An Academic Advising Handbook
# Academic Advising Centers

<table>
<thead>
<tr>
<th>Academic Advising Administration</th>
<th>Student Success Center</th>
<th>757-683-3699</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandra M. Waters</td>
<td>1500 Webb Center</td>
<td>757-683-4805</td>
</tr>
<tr>
<td><strong>Center for Major Exploration (for students exploring majors)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G.W. Thompson, III</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Arts and Letters</strong></td>
<td>1006 Batten Arts and Letters</td>
<td>757-683-4939</td>
</tr>
<tr>
<td>Matilda Cox</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Business and Public Administration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jennifer Usis</td>
<td>1011 Constant Hall</td>
<td>757-683-5777</td>
</tr>
<tr>
<td><strong>Education</strong></td>
<td>126 Education Building</td>
<td>757-683-3523</td>
</tr>
<tr>
<td>Eric Braun</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Engineering</strong></td>
<td>132C Kaufman Hall</td>
<td>757-683-5877</td>
</tr>
<tr>
<td>Bonita Anthony</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Health Sciences</strong></td>
<td>2112 Health Sciences Building</td>
<td>757-683-5137</td>
</tr>
<tr>
<td>Leanne White</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Sciences</strong></td>
<td>236 Mills Godwin Building</td>
<td>757-683-6790</td>
</tr>
<tr>
<td>Renaldo Randall</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Admissions Office</strong></td>
<td>112 Rollins Hall</td>
<td>757-683-4473</td>
</tr>
<tr>
<td>Kendra Lawrence (transfer equivalencies)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Academic Support for Athletes</strong></td>
<td>1109 Athletic Administration Building</td>
<td>757-683-3709</td>
</tr>
<tr>
<td>April Brecht</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Naval Science / NROTC</strong></td>
<td>5214 Bluestone Ave. (Behind Rollins)</td>
<td>757-683-4744</td>
</tr>
<tr>
<td>Military Science and Leadership/Army ROTC</td>
<td>119 Rollins Hall</td>
<td>757-683-3663</td>
</tr>
<tr>
<td><strong>International Student and Scholar Services</strong></td>
<td>2007 Dragas Hall</td>
<td>757-683-4756</td>
</tr>
<tr>
<td>Sara Eser</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DISTANCE LEARNING</strong></td>
<td>426 Gornto Building</td>
<td>1-800-968-2638</td>
</tr>
<tr>
<td>Rob Curry</td>
<td>757-783-3163</td>
<td></td>
</tr>
<tr>
<td><strong>Undergraduate Continuance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(academic warning/suspension)</td>
<td>Student Success Center</td>
<td>757-683-3773</td>
</tr>
<tr>
<td>Christine Stringfield-Ricks</td>
<td></td>
<td></td>
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**Advising Website:** [https://www.odu.edu/success/academic/advising](https://www.odu.edu/success/academic/advising)

**Locate Advisor Website:** [http://www.odu.edu/success/academic/advising/advisors](http://www.odu.edu/success/academic/advising/advisors)

**Distance Learning Advisor Website:** [http://dl.odu.edu/how-it-works/academic-advising](http://dl.odu.edu/how-it-works/academic-advising)
Welcome to Old Dominion University

Dear Academic Advisor:

This handbook is designed to complement the 2014-2015 Undergraduate Catalog. Most references contained in this document will provide specific examples of how a policy is implemented and who to contact if you have questions. It is also designed to enhance the ODU Master Advisor Certificate program.

Sincerely,

Sandra M. Waters, Executive Director
Advising & Transfer Programs
## Academic Calendars

### Fall 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 23 (Saturday)</td>
<td>Classes begin, Sessions 1 and 2 (Deadline to apply for In-State Tuition)</td>
</tr>
<tr>
<td>September 1 (Monday)</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>October 11-14 (Sat-Tue.)</td>
<td>Fall Holiday</td>
</tr>
<tr>
<td>November 4 (Tuesday)</td>
<td>Last day to withdraw from Session 1 classes</td>
</tr>
<tr>
<td>November 26-30 (Wed-Sun)</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>December 5 (Friday)</td>
<td>Classes end</td>
</tr>
<tr>
<td>December 6 (Saturday)</td>
<td>Exams begin</td>
</tr>
<tr>
<td>December 12 (Friday)</td>
<td>Exams end</td>
</tr>
<tr>
<td>December 13 (Saturday)</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

### Spring 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 10 (Saturday)</td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 17-19 (Sat-Mon)</td>
<td>Martin Luther King, Jr. Holiday</td>
</tr>
<tr>
<td>March 9-14 (Mon-Sat)</td>
<td>Spring Holiday</td>
</tr>
<tr>
<td>March 31 (Tuesday)</td>
<td>Last day to withdraw from classes</td>
</tr>
<tr>
<td>April 28 (Tuesday)</td>
<td>Classes end</td>
</tr>
<tr>
<td>April 29 (Wednesday)</td>
<td>Reading Day</td>
</tr>
<tr>
<td>April 30 (Thursday)</td>
<td>Exams begin</td>
</tr>
<tr>
<td>May 7 (Thursday)</td>
<td>Exams end</td>
</tr>
<tr>
<td>May 8,9 (Friday, Saturday)</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 9 (Saturday)</td>
<td>Degree Conferral Date</td>
</tr>
</tbody>
</table>

### Summer 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 18 (Monday)</td>
<td>Session 1 and 3 Classes Begin</td>
</tr>
<tr>
<td>May 25 (Monday)</td>
<td>Holiday - No Classes</td>
</tr>
<tr>
<td>June 27 (Saturday)</td>
<td>Session 1 classes end (including exams)</td>
</tr>
<tr>
<td>June 29 (Monday)</td>
<td>Session 2 Classes Begin</td>
</tr>
<tr>
<td>July 3 (Friday)</td>
<td>Holiday - No Classes</td>
</tr>
<tr>
<td>August 7 (Friday)</td>
<td>Session 3 Classes end (including exams)</td>
</tr>
<tr>
<td>August 8 (Saturday)</td>
<td>Session 2 Classes end (including exams)</td>
</tr>
</tbody>
</table>
# Academic Calendars 2015-2016

## Fall 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 22 (Saturday)</td>
<td>Classes begin</td>
</tr>
<tr>
<td>September 7 (Monday)</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>October 10-13 (Sat-Tues)</td>
<td>Fall Holiday</td>
</tr>
<tr>
<td>November 3 (Tuesday)</td>
<td>Last day to withdraw from classes</td>
</tr>
<tr>
<td>November 25-29 (Wed-Sun)</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>December 4 (Friday)</td>
<td>Classes end</td>
</tr>
<tr>
<td>December 5 (Saturday)</td>
<td>Exams begin</td>
</tr>
<tr>
<td>December 11 (Friday)</td>
<td>Exams end</td>
</tr>
<tr>
<td>December 12 (Saturday)</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

## Spring 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 9 (Saturday)</td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 16-18 (Sat-Mon)</td>
<td>Martin Luther King, Jr. Holiday</td>
</tr>
<tr>
<td>March 7-12 (Mon-Sat)</td>
<td>Spring Holiday</td>
</tr>
<tr>
<td>March 22 (Tuesday)</td>
<td>Last day to withdraw from classes</td>
</tr>
<tr>
<td>April 25 (Tuesday)</td>
<td>Classes end</td>
</tr>
<tr>
<td>April 26 (Wednesday)</td>
<td>Reading Day</td>
</tr>
<tr>
<td>April 27 (Thursday)</td>
<td>Exams begin</td>
</tr>
<tr>
<td>May 4 (Thursday)</td>
<td>Exams end</td>
</tr>
<tr>
<td>May 6,7 (Saturday)</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 7 (Saturday)</td>
<td>Degree Conferral date</td>
</tr>
</tbody>
</table>

## Summer 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16 (Monday)</td>
<td>Session 1 and 3 Classes Begin</td>
</tr>
<tr>
<td>May 30 (Monday)</td>
<td>Holiday - No Classes</td>
</tr>
<tr>
<td>June 25 (Saturday)</td>
<td>Session 1 Classes End (including exams)</td>
</tr>
<tr>
<td>June 27 (Monday)</td>
<td>Session 2 Classes Begin</td>
</tr>
<tr>
<td>July 4 (Monday)</td>
<td>Holiday - No Classes</td>
</tr>
<tr>
<td>August 5 (Friday)</td>
<td>Session 3 Classes End (including exams)</td>
</tr>
<tr>
<td>August 6 (Saturday)</td>
<td>Session 2 Classed End (including exams)</td>
</tr>
</tbody>
</table>
Academic Advising: A Learning Experience

In keeping with the University’s mission, the primary purpose of the Old Dominion University academic advising program is to empower students to explore, experience, and engage in educational activities that assist them in the development of meaningful educational and career plans to meet their full potential.

Academic Advisor Goals and Teaching Outcomes:

To assist students in developing suitable educational plans and programs of study that promote academic success.

To help students explore and clarify individual academic and career goals.

To teach students how to select appropriate courses and other educational opportunities that provide the experiences needed to develop their goals.

To teach students to review and evaluate progress toward established educational goals and completion of requirements within individual programs of study using the degree evaluation system.

To develop student awareness and understanding that decision-making in the advising process is based on student responsibility and to promote understanding of University values as articulated in the University’s mission statement.

To encourage students to use University support services and related resources as needed (Undergraduate Catalog, Career Management Center, Counseling Services, Educational Accessibility, Writing Tutorial Services, etc.).

To participate in advisor training sessions, keeping current on University policies and procedures.

Student Goals and Learning Outcomes in the Academic Advising Process:

To take full responsibility for learning about opportunities and resources that help formulate academic and career plans and to gather the information needed for the successful completion of all graduation requirements, including, but not limited to, course scheduling, program planning, and understanding the academic advising process.

To define academic and career goals by exploring options through courses and other educational experiences.

To be engaged in the course selection process and to actively seek and participate in other educational opportunities that help in the achievement of academic and career goals.

To read and understand the University’s policies and procedures in relation to meeting University, College, and Departmental graduation requirements.

To be responsible for new information provided through on-line resources and to be prepared with accurate information and relevant materials when contacting the academic advisor.

To consult with the academic advisor on a mutually agreed upon schedule to review course choices, discuss academic and career goals, and assess progress towards degree completion.
Academic Policies

**Minimum Graduation Requirements**
- 2.0 cumulative Grade Point Average in all coursework completed at Old Dominion University (some disciplines require a higher cumulative GPA to graduate—consult the Undergraduate Catalog for specific requirements).
- a minimum 2.0 cumulative Grade Point Average in the major and minor coursework completed at Old Dominion University (some majors have higher grade point average requirements; some minors have specific grade requirements—consult the Undergraduate Catalog for specific details).
- A minimum of 120 credit hours earned, at least 25 percent of the degree requirements completed at Old Dominion University including a minimum of 12 hours of upper-level courses in the department of the declared major (some degrees require more than 120 credits—consult the Undergraduate Catalog for specific credit hour requirements). A minimum of six credit hours must be completed through courses offered by Old Dominion University to satisfy the Upper Division General Education requirement.

**Academic Course Load**
- The usual course load for a semester is 15 academic credit hours. A 12-credit hour load is considered full-time.

**Adding Classes**
- A student may add classes on-line through Leo Online through the end of the eleventh day of classes in a fall or spring semester. Consult the Academic Calendar for specific deadlines during the summer term.
- Adding classes after the last day to add is not recommended and is typically not possible. Instructors are not obligated to add students to a class if it is full or after the add deadline.

**Dropping/ Withdrawing from Classes**
- Students who drop classes by the drop deadline incur no financial obligation or grade for those classes. After the drop deadline, students may withdraw from classes and a financial obligation is incurred. **Note:** Students are NOT dropped from classes for nonpayment of tuition.
- You may drop a class using LEOONLINE during the first seven calendar days in the fall and spring terms.
- Withdrawal from classes occurs **after the deadline to drop classes.** Drop and withdraw dates for each term are available at the web sites of the Office of Finance and the Office of the Registrar (Academic Calendars). Complete information on withdrawing from classes is available in the University Catalog. Students who withdraw through the 10th week of classes are encouraged to contact their instructor, advisor, and financial aid counselor to discuss the implications of withdrawing.
- After the first 7 calendar days of the semester and through the end of the 10th week of a regular semester (or its equivalent for nonsemester courses), a student may withdraw from any course with a grade of "W" assigned. The "W" grade is not computed in a student's GPA.
• During this withdraw period, no instructor signature is required and the withdrawal may usually be accomplished via LEO Online, or by submitting a completed Drop/Add/Withdraw Form to the Office of the Registrar (Distance Learning students may submit the form to the Site Director or the Office of Distance Learning).

• Students with financial or other registration holds will not be able to withdraw online and must submit the Drop/Add/Withdraw Form (by the published withdraw deadlines) to the Office of the University Registrar. Distance Learning students may also submit the form to the Site Director or the Office of Distance Learning to be withdrawn from a course or courses.

