Instructions –

This Orientation to Advising module is presented in four topics. To complete the module you will review all items in each topic including all quizzes. You can follow the step-by-step instructions below to learn how to navigate this module.

1. To get started select 'Topic 1 - Academic Advising' on the left side of your screen.

2. Select the first item, 'What is Academic Advising?' You can now navigate through each item in Topic 1 using the arrows that look like this at the top or bottom of each item or by using the Table of Contents on the left side of the screen.

3. Once you have viewed and completed all of the items in Topic 1, you will see a check mark next to the title. You should now move on to Topic 2.
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4. Continue through every item until you have completed all four topics. You can reference the progress bar at the top of each topic to help you track your progress.

6. You may want to begin writing down a list of questions that arise as you go through this information. If you bring this list of questions with you to Quest an advisor will help to clear up any points of confusion.

*You will be able to refer back to this module and retake quizzes whenever you need to refresh your memory.

Now you're ready to begin Topic 1!

**Topic 1 – Academic Advising**

In this topic you will learn about advising at Radford University and the shared expectations between you and your advisor.

Make sure you read all items and take the quiz to complete this topic.

**What is Academic Advising?**

The mission of academic advising at Radford University is to support you throughout your college experience in all aspects of your academic and career goals.

Your advisor will not only help you select and register for classes. They will also guide you in obtaining knowledge and developing skills to better understand yourself and your potential.

**Who is my Advisor?**

Everyone is assigned an academic advisor. Your advisor may be a professor from your major or a professional advisor in an advising center.

**How do I know who my academic advisor is?**

You will be assigned an advisor after you attend Quest. Your advisor’s name can be found at the top of your degree audit. To get to your degree audit, login to MyRU and select the Academics icon, then select 'Degree Audit (DegreeWorks-Students)'. Your advisor’s name will be listed at the top of your degree audit. You can also email your advisor by clicking on their name.

Regardless of who your assigned advisor is, you can always go to your advising center for help.
Orient  

There is a list of advising centers and more information about your degree audit later in this module.

**Advisor Responsibilities**

**Your academic advisor will:**

- Create an environment where you feel free to ask questions and discuss concerns, academic progress, and personal interests;
- Provide you with accurate information about University policies, curriculum requirements, and graduation requirements;
- Help you explore educational options and career goals;
- Connect you with campus resources as needed.

**Student Responsibilities**

As a Radford University student you will be responsible for:

- Knowing important dates and deadlines;
- Being familiar with Radford University policies and procedures, as well as your degree, program, and graduation requirements;
- Regularly checking your Radford University email;
- Tracking your transfer credit;
- Checking your grades and contacting your advisor if you have any questions or concerns regarding your GPA;
- Keeping records of important documents, such as emails, advising notes, progress sheets, and graduation applications;
- Scheduling regular advising appointments with your advisor and attending these appointments on time and prepared;
- Seeking resources in a timely manner;
- **Accepting responsibility for your education and academic success.**

**Academic Advising Quiz**

**Topic 2 – Policies and Procedures**

In this topic you will learn about a few important policies at Radford University and answers to commonly asked questions.

Make sure you read all items and take the quiz to complete this topic.
FERPA

This section is meant to help you make an informed decision at Quest about submitting a Student Information Release Authorization (FERPA Release) form.

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) protects the privacy and confidentiality of your Radford University records. Unless a student indicates otherwise, only directory information (e.g., name, address, major, etc.) may be given out to a third party (i.e., non-Radford University faculty or staff).

What if I want others to access my records?

If you wish to give another individual access to your academic, financial, health, and/or conduct records you must do so in writing by completing a FERPA form through the Registrar’s Office. These forms will also be available at Quest check-in.

For more information or to preview the FERPA Release form visit http://www.radford.edu/content/registrar/home/about/ferpa-policy.html

Academic Policies

Charley registered for a Modern Dance class hoping to learn some new club moves, but by the second class she realized that modern dance is something completely different and it’s a lot harder than she expected. Charley is a freshman and it is her first semester at Radford University, what should Charley do?

