

Online Registration

Please login to your MyRU portal account. If you have not created your account, navigate your browser to <https://myru.radford.edu>, select “New User”, click on “Activate Your Account” and follow the instructions that proceed.

Once you have logged into your account, you will have a Course Registration Channel available in your Academics Tab that will appear as the following:



In this channel you will see your registration times, as well as a Registration Resources link where you have the ability to view your registration status, the course schedule, and more. You may also visit the “Registration Information” section of the Registrar’s Office website (www.radford.edu/~registra) to view the available Course Schedule, view tutorials on how to navigate the course schedule and how to register for classes, find your registration times, and additional information.

How to Register for Classes and Registration Assistance

When you are allowed to register the “REGISTER NOW” button will appear in your Course Registration Channel. When you click that button, you will be taken to the Registration Menu which will provide links allowing you to add/drop classes, search for classes, view your registration history, and more. To see how to register for classes, please view the *How to Register for Classes* tutorial found under “Registration Information” at www.radford.edu/~registra.

If you are having any difficulty while registering for courses, you may gain assistance by:

1. Visiting www.radford.edu/~registra, then click on Registration Information or
2. Calling the Registrar’s Office at 831-5271.

RU E-Mail Activation

Upon successful web registration, your RU e-mail will be activated. You may access your e-mail through the portal by clicking the “E-mail” link. **It is your responsibility to frequently monitor your RU e-mail and the university web portal (i.e. Student Accounts Tab), as these electronic means have replaced standard mailings as the university’s most effective and efficient ways to disseminate important information to the campus community.** Failure to read official e-mails and university web portal communications in a timely manner does not relieve students from their responsibility to take appropriate action(s) on the information contained in them.

Disability Resources Available

If you are a student with a documented disability and will require reasonable academic accommodations, you will need to register with the Disability Resource Office. Please visit their website for more information at www.radford.edu/dro. If you are a student who uses sign language to communicate and are in need of interpreting services for classes, contact the Disability Resource Office at least three weeks (15 business days) prior to the first day of classes.

Student Health Records

Please pay very close attention to the enclosed Student Health Record Form and the attached policy statement from the RU Student Health Center. Please note that non-compliance with this policy will prohibit your registration for your second semester. Any questions or concerns regarding Student Health Records should be directed to the RU Student Health Center, 540-831-5111.