• Students who withdraw from classes by any method should verify the withdrawal in LEO Online (Registration History). An email to withdraw@odu.edu must be sent to identify the reason for a complete withdrawal from the term.

• After the 10th week of a regular session (or its equivalent in a nonsemester course), the student must submit a written petition for permission to withdraw (Request for Exception -- Permission to Withdraw After Midterm) to the instructor and the chair of the department offering the course. Two signatures are required.

• If permission is granted by both, a grade of "W" will be recorded when the form is presented to the Office of the University Registrar. If permission is not granted by both, the student will not be allowed to withdraw from the course. Any appeal of decisions should be brought to the dean of the college offering the course. The Request for Exception must be submitted by the last day of classes for a term.

Withdrawal from the University
During the course of any semester, there may be circumstances that result in a student needing to withdraw from the University for the term. Procedures and resources are available to students to process the complete withdrawal. Please consult the Undergraduate Catalog or the University's Student Ombudsperson Services at 757-683-3442 (2008 Webb Center) for more information. (Studentaffairs.odu.edu/sos/)

Academic Standing

Academic Warning

• As an undergraduate student, when you complete a semester and the cumulative GPA is below 2.0, you are placed on academic warning.

  o A student will be placed on academic warning for one semester when the student's cumulative GPA falls below 2.0 at the end of a semester, including summer sessions. A student on academic warning may not enroll in more than 14 credits per semester of attendance (no more than six credits in the summer sessions, and no more than one course in any single summer session) except under extenuating circumstances and with the permission of the dean or designee of the college in which the student is enrolled. A student on academic warning must achieve a cumulative GPA of at least 2.0 at the end of the next semester of attendance to be in good standing. Failure to achieve a cumulative GPA of at least 2.0 results in academic probation.

  o Old Dominion University is committed to assisting students in achieving their academic goals. Therefore, freshman students on academic warning are required to participate
in a success program sponsored by University College in their next semester of attendance.
Failure to complete the requirements of the success program will result in cancellation of registration for the next fall or spring semester.

- Students at the sophomore level and above are encouraged to participate in other University-sponsored activities.

**Academic Probation**
- A student is placed on academic probation when the student's cumulative GPA falls below 2.0 for two consecutive semesters of attendance, including summer sessions. Students on academic probation are expected to improve their cumulative GPA by achieving a semester GPA of 2.0 or better during each semester of attendance. A student who achieves a cumulative GPA of at least 2.0 is removed from academic probation and placed in good academic standing.

- Students on academic probation are **required** to meet regularly with their advisor during their next semester of attendance. A student on academic probation **may not** enroll in more than 14 credits per semester of attendance (no more than six credits in the summer sessions, and no more than one course in any single summer session).

- Failure to achieve a 2.0 semester GPA at the end of a fall or spring semester while on probation results in academic suspension.

- **Students who receive a 0.0 GPA for two consecutive semesters (fall, spring) will be suspended immediately.**

**Academic Suspension**
Academic suspension occurs when a student on academic probation does not maintain a 2.0 SEMESTER GPA. Students who are suspended will follow the matrix below to determine how long they must separate from the University.

**First Academic Suspension:**

<table>
<thead>
<tr>
<th>Suspended</th>
<th>Must Separate from ODU for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall term</td>
<td>Spring term</td>
</tr>
<tr>
<td>Spring term</td>
<td>Summer and Fall terms</td>
</tr>
</tbody>
</table>

**SECOND suspension:**
Student is placed on a five year suspension.

**Third suspension:**
Student is **no longer eligible to attend** Old Dominion University.
Appeal Suspension

According to the Undergraduate Catalog, the Suspension Appeal process is provided for students who can provide valid documentation of extenuating circumstances which contributed to their suspension. Only students with extenuating circumstances (death in family, medical complications or chronic conditions, personal or family emergency, overwhelming work schedules, dorm mate conflict, relationship conflict or other uncontrollable circumstances) will be accepted for review by the Appeals Committee. In addition, students must provide a plan for how the extraordinary event(s) have been resolved and provide proof to the Appeals Committee that further difficulties will not occur if the student is allowed to continue coursework in the next semester.

NOTE: Students without documentation will not be able to appeal their suspension.

Decisions by the appeals committee are final.

Readmission from Suspension

A student returning from an academic suspension will be considered for readmission after completing the required separation and appropriate application form. In addition, undergraduate students are required to attend the Academic Continuance Experience for Success (ACES) workshop before the beginning of the semester of readmission. Please note: Returning students must earn at least a 2.00 semester GPA until good standing (i.e. 2.00 cumulative GPA) is achieved or face suspension again.

Readmission Application

<table>
<thead>
<tr>
<th>Readmission Semester:</th>
<th>Due Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>2nd Friday in August</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>3rd Friday in December</td>
</tr>
<tr>
<td></td>
<td>(note: registration for Spring and Summer are in November of each year. Waiting too long to reapply may result in a lack of course availability.)</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>2nd Friday in April</td>
</tr>
</tbody>
</table>

Dean’s List

To be eligible for the Dean’s List, students must meet the following criteria:
• Be enrolled at least full-time (12 credits) in degree credit courses for grade point credit (i.e. not Pass/Fail).
• Earn a GPA of 3.4 or higher with no grade below a C.
• The student must also receive a passing grade in any nondegree credit courses in which he/she is enrolled.
• Students who receive a grade of I (incomplete) are not placed on the Dean’s List.

Grade Forgiveness Policy

• Students who receive a grade of C- or below may repeat a course to improve their overall grade point average.
• Each course may only be repeated one time with the grade forgiveness option applied.
• Grade Forgiveness can only be applied to five courses.
• The second grade will be applied whether higher or lower than the original.
• The grade forgiveness option will not be applied to courses in which the first grade was a C or higher.
• The grade forgiveness option will only be applied to a course with the exact course number, title, and credit hour value.
• The complete policy can be found on the Registrar’s website (http://www.odu.edu/ao/registrar/grades/forgiveness/index.shtml).

Adjusted Resident Credit (ARC)
Any undergraduate student who separates from the University for a minimum of one calendar year and leaves in academic difficulty (below a 2.0 cumulative grade point average) is eligible to apply for the Adjusted Resident Credit option. The criteria are as follows:
• Prior to the one year absence, the student must have a grade point average (GPA) less than 2.00. Upon returning to the University, the student must earn a minimum of 30 credits at Old Dominion University to be eligible for a degree. This must include 12 hours of upper-level courses in the department of the declared major. (Waivers of the requirement that students have less than a 2.00 grade point average can be made only in those programs that require greater than a 2.00 for admission).
• Attain a 2.0 grade point average in the first 12 credits upon return (whether completed in one semester or over a series of semesters). Non-degree credits will not count towards the GPA.
• Upon satisfying these requirements and consulting with the academic advisor, the student must submit the ARC application to the Office of the Registrar, Rollins Hall.
• Academic Advisor should evaluate the degree to which ARC will benefit the student, as ARC is available to each student only once during his or her career at ODU.

Under this option:
(1) eligible students will receive degree credit only for those courses in which grades of C (2.00) or better were earned prior to readmission; (2) likewise, hours attempted for courses in which grades of C-, D+, D, D- or F were received prior to readmission will not be considered in computing the student’s new cumulative grade point average; and (3) grade points earned for any course completed prior to readmission will not count in determining the student’s new cumulative grade point average.

See the 2014-2015 Undergraduate Catalog for more specific policy regulations.

Mid-term Grades for 100 and 200-level courses
• Assessment of progress in freshmen and sophomore level courses is provided each semester.
• Faculty provides either graded feedback on a substantial graded assignment or may post an interim grade to the student’s record on LEOONLINE.
• The feedback is provided by the end of the fifth week of classes.
System of Grading
The University employs a plus-minus grading system to determine the academic performance of all undergraduate students. Each grade receives a numerical value (grade points) that is divided by the number of credits of the course in which the grade was earned.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td>C</td>
<td>2.00</td>
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<tr>
<td>C</td>
<td>2.00</td>
<td>O, I, Z</td>
<td>no grade</td>
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<tr>
<td>C-</td>
<td>1.70</td>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
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<td>0.70</td>
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<tr>
<td>F</td>
<td>0.00</td>
<td>WF</td>
<td>0.00</td>
</tr>
<tr>
<td>WF</td>
<td>0.00</td>
<td>no grade assigned</td>
<td></td>
</tr>
</tbody>
</table>

For more information on the grading system, please see the Undergraduate Catalog.

Cross-Registration (Consortium Exchange)
Old Dominion University students may take undergraduate courses for resident credit at any of the following campuses:

- Christopher Newport University
- College of William and Mary
- Eastern Shore Community College
- Eastern Virginia Medical School
- Hampton University
- Joint Forces Staff College
- Norfolk State University
- Paul D. Camp Community College
- Regent University
- Thomas Nelson Community College
- Tidewater Community College
- Virginia Wesleyan College

Cross-registration is subject to the following regulations:
1. Cross-registration is limited to degree-seeking students with cumulative grade point averages of 2.00 or better.
2. Cross-registration credit is limited to 30 semester hours.
3. Cross-registration in major courses requires the permission of the department chair.
4. Cross-registration is limited to courses not available to students at the home institution during the current semester. Exceptions to this requirement must be made by the chair of the department offering the course.

For further information, contact the Office of the Registrar, 757-683-4425.

Experiential Learning
Students with college-level knowledge gained through work, life experience, and self-study may be eligible to earn academic credit towards their bachelor’s degree. A variety of methods for assessing and earning credit through Experiential Learning are available. More information is available at http://uc.odu.edu/elt/ or by calling 757-683-3699. The complete policy is available in the 2014-2015 Undergraduate Catalog.
Graduation

Graduation Application Process

ONLY STUDENTS WHO HAVE BEEN ADMITTED TO THE UNIVERSITY AS DEGREE-SEEKING MAY APPLY FOR GRADUATION.

Application Deadlines for all students are as follows (6 months prior to graduation):
The deadline to file the intent to graduate is generally the last day of November, February and June for the following semester.

Complete instructions and specific deadlines are published on the Registrar’s Office website, www.odu.edu/registrar. Students can apply online at LEO online or use the electronic form available on the Registrar’s Office website.

Students can view their application and degree status in LEO Online, www.leoonline.odu.edu. Once the application has been processed, the student’s graduation status appears as “pending.” The status changes to “awarded” once the degree is conferred. At peak times, coding can take up to four weeks following submission of the application.

Students who do not complete degree requirements as expected must reapply for the next graduation date.

Undergraduate Students
Qualified students should access and download a current copy of the DegreeWorks degree evaluation from my.odu.edu and consult with the academic advisor or site director prior to submission of the application for graduation to ensure that degree requirements are being met. After meeting with the academic advisor and verifying eligibility for graduation, students should submit the application for graduation.

Undergraduate students who have earned more than 102 academic credits will be reminded via e-mail to the ODU e-mail account that they should apply for graduation.

Graduation Hold
Students who are graduating at the end of the current term will have a hold that prevents further registration. If you need to take courses beyond your expected graduation date or change your graduation date, you must e-mail graduate@odu.edu to notify the University Registrar that you are continuing in your present degree program (provide your NEW GRADUATION TERM), and to request that the hold be lifted. If you have been admitted to a new degree program, there will not be a hold preventing registration.

Commencement Ceremonies
Old Dominion University hosts commencement ceremonies at the end of each spring and fall semester in the Ted Constant Convocation Center. Ceremonies are conducted through DISTANCE LEARNING for distance learning students at the end of the fall and spring terms. The on-campus ceremonies divide students by their primary academic college so that students and guests are accommodated. Specific information about tickets for the ceremony, cap and gown regalia required for graduates, accommodations for families and friends, and all other important information for graduates is available on the web at http://www.odu.edu/commencement. The process and timeline is at http://www.odu.edu/ao/commencement/graduates/process.shtml for on-campus graduations and http://www.odu.edu/ao/commencement/graduates/distancelearning.shtml for Distance Learners.
Academic Enhancement

Academic Enhancement partners with faculty, departments, academic colleges, and the Division of Student Engagement and Enrollment Services to promote the academic achievement of all undergraduate students. Programs provide students with individualized assistance and support from skills development and academic coaching that foster academic achievement and encourage graduate-level study. Located in the Student Success Center, Academic Enhancement is the home for Peer Educators, Academic Skills, Student Support Services and TRIO Federal Grant Programs.

All undergraduate students are assigned advisors based on the following:

**Freshman Advising**

All degree-status freshmen are required to attend PREVIEW. During the PREVIEW orientation event, students meet with their academic advisors to prepare for their first semester registration. Academic advisors are assigned to students before PREVIEW and serve as the main points of contact throughout a minimum of the first year. In some majors, students transfer to a major advisor following completion of specific course requirements. If a student changes their mind about their major, they have three options: 1) see an advisor for referral to a new advisor; 2) contact the advisor in a new area of study; or 3) consult an advisor in the Center for Major Exploration in room 1500, Webb Center to explore a new major choice.