Class Add/Drop Period

Freshmen admitted for the fall 2018 term can only make schedule adjustments through their academic advising center beginning Monday, August 27th at 8:00 a.m. The deadline for freshmen schedule adjustments is Friday, August 31st at 5:00 p.m. No appointment is necessary for schedule adjustments during the add/drop period.

The add/drop period for transfer students admitted for the fall 2018 term, who have attended Quest, tentatively begins on Thursday, July 19th at 8:00 a.m. Schedule adjustments can be made online through MyRU by selecting 'Academics' and then 'Registration Resources'. The deadline for transfer student schedule adjustments is 11:59 p.m. on Sunday, September 2nd.

http://www.radford.edu/content/registrar/home/registration-information/schedule-adjustment.html
Sara has been taking Business Calculus for six weeks and is struggling to keep up with the material, despite going to her instructor’s office hours and going to tutoring once a week. Sarah has spoken with her professor and doesn’t believe she will be able to pass the class. She doesn’t want her GPA to suffer because of this course, what should Sarah do?

**Class Withdrawal**

The class withdrawal policy allows students to stop taking a course that they have not finished and take a grade of W. A class withdrawal does not affect the students grade point average (GPA) and may only be used after the add/drop period but before the end of the tenth week of the semester. A student may not withdraw from more than five (5) classes during their undergraduate studies at Radford University.

[http://www.radford.edu/content/registrar/home/about/academic-policies/withdrawal-readmission.html](http://www.radford.edu/content/registrar/home/about/academic-policies/withdrawal-readmission.html)

Joe needs to pass BIOL 105: Biology for Health Sciences with a C or better as a requirement for his Pre-Nursing major. When he checks his final grades he has earned an F in the course. Joe is worried about his GPA and being eligible to continue in his major. What should Joe do?

**Class Repeat**

To improve his or her GPA a student may repeat a course. A student is allowed three (3) repeats during the course of their undergraduate studies at Radford University. If you need to use this resource in the future, speak with your advisor to explore how the course repeat policy could help you.

Jasmine knows that it is a Radford University policy that she needs to earn at least a 2.00 overall GPA (a C average) to be in good academic standing. When final grades were posted at the end of her first semester, Jasmine had earned three Cs and two Ds which equals a 1.60 overall GPA. Now that Jasmine is on academic probation, what should she do?

**Good Academic Standing vs. Academic Probation**

All Radford University students are required to maintain at least a 2.00 overall GPA to remain in good academic standing. Any GPA below a 2.00 is considered academic probation. Students on academic probation should work closely with their advisor to wisely select classes and find resources to help them improve their GPA.

**Academic Suspension**

All students must meet the below GPA threshold by the conclusion of each spring term.
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<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Cumulative GPA Required to Avoid Suspension</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-23</td>
<td>1.00</td>
</tr>
<tr>
<td>24-35</td>
<td>1.50</td>
</tr>
<tr>
<td>36-47</td>
<td>1.80</td>
</tr>
<tr>
<td>48 or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Students may attend summer sessions (excluding Augustmester) at Radford University to improve their GPAs and avoid suspension. Courses taken at other institutions will not affect the student’s Radford University GPA.

Dean's List

Students who achieve an outstanding academic semester are acknowledged on the Dean's List. Students will be placed on the Dean's List any semester that they meet four specific criteria:

- They must have 12 credit hours of coursework graded A-F
- Earn GPA's of at least 3.40 for all courses not graded on a pass-fail basis
- Obtain no grade lower than C
- No incomplete grades

How Do I…?

The class add/drop period has ended, how do I get out of a class?

To get out of a class after the add/drop period has ended you must use a class withdrawal. To complete a class withdrawal, fill out a Withdrawal Form, have it signed by your advisor, then submit the form to the Registrar's Office. These forms are available in advising centers and the Registrar’s Office.

When can I register for classes?

Incoming Radford University students must attend Quest to complete registration and receive a schedule.

How do I change my schedule after Quest?

