

# RADFORD UNIVERSITY

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## Academic Success Center

### 2021-2022 Academic Advising Streamlined Processes

#### **Course withdrawals**

The ASC academic advisors email the fillable PDF course withdrawal form to the Registrar's Office.

**The following process(es) are followed in regard to course withdrawals:**

***In-person non-athlete:***

1. The advisor and the student complete, sign, and date the course withdrawal form.
2. The advisor then scans the course withdrawal form and sends it via email to [registrar@radford.edu](mailto:registrar@radford.edu).

***In-person student-athlete:***

1. The advisor and the student complete, sign, and date the course withdrawal form.
2. The student-athlete sends an email to the athletic advisor requesting to withdraw from a course.
3. The student forwards the athletic advisor's response to the academic advisor.
4. The academic advisor forwards the email approval from the athletic advisor and the completed withdrawal form to [registrar@radford.edu](mailto:registrar@radford.edu).

***Online non-athlete:***

1. The student emails the academic advisor with their name, ID number and a statement requesting to withdraw from a course.
2. The advisor completes the fillable PDF course withdrawal form.
3. The advisor forwards the student's email requesting to withdraw from a course to [registrar@radford.edu](mailto:registrar@radford.edu) with the completed course withdrawal form attached to the email.

***Online student-athlete:***

1. If the student is an athlete, they should email an athletic advisor requesting to withdraw from a course. The student-athlete forwards the athletic advisor's response to the academic advisor.
2. The academic advisor forwards the athletic advisor's email approval and the completed course withdrawal form to [registrar@radford.edu](mailto:registrar@radford.edu).

## **Academic petitions**

The ASC academic advisors use the “email petition” to route and submit a petition.

### **The following process(es) are followed in regard to petitions:**

1. The student sends the academic advisor an email from their RU email address with their name, ID number and a statement regarding their petition request.
2. The academic advisor completes the petition, using the petition email template vetted by the Registrar’s Office.
3. The academic advisor initiates an email to be sent through the appropriate channels for recommendation and final approval.
4. The final email is sent to the Registrar’s Office with a request for approval.

## **Requests for change/declaration of majors, minors, change to concentrations, catalog year**

The ASC academic advisors use the fillable PDF request forms.

### **The following process(es) are followed in regard to requests to change/declaration of majors, minors, change to concentrations, catalog year, etc.:**

1. The academic advisor supports and provides instruction to the student to send an email from their RU email account with their name, RUID, and a statement that includes their request to change/declare a major, minor, concentration, or catalog year. The email is to be addressed to the Director/Lead Academic Advisor of the college in which the major/minor is housed.
2. The Director/Lead Academic Advisor completes the fillable PDF form and either codes it in Banner themselves or sends it to the appropriate chair, depending on the declaration of major/minor process for the department.