**Distance Learning Student Advising**

Old Dominion University Site Directors are available at each DISTANCE LEARNING site. In collaboration with academic program directors, Site Directors provide advising services to students at their locations. Other students are taking online, videostream, and CD ROM courses while outside of Virginia. For those students not associated with a DISTANCE LEARNING site, a distance-learning representative is available at the Norfolk campus to provide advising services with telephone and e-mail communication. Please view the Office of Distance Learning’s website at [www.dl.odu.edu](http://www.dl.odu.edu) for more information.

**Transfer Student Advising**

All transfer students are strongly advised to attend the one-day adult/transfer PREVIEW Orientation. Transfer students in the College of Business and Public Administration are required to attend. Transfer students can resolve all outstanding issues regarding the transfer of coursework to Old Dominion. Transfer students are assigned an advisor within their academic major. Students experiencing any problems (transfer shock) are welcome to contact the Advising and Transfer Programs office at 757-683-3699, for assistance and guidance.

**International Student Advising**

International Student and Scholar Services is the principal resource of up-to-date information on immigration responsibilities of international students and scholars. In addition, the staff provides advising on personal issues and concerns that occur when someone moves into a new culture. The office is located in 2007 Dragas Hall (757-683-4756).

**Top Mistakes College Students Make:**

- Not using on-campus resources such as free tutoring, counseling services, the student ombudsperson, educational accessibility services, etc.
- Under-estimating the academic rigor and demands of coursework.
- Listening to “they” and “them” for academic advice instead of an advisor, i.e. “They told me” and “I heard them say.”
- Not attending class consistently.
- Not reading, including emails from the University, information about tuition deadlines, financial aid contracts, academic policies and procedures, advising appointment schedules, etc.
Placement Test
Written Communication
All incoming students, including transfer students, will be tested for proficiency in writing. The test results determine the appropriate writing course for each first-year student. A passing score on the Writing Sample Placement Test (WSPT) is a prerequisite to registration for English 110C.

All entering undergraduate students, including transfer students (with or without credit for freshman composition), must pass the Writing Sample Placement Test. Transfer students with credit for English 110C who has not passed the WSPT may not register for the Writing Intensive (W) course in the major until a plan to correct writing deficiencies, approved by the director of Academic Skills, is in place and the student can pass the WSPT.

Three hours of credit for English 110C will be earned if the student receives either:
1. A score of 3, 4, or 5 on the Advanced Placement Examination in English Language and Composition;
2. A score of 50 or higher on the College-Level Examination Program (CLEP) English Composition with Essay Examination.

AP English Scores
- If a score of 3, 4, or 5 is earned on the English Language & Composition AP exam, credit is awarded for ENGL 110C.
- If a score of 3, 4, or 5 is earned on the English Literature exam, credit is granted for ENG 112L, the General Education course that is required for some majors.

IB Mathematics Scores
- Mathematical Methods (Standard Level) with a score of 6 or 7 earns 3 credits for MATH 102M.
- Mathematical Studies (Standard Level) with a score of 6 earns 3 credits for MATH 101M; a score of 7 earns 3 credits for MATH 101M and 3 credits for MATH 102M.
- Mathematics (Higher Level) with a score of 5 earns 3 credits for MATH 162M; a score of 6 earns 3 credits for MATH 162M and 3 credits for MATH 163; a score of 7 earns 3 credits for MATH 162M, 3 credits for MATH 163, and 4 credits for MATH 211. Scores are to be submitted to Admissions.

AP Mathematics Scores
- If a score of 3, 4, or 5 is earned on the MATH Calculus AB/BC exam, credit is awarded for MATH 162M, MATH 163 (pre-calculus II), and MATH 211 (calculus), thus satisfying the General Education Mathematics Skills area.
- If a score of 3, 4, or 5 is earned on the Statistics AP exam, credit is granted for STAT 130M, the General Education course that is required for some majors.

Foreign Language
All students who have studied a foreign language in high school for three or more years must take a placement exam before continuing in that same language. Students with less than three years of foreign language study in high school may take the placement test if they wish; otherwise, they must begin with the 101F course. This policy does not apply to students who have advanced placement credit. Foreign language
courses below the 300 level are not open to native speakers. Students whose native language is not English and who have satisfied English language proficiency requirements (see the section of this catalog on English Proficiency Requirements for Non-Native Speakers of English) are exempt from the foreign language requirements for General Education, including exemption from foreign language placement testing. Students pursuing degrees that require proficiency beyond the 100 level must be certified by the Foreign Languages and Literatures Department to obtain a waiver of the 200-400 level courses. Placement testing is available for students whose degree program requires a foreign language beyond the 102F level. Contact the Testing Center at 757-683-3697.

What does a student do if a class is full?

If a student wants to take a class that is full, keep checking LEOONLINE for its availability, as students change their schedules as the semester nears and it could open. Once the semester begins, some faculty members are willing to overload the section if there are actual seats available. You will need to attend the first class and speak with the instructor to gain permission if this is the case. The instructor has the ability through LEOONLINE to give you special permission and once this has been granted, you will be allowed to use LEOONLINE to add the course.

See the ODU Academic Calendar on the Registrar’s website for specific registration deadlines and information.

Schedule Changes

Once a student has registered for classes, they have the option of changing their schedule at any time before the last day to drop or add a course (deadline is the eleventh calendar day of classes during fall and spring) for the term. A student does not have to see their advisor before making changes but if they have any doubt that the change is a good one, it is recommended they contact their advisor. Students should not worry if they are not able to register for the exact courses listed in the order on their major curriculum sheet—they will be able to get them in before they graduate! JUST BE SURE THEY HAVE THE PREREQUISITES.

Old Dominion University has a list (click on the logo above), by State and then by institution, of all the courses students can transferred. This list, linked off LEOONLINE and the advising website, provides guidance to students who plan to transfer to ODU. It is also a resource for students, particularly distance learning students, who attend courses elsewhere with intentions of transferring those courses to complete degree requirements at Old Dominion University.
## Learning Resources

The University offers many resources to ease the transition to Old Dominion and help meet students' educational goals. They can be found in the Academic Enhancement website [http://uc.odu.edu/](http://uc.odu.edu/).

<table>
<thead>
<tr>
<th><strong>Student Success Center</strong></th>
<th><strong>43rd Street behind Library</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Tutoring Central</strong></td>
<td>Free tutoring for a variety of lower division subjects</td>
</tr>
<tr>
<td><strong>Writing Tutorial Services</strong></td>
<td>(term paper assistance)</td>
</tr>
<tr>
<td><strong>Student Support Services</strong></td>
<td>Trio program for eligible students</td>
</tr>
<tr>
<td><strong>Office of Counseling Services</strong></td>
<td>(for personal and academic concerns)</td>
</tr>
<tr>
<td><strong>Office of Educational Accessibility</strong></td>
<td>(Ensures that academic programs and facilities are accessible to all students)</td>
</tr>
<tr>
<td><strong>Pre-Health Advisory Committee</strong></td>
<td>Assists students interested in pursuing degrees beyond the bachelor's degree towards dental, medical, pharmacy, or veterinary school.</td>
</tr>
<tr>
<td><strong>Pre-Law Advising</strong></td>
<td>Department of Political Science and Geography (a pre-law advisor is available by appointment)</td>
</tr>
<tr>
<td><strong>Career Management Center</strong></td>
<td>(assist students in developing career plans, find internships/co-ops, and prepare for the job market)</td>
</tr>
<tr>
<td><strong>Teacher Education Services (TES)</strong></td>
<td>(provides future teachers with advice and guidance on requirements and procedures for attaining Teacher Education Licensure)</td>
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<tr>
<td><strong>Office of Counseling Services</strong></td>
<td>Room 1526 Webb Center North Wing 757-683-4401 <a href="http://studentaffairs.odu.edu/counseling/">http://studentaffairs.odu.edu/counseling/</a></td>
</tr>
<tr>
<td><strong>Office of Educational Accessibility</strong></td>
<td>Student Success Center (on 43th Street behind library) 757-683-4655 <a href="http://studentaffairs.odu.edu/educationalaccessibility/">http://studentaffairs.odu.edu/educationalaccessibility/</a></td>
</tr>
<tr>
<td><strong>Pre-Health Advisory Committee</strong></td>
<td>MGB 236 Renaldo Randall <a href="mailto:rrandall@odu.edu">rrandall@odu.edu</a> <a href="http://sci.odu.edu/sci/academics/ug_advising/preHealth_new/prehealth_home.shtml">http://sci.odu.edu/sci/academics/ug_advising/preHealth_new/prehealth_home.shtml</a></td>
</tr>
<tr>
<td><strong>Pre-Law Advising</strong></td>
<td>3030 Batten Arts and Letters Building 757-683-4044 Elizabeth “Beth” Esinhart <a href="mailto:EEsinhart@odu.edu">EEsinhart@odu.edu</a> <a href="http://al.odu.edu/pols-geog/advising/prelaw.shtml">http://al.odu.edu/pols-geog/advising/prelaw.shtml</a></td>
</tr>
<tr>
<td><strong>Teacher Education Services (TES)</strong></td>
<td>Room 152 Darden College of Education Bldg. 757-683-3348 <a href="http://education.odu.edu/tes/">http://education.odu.edu/tes/</a></td>
</tr>
</tbody>
</table>
Electronic Resources

myODU—the University Portal

MyODU is a web-based, personal portal for the Old Dominion University community. It is the gateway for official University information and provides access to many interactive services for students, faculty, and staff. The portal pulls together the ODU online resources you need most, providing easy and centralized access to:

- Student Email
- Blackboard
- Leo Online (class registration, schedule, and grades)
- University publications, event listings & announcements
- Links to academic resources... and more.

Log in to myODU using your MIDAS ID. If you do not have a MIDAS account, go to https://midas.odu.edu and apply for one. Follow the instructions and log in to myODU using your new MIDAS account.

MyAdvisor

MyAdvisor is a tool that allows students to schedule appointments with the assigned advisor online. It is synchronized with the advisor’s Outlook calendar to display available appointment times based upon the advisor’s set office hours. This tool is used by the advisor to record notes after the advising appointment and to identify the topics covered as well as referrals to other campus resources.

Personal Information

In general, users may visit this web site at Old Dominion University without being asked to share personal information. There are times, however, when personal information must be collected. You should be aware that it may not be possible to complete business transactions using this Web site without this personal information. As an example, ODU may require your e-mail address in order to communicate with you. In providing information to ODU through this Web site, you are agreeing to make such information available to the University so that it can meet its educational and business objectives.

The following clarifies how the University may use personal information:

Fulfilling a Request

When requesting information or services from the University, the information you provide will be used in order to satisfy that request. Information may be shared with a third-party to provide indirect support in fulfilling your request.

Account and Log In Information

When you use certain university Web sites, log in and account information may be collected and used by the web site to authenticate your identity so that you may receive a variety of information resources and services. The Web site does not maintain copies of this account and log on information; it is ephemeral, meaning that is only used to validate your identity so that you can obtain the information or services you requested.

Usage Information

ODU routinely analyzes usage patterns on the Web site to provide better services to Internet users, primarily students, faculty and staff of the University. As an example, ODU routinely collects Web pages access information, domain names where web pages are accessed, time of day, and the version of the browser used. This information is used to provide a better Web browsing experience for people who use the Web servers the University maintains.
**DegreeWorks**
The degree evaluation tool, DegreeWorks, is available in the University Portal, myODU. DegreeWorks is designed to assist advisors and students with course planning, measuring progress toward degree completion, and curriculum advising.

On the Academic tab in the portal, you will see a new channel called "DegreeWorks."

The Student Records section of LEO Online also includes a link to DegreeWorks.

The degree evaluation is based on catalog term and indicates degree requirement conditions that are "met" and "not met" by analyzing a student's grades and GPA, credit hours, and completed course work against University, college, and departmental requirements for specific courses/majors/programs. General Education, minor and cluster requirements are also included in the degree evaluation.

**Degree Evaluation Report**
A degree evaluation report is not an official evaluation, is subject to modification, and does not replace any requirements listed in the University Catalog. At this time, substitutions are being implemented into the DegreeWorks tool.

Students can use the DegreeWorks tool to see whether they are declared into a degree or still "intended" in the student information system.

A short YouTube video is available to help you navigate and interpret what you see in your DegreeWorks evaluation report.

**What-if Analysis**
A "what-if" analysis may be run to assist students who want to know the effect of changing their major or minor. **NOTE:** Students whose major is undeclared or "intended" should meet with the academic advisor for their major(s) to ensure that they are officially declared into a degree program.

**Questions or Concerns?**
Issues with the DegreeWorks application should be submitted to DegreeWorks@odu.edu for resolution. The system is constantly being updated to correct any errors or omissions in the rules.