Freshman cannot make schedule changes after leaving Quest until the add/drop period begins during the first week of classes. Transfer students, who have attended Quest, may make schedule adjustments online through MyRU during the add/drop period.
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How do I change my major before Quest?

You can change your major before attending Quest by logging into MyRU and changing your selected major through your Quest registration account. You can access your Quest registration through the Orientation icon that looks like this: (image)

How do I change my major after Quest?

You will need to complete a Declaration of Major/Minor Form, which is available in either your advising center or the Registrar’s Office.

How do I view my midterm and final grades?

You can access midterm and final grades by logging into MyRU and selecting the Academics icon that looks like this: (image)

Next, you will scroll to the bottom and select the current term (fall 2018) in the 'Student Grades' box.

Radford Email

It is very important for you to check your Radford University email at least once a day, even when school is not in session. The Radford University email system is the primary mode of communication between students, faculty, and staff. All official notifications, reminders, class communications, and student account information will be sent via the Radford University email system and may be recorded as part of your student record.

You can access your Radford University email by going to the MyRU portal and selecting the email icon that looks like this: (image)

If you would like to access your Radford University email address from your mobile device you can follow the instructions found at http://www.radford.edu/content/it/home/it-support/email.html.

Academic Policies Quiz

Topic 3 – Academic Resources and Campus Partners

In this topic you will learn about campus resources that are available to you. Knowing these resources are available is the first step to finding success.

Make sure you read all items and take the quiz to complete this topic.
Academic Advising Website

The Radford University Undergraduate Academic Advising website is a one-stop-shop for information and resources. This website has links to the advising centers, academic resources (including information about majors and minors), and campus resources.

Take a few minutes to explore the website: http://www.radford.edu/content/advising/home.html.

Where is your advising center?

At Quest you will meet the professional advisors from your college. If you are not sure which college your major belongs to, don't worry, you will find out at Quest. There are 7 advising centers on Radford's campus:

- Pre-Major Advising
  - located in Whitt Hall 130

- Artis College of Science and Technology
  - located in Stuart Hall 163

- College of Business and Economics
  - located in Kyle Hall 244

- College of Education and Human Development
  - located in Peters Hall A104

- College of Humanities and Behavioral Sciences
  - located in the College of Humanities and Behavioral Sciences Building 3301

- College of Visual and Performing Arts
  - located in Porterfield Hall 243

- Waldron College of Health and Human Services
  - located in Waldron Hall 351

The professional advisors are here to help you! We can be a resource for you from now until you graduate. If you have a question and you're not sure where to start, your advising center might be a good place.

To help you find the advising centers you can also reference a campus map.
Academic Resources

This is a list of academic resources at Radford University.

You don't need to memorize this list, but it will be a helpful reference for you to use.

**Academic Calendar:** The academic calendar lists important Radford University dates and deadlines for the next few years. Access the calendar online: [http://www.radford.edu/content/registrar/home/registration-information/academic-calendar.html](http://www.radford.edu/content/registrar/home/registration-information/academic-calendar.html)

**Academic Catalog:** The academic catalog serves as your handbook to Radford University. It lists academic policies, major and minor requirements, degree requirements, course descriptions, and can serve to answer almost any question related to academics at Radford University. Access the catalog online: [http://catalog.radford.edu/](http://catalog.radford.edu/) (Select the 2018-19 Academic Catalog)

**Core Curriculum:** The Core Curriculum is the name for Radford's general education requirements. The following website provides information pertaining to the Core Curriculum requirements, including course descriptions and transfer equivalencies. Access Core Curriculum information online: [http://www.radford.edu/content/core-curriculum/home.html](http://www.radford.edu/content/core-curriculum/home.html)

**Course Registration Information:** This semester you will register for classes at Quest. In future semesters, you will register for classes on your own. The Registrar's office provides registration information including instructions on how to register for courses, when your registration time begins each semester, and important registration announcements. Access registration information online: [http://www.radford.edu/content/registrar/home/registration-information.html](http://www.radford.edu/content/registrar/home/registration-information.html)

**Degree Audit (DegreeWorks):** The degree audit is an online resource to help you keep track of your graduation requirements. It automatically lists all of the classes you are registered to take and the classes you have completed. It includes your advisors name and it lists your overall and in-major GPA. To access your degree audit go to MyRU, select the 'Academics' icon and then 'Degree Audit (DegreeWorks-Students)'.

