calculated on a 4.00 scale. Each course grade is assigned a certain number of grade points (A = 4; A- = 3.7; B+ = 3.3, etc.). A student's GPA is calculated by multiplying the semester hours for each course by the grade points assigned to the grade for that course, adding the products and dividing the total by the number of semester hours attempted.

DEAN'S LIST

Students who earn at least a 3.40 GPA in at least 12 hours of courses graded A through F, who earned no grades below a C and who received no incomplete grades, receive Dean's List recognition at the end of the semester. Four hundred first-year students were on Dean's List for fall 2016!

SUSPENSION AND PROBATION

Radford University expects students to demonstrate an appropriate level of academic achievement during each semester, including the first. Students who do not earn a GPA of at least 1.00 — a D average — for the first semester will be suspended from the University for the following semester. No exceptions are made to this policy. The cumulative GPA required to avoid suspension increases with each subsequent semester. New students whose GPAs are between 1.00 and 1.99 will be placed on academic probation.

Your Responsibility

The undergraduate catalog, which is posted online at catalog.radford.edu, is the official description of policies students must follow and requirements they must satisfy in order to graduate; it represents a contract between the

University and its students. It includes additional detail about each of the terms described above as well as a wealth of other valuable information.





Academic Advising

National research has found that academic advising greatly impacts student success and retention, and Radford University students have consistently identified advising as one of the most important dimensions of campus life. For these reasons, the institution takes its responsibility to offer high quality advising very seriously.

Advising at Radford University is practiced in an environment characterized by mutual respect, ethical behavior and personal and professional integrity. Academic advising is a shared process in which both advisor and student have important roles and responsibilities. Among the student's responsibilities are arriving prepared for advising appointments, following the University's academic policies and procedures and meeting all degree requirements.

You will meet members of your professional advising staff during Quest, where you will also interact with a carefully trained Quest Faculty Advisor. They will work with your Quest Assistant to help you with course selection and registration for your first semester.

The name of the advisor who will be formally assigned to you will be posted on your Degree Audit page soon after the semester begins. While all students eventually will receive a faculty advisor, in some majors, new

students will work at the outset with an advisor in their college (or in the pre-major) advising center. Advising centers are staffed during regular business hours to offer assistance and answer questions.

You will be required to meet with your advisor at least once each semester to prepare to register for the next semester's courses. However, you will want to meet with your advisor more frequently, because advising is about much more than just choosing courses. Rather, you will want to develop a partnership through which you get help in clarifying your educational and professional goals and developing the skills that will help you better understand yourself and your potential.

Radford University uses Starfish to enhance the advising experience. Starfish is a software suite that facilitates meaningful contact between students and their advisors, instructors and tutors, through text and email, to help them succeed academically. Starfish can be accessed through the Academics section of the MyRU portal. Detailed information about academic advising, including contact information for the seven advising centers, can be found on the Academic Advising website, www.radford.edu/advising.



10 Keys* Opening the Door to Academic Success

- 1 **Take UNIV 100.** In a welcoming, relaxed and nonthreatening environment, you will learn about numerous first-year survival skills that will ease your academic, personal and social transition to the college lifestyle ... including the importance of the other nine keys on this list!
- 2 **ATTEND EVERY CLASS** ... and listen carefully. Just being there is not enough; you must be alert, attentive and undistracted.
- 3 **Avoid procrastination.** The same effort that earned you A's and B's in high school will typically earn you C's and D's in college. Given the increased workload, you must not fall behind. A good rule of thumb is to do at least some work for each class every day.
- 4 **Lead a balanced life.** Stay physically fit and healthy, appropriately manage the inevitable highs and lows of college life, get involved in clubs and organizations outside the classroom and make good decisions about the consumption of controlled substances.
- 5 **Get to know your faculty.** Find a mentor who will write good letters of recommendation for you and direct you to high impact learning practices like internships, undergraduate research, study abroad and leadership positions. Including these activities will enrich your college experience, and having them on your résumé will help you stand out as you apply for jobs or graduate/professional school.
- 6 **ATTEND EVERY CLASS** ... and take good notes. Develop a note-taking style that works for you. In most classes, a significant number of test questions will be from class lecture and discussion, not the textbook.
- 7 **Be aware of critical academic policies.** Take advantage of strategies sanctioned by academic policy to improve your GPA and move toward timely completion of your degree.
- 8 **Become a good advisee.** Your academic advisor will help you navigate your curriculum, but the final responsibility for completing all requirements is yours. Always arrive prepared for advising appointments.
- 9 **Seek help when you need it.** A failed exam is not the end of the world; neither is a broken relationship, feeling lost or homesick, not being able to immediately find your "fit" or any of the dozens of other things that might impact academic success. Take advantage of the many wonderful people at Radford University who are eager to assist you.
- 10 **ATTEND EVERY CLASS** ... and participate. Make sure your instructors know and admire you because you come prepared, you ask thoughtful questions and you are fully engaged in the class.