Training on the new DegreeWorks tool, including refreshers, for faculty, advisors, and staff are available upon request.

**Please note,** the DegreeWorks system does not replace the University Catalog, and evaluation reports are NOT official. The DegreeWorks system is constantly being updated to correct any omissions or errors in the rules. Questions should be addressed to degreeaudit@odu.edu or call 757-683-3634.

**Advisor’s List Serve**
To join the Advisor’s List Serve go to http://list.odu.edu/listinfo/advisors-l.

**Major Exploration Videos**
There are videos that Advisors and Students can see to get a glimpse of what the major entails. These videos are at http://uc.odu.edu/advising/advising2/major_exploration_videos.shtml.
Important Notes on Colleges and Majors

College of Arts and Letters
To declare a major in the College of Arts and Letters, a student must earn a grade of C or better in ENGL 110C English Composition and complete 26 credit hours. The student should contact the chosen major departmental advisor for major declaration (http://www.odu.edu/ao/registrar/graduation/candidates/advisors.shtml).

Advising
Students with less than 26 credit hours who have not earned credit for ENGL 110C (English Composition) are advised through the main advising center in the Batten Arts and Letters Building, room 1006 except students majoring in Music or Art. The advisors are Matilda Cox (ph. 757-683-4939) and Morgan Morrison (ph. 757-683-6441). New Transfer students in the College of Arts & Letters are advised by Jeb Midyette (ph. 757-683-5396).

Students with credit for ENGL 110C and 26 or more credit hours are eligible to declare their major and are advised by a faculty member in their chosen major department. Click here for the list of advisors by major: http://www.odu.edu/ao/registrar/graduation/candidates/advisors.shtml

Students majoring in a Teacher Education program within the College are also advised by Teacher Education Services in the Darden College of Education. Click here for more information: http://education.odu.edu/tes/

Students majoring in Art are advised by their departmental advisor beginning their first semester. The departmental advisor for Art is Professor Elliott Jones (ph. 757 683-5462).

If the student is pursuing a Bachelor of Science, they meet the foreign language requirements if they have two years of two foreign languages or three years of one foreign language at the high school level.

If the student is pursuing a Bachelor of Arts, they must attain proficiency in a foreign language through the 202 level (the equivalent of 12 credits of foreign language at the college level), regardless of high school foreign language credits. Students may take a placement test to determine their current level of proficiency by contacting Testing at (757) 683-3697.

Music Majors/Minors
After Preview, students should do the following:

- Contact the Music Department and register for an audition on their instrument and placement tests in music theory and ear-training/sight-singing.
- Contact their private music professor during the first week of classes to set up their lesson schedule.
- Attend the Music Department Convocation, held in Chandler Recital Hall during the first week of class. They’ll meet faculty and staff and learn about opportunities, organizations, requirements and upcoming performances.
• Become familiar with the Approved Accompanist List, posted in the Music Department. They’ll need to make arrangements for an accompanist early in the semester.

**Music Department Contact Information:**

Music Department Main Office: (757) 683-4061  
John Toomey, Department Chairman  
(757) 683-4077; jtoomey@odu.edu

Professor Agnes Fuller Wynne, Chief Departmental Advisor  
(757) 683-4071; afuller@odu.edu

**Audition Contact Information:**

Brass Choir – Mike Hall (jhall@odu.edu)  
Collegium Musicum – Dr. Nancy Klein (nklein@odu.edu)  
Concert Choir – Dr. Nancy Klein (nklein@odu.edu)  
Jazz Choir – Prof. John Toomey (jtoomey@odu.edu)  
Jazz Ensemble – Prof. Keith Philbrick (kphil010@odu.edu)  
Madrigal Singers – Dr. Nancy Klein (nklein@odu.edu)  
Monarch Marching Band – Dr. Alex Treviño (atrevino@odu.edu)  
Opera Theatre – Dr. Brian Nedvin (bnedvin@odu.edu)  
Percussion Ensemble – David Walker (dwalker@odu.edu)  
Wind Ensemble – Prof. Dennis Zeisler (dzeisler@odu.edu)

**Strome College of Business and Public Administration**

To declare a major in Business and Public Administration, click here for details:  
[http://bpa.odu.edu/bpa/academics/BSBA_Application_for_Admission_Form.pdf](http://bpa.odu.edu/bpa/academics/BSBA_Application_for_Admission_Form.pdf)

**Advising**

Students with less than 30 credit hours are advised by Billie Cook (Last names A-M) and Kristy Valentin (Last names N-Z), located in the main advising center in Constant Hall, room 1011; (757) 683-5777.  
(Bcook@odu.edu and Kmvalent@odu.edu)

New transfer students with 30 credit hours or more are advised by Adam Hanson (Last names A-M) and Anna Makhorkina (Last names N-Z), located in the main advising center in Constant Hall, room 1011, (757) 683-5777.  
(Amhanson@odu.edu and amakhork@odu.edu)

Continuing students who have more than 30 credits and less than 80 credits are advised by a faculty advisor in their chosen major. Click here for the list of advisors by major:  
[http://www.odu.edu/ao/registrar/graduation/candidates/advisors.shtml](http://www.odu.edu/ao/registrar/graduation/candidates/advisors.shtml)

Students with 80 or more credit hours are advised by Will Miller and Jennifer Usis, in Constant Hall, room 1011, (757) 683-5777.  
(Wmiller@odu.edu and Jusis@odu.edu)

Sophomores or Juniors in academic difficulty are advised by Adam Hanson (Last names A-M) and Kristy Valentin (Last names N-Z), located in the main advising center in Constant Hall, room 1011, (757) 683-5777.  
(Amhanson@odu.edu and Kmvalent@odu.edu)

**Business and the General Education Requirements:**

The student is encouraged to complete the following courses as part of the general education requirements specific to the Strome College of Business:
• English Composition: ENGL 110C and ENGL 221C
• Information Literacy and Research: IT 150G
• Math: MATH 162M and MATH 200
• Oral Communication: COMM 101R
• Philosophy and Ethics: PHIL 230E

**Common Body of Knowledge Courses:**
Completion of these Common Body of Knowledge (CBK) courses (grade of C or better) is required for admission into the College of Business and Public Administration. Please refer to the ODU catalog for up-to-date information about admission standards and a complete listing of all Common Body of Knowledge courses required.

- Business: BUSN 110
- English: ENGL 110C
- Math: MATH 162M
- Accounting: ACCT 201
- Economics: ECON 2025

For other advising questions, please email businessadvising@odu.edu or call 757.683.5777.

**Darden College of Education**
To declare a major in the Darden College of Education, contact the chosen major department advisor. Click here for the list of faculty advisors by major: [http://www.odu.edu/ao/registrar/graduation/candidates/advisors.shtml](http://www.odu.edu/ao/registrar/graduation/candidates/advisors.shtml)

**Advising**
Students with less than 25 credits hours are advised by the Darden College of Education’s Academic Success Advisor, Ms. Mirta Williams (mswillia@odu.edu).

Continuing students and new transfer students with 25 or more credit hours may contact their major advisor using the list of faculty advisors by major at: [http://www.odu.edu/ao/registrar/graduation/candidates/advisors.shtml](http://www.odu.edu/ao/registrar/graduation/candidates/advisors.shtml)

Important Information:
If a student wants to teach primary/elementary school through grade 6 or special education, they should major in Interdisciplinary Studies (which is housed in the College of Arts and Letters).

If a student wants to teach middle/high school, they should major in the subject matter they want to teach. During their undergraduate program, they’ll become certified to teach. For example, if they want to teach high school biology, they’ll major in biology in the College of Sciences and choose the Secondary Education track. One notable exception is marketing education, which is housed in the College of Education.

**Freshman Advisor:**
Mirta Williams, Academic Success Advisor
126 Education Building
(757) 683-4585; mswillia@odu.edu
Advising population: Freshmen with 26 credits or less
Faculty Advisors:

Dr. Laura Hill
2009 Student Recreation Center
(757) 683-4624; rspina@odu.edu
Advising population: Exercise Science

Sharon Davis
253 Education Building
(757) 683-4305; srdavis@odu.edu
Advising population: Fashion Merchandising

Steve Knott
2030 Student Recreation Center
(757) 683-3355, sknott@odu.edu
Advising population: Health and Physical Education

Zack Scully
126 Education Building
(757) 683-4525, hmsv@odu.edu
Advising population: Human Services

Michael Kosloski
255 Education Building
(757) 683-4305, mkoslosk@odu.edu
Advising population: Marketing Education

Betsy Kennedy
2023 Student Recreation Center
(757) 683-4703, bkenney@odu.edu
Advising population: Recreation and Tourism Studies

Dr. Edwin Gomez
2010 Student Recreation Center
(757) 683-6309; egomez@odu.edu
Advising population: Recreation and Tourism Studies

Dr. Lynn Ridinger
2014 Student Recreation Center
(757) 683-4353; lridinge@odu.edu
Advising population: Sport Management

Dr. Stacie Raymer
110 Lions Child Study Center
(757) 683-4522, nbountre@odu.edu
Advising population: Speech Language Pathology

Dr. Robert Spina
2018 Student Recreation Center
(757) 683-6029; rspina@odu.edu
Advising population: Occupational and Technical Studies (STEM Education and Professional Studies)

For additional information on advising, visit the websites for the Darden College of Education (http://education.odu.edu/) or the University Registrar (http://www.odu.edu/ao/registrar/).

Batten College of Engineering and Technology

To declare a major in the Batten College of Engineering and Technology, a student must meet the following criteria: successfully complete ENGN 110 and 111, earn 30 credit hours applicable to the degree, have an overall GPA of 2.0 or better, and meet any other specific departmental admissions requirements (such as credit for ENGL 110C, a grade of C or better in MATH 162M and MATH 163 for engineering technology or MATH 211 and MATH 212 for engineering majors; and completed at least PHYS 231N for engineering majors and PHYS 111N for engineering technology majors). Contact the Engineering Fundamentals Division in room 1104 Engineering Systems & Academic Building or call (757) 683-5877 for more information.

Advising

Students admitted to the University who are interested in pursuing a degree in an engineering field who have not met the criteria to declare a major are advised under the following:

Math 102M/103M placement: Students beginning the engineering program with placement in MATH 102M/103—College Algebra are advised by the Academic Success Advisor, Ms. Katie Ferrara. Appointments may be made online by emailing Katie Ferrara at kferrara@odu.edu. Ms. Ferrara is in room 1104-E; Engineering Systems & Academic Building.

MATH 162M placement or higher levels of math: Students with placement in a math course beyond College Algebra are advised by Ms. Bonita Anthony, the Assistant Director of the Engineering Fundamentals Division if Last Name (A-L) and Ms. Katie Ferrara if Last Name (M-Z). Appointments may be made by calling (757) 683-5877 or by email at banthony@odu.edu or Katie Ferrara at kferrara@odu.edu.

Freshmen who have chosen Modeling and Simulation Engineering are advised by Katie Ferrara if Math placement is Math 102M/103M. Those who are placed in Math 162M or above are seen by Trey Mayo (rmayo@odu.edu, 683-5946, 1200 Engineering & Computational Sciences Bldg.)

New Transfer students with credit for Math 211 and 24 or more credits are advised by Kim Sibson (2101k Engineering Systems Bldg, 757-683-4938.)

The Engineering Fundamentals Division (EFD) provides support for first-year intended engineering students as they transition into the Frank Batten College of Engineering and Technology. Students are admitted to this division until they are prepared to take courses in their major. EFD prepares first-year engineering students for success in engineering and technology education by providing a key experience through its Fundamentals of Engineering course series, individual counseling, advising, mentoring and tutoring. Exposure to different engineering disciplines during this period will help you make well-informed decisions when choosing your major.

All engineering and engineering technology majors have to meet the following requirements:
• Earn an overall GPA of at least 2.0 or better (refer to major requirements)
• Earn at least 30 credit hours applicable to their major
• Complete both ENGN 110 and ENGN 111 (or course meeting the Information Literacy and Research requirement)
• Complete ENGL 110C
• Complete freshman-level math courses with a “C” or above
• Complete any other major requirements

Professional Advisors:
Bonita Anthony, Director of Academic Advising
1104-D Engineering Systems & Academic Building
(757) 683-5877; banthony@odu.edu
Advising population: Students with a math placement of MATH 162M or higher

Katie Ferrara, Academic Success Advisor
1104-E Engineering Systems & Academic Building (757) 683-5217; kferrara@odu.edu
Advising population: Students with a math placement of MATH 102M

Faculty Advisors:
If you’re a transfer student with credit for MATH 211 and 24 or more credit hours, or a sophomore with 24 or more credit hours, you’ll be advised by a faculty member in your chosen major. For a complete list of faculty advisors, please click here: http://www.odu.edu/ao/registrar/graduation/candidates/advisors.shtml.
For information on each department, visit the Frank Batten College of Engineering and Technology website at http://eng.odu.edu.