**Desire2Learn (D2L):** You are using D2L right now. This system will allow you to access any course content your Radford University professors may choose to include as part of a course (e.g. grades, lecture notes, videos, quizzes, etc.). This is also the platform that most online courses at Radford use to deliver the course. There is an icon to access D2L on the MyRU portal.

**Final Exam Schedule:** Final Exams are not usually held on the same day or at the same time as your class. The following website will update every semester with the final exam schedule; it is
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recommended you access this link at the beginning and end of each semester. Access the final exam schedule online: http://www.radford.edu/content/registrar/home/exam-schedule.html

**Highlander Knowledge Center (HKC):** The HKC offers free one-on-one assistance and small group tutoring for writing, math, science and more. The services offered are free to all Radford University students. Examples of services include short-term and sustained tutoring, skills groups, workshops, and strategy guides on time management, test taking approaches, and similar topics. Students can schedule an appointment over the phone, in-person, or via the website. Access the HKC website: http://www.radford.edu/content/LARC/home.html

**Majors and Minors:** This website provides a complete list of majors and minors available at Radford University. Access this page online: http://www.radford.edu/content/advising/home/majors-minors.html

**MyRU:** MyRU is the student dashboard that houses various Radford University portals including email, on-campus housing, academics, personal information, finances, and Desire2Learn (D2L). MyRU allows you to complete the student check-in, complete course registration, access grades, view your Degree Audit, and much more.

**NetTutor:** NetTutor is an online tutoring program free to all Radford University students that can be accessed through your Desire2Learn (D2L). Access this page through D2L: NetTutor

**Starfish:** Starfish can help you find contact information and schedule appointments with your professors and advisors. There is an icon to access Starfish on the MyRU portal.

**Student check-in:** You will need to complete the student check-in at the beginning of every semester. It only takes a few minutes to complete and the process just asks you to verify that you will be attending Radford for that term and to verify or update your contact information. There is an icon to access the student check-in on the MyRU portal.

**Virginia Community College Transfer Guide:** The Virginia Community College System (VCCS) Transfer Guide is an online document that lists Radford University’s transfer equivalencies for all Virginia Community Colleges. Access the VCCS Transfer Guide online: http://www.radford.edu/content/dam/departments/administrative/registrar/content-files/Transfer-Guide.pdf

**Campus Partners**

**Center for Accessibility Services (CAS):** Russell Hall 3rd floor (Suites 301-327)

Phone: (540) 831-6350  Email: cas@radford.edu

Website: http://www.radford.edu/content/cas/home.html
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The Center for Accessibility Services (CAS) is committed to providing equal educational opportunities for individuals living with disabilities. The CAS serves and supports students, parents, and visitors seeking reasonable accommodations under the Americans with Disabilities Act. The office is dedicated to the ongoing goal of access and inclusion so that an individual may fully participate in the university experience.

Center for Career and Talent Development: Russell Hall 331

Phone: (540) 831-5373  Email: csc@radford.edu

Website: http://www.radford.edu/content/career-services/home.html

The Center for Career and Talent Development provides free career advising to all Radford University students that includes guiding students in their career planning, enhancing their resume and interviewing skills, and providing information for internships, full-time jobs, or graduate schools. Students can also apply for work study positions through this office.

Center for Diversity and Inclusion (CDI): Heth Hall 157

Phone: (540) 831-5765  Email: diverse@radford.edu

Website: http://www.radford.edu/content/diversity/home.html

The CDI is a resource to ALL of the Radford University community. This office provides a concentrated focus on the progress, success and concerns of underrepresented populations on Radford University's campus such as African American, Asian American, Hispanic/Latino American, and Native American students. Additionally, this office provides programming and resources for faith/religion and LGBT communities.