*Beyond good, old-fashioned hard work.



UNIV 100
 540-831-5923
 nsp@radford.edu
 www.radford.edu/univ100



KYLIE KNUDSEN
 Senior, Business and
 Economics

I started at Radford University with a different major and slowly began to realize it wasn't for me anymore. I had no idea what I was going to do until I went to the Center for Career and Talent Development. I took the Focus2 career test to get started; it analyzed all my answers and suggested possible careers. I went to my career advisor with the results and we discussed everything, finalizing that I should change my major!

Sitting with my career advisor wasn't stressful but extremely comforting. The Focus2 assesses your personality traits and personal values, compiles them together and gives you a list of career choices that would be suitable to you. It was really reaffirming to see that what I wanted to do was a good fit for me and something that I love!

What is UNIV 100?

- A one-credit-hour, A-F graded course.
- Helps new freshmen and transfer students experience a smooth transition to University life.
- Aids students in developing the skills necessary to be successful both academically and personally.
- Encourages students to attend campus events and get involved in the campus community.
- Builds a community of learners.

How is it Taught?

- **FI:** Faculty Instructor (Radford University faculty/staff member).
- **PI:** Peer Instructor (current undergraduate student leader).
- The FI and PI collaborate to help students learn about the academic and social sides of the University.
- They create a supportive, welcoming community and encourage students to build relationships with their peers and instructors.
- Learning takes place both inside and outside of the classroom.

What are the Course Topics?

UNIV 100 covers a wide range of topics, including:

ACADEMICS

- Study skills
- Time management
- Academic advising/registration
- Interacting with faculty
- How to calculate your GPA

STUDENT LIFE

- Joining clubs and organizations
- Health and wellness
- Safety
- Finances and spending
- Living with roommates



CENTER FOR CAREER AND TALENT DEVELOPMENT
 540-831-5373
 csc@radford.edu
 www.radford.edu/careers

Center for Career and Talent Development

The Center for Career and Talent Development is an innovative place that helps you discover your career interests, gain relevant experience and thrive. Through career development workshops, one-to-one coaching, employer-engagement events and a variety of assessments, you will learn how to apply your unique talents and learn critical skills that will help you be successful during your time at Radford University and throughout your career. Your career development journey begins day one as a Highlander. With customized career development plans, dedicated career coaches, connections to successful alumni and access to thousands of opportunities at your fingertips, we are committed to helping students flourish personally and professionally. Whether you are trying to create your personal brand, master the art of résumé writing, find an amazing internship, need a business suit or are unsure of what you can do with your major, we can help! It all begins with one simple conversation. Come and see how one simple conversation can lead to your dream career.

SPEAKIN' OUR LANGUAGE

HIRE-A-HIGHLANDER:
 An online portal that enables students to view and apply for job opportunities, both on and off campus.

CAREER PREP (Prepare, Research, Engage, and Perform): These are the steps students will go through with their career advisor in order to find the right career path.





SUBSTANCE ABUSE AND VIOLENCE EDUCATION SUPPORT (SAVES)

540-831-5709
saves@radford.edu
www.radford.edu/saves
Lower Level of Tyler Hall

SPEAKIN' OUR LANGUAGE

SAVE ACT: A federal mandate that requires all colleges and universities to address sexual violence. Institutions of higher education must provide educational programming to all incoming students on the prevention of domestic violence, dating violence, sexual assault and stalking.

EverFi: An online educational company that develops learning courses addressing many areas, such as sexual violence, substance abuse, diversity, wellness, financial education and mental health. Radford University uses two EverFi courses, Haven and AlcoholEdu for College. EverFi has customized its content to the policies at Radford University. More information about Haven and AlcoholEdu for College can be found on the SAVES website listed above. Students must complete both courses prior to moving to campus. Detailed instructions will be emailed out by the SAVES office in late July or early August.