College of Health Sciences
Admission to ODU does not guarantee acceptance into a health sciences major. Students must apply and be accepted into any major in the College of Health Sciences. Health Sciences programs accept a limited number of students each year and admission is competitive because there are more applicants than spots available for each major. The number one thing these programs consider in the admissions process is a student’s grade point average, so a much higher than average GPA is generally needed to gain acceptance into health sciences majors. Information about the course requirements and application process for each major is available online here: http://www.odu.edu/hs/advising

Advising
The Advising Center is located in room 2112 of the Health Sciences Building (4608 Hampton Blvd; between 46th and 47th streets). All intended health sciences majors are advised by a professional advisor in the College of Health Sciences Advising Center while they complete general education requirements and the prerequisite courses required for their intended major. Advising appointments can be scheduled via MyAdvisor. Advisors are assigned by last name:

Beth Truax Armstrong
Academic Advisor
Btruaxar@odu.edu
757-683-5137
Last Names A-F
College of Sciences

The major declaration process in the College of Sciences varies based on the student’s intended major.

Biology
To declare a major in Biology, the student must first complete ENGL 110C with a C. Please click here for more information: [http://sci.odu.edu/biology/academics/UndergraduateAdvising.shtml](http://sci.odu.edu/biology/academics/UndergraduateAdvising.shtml)

Psychology
To declare a major in Psychology, the student must attend a Major Declaration Session. If they have already attended a preview session, with the Psychology Department, they do not have to attend a Major Declaration Session. Please click here for more information: [http://sci.odu.edu/psychology/advising/major.shtml](http://sci.odu.edu/psychology/advising/major.shtml)

Chemistry; Computer Science; Mathematics; Ocean, Earth and Atmospheric Sciences or Physics
To declare a major in Chemistry, Computer Science, Mathematics, Ocean, Earth and Atmospheric Sciences or Physics, the student should contact the individual faculty advisor.

Advising
The College utilizes faculty and professional academic advisors to assist undergraduate students. The College’s Advising Center, under the direction of Mr. Reneldo Randall, is located in room 236 of the Mills Godwin Life Sciences Building. A comprehensive list of advising resources can be found on the web at: [http://sci.odu.edu/sci/academics/ug_advising/](http://sci.odu.edu/sci/academics/ug_advising/)

Success Tips for students from the College of Sciences:
- Looking for suggestions on what to take your first semester? Try math, English, a course from your major requirements, and one to two general education courses. Math courses are very specific for each science major and should be taken every semester until completed.

- There’s no need to rush through a student’s general education requirements in the first two years. They should balance their major courses with Gen Eds throughout their time at ODU.

- Take a course load that’s manageable specifically to the student. Science courses are challenging and the goal should be to finish the degree with a high grade point average. For some students, that may mean taking fewer than 15 credits each semester. Students who choose to take less than 15 credits may want to consider summer school to ensure they finish in four years.

Sciences and the General Education Requirements:
In some cases, the general education requirements overlap with major requirements. Taking advantage
of those overlaps reduces the number of courses a student must take at ODU. When browsing the options in the Gen Eds, students should consider taking these courses, which are designed specifically with science majors in mind.

- English Composition: ENGL 231C (after ENGL 110C)
- Information Literacy and Research: CS 121G
- Philosophy and Ethics: PHIL 140E or PHIL 345E
- Impact of Technology: SCI 302T

**Pre-Health:**

Students who plan to pursue a career in the health field and attend a professional health program (medical, dental, veterinary, physician’s assistant, pharmacy, etc.) should register with the Pre-Health Advisory Committee (PHAC). For more information, students should visit the College of Sciences Advising Office in 236 Mills Godwin Building for the PHAC Interest Form and schedule an appointment.

**Professional Advisors:**

Adrienne Giles, Assistant Director of Academic Advising  
236 Mills Godwin Building  
(757) 683-3344; agiles@odu.edu  
Advising Population: Biology and Freshman Psychology majors  
Last Name: A-E

Keith Krepcho, Academic Advisor  
236 Mills Godwin Building  
(757) 683-7118; kkrepcho@odu.edu  
Advising Population: Biology and Psychology majors  
Last Name: F-L  
Advising population: Biology, freshman Psychology majors, backup advising for other science majors, study abroad, and personal statement for PHAC

Tammy Hanna, Academic Advisor  
236 Mills Godwin Building  
(757) 683-3170; tlhanna@odu.edu  
Advising Population: Biology and Freshman Psychology majors  
Last Name: M-S

Renaldo Randall, Director of Academic Advising  
236 Mills Godwin Building  
(757) 683-6790; rrandall@odu.edu  
Advising Population: Biology and Freshman Psychology majors  
Last Name: T-Z

**Chief Departmental Advisors:**

Dr. Pinky McCoy  
110 Alfriend Chemistry Building  
(757) 683-4078; pmccoy@odu.edu  
Advising population: Chemistry and Biochemistry

Janet Brunelle  
3300 Engineering and Computational Sciences Building  
(757) 683-6001; brunelle@cs.odu.edu  
Advising population: Computer Science
Dr. Glenn Lasseigne  
2300 Engineering and Computational Sciences Building  
(757) 683-3891; dlasseig@odu.edu  
Advising population: Mathematics and Statistics  

Dr. Charles Hyde  
215 Oceanography and Physics Building  
(757) 683-5853; chyde@odu.edu  
Advising population: Physics  

Dr. Stephen Bueltmann  
2100F Physical Science Bldg  
(757) 683-6401; sbueltma@odu.edu  
Advising population: Physics  

Ms. Jennifer Younkin  
236 Mills Godwin Building  
(757) 683-444; jyounkin@odu.edu  
Advising population: Psychology (sophomores and above)  

Dr. John McConaugha  
423 Oceanography and Physics Building  
(757) 683-4698; jmconau@odu.edu  
Advising population: Ocean, Earth and Atmospheric Sciences  

Center for Major Exploration (CME)  
Students who are uncertain about a major or need assistance in exploring majors and/or careers  
are advised by professional advisors in the Center for Major Exploration, room 1500 Webb Center. Students meet with an advisor a minimum of three times during the semester. All students are required to schedule an initial advising interview, attend a Decision Making Workshop, and prepare for the next semester’s registration in a pre-registration/advising appointment. Throughout this process, the student will be referred to resources that help them explore possible majors and careers.  

CME provides academic advising to incoming freshmen and transfer students who have not yet chosen an academic major or students who are changing majors and are unsure of which major to pursue. As an undecided student, they’ll receive a variety of services such as help with determining which major best matches their strengths, course and curriculum selection, pre-registration advising, information on all academic departments and majors, interpretation of University policies and procedures, and assistance in relating academic planning to career goals.  

Decision-Making workshops are offered every Tuesday and Thursday from 12:30 – 1:15 during the fall and spring. See CME website for location and dates. The workshop is open to all students. The workshop introduces students to a systematic decision-making process. Additionally, students are introduced to various websites to assist them in exploring majors and careers.  

Advisors teach a 1 credit Career Exploration class (UNIVERSITY 120). The class teaches a systematic exploration of individual interests, skills, values and career resources. Emphasis is
placed on defining goals and developing strategies to achieve goals. Interests inventory assessment and individual conferences are included.

**Contact Information:**
1500 Webb Center  
(757) 683-4805  
http://www.odu.edu/cme

Follow us on Facebook: [www.facebook.com/oducme](http://www.facebook.com/oducme)

**Professional Advisors:**
- G.W. Thompson, Director/Academic Advisor  
gwthomps@odu.edu
- Jose Ramos, Associate Director/Academic Advisor  
jeramos@odu.edu
- Erin Colwell, Academic Advisor  
ecolwell@odu.edu
- Denisse Thillet-Castillo, Academic Advisor  
dthillet@odu.edu
- Sherri L. Watson, Student Success Advisor  
slwatson@odu.edu

**Recommended Key Classes for First Semester Undecided Students:**
- English 110
- Math (important if considering a major in the sciences, engineering or business; check the math requirement for the major the student is considering)
- Natural Science (important if considering a major in science, health science or engineering)
- Classes from the general education requirements (1 or 2)
- An elective such as UNIV 120 (Career and Major Exploration) or UNIV 100 (University Orientation)

**Honors College**
The Honors College offers ODU undergraduates the benefits of a small liberal arts college within the framework of a large, research-intensive university. Its general education courses promote active engagement and collaboration between students and faculty. Its essential equipment/supply grants, Student Honors Apprenticeship in Research Program, and civic learning projects support honors students in their development as researchers and community members.

**Admission Requirements:**
There are no minimum requirements. The typical high school students applying for the Honors College rank in the top 10 percent of their graduating class, have at least a 1200 SAT combined math and reading score, and 3.5 or greater high school grade point average.
If applying as a transfer or current student, the student must be a full-time student who is able to complete at least 48 additional credit hours at ODU. They must have a minimum cumulative college-level GPA of 3.8.

All Honors College students must earn a cumulative GPA of at least 3.25 each semester.

If a student is interested in applying to the Honors College, they may do so at http://www.odu.edu/forms_admin/viewform.php?formid=4997. All applicants must have a minimum of one letter of recommendation from a high school teacher or professor who can attest to the student’s academic abilities.

**Advising**

All students accepted to the Honors College are initially advised by the Honors College Success Advisor, Dr. Brian Kurisky. He also advises continuing students in the Honors College who have not yet declared a major. Dr. Kurisky is available to assist students with advising questions concerning the Honors College requirements at (757) 683-4865. He is located in Suite 2000 (The Honors College) in the Student Success Center.
University Courses

The university offers several courses to help students with adjustment to college life, finding the right major, career path, and successfully securing a job after college. Each class counts as a one-credit elective in their curriculum.

UNIV 100 - University Orientation
This course explores the relationship between personal goals, university life and academic programs. It provides orientation to learning skills necessary to succeed in college, and also presents the benefits of using various university services.

UNIV 110- Academic Success
This course is to provide first year students who may have had transitional issues in their first semester with personal connections, knowledge, and resources that will enhance their potential for learning, safety, satisfaction & graduation.

UNIV 111- Second Year Academic Success
This course is to provide Second year students who may have had transitional issues in their first year with personal connections, knowledge, and resources that will enhance their potential for learning, safety, satisfaction & graduation.

UNIV 112- Transfer Academic Success
This course is to provide transfer students who may have had transitional issues in their first semester with personal connections, knowledge, and resources that will enhance their potential for learning, safety, satisfaction & graduation.

UNIV 120 - Career and Major Exploration
This course involves a systematic exploration of individual interests and skills, as well as career resources. Emphasis is placed on defining goals and developing strategies to achieve goals. Career testing and individual conferences are included.

UNIV 130. Learn and Earn Advantage Program. 1 Credit.
The purpose of this course is to engage students in self-reflection and workplace skill enhancement, applicable to experiences encountered as part of the LEAP, as well as in the world of work. The course will help students to develop and be able to apply skills in the areas of self-presentation, work ethic, team membership, professional communication, independence and initiative, and seeing the “Big Picture” in relation to everyday workplace issues.

UNIV 150. Writing for College Success. 3 Credits.
Students learn the key features of college writing and use writing to learn important success strategies that will help them to transition into University life.

UNIV 195. Topics in Career Management. 1-3 Credits.
A study of selected career-related topics. Titles for specific course offerings will appear in the course schedule.

Here is a list of past course topics:

Understanding the Law Through Fiction and Drama
This course entails theatrical presentations as a means of understanding our everyday rights as stipulated in the U.S. Constitution. Following lectures on the 4th, 5th, 6th, 8th, and 14th Amendments,
you will be required to apply the law through dramatization of a fictional work, or a hypothetical scenario composed by the instructor.

**Natural Disasters**
An introduction to the causes and effects of natural disasters such as: earthquakes, tsunamis, hurricanes, major river floods, volcanic eruptions, tornadoes, meteorite impacts, landslides, and ground subsidence.

**My Best Friend, My Worst Enemy: Me!**
Why is it so easy for us to know what we don’t like about ourselves? Each of us is unique, special and has so many wonderful gifts. However, if asked what we like about ourselves, we often struggle to answer! Living to learn and learning to live with our warts and wonders will be the essence of this interactive class.

**Leadership**
This class will be an exciting discovery of your potential. Discover how you can work from your strengths and accomplish more. We will utilize various instruments to help you recognize your style, and you’ll learn techniques to develop your style for a more successful you. This class will benefit all aspects of your life.

**Virtual Study Abroad**
This course is designed to take students to study abroad locations through the virtual world of Second Life. The course will enhance cross-cultural awareness, communication skills, and offer international experience.

**Workforce Readiness: Training for the World of Work**
Want a chance to gain the skills that employers are seeking in all future employees? Participate in workplace readiness simulations in preparation for effectively managing real world situations. Engage in self-reflection and planning, including budget management, workplace ethics, working with teams, academic success, and leadership development. UNIV 195 will help you to develop verbal and nonverbal communication skills, project development and reporting, and conflict management skills by working with teams to solve every day workplace issues.