Dean of Students: Heth Hall 274

Phone: (540) 831-6297  Email: dos-web@radford.edu

Website: http://www.radford.edu/content/dos/home.html

The Office of the Dean of Students responds to the informational and personal concerns of students and oversees the protection of student rights.

Financial Aid: Heth Hall 169

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

Website: http://www.radford.edu/content/financial-aid/home.html
The Financial Aid Office works with prospective and current students to apply for financial assistance to pay tuition, room and board, and other expenses associated with attending Radford University.

**Highlander Knowledge Center (HKC):** McConnell Library 4th floor

Phone: (540) 831-7704

Website: [http://www.radford.edu/content/LARC/home.html](http://www.radford.edu/content/LARC/home.html)

The HKC offers free one-on-one assistance and small group tutoring for writing, math, science and more. Students can schedule an appointment over the phone, in-person, or via the website.

**Housing and Residential Life:** Heth Hall 226

Phone: (540) 831-5375  Email: res-life@radford.edu

Website: [http://www.radford.edu/content/residence-life/home.html](http://www.radford.edu/content/residence-life/home.html)

Want to live on-campus? Need to report a problem with your room? Visit the Housing and Residential Life website to report problems with your room, find break/summer housing, request a room for the next academic year, and much more.

**International Education Center:** Cook Hall 105

Phone: (540) 831-6200

Website: [http://www.radford.edu/content/international/home.html](http://www.radford.edu/content/international/home.html)

The International Education Center serves international students, encourages and enables students to participate in high quality study abroad experiences, and facilitates innovative international programming on campus.

**McConnell Library:** 801 E. Main Street, Radford, VA

Phone: Reference Desk (540) 831-5696  Front Desk (540) 831-5364  Email: Refdesk@radford.edu or Frontdesk@radford.edu

Website: [http://library.radford.edu](http://library.radford.edu)

The McConnell Library has a plethora of electronic and hard copy resources available for class assignments. Additionally, the library has space dedicated for study groups and computers available for research, printing, scanning, and copying. The library staff can also assist students
with checking out resources from other libraries if Radford University's library does not have the resource available for check-out.

**Military Resource Center:** Calhoun Hall 100

Phone: (540) 831-5002  Email: military@radford.edu

Website: [http://www.radford.edu/content/veterans-resources/home.html](http://www.radford.edu/content/veterans-resources/home.html)

The Military Resource Center is dedicated to supporting Radford University's veterans and dependents through campus and community resources.

**New Student and Family Programs:** Whitt Hall 102

Phone: (540) 831-5923  Email: orientation@radford.edu

Website: [http://www.radford.edu/content/new-student-programs/home.html](http://www.radford.edu/content/new-student-programs/home.html)

The office of New Student and Family Programs is dedicated to assisting students with the transition to the university environment. It meets these needs primarily through two programs, Quest and the University 100 courses.

**Office of the Bursar:** Heth Hall 2nd floor

Phone: (540) 831-5417  Email: bursar@radford.edu

Website: [http://www.radford.edu/content/bursar/home.html](http://www.radford.edu/content/bursar/home.html)

The Office of the Bursar provides a variety of services including the collection of tuition and fee payments, tuition payment plans, and the disbursement of financial aid funds. Students can make payments on their Radford University bills through the Cashier’s Office.

**Office of Student Success and Retention:** Tyler Hall suite 007-011

Phone: (540) 831-2139

Website: [http://www.radford.edu/content/student-success/home.html](http://www.radford.edu/content/student-success/home.html)

The Office of Student Success and Retention coordinates various outreach campaigns to ensure that students feel connected to the university, are aware of services available to them and know about upcoming academic deadlines. University withdrawals must be initiated in this office.
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Parking and Transportation: Heth Hall 152

Phone: (540) 831-6361  Email: parking@radford.edu

Website:  http://www.radford.edu/content/parking-transportation/home/transit.html

Radford University students are permitted to park vehicles on-campus (in either resident or commuter lots) if they purchase a parking pass through Parking Services, fees and a parking map can be found on their website. The Radford Transit is a free bus service available to all Radford University students. The bus routes and schedule can be viewed on the Parking Services website as well.

