Registration
At
RADFORD UNIVERSITY
Log in with your Username and password

Once logged in, click on the Academics icon (graduation cap and books)
Under “Academics,” you will see this screen.

In the “Course Registration” box you will see your registration times for each semester. Click on “Registration Resources.”
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 or Haven
- 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 Prepare

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

Next, select the term and year for which you are registering and then click “Submit”.

Undergraduate Academic Advising
Looking Up Classes (Cont.)

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 Locations

The days and times of each class will be listed. Such as MWF = Mon., Wed., Fri. TR = Tues., Thurs. TBA = could be not yet determined or online.

The building codes are listed as well as the room #. Building codes can be found on the [RU website](https://example.ru.edu). “DL” is Distance Learning (online). “EC” is the Higher Educ. Center in Roanoke, VA.

**Get the CRN #** (5 digit number beside the course)

**Pay attention to the location** (MC=main campus, DL = Distance Learning (online) RO=Roanoke Higher Education Center).

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Code</th>
<th>Sec</th>
<th>CRN</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>Wl</th>
<th>Xl</th>
<th>Cap</th>
<th>Xl</th>
<th>Act</th>
<th>Wl</th>
<th>Xl</th>
<th>Rem</th>
<th>Instructor</th>
<th>Data (Term)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>12022</td>
<td>ECON</td>
<td>203</td>
<td>02</td>
<td>MC</td>
<td>Principles of Macroeconomics</td>
<td>MWF</td>
<td>09:00 am-09:50 am</td>
<td>40</td>
<td>42</td>
<td>-2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Jennifer Elias (P)</td>
<td>08/28/12/14</td>
<td>KM 156 ONLINE</td>
</tr>
<tr>
<td>12023</td>
<td>ECON</td>
<td>203</td>
<td>04</td>
<td>DL</td>
<td>Principles of Macroeconomics</td>
<td>TBA</td>
<td></td>
<td>40</td>
<td>39</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Nozam Hashemzadeh (P)</td>
<td>08/28/12/14</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Code</th>
<th>Sec</th>
<th>CRN</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>Wl</th>
<th>Xl</th>
<th>Cap</th>
<th>Xl</th>
<th>Act</th>
<th>Wl</th>
<th>Xl</th>
<th>Rem</th>
<th>Instructor</th>
<th>Data (Term)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>12774</td>
<td>EDSP</td>
<td>361</td>
<td>03</td>
<td>MC</td>
<td>Introduction to Students with Diverse Learning Needs and the Special Education Process</td>
<td>W</td>
<td>05:00 pm-09:00 am</td>
<td>22</td>
<td>6</td>
<td>16</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Susan Ratliff Kirby (P)</td>
<td>08/28/12/14</td>
<td>RH C117</td>
</tr>
<tr>
<td>12775</td>
<td>EDSP</td>
<td>361</td>
<td>04</td>
<td>RO</td>
<td>Introduction to Students with Diverse Learning Needs and the Special Education Process</td>
<td>W</td>
<td>01:00 pm-02:00 pm</td>
<td>22</td>
<td>4</td>
<td>18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Vanessa K. Haslins (P)</td>
<td>08/28/12/14</td>
<td>EC 602</td>
</tr>
</tbody>
</table>
When it is your registration time, In the Registration tab, click “Add or Drop Classes”.
Enter the PIN given to you by your Advisor or Advising Center and click Submit.
Select the appropriate term and click Submit.
Remember those CRN numbers you wrote down?

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.”
How To Register by Course Search

Sections Found
Accounting

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>10213</td>
<td>ACTG</td>
<td>211</td>
<td>01</td>
<td>MC</td>
<td>3.000</td>
<td>Fundamentals of Financial Accounting</td>
</tr>
<tr>
<td></td>
<td>10256</td>
<td>ACTG</td>
<td>211</td>
<td>02</td>
<td>MC</td>
<td>3.000</td>
<td>Fundamentals of Financial Accounting</td>
</tr>
<tr>
<td></td>
<td>10152</td>
<td>ACTG</td>
<td>211</td>
<td>03</td>
<td>MC</td>
<td>3.000</td>
<td>Fundamentals of Financial Accounting</td>
</tr>
</tbody>
</table>

- C = Closed
- SR = Seats Remaining before your window opens
- = Seats Remaining after your window opens
Dropping a course from your registration

**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.
# TYPICAL COURSELOAD

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-time Minimum</strong></td>
<td><strong>12 Hours</strong></td>
</tr>
<tr>
<td><strong>Full-time Maximum</strong></td>
<td><strong>18 Hours</strong></td>
</tr>
<tr>
<td><strong>Typical Class Load</strong></td>
<td><strong>14-17 Hours</strong></td>
</tr>
</tbody>
</table>
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. Have alternate CRNs ready in case your first (or second) choice is closed.

• Advisors can not add you into a closed class. You would need to contact the department chair.

• Contact your advisor with questions.

**HAPPY REGISTRATION!!**