**Freshmen Seminar**
A course that offers a lively, interactive small group setting for first-time freshmen. It is designed to create opportunities for learning, develop a sense of community, and provide tools for becoming successful college students.

**UNIV 200 - Career Implementation**
This course provides an in-depth view of the career process, from internships and cooperative education through professional development and lifelong learning. Topics include the job search process, interview skills, job offer evaluation, and the transition to the world of work.

**UNIV 295. Topics in Career Management. 1 Credit.**
1 credit. A study of selected career-related topics. Titles for specific course offerings will appear in the course schedule.

**UNIV 395. Topics in Career Management. 1 Credit.**
1 credit. A study of selected career-related topics. Titles for specific course offerings will appear in the course schedule.

**UNIV 400. Career Engagement. 1 Credit.**
Lecture 1 hour; 1 credit. A practical examination and application of resume and cover letter writing, job search strategies including the electronic job search, networking, interview skills, and negotiating a job offer. Topics will also include the transition to the world of work and professional development. Designed for students seeking post-graduation employment.

UNIV 495. Topics in Career Management. 1-3 Credits.
1 credit. A study of selected career-related topics. Titles for specific course offerings will appear in the course schedule.
Notes for Advisors:

Advisors assist students in any way that they can to ensure a student’s academic endeavor at Old Dominion University is a positive experience.

Advising is not just about removing holds and helping students decide which courses to take. Advisors provide options to students so that they can make their own decisions and become independent learners, help students discover their talents and weaknesses and learn how to overcome academic challenges. Advisors also encourage students to make the most out of their college experience both inside and outside of the classroom.

Old Dominion students meet with an advisor every semester in order to discuss their curriculum and academic goals, identify appropriate resources for any academic challenges they might be experiencing, and remove their advising hold. This is to ensure that they are staying on track with their curriculum.

Advisors are here to listen to each of our students with an open mind and treat him or her as unique individual. A student should never feel rushed or frustrated while meeting with an advisor.
CAMPUS LIFE

**Office of Student Activities and Leadership (OSAL), 757-683-3446.**
The Office of Student Activities and Leadership (OSAL) provides students opportunities for involvement and support for student life and academic excellence through educational and social programming, resources and information, training and advisement. Getting involved is one of the most memorable aspects of college life, and the Office of Student Activities and Leadership offers extensive opportunities for you to do just that. Student organizations are designed to help you develop your leadership and interpersonal skills.

Concerts, movies, weekend activities, over 250 clubs and organizations, special events, leadership and volunteer opportunities make it easy for you to find your niche and interact with a diverse group of students. Participate in any of our social, cultural, and “just-for-fun” events held on campus. Join any of our award-winning fraternities and sororities and gain experience in service, leadership and lifetime friendships. Our student media organizations are excellent training grounds to hone your skills in writing, graphic design, photography or broadcasting. By participating in campus life, you will have a real advantage in the job market, while making the most of your university experience.

**Women’s Center, 757-683-4109,**
Serving the Old Dominion University community since 1976, the Women’s Center offers programs and services to address the special challenges and opportunities women students encounter related to their personal and academic success. Also, recognizing the critical role that both women and men play in creating a world that is free of gender bias, our goals include promoting healthy relationships and a safe and equitable learning environment that is free of barriers to all persons. Center services seek to empower all students to achieve their personal, academic and professional potential. S.A.F.E., Sexual Assault Free Environment, provides crisis intervention, education, advocacy and ODU policy/procedure information related to issues of sexual assault, sexual abuse, sexual harassment and relationship violence experienced by women and men. W.I.L.D., Women’s Institute for Leadership Development, provides an opportunity for women students to identify and develop their leadership skills through seven modules. Additional programs are offered throughout the year that address a variety of topics related to women’s academic and personal success including programs in celebration of Women’s History Month in March. Referrals to University and community resources and a library/reading room are also available.

**Freshman Leadership Institute (FSI), 757-683-3446**
FSI is a three-day intensive leadership program for incoming freshmen held during the summer. FSI builds on the leadership skills of new students and provides them with a jump-start to becoming acclimated to campus. They’ll participate in meals with faculty, staff and current leaders, a hands-on service project and many leadership experiences. Preregistration is required to participate in FSI and space is limited. Information and registration can be found at [http://www.studentaffairs.odu.edu/OSAL](http://www.studentaffairs.odu.edu/OSAL).

**Freshman Service Experience (FSE), 757-683-3446**
FSE is an optional Week of Welcome event that introduces students to the Monarch Spirit of Service and Civic Engagement. During the day, they’ll be introduced to the importance of service to the local and global community and spend time volunteering at one of several nonprofits in the local area.

Preregistration is required to participate in FSE and space is limited. Information and registration can be found at [http://www.studentaffairs.odu.edu/OSAL](http://www.studentaffairs.odu.edu/OSAL).
**Outdoor Adventure Programs, 757-683-3384**
Team Expeditions for New and Transfer Students (T.E.N.T.S.):

Let your adventure begin with T.E.N.T.S.! Sign up for one of five adventure experiences to meet students and staff from the ODU community and push your limits while exploring the outdoors. Your experiences during the program provide building blocks for future relationships with members of the university’s community. Previous experience is NOT required for any of the adventures.

**Student Health Services, 757-683-3132**
The mission of Student Health Services is to ensure delivery of high quality, accessible, cost-effective healthcare and health promotion for Old Dominion University students. We are committed to promoting healthy lifestyles and behaviors while respecting individual differences.

The Office of Health Education coordinates university wide programs and speakers on various health topics including general wellness and nutrition, substance abuse, disordered eating, sexual health, and stress management. The Office of Health Education creates exciting educational workshops, health information, peer training and campus events to enhance personal & academic success.

**Educational Accessibility, 757-683-4655**
The Office of Educational Accessibility assists students with disabilities in the pursuit of their educational objectives. Office staff members work with faculty, administrators and students toward the goal of complying with legal mandates and integrating the student into a responsive campus community. The Office of Educational Accessibility strives to coordinate services that will enable students with disabilities to act as independently as possible in a supportive atmosphere that promotes self-reliance. Services are available to students in areas such as:
- ADD/ADHD
- Medical Disability
- Psychological Disability
- Specific Learning Disability
- Temporary Mobility Impairment

**Undergraduate Research Program, 757-683-4446**
The Undergraduate Research Program is an initiative of the Office of Academic Affairs and the Honors College designed to promote, support and fund the involvement of undergraduate students in the active research community at Old Dominion University.
The program’s goals are to:
- facilitate the expansion and development of faculty mentored, undergraduate research experiences across colleges and departments,
- work to connect top students with faculty members active in undergraduate research mentoring,
- promote the achievements of our undergraduate researchers, and
- develop funding opportunities for colleges, departments, faculty members and students to support undergraduate research and travel.

These programs are open to all ODU students in good academic standing who are interested in becoming involved in research. Please use the list of links on the sidebar to find information about the Undergraduate Research Program's latest funding initiatives and events.
Safe Space, 757-683-3442
The Safe Space Training Program was created through the Division of Student Affairs to reduce homophobia/transphobia and heterosexism on the Old Dominion University campus. The hope is that through education, advocacy, and awareness, the Safe Space Training Program will provide a campus climate that is open, safe, and accepting to all GLBTQ (gay, lesbian, bisexual, transgender and queer/questioning) people and allies. There are many resources for students at www.hrc.org.

Counseling Services, 757-683-4401
The Office of Counseling Services is the only campus agency that provides comprehensive mental health services to enrolled students. The office supports the academic mission of the university by also providing academic coaching, career assessment, crisis intervention, consultation and a variety of workshops and presentations to assist students in reaching their personal, academic and career goals. Services are offered in an atmosphere that is welcoming and respectful of all students regardless of race, gender, ethnicity, age, sexual orientation, citizenship or physical status.

Office of Intercultural Relations (OIR), 757-683-4406
The Office of Intercultural Relations strives to fulfill its commitment to students of diverse backgrounds by undertaking the following responsibilities:

- Support competitive and equitable recruitment and international orientation programs.
- Sponsor and support programs/activities which enhance the educational experience and understanding of cross-cultural impact from a global perspective.
- Establish collaborative University partnerships to ensure policies and procedures reflect our commitment to diversity.
- Design and implement critical cross cultural initiatives and programs that promote the celebration of diversity.
- Develop training and cultural modules that focus on the dynamics of social justice.

Office of Study Abroad, 757-683-5378
The Old Dominion University Office of Study Abroad offers and supports quality, academically rigorous and diverse education abroad programs and services for ODU students.

Student Ombudsperson Services (S.O.S.), 757-683-3442
Student Ombudsperson Services (S.O.S.) has as its primary goal assisting students in difficulty along their journey to achieve their personal and academic goals. The S.O.S. office seeks to help students understand University policies and procedures, will gather information relative to their stated concerns, and help them engage in constructive problem solving. Additionally, the S.O.S. office assists students with course withdrawals, absence notifications, crisis assistance, emergency grants, conflict resolution and withdrawal from the University.

Office of Student Conduct & Academic Integrity, 757-683-3431
The Office of Student Conduct & Academic Integrity (OSCAI) exists to promote the community standards of Old Dominion University. Through our interactions with students, we hope to foster a climate of personal and academic integrity that facilitates the success of all University community members. OSCAI oversees the administration of the student conduct process (also known as the "student judicial process") when students are alleged to have violated University policies related to either academic or non-academic misconduct. OSCAI provides education to the University community and serves as a resource for anyone with inquiries related to student conduct.
Recreation and Wellness, 757-683-3384
The Recreation and Wellness Department provides programs, resources, and services that are accountable, well-structured, and ever expanding. While serving the greater community, our focus is student empowerment and development. Through quality innovative programs and services, we provide the foundation for lifelong exploration and development of the mind, body and spirit.

International Student & Scholar Services (ISSS), 757-683-4756
International Student & Scholar Services (ISSS) is responsible for providing support programs and advising services which help to ensure the academic and personal success of our international student and scholar community. ISSS also works closely with academic departments and administrative offices, offering workshops to staff members which help build awareness of the international community’s needs as well as to develop and strengthen skills in intercultural communication and understanding. As a result of regular collaboration with other service offices, ISSS is part of the foundation that students and scholars can utilize to become integral and valued members of the Old Dominion University community.

Threat Education, Assessment and Management Team (TEAM)
Old Dominion University recently established the Threat Education, Assessment and Management Team (TEAM), a cross-functional, multidisciplinary group that will be responsible for identifying, evaluating and managing the risks associated with certain behaviors that may pose a threat to the campus community’s safety.

If a staff member has a concern:
- In imminent emergencies, contact the ODU Police Department at 683-4000
- Report behaviors of concern to any member of the TEAM
- Call one of the offices listed under support efforts
- Make an anonymous report through the "Silent Witness Form" located on the ODU Police Department website.
- WHEN IN DOUBT, REPORT THE CONCERN

Care Team, ODUCares@odu.edu
Email address used for faculty and staff to express concern in regards to a particular student.

ODUCares is an extension of Student Ombudsperson Services (S.O.S.) and a part of the Division of Student Engagement & Enrollment Services (SEES). The Care Team was developed to provide a university-wide system of care and support for students who experience an unexpected crisis. The Care Team's role is to determine effective strategies for addressing concerns and connecting students with the appropriate resources.
Frequently Asked Questions

When will a student register for the next semester?

Registration for the spring semester takes place in mid-November each year. Registration for summer and fall coincide and begin in mid-April each year. Students are encouraged to make academic advising appointments as soon as the new semester begins to ensure that they are in consultation with their academic advisor before their registration appointment time.

How many credit hours should a student take?

The number of credit hours a student enrolls in is very dependent upon other commitments the student has. To complete an undergraduate degree within four calendar years, a student must successfully complete a minimum of 30 credit hours an academic year. Therefore, a student who takes 12 credits in the fall and spring semesters must then take six credits during the summer sessions to reach 30. This plan works well for students who must work part-time (less than 20 hours per week). A student who attends half-time can expect to complete requirements in eight years unless a transfer-compatible associate degree has been earned.

If a student thinks they might like to major in science, Mathematics, Engineering, or Business, what should they take their first semester?

MATH, MATH, MATH. Each of these disciplines is based upon a strong foundation in Mathematics. Students interested in any of these areas are encouraged to review the MATH requirements before making a firm decision to pursue one of these areas.

How does a student know if they have satisfied the Foreign Language General Education Requirement?

A notation on their LEOONLINE academic record will indicate whether they have satisfied the Foreign Language General Education requirement. This is determined by the level of language they completed in high school or when they graduated from high school; whether they have earned a recognized associate degree from a community college; or are exempt because English is not their native language. If they are unsure, they should ask an academic advisor.