Registrar’s Office: Heth Hall 105

Phone: (540) 831-5271  Email: registrar@radford.edu

Website:  http://www.radford.edu/content/registrar/home.html

The Registrar’s Office is responsible for current and past students’ academic records. This includes official transcripts, verifying enrollment status, accepting and approving transfer credit, overseeing the registration process, interpreting university policies and procedures, awarding degrees, etc. The Registrar’s Office is also responsible for creating and accepting important university forms (e.g. class withdrawals, declaration of major/minor forms, etc.) which can be accessed either in their office or through their website.

Student Activities: The Bonnie Hurlburt Student Center 226

Phone: (540) 831-5332  Email: stuact@radford.edu

Website:  http://www.radford.edu/content/student-activities/home/contact.html

Radford students can access a plethora of student clubs, organizations, leadership opportunities, campus events, and Greek Life through Student Activities.

Student Counseling Services: Lower Level of Tyler Hall

Phone: (540) 831-5226

Website:  http://www.radford.edu/content/student-counseling/home.html

Student Counseling Services provides quality mental health care to Radford University students, consultative services to the larger community, and training to graduate students in the mental health field. All services are provided under the direction of licensed, credentialed and experienced mental health professionals.
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**Student Health Services:** Lower Level of Moffett Hall

Phone: (540) 831-5111

Website: [http://www.radford.edu/content/student-health/home.html](http://www.radford.edu/content/student-health/home.html)

Student Health Services provides comprehensive, cost effective, confidential, caring, holistic primary health care to our students within the University community.

**Student Recreation and Wellness Center:** 200 Jefferson St.

Phone: (540) 831-7164

Website: [http://www.radford.edu/content/recreation/home.html](http://www.radford.edu/content/recreation/home.html)

All actively enrolled Radford University students have free access to the Student Recreation and Wellness Center. Visit their website to view facilities and fitness classes available to Radford University students at no additional cost.

**Substance Abuse and Violence Education Support (SAVES):** Lower Level of Tyler Hall

Phone: (540) 831-5709  Email: saves@radford.edu

Website: [http://www.radford.edu/content/saves/home.html](http://www.radford.edu/content/saves/home.html)

SAVES is dedicated to reducing negative consequences related to substance abuse and/or violence through campus wide initiatives that address these issues and promote student success.

**Technology Assistance Center:** Walker Hall 153

Phone (540) 831-7500  Email: itsecurity@radford.edu

Website: [http://www.radford.edu/content/it/home.html](http://www.radford.edu/content/it/home.html)

The Technology Assistance Center (TAC) provides centralized support for the campus community technology needs. The TAC is your single point of contact for technology related questions, assistance and issues with Radford University systems and computer devices.

**University Police:** Allen Building (East Main and University Drive)

Phone: (540) 831-5500  Email: police@radford.edu

Website: [http://www.radford.edu/content/police/home.html](http://www.radford.edu/content/police/home.html)
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The Radford University Police Department is a full-service, sworn, accredited law enforcement agency devoted to the welfare of the University community.

Academic Resources and Campus Partners Quiz

**Topic 4 – Quest Advising**

The next step in your Radford University journey is to attend Quest. This topic provides information on what to expect during advising at Quest and how you can best prepare for your visit.

Make sure you read all items and take the quiz to complete this topic.

**Possible College Credit**

At Quest you will discuss any possible college credit that you are expecting to receive with an advisor.

That could include Advanced Placement (AP), International Baccalaureate (IB), dual enrollment, or transfer credit.

**Advanced Placement (AP) courses:**

AP test results will need to be submitted to the Radford Admissions Office and evaluated before credit may be given for AP courses. Score sheets can be obtained through your high school counseling office, or the testing agency [College Board](https://www.collegeboard.org). We recommend sending your scores directly from College Board to the Radford University Admissions Office. For score requirements see the Admissions section of the [Academic Catalog](https://www.radford.edu/academics/catalog), then go to the Advanced Placement and College Level Exam Program section.