REMINDER

Both AlcoholEdu for College and Haven must be completed prior to the start of classes. Remember to check your Radford University email August 1!

Our Mission

Radford University's Substance Abuse and Violence Education Support services (SAVES) is dedicated to reducing substance abuse and/or violence through campuswide initiatives that address these issues and promote student success. SAVES offers confidential advocacy and counseling services for students in recovery from substance use disorders and/or impacted by sexual violence. Students can walk in or make an appointment by contacting the office by phone or email.

AlcoholEdu FOR COLLEGE TOPICS INCLUDE:

- How media, family and social expectations shape ideas and behaviors.
- Body and health factors, including blood alcohol concentration (BAC).
- Potential risks associated with problem drinking, such as violence and drinking and driving.
- Impacts of alcohol on academic performance, resources, BAC calculator and reference guides.

HAVEN:

Haven is an interactive, online learning course that focuses on sexual assault, consent, relationship violence, stalking, and bystander intervention.





RUPD & SAFETY
 540-831-5500
 police@radford.edu
 www.radford.edu/police

SPEAKIN' OUR LANGUAGE

BLUE LIGHT PHONE: Blue emergency phones are placed around campus and near parking lots to ensure safety. They will immediately connect callers to a police dispatcher.

RU ALERT: A system that enables students to receive Radford University emergency alerts via phone, text message and email. To sign up for these alerts, select the Personal Info icon on the MyRU Portal and go to the RU Alert column.



REMINDER

If you see something, say something. Anyone can report anonymous tips on the RUPD web page or via the LiveSafe app. The LiveSafe app is a great resource that allows students to take charge of their own safety and look out for those around them. The app provides the capability to submit reports for suspicious or violent activities, access emergency information and summon emergency help quickly by using your location data. The SafeWalk feature allows you to invite others to “virtually escort” and monitor your location on a real-time map. Download this app from the Google Play or App Store by searching for LiveSafe.

Our Purpose

The Radford University Police Department provides a safe environment for all students, faculty, staff and visitors. Police officers are advocates for students and a valuable resource you should utilize. The RUPD urges students to make responsible choices, be proactive bystanders and take care of one another.

Our Services

The main goal of the RUPD is to provide students with a safe and healthy environment, and our wonderful officers do just that! RUPD responds to emergency and nonemergency calls. Our Mental Health Crisis Response Officers work with Residential Life to do well-being checks on students when concerns arise. Radford University police officers deliver presentations on topics such as alcohol awareness and sexual assault to UNIV 100 courses, student clubs and organizations, Greek Life and Athletics. If a student ever feels uncomfortable walking on campus, officers can also act as a safety escort. This service is available 24/7 – students simply call using a Blue Light phone to connect with our police dispatch, and an officer will arrive shortly. Additionally, Radford University has what’s known as the Adopt-A-Hall program. Each residence hall is “adopted” by an officer to provide students with a familiar RUPD face.



DEAN OF STUDENTS
540-831-6297

dos-web@radford.edu
www.radford.edu/dos

SPEAKIN' OUR LANGUAGE

SGA: The Student Government Association is made up of Radford University students who ensure student voices are heard. First-semester students can join SGA through an election process. The SGA will have interest meetings during the fall semester. Also be sure to check out SGA at the Information Fair at the conclusion of Quest and at Club Fair.

DOS: The Dean of Students Office is staffed by full-time professionals who have experience helping students. If at any point you need information but have no clue whom to ask, the Dean of Students Office is the place to go. It is an essential part of campus you should definitely become familiar and comfortable with. When in doubt, ask the DOS!

The Three A's: Awareness, Advocacy, Accountability

The Dean of Students Office tagline is **Awareness. Advocacy. Accountability**

AWARENESS — to provide information and education to students and their family members from admission through graduation.

ADVOCACY — to advocate for and support our students in developing their self-advocacy skills.

ACCOUNTABILITY — to prepare students to achieve their life goals through personal accountability, an essential component of the growth and development of a Radford University student.