Keep in mind that satisfying the Foreign Language General Education requirement is not the same as satisfying the language requirement for Bachelor of Arts degrees or the Bachelor of Science in Business Administration degree—International Business major.

How will the student know what time a class meets?

LEOONLINE has a schedule that indicates the beginning and ending time for each of the classes. Each course section is assigned a unique Course Registration Number (CRN) that links the course title, credit hours, meeting days and times with the location and the instructor. All of this information is found on LEOONLINE.

How strict is the drop deadline?

The drop deadline is very strict. Once the deadline has passed, students are only eligible to withdraw from a course(s). A dropped course (processed before the deadline) will not appear on the student’s transcript and the student is not charged for the course. A withdrawn course appears with the grade of W (official withdraw) on the transcript and, depending upon when the withdrawal is processed on LEOONLINE, part or all of the tuition is owed.

How does a student find their Academic Advisor?

In most cases, the student’s academic advisor’s name will appear on their LEOONLINE record. However, if a student change majors, they are referred to someone new, or become undecided, they can find an updated list of advisors on the Advising website at http://www.odu.edu/success/academic/advising/advisors
How does a student decide if they should pursue a minor or a double major?
In some majors, the minor is already included so that the Upper Division General Education requirement is satisfied. An academic advisor is a good resource for discussing options in this area. If the student is interested in more than one area of study, the minor or double major might just be right for them. Ultimately, the student needs to decide.

How does a student get credit for college-level courses they took in high school or at another college?
All students who have earned credits through coursework taken elsewhere must have their official transcript sent to the Office of Admission, Distance Learning’s Office of Admissions, or International Admissions, depending upon their admission category.

When will a student receive their AP credits?
The Advance Placement scores on tests administered by the College Board are usually received by the University in late July and posted to student transcripts by the end of September. If a student is expecting credit for a course through Advanced Placement, they should tell their academic advisor so that a note can be made on their curriculum sheet to be on the lookout for it. They may also want to be sure that they do not register for a course in which AP credit will be granted (unless it is a MATH course—repeating a MATH course may be beneficial for a student, based upon the results of your MATH placement test).

What does it mean to audit a course?
The audit grading status is available for students who would like to enroll in a course for the knowledge gained or for personal satisfaction, but not for academic credit. Usually, the student does not complete the homework or take any of the tests in the course. Courses taken under an audit status do not meet degree requirements.

How does a student gain guaranteed practical experience (CAP)?
CAP is a series of career-related events and services designed to include a credit-bearing practical work experience related to a student’s major. This practical experience may take the form of an internship, cooperative education experience, or a class containing a real-world, hands-on project. Contact the Career Management Center at 757-683-4388 for more information.

Are there any advantages to spending a semester studying abroad?
Increasing global awareness happens in both the classroom and elsewhere on Old Dominion’s multicultural campus, but there is no substitute for traveling abroad to acquire a personal perspective on our increasingly interdependent world. ODU students participate in a wide array of student abroad experiences—short trips during breaks as well as semester-long experiences are available. Contact the Office of Study Abroad at 757-683-5378 and visit the website at www.odu.edu/studyabroad.

How does a student get involved in University-sponsored Student Groups?
Involvement in student activities outside the classroom has a great potential for contributing to your overall development. The Office of Student Activities and Leadership (OSAL), located in room 1071 Webb University Center, is the place to begin finding the group that fits them best. Whether it is an academic major-associated organization, a political group, a professional society, a religious club, a special interest group, or a fraternity or sorority, OSAL can point you in the right direction. Contact the OSAL through the web at http://studentaffairs.odu.edu/osal/ or by phone at 757-683-3446.

Does ODU have any ROTC programs?
Old Dominion University offers two ROTC programs: one under the Army Reserve Officers’ Training Corps, and the other under the Naval Reserve Officers’ Training Corps. The University also offers a minor in Military Leadership.
Dual Enrollment Classes—what do they do for the student?
A number of entering first-year students are arriving with credit earned through a dual enrollment program between their high school and local community college. Students who participated in such programs must have their official community college transcript sent to the ODU Office of Admissions for evaluation and the posting of credit to their academic record. Depending upon how many credits are transferred, the student has the option of taking fewer credits per semester as long as the dual-enrollment credits meet specific degree requirements. It is important to talk with an academic advisor about their options and to be sure the advisor knows they have these credits earned.

What does a student need to do if they want to be a teacher?
Old Dominion University offers a variety of opportunities for students who want to pursue a career in elementary or secondary education. In addition to offering programs for pre-Kindergarten to Sixth Grade (PK-6) and Special Education teachers through the Interdisciplinary Studies Program in the College of Arts and Letters, students interested in teaching in the middle and high schools can major in a specific discipline and take teacher licensing courses to satisfy their minor requirement. Students should ask an academic advisor if their chosen field is eligible for this option or contact the Office of Teacher Education Services and Advising (room 152 Education Building) at 757-683-3348.

What happens if a student stops attending class?
If a student stops attending class, they should alert their professor, and ask about withdrawing from the class. All students have until mid-term to withdraw on-line through LEOONLINE without academic penalty. Check the Undergraduate Catalog, or the Academic Calendar on the Registrar’s website for the mid-term date. If they don’t withdraw, they will receive a grade of “F” or a “WF” on their transcript that will calculate in their grade point average negatively. Students with financial holds who do not have access to LEOONLINE can still have the official withdrawal processed in person at the Office of the Registrar in Rollins Hall.

What if a student gets into an accident or has a medical problem?
The student should alert their professor through their ODU e-mail account if they are involved in an accident or experience a medical problem that prevents them from attending class. Under circumstances that prevent them from directly contacting their faculty members, they can request assistance through the Student Ombudsperson Services, Ms. Stella Mims, at 757-683-3442 who will guide you through the appropriate steps.

What does a student do if they are having trouble with their classes or having a hard time adjusting?
The student should alert the professor of the class they are having difficulty with. Being an ODU student, they have the opportunity to take advantage of tutoring. (IT IS FREE.) Check it out at http://uc.odu.edu/taa/. If they are living in a residence hall, they should talk with their Resident Assistant (RA) or Peer Educator.

What if a student has a disability?
If a student has been diagnosed with a disability, you can register with the Office of Educational Accessibility, located in the Student Success Center 757-683-4655. This office provides services that will assist you in making the most of your academic career.
How does a student calculate their GPA?

A student’s Grade Point Average is computed by multiplying the numerical grade equivalent assigned for the course by the number of credit hours:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Grade Value</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 110C</td>
<td>C</td>
<td>2.0</td>
<td>3</td>
<td>6.0</td>
</tr>
<tr>
<td>BIOL 108N</td>
<td>F</td>
<td>0.0</td>
<td>4</td>
<td>0.0</td>
</tr>
<tr>
<td>HIST 120H</td>
<td>B+</td>
<td>3.3</td>
<td>3</td>
<td>9.9</td>
</tr>
<tr>
<td>MATH 200</td>
<td>A</td>
<td>4.0</td>
<td>3</td>
<td>12.0</td>
</tr>
<tr>
<td>SOC 201S</td>
<td>D-</td>
<td>0.7</td>
<td>3</td>
<td>2.1</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td></td>
<td></td>
<td>16</td>
<td><strong>30.0</strong></td>
</tr>
</tbody>
</table>

To arrive at a grade point average for a semester, divide the total number of grade points earned by the total number of hours attempted.

\[
\text{GPA} = \frac{30}{16} = 1.875 \text{ Current GPA (for one semester)}
\]

**Note:** ODU uses the following **grade key:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Value</th>
<th>Grade</th>
<th>Grade Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

A grade of F counts toward hours attempted (except for an F earned under the Pass/Fail option), even though it carries no grade points.

What do the marks on the transcripts mean?

- AP Advanced placement credit
- CP CLEP
- XP Experiential Learning credit
- P Passing
- Q Not yet proficient
- TP Transfer Credit
- W Student has officially withdrawn from a course.
- I Incomplete
- WF Withdraw Failing (will be calculated into GPA)
- O Grade assigned for an audited class
- Z Grade was not submitted by instructor
- * Course taken under pass/fail option
- & Course taken under audit option
- # Nondegree credit course
- ➢ Course taken under pass/fail option
- / Grade forgiveness has been applied for this course
Glossary

**Academic Advisor**
The person a student consults with about their academic and career goals and can help them determine their goals. See the list of advisors posted on the Advising website at [http://www.odu.edu/ao/registrar/graduation/candidates/advisors.shtml](http://www.odu.edu/ao/registrar/graduation/candidates/advisors.shtml). This is also the person the student contacts when they don’t know whom else to call about academic issues.

**Academic Enhancement**
Academic Enhancement is the administrative unit responsible for the academic advising, career counseling, developmental education, placement testing, experiential learning assessments, and coordination of the General Education program at ODU.

**Academic Probation**
A student is placed on academic probation when the student's cumulative GPA falls below 2.0 for two consecutive semesters of attendance. Students on academic probation are expected to improve their cumulative GPA by achieving a semester GPA of 2.0 or better during each semester of attendance. Failure to achieve a 2.0 semester GPA at the end of a fall or spring semester while on probation results in academic suspension.

**Academic Suspension**
Academic suspension occurs when an undergraduate student has fails to earn the minimum grade point average needed to either attain good academic standing (2.0) or earn a 2.0 grade point average for the semester to remain on academic warning. Student records are reviewed each term and students are notified by mail of their academic standing if their cumulative grade point average is below a 2.0. Suspended students have the right to appeal an academic suspension in cases where there were extenuating circumstances.

**Academic Warning**
A student will be placed on academic warning for one semester when the student's cumulative GPA falls below 2.0 at the end of a semester, including summer sessions. A student on academic warning may not enroll in more than 14 credits per semester of attendance. A student on academic warning must achieve a cumulative GPA of at least 2.0 at the end of the next semester of attendance to be in good standing. Failure to achieve a cumulative GPA of at least 2.0 results in academic probation.

**Add/Drop**
The time period at the start of each semester when students may enroll or un-enroll in classes without academic or financial penalty. After the drop deadline, students may withdraw from classes and a financial obligation is incurred.

**ARC**
Acronym for Adjusted Resident Credit, one time option available after one year separation from ODU. All credits below a "C" are removed and the returning grade point average does not include previous grades.

**Audit**
To enroll in a course without receiving credit or grade. Audited courses will be subject to the normal fees and regulations of the University. Regular attendance is expected, but tests and examinations are not required. No grade will be recorded.
**Blackboard**
A course management product utilized in a majority of courses at ODU. Common functions that can be performed in Blackboard include course announcements, web site for syllabus and course materials, grade book, drop box for electronic assignments, quizzes online, and discussion board.

**CAP**
Acronym for Career Advantage Program. Program linking career assistance, resources, and experience. Provides the opportunity for all ODU students to gain practical work experience for credit related to major through internships and co-op experiences.

**CDA**
Acronym for Chief Departmental Advisor. Faculty person designated to coordinate student advising for the department.

**CLEP**
Acronym meaning the College Level Examination Program of the College Board which provides an opportunity to receive credit.

**College**
An organizational unit of several academic departments. Old Dominion University has six academic colleges that comprise the University. They are: the College of Arts and Letters, the College of Business and Public Administration, the Darden College of Education, the Frank Batten College of Engineering and Technology, the College of Health Sciences, and the College of Sciences. The University also has the Honors College.

**Commencement**
Commencement is the graduation ceremony honoring all of those who have completed the requirements to earn a diploma from Old Dominion University. The University hosts two ceremonies to accommodate all of its graduates at the end of the spring and the fall semesters. More information on commencement is available on the web at http://www.odu.edu/ao/commencement/.

**CO-OP**
Acronym for Cooperative Education Program. This program offers students who enrolled in approved programs the opportunity to integrate academic study with actual work experience relating to their career objectives.

**Corequisites**
A corequisite course is one that must be taken at least at the same time as the course in which it is partnered.

**Course Registration Number (CRN)**
Uniquely assigned five-digit number attached to each course. The CRN is entered through LEOONLINE on the registration form to select the specific discipline, course number, time, day, room, and instructor.

**Credit**
Official acceptance and recording of the work of a student in a particular course of study.

**Credit Hour**
A unit of academic credit, usually representing attendance at one scheduled hour of instruction per week throughout a semester.
CRN
Acronym for Course Registration Number. Five digit identification number, assigned to each course section offered by the University.

Curriculum Sheet
Each major has a curriculum sheet that outlines the specific requirements to earn the bachelor’s degree. The curriculum sheets are available on-line at http://uc.odu.edu/advising/as well as from your academic advisor. All students are required to maintain a curriculum sheet for their chosen major to ensure that they are meeting degree requirements. Bring the up-to-date curriculum sheet with you to each advising appointment.

Dean
The head of a particular college within the University; person having charge of some aspect of administration.

Declared Major
A discipline that the student has officially declared as their major by visiting the department's office and completing a major declaration form.

