



Office of the University Registrar
 116 Alfred B. Rollins, Jr. Hall
 Norfolk, VA 23529
 PHONE: 757-683-4425, FAX: 757-683-5357
 e-mail: register@odu.edu

REGISTRATION ADD/DROP/WITHDRAW

See www.odu.edu/registrar for registration instructions and deadlines.

Registration Term: Fall _____ Spring _____ Summer _____ Undergraduate _____ Graduate _____

 Last Name First Name Middle Initial University ID Number (UIN)

 Current Address Daytime Phone Email Address

 Student Signature Date

Honor Code: I pledge to support the Honor System of Old Dominion University. I will refrain from any form of academic dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the academic community it is my responsibility to turn in all suspected violators of the Honor Code. I will report to hearing if summoned.

Instructor: Indicate permission to override **specific** registration errors by checking and initialing overrides and signing your name in the right-hand column. **Overrides may be given electronically in LEO Online, allowing the student to register via the Web.** NOTE: Students with campus/level restrictions should contact the Registrar's Office for registration assistance.

I understand that by submission of this form, if the course is available for registration, I will be enrolled in the class(es) for which I have entered the Course Reference Number (CRN). In addition, I understand that Old Dominion University does NOT cancel registration for non-payment of tuition and fees or non-attendance. I also understand that I am obligated to pay tuition and fees for course registration. Account balances can be accessed through LEO Online (www.leonline.odu.edu) daily. Old Dominion University bills students electronically by email sent to the student's ODU email account (xxxxxxx@odu.edu).

DROP <input checked="" type="checkbox"/>	ADD <input checked="" type="checkbox"/>	CRN 12345	Subject POLS	Course 101S	Grade Option Nml P/F Aud	Overrides (instructor must check and initial)				Instructor's Signature
						<input type="checkbox"/> CLOSED CLASS _____	<input type="checkbox"/> CO-REQ _____	<input type="checkbox"/> PRE-REQ/TEST SCORE _____	<input type="checkbox"/> DUP CRSE _____	
						<input type="checkbox"/> MAJOR RESTR _____	<input type="checkbox"/> TIME CONFLICT _____	<input type="checkbox"/> INSTR APPR _____		
						<input type="checkbox"/> CLOSED CLASS _____	<input type="checkbox"/> CO-REQ _____	<input type="checkbox"/> PRE-REQ/TEST SCORE _____	<input type="checkbox"/> DUP CRSE _____	
						<input type="checkbox"/> MAJOR RESTR _____	<input type="checkbox"/> TIME CONFLICT _____	<input type="checkbox"/> INSTR APPR _____		
						<input type="checkbox"/> CLOSED CLASS _____	<input type="checkbox"/> CO-REQ _____	<input type="checkbox"/> PRE-REQ/TEST SCORE _____	<input type="checkbox"/> DUP CRSE _____	
						<input type="checkbox"/> MAJOR RESTR _____	<input type="checkbox"/> TIME CONFLICT _____	<input type="checkbox"/> INSTR APPR _____		
						<input type="checkbox"/> CLOSED CLASS _____	<input type="checkbox"/> CO-REQ _____	<input type="checkbox"/> PRE-REQ/TEST SCORE _____	<input type="checkbox"/> DUP CRSE _____	
						<input type="checkbox"/> MAJOR RESTR _____	<input type="checkbox"/> TIME CONFLICT _____	<input type="checkbox"/> INSTR APPR _____		

MAXIMUM HOUR

WAIVER*: Max Hrs: _____ GPA: _____ Advisor/GPD Approval: _____ Dean's Approval: _____

*Undergraduate students seeking to take more than 18 credit hours must have a 3.0 or better overall GPA and obtain the approval of the advisor AND the Dean of the college in which their major program resides. Students without a declared major must obtain the recommendation of their advisor and written permission from the Dean of University College to enroll in more than 18 hours. Graduate students must obtain approval of the graduate program director (GPD).