The DOS serves as an advocate for students, connecting them to resources, helping navigate processes and resolve conflicts, assisting with absence notifications and facilitating the exception to University withdrawal policy (more commonly referred to as the “medical withdrawal” process). For a more detailed list of what the Dean of Students Office can do for you, please visit the DOS website listed above. Ultimately, we want to see students be successful and help them achieve success.

Student-Centered

We can't stress this enough — if you ever have questions, concerns or just want to chat, feel free to contact the Dean of Students Office; there's an open-door policy with any and all students. You can call or email, but don't be afraid to just drop by! The Dean of Students Office also offers numerous leadership positions for students. You can join the Student Government Association or connect with a committee to help effect positive change on campus.

Our Mission

The Office of the Dean of Students responds to the informational and personal concerns of students and oversees the protection of student rights. The office plays a major role in promoting and upholding the shared values and ideals of the Radford University community.



Preparing Your Smartphone or Tablet

○ SET UP EMAIL ON YOUR SMARTPHONE

Radford University email can be easily configured on your smartphone or other mobile device. You can receive your Radford.edu email in addition to your other personal email addresses. For detailed instructions, visit www.radford.edu/smartphone

○ INSTALL RUMOBILE ON YOUR MOBILE DEVICES

RUmobile offers easy access to everything such as campus maps, bus routes, class schedules, dining menus and more! Visit www.radford.edu/rumobile

○ INSTALL LIVESAFE ON YOUR SMARTPHONE

The mobile safety app is designed to empower students to take charge of their safety and to look out for those around them. Visit Google Play or the App Store and search for LiveSafe.

○ INSTALL UPDATES ON ALL YOUR DEVICES

Using the update tool, update the operating system on all your devices.

Preparing Your Computer Checklist

○ DOWNLOAD MICROSOFT OFFICE FOR FREE!

Radford University provides the Microsoft Office suite at no charge for Windows and Macintosh as well as for tablets. For more information, visit www.radford.edu/office

○ INSTALL OS UPDATES

Use the update tool to update your operating system. If your computer is running an operating system earlier than Windows 10 or OS X 10.10, consider upgrading.

○ ENABLE AUTOMATIC UPDATES

○ INSTALL ANTIVIRUS SOFTWARE

Windows users should be sure they have the free Windows Defender antivirus software that comes with Windows enabled or another anti-virus software package installed.

○ BRING A WIRED PRINTER AND CABLE IF YOU BRING A PRINTER

Use a printer cable to connect your computer directly to the printer. This will help you avoid Wi-Fi interference and keep others from printing to your printer across the University Wi-Fi network. For more information, visit www.radford.edu/wifiprinter

○ BRING AN ETHERNET CABLE

Each room has at least one active Ethernet port as a backup to the wireless system. Be sure to check for an Ethernet port on your computer and bring the correct USB adapter if it does not have one.

Students are encouraged to check the DoIT website for computer recommendations. You will find both minimal and recommended specs.

Preparing Your Television

For more information on being prepared to watch cable TV in your room, check www.radford.edu/cabletv

○ BRING A COAXIAL CABLE TO CONNECT YOUR TV TO THE WALL OUTLET IN YOUR ROOM

○ MAKE SURE YOUR TV HAS THE RIGHT TUNER (QAM)



DIVISION OF INFORMATION TECHNOLOGY
540-831-7500
cio@radford.edu
www.radford.edu/onestop



Radford University provides a wide variety of state-of-the-art technology to make student life easier and more productive. Before you come to campus, complete the checklist to the left to make sure you can take full advantage of the tools and technologies at your disposal.

SPEAKIN' OUR LANGUAGE

IT ONESTOP: IT OneStop is our quickest online route to assistance. Use our online form to request support or search the Solutions Library to find a step-by-step guide. You can access IT OneStop through www.radford.edu/onestop or via the RU Mobile app under "Resources".

TAC: The Technology Assistance Center is our walk-in support desk at Walker Hall 153. You can visit the TAC Monday through Friday 8 a.m. to 5 p.m., request assistance by phone at 540-831-7500 or make a request online at www.radford.edu/onestop

MYRU: Use this portal to access your email, D2L, grades, class schedules, finances and housing information. Be sure to check your email daily!

D2L: Desire to Learn, our learning management system, is located on your MyRU portal. Many professors post content, discussion boards and grades on D2L, so check it frequently.

Investing in Lifetimes

RADFORD UNIVERSITY

Quest

www.radford.edu/nsp