**International Baccalaureate (IB) courses:**

Students entering Radford University with an IB Certificate will be awarded three to eight (3-8) semester hours of credit (up to 12 for Foreign Language) for each course completed at the Higher Level with a score of four through seven (4-7). Scores can be obtained through your high school counseling office or the [International Baccalaureate Organization (IBO)](https://www.ibo.org). We recommend sending your scores directly from the IBO to the Radford University Admissions Office. For more information see the Admissions section of the [Academic Catalog](https://www.radford.edu/academics/catalog), then go to the International Baccalaureate Policy section.
Dual Enrollment (DE) courses:

For DE credit to be awarded, an official transcript must be received by the Radford University Admissions Office from the community college where the course was taken. A high school transcript showing the grade for the course is not sufficient.

You can review the VCCS Transfer Guide to see equivalences for DE courses taken at Virginia Community Colleges, as well as Richard Bland College. If your DE courses were taken outside the Commonwealth of Virginia, the courses will need to be evaluated by Radford University officials to determine specific credit.

Other Transfer Credit:

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 specific credit. Only courses passed with a grade of C or higher will be considered for transfer credit. Grades of C- or lower are not accepted. Radford University does not give transfer credit for courses taken as Pass/Fail.

Although the advisors should have a copy of your transcripts, we may not have the most up-to-date version when you attend Quest. That means that it is very important that you come to Quest prepared to talk about which classes you have taken, if you have completed the required exam (required to receive credit for AP and IB), and your expected grade for the course or score for the exam.

Reminder: it is very important that you make sure all of your most recent transcripts have been sent to the Radford University Admissions Office. You will not receive credit for classes until your official transcripts and scores have been received.

If you have questions, make sure you bring them to Quest to discuss with an advisor.

What to Expect at Quest

What to expect during Quest advising:

- Students attending each Quest session will be divided into groups for advising;
- You will be sorted into a group with other students in similar majors or Pre-Major (sizes vary by college);
- Professional advisors, faculty, and student Quest Assistants help students during advising at Quest.
Orientation to Advising Module 2018-19

- You will be selecting courses, reviewing any anticipated transfer credit (including AP, IB, and Dual Enrollment), reviewing major requirements, and asking any questions you may have.
- **Core Curriculum classes** - you will be selecting several Core Curriculum courses at Quest for your fall schedule. If you would like to start looking through general course options and making a list of your top choices, you can find the list of class options on the [Core Curriculum Course Descriptions 2018-2019.pdf](Core%20Curriculum%20Course%20Descriptions%202018-2019.pdf). This is an extensive list, but you will only be selecting a few classes. At Quest, your advisors will be making specific course suggestions, based on your major, to help you pick classes.
  - You will leave your advising session with a list of recommended courses.

At Registration, after the advising session:

- You will register for courses in a computer lab with the assistance of advisors and Quest Assistants.
- You will leave Quest with a complete class schedule for the upcoming semester.

If you decide to change your major make sure you talk to an advisor, so they can help you make any necessary changes.

**How to Prepare for Quest**

**You can prepare for Quest advising by:**

- Verifying that your intended major is correctly displayed in the Quest registration program (through the Orientation icon in MyRU);
- Completing this entire module, including all quizzes;
- Making sure you know your Radford University username and password;
- Submitting all final transcripts from high school and any other previous school you have attended to the Radford University Admissions Office;
- Sending test scores for SAT/ACT, Advanced Placement (AP), or International Baccalaureate (IB) tests from College Board or the International Baccalaureate Organization to the Radford University Admissions Office; and
- Collecting the following materials to bring to your Quest advising session: 1) your Radford University username and password, 2) a list of Core Curriculum classes you're interested in taking, 3) unofficial copies of your AP and/or IB test scores, 4) unofficial copies of all transcripts.

**Quest Advising Quiz**
Hooray!

Congratulations, you have completed the Radford University Orientation to Advising Module!

You will be able to refer back to this module and take quizzes whenever you need to refresh your memory.

Don't forget to reference "How to Prepare for Quest" in Topic 4 so that you are best prepared for your advising experience at Quest.

We look forward to meeting you soon! Go Highlanders!