DegreeWorks
DegreeWorks is a degree evaluation tool. It is designed to assist advisors and students with course planning, measuring progress toward degree completion, and curriculum advising.

Developmental Course
Non-degree skill-building credit course which expands and improves students' ability to successfully complete college level work. (These courses do not count towards graduation)

Dean's List
The Dean's List is announced at the end of each term (usually early in the following semester). Any undergraduate student taking 12 or more hours of degree credit for grade point credit who attains a grade point average of 3.40 or higher with no grade below C (2.00) is placed on the Dean's List. The student must also receive a passing grade on any nondegree credit courses in which she/he is enrolled. Students who receive grades of "I" (Incomplete) are not placed on the Dean's List. Students making the Dean's List receive a letter of congratulations from the dean of the student's college.

Early Alert
Progress grades posted for 100- and 200-level courses during week 5 of the semester. Students with multiple low progress grades are contacted by their advisors to discuss their options.

Elective Course
Course taken which is not specified as a degree requirement.

Exit Exam of Writing Proficiency
All students following undergraduate degree programs must pass the University’s Exit Examination of Writing Proficiency to complete graduation requirements. Students are eligible to sit for the exam after earning 58 credit hours. See the Undergraduate Writing Program Requirements section of the Undergraduate Catalog for more information.

FERPA
Acronym for Family Educational Rights and Privacy Act. A federal law designed to protect the privacy of educational records. When a student enrolls in ODU, they become the owner of their records and must be consulted in advance of granting access to others.
Foreign Language Placement
Test used to place students in appropriate foreign language courses.

General Education
The common core classes of the baccalaureate degree. Students gain basic skills and intellectual perspectives to engage in analytical and critical thinking as well as develop the ability to make reasoned judgments.

GPA
Acronym for grade point average.

Grade Forgiveness
Students who receive a grade of C- or lower may repeat that same course to improve the overall grade point average (GPA). Once the course is retaken only the second grade earned, whether higher or lower than the original grade, will be calculated in the GPA.

Hold
A block that an office or department can place on a student's account preventing access to information and ability to make schedule changes until resolved. A list of potential holds can be found on the Registrar's website: www.odu.edu/ao/registrar/registering/holds/

IDS
Acronym for Interdisciplinary Studies. This degree program is for students whose goals require the combination of two or more disciplines into a single degree.

Intended Major
That which a student is considering as a possible discipline in which to major.

Leo Online
An easy-to-use system that allows you to register for classes, adjust your schedule (drop, add, and withdraw), check for holds, and pay your tuition.

Lower Division Course
Course numbered 100 or 200.

Major
A subject or discipline in which a college student concentrates.

MIDAS
Acronym for Monarch Identification and Authorization System. Coordinates identity and password management for the university community.

Minor
A subject or field of study which supplements a student's major subject or course in order to provide greater job opportunities or to provide recognition of study in a second academic area.

myODU
One-stop access to several University systems including email, Blackboard, Leo Online, and DegreeWorks. Located at my.odu.edu.
Non-Degree Credit
Credit which does not count towards graduation requirements.

NuRide
Ridesharing network that enables you to electronically link up with other riders/drivers and make arrangements to share the ride. www.nuride.com

OCCS
Acronym for Office of Computing and Communications Services. Technical support can be accessed at 1501 Webb Center or 757-683-3192.

ODU Alerts
Urgent notification system, comprised of a variety of methods by which the University can contact students, faculty and staff, including text messages, instant messages, emails, and calls to home/office/cell phones.

ODU CareerLink
On-line database system linking resumes, jobs, interviews, contacts, and events.

Open Registration
Begins the 6th day of the registration period. During open registration, all admitted students (except those required to attend PREVIEW) may register for classes. No time ticket is required during open registration.

Pre-registration
Refers to the first 5 days of the registration period for any term. Only currently registered, degree-seeking students with time tickets may register during pre-registration.

Preview
Orientation for students enrolling in Old Dominion University for the first time.

Recitation
A recitation is usually a small discussion session required in conjunction with a large lecture class that encourages students to participate in further exploration of the topic discussed during the lecture.

Registrar
Official keeper of records for the University. 116 Rollins Hall, 757-683-4425.

Student Escort Service
Operates seven days a week 5:30pm-12:30am. Students may request escorts between campus buildings and parking garages by calling the Escort Service hotline at 757-683-3477 or utilizing the outdoor call boxes on campus.

S.O.S.
Acronym for Student Ombudsperson Services. Assists students who are having difficulty understanding and navigating University policies and procedures. SOS can help students with absence notifications, course withdrawals, emergency loans, housing issues, etc. 2008 Webb Center, 757-683-3442.

TCI
Acronym for Transition to College Inventory. Assessment required of all first year students. Must be completed prior to registering for second semester.
**Time Ticket**
Time tickets are automatically assigned to currently enrolled, degree-seeking students approximately one month before pre-registration begins. If you do not have a time ticket, you cannot register until open registration, which begins the Saturday after pre-registration begins. You do not need a time ticket to register during open registration.

**TOEFL**
Acronym for Test of English as a Foreign Language required of applicants whose native language is not English.

**TRANSFORMATION**
The TRANSFORMATION website lists all the courses ODU has evaluated and accepted to meet requirements or electives. Sorted by state, then by institution, it is a valuable resource for students who plan to take courses at another institution or who have already taken courses elsewhere and want to know how they equate to courses at ODU.

**Transcript Evaluation**
Process of verifying courses from other institutions to insure compatibility with courses offered by Old Dominion University.

**UIN**
Acronym for university identification number, an individual eight digit number used to identify student and employee records.

**Unofficial Withdraw**
A student who stops attending classes without officially withdrawing will receive a grade of "WF" except if the student's performance has been an "F", in which case a grade of "F" will be assigned. The grade of "WF" will carry no points, but will be computed in the student's grade point average.

**Upper Division Course**
Course numbered 300 or 400.

**Withdraw**
After the first 7 calendar days of the semester and through the end of the 10th week of a regular semester (or its equivalent for nonsemester courses), a student may withdraw from any course with a grade of "W" assigned. The "W" grade is not computed in a student's GPA.

**Writing Placement Sample Test (WPST)**
Placement test administered to determine student's level of writing proficiency.
<table>
<thead>
<tr>
<th>Abbreviations</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>47WHS</td>
<td>47th Street Warehouse</td>
</tr>
<tr>
<td>ACSKL</td>
<td>Academic Skills Center</td>
</tr>
<tr>
<td>ALFRN</td>
<td>Alfriend Chemistry Building</td>
</tr>
<tr>
<td>ANNEX</td>
<td>Administration Anex (Army/Navy ROTC)</td>
</tr>
<tr>
<td>ARTS</td>
<td>Art Studio Building</td>
</tr>
<tr>
<td>BAB</td>
<td>Barry Arts Building</td>
</tr>
<tr>
<td>BAL</td>
<td>Batten Arts &amp; Letters Building</td>
</tr>
<tr>
<td>BOAT</td>
<td>Boathouse</td>
</tr>
<tr>
<td>CCCH</td>
<td>City of Chesapeake City Hall</td>
</tr>
<tr>
<td>CD-ROM</td>
<td>CD-ROM Class</td>
</tr>
<tr>
<td>CHRYST</td>
<td>Chrysler Museum, Norfolk, VA</td>
</tr>
<tr>
<td>CONST</td>
<td>Constant Hall</td>
</tr>
<tr>
<td>CRIT</td>
<td>Crittenton Hall</td>
</tr>
<tr>
<td>CSC</td>
<td>Child Study Center</td>
</tr>
<tr>
<td>DCHS</td>
<td>Deep Creek High School</td>
</tr>
<tr>
<td>DIEHN</td>
<td>Diehn Fine &amp; Performing Arts Center</td>
</tr>
<tr>
<td>DNNF</td>
<td>Dam Neck Naval Facility, Virginia Beach</td>
</tr>
<tr>
<td>DRGS</td>
<td>Dragas Hall (formerly Hughes Hall)</td>
</tr>
<tr>
<td>DSC2/5/7/8</td>
<td>Distant Course, (2) Main Campus/Off Campus in Region/(5) Off Campus Out of Region/(7) Off Campus Outside Virginia/(8) Off Campus Outside USA</td>
</tr>
<tr>
<td>ECSB</td>
<td>Engineering &amp; Computational Sciences Buildings</td>
</tr>
<tr>
<td>ED</td>
<td>Education Building</td>
</tr>
<tr>
<td>EVMS</td>
<td>Eastern Virginia Medical School</td>
</tr>
<tr>
<td>FORMN</td>
<td>Stadium/Foreman Field</td>
</tr>
<tr>
<td>FTEUS</td>
<td>Fort Eustis (Hampton/Newport News)</td>
</tr>
<tr>
<td>FTMON</td>
<td>Fort Monroe (Hampton/Newport News)</td>
</tr>
<tr>
<td>GOODE</td>
<td>Goode Theatre</td>
</tr>
<tr>
<td>GORNT</td>
<td>Alebert Gornto TELETECHNET Building</td>
</tr>
<tr>
<td>GRANBY</td>
<td>Granby High School</td>
</tr>
<tr>
<td>HLTH</td>
<td>Health Sciences Building (formerly TECH/Technology Building)</td>
</tr>
<tr>
<td>HPE</td>
<td>Health &amp; Physical Education Building</td>
</tr>
<tr>
<td>INN</td>
<td>ODU Inn</td>
</tr>
<tr>
<td>JAAB</td>
<td>Jarrett Athletic Administration Building</td>
</tr>
<tr>
<td>JTSC</td>
<td>Joint Training &amp; Simulation Center</td>
</tr>
<tr>
<td>KAUF</td>
<td>Kaufman Engineering Hall</td>
</tr>
<tr>
<td>KOCH</td>
<td>Koch Hall</td>
</tr>
<tr>
<td>LAEC</td>
<td>Langley AFB Education Center (Hampton)</td>
</tr>
<tr>
<td>LCECA</td>
<td>Little Creek Ed. Center, Amphibious Base</td>
</tr>
<tr>
<td>LHS</td>
<td>Lakeland High School</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>LIB</td>
<td>University Libraries</td>
</tr>
<tr>
<td>MCT2/5/7</td>
<td>MCTP in region, out of region, out of Virginia</td>
</tr>
<tr>
<td>MGB</td>
<td>Mills Godwin Life Science Building</td>
</tr>
<tr>
<td>MHS</td>
<td>Maury High School</td>
</tr>
<tr>
<td>NABLC</td>
<td>Naval Amphibious Base Little Creek</td>
</tr>
<tr>
<td>NAS</td>
<td>Nansemond Academy/Suffolk</td>
</tr>
<tr>
<td>NSN</td>
<td>Naval Station Norfolk</td>
</tr>
<tr>
<td>NSU</td>
<td>Norfolk State University</td>
</tr>
<tr>
<td>OCNPS</td>
<td>Oceanography/Physical Science Building</td>
</tr>
<tr>
<td>ONAS</td>
<td>Oceana Naval Air Station</td>
</tr>
<tr>
<td>OSHS</td>
<td>Oscar Smith High School</td>
</tr>
<tr>
<td>PLANE</td>
<td>Pretlow Planetarium</td>
</tr>
<tr>
<td>PNCTR</td>
<td>Peninsula Higher Education Center, Hampton, VA</td>
</tr>
<tr>
<td>PNH</td>
<td>Portsmouth Navy Regional Medical Center, Portsmouth, VA</td>
</tr>
<tr>
<td>PSII</td>
<td>Physical Sciences II</td>
</tr>
<tr>
<td>QDA</td>
<td>Ireland House</td>
</tr>
<tr>
<td>QDB</td>
<td>Virginia House</td>
</tr>
<tr>
<td>QDC</td>
<td>Scotland House</td>
</tr>
<tr>
<td>QDD</td>
<td>France House</td>
</tr>
<tr>
<td>QDE</td>
<td>England House</td>
</tr>
<tr>
<td>QDF</td>
<td>Dominion House</td>
</tr>
<tr>
<td>ROGM</td>
<td>Rogers Residence Hall</td>
</tr>
<tr>
<td>ROLLN</td>
<td>Alfred B. Rollins Hall</td>
</tr>
<tr>
<td>RPARK1</td>
<td>Innovation Research Park 1</td>
</tr>
<tr>
<td>SNGH</td>
<td>Sentara Norfolk General Hospital</td>
</tr>
<tr>
<td>SPONG</td>
<td>William B. Spong Jr. Hall</td>
</tr>
<tr>
<td>SRC</td>
<td>Student Recreation Center</td>
</tr>
<tr>
<td>SSC</td>
<td>Student Success Center</td>
</tr>
<tr>
<td>ST47</td>
<td>Art Studio 47</td>
</tr>
<tr>
<td>STABL</td>
<td>Stables Theatre</td>
</tr>
<tr>
<td>SVBH</td>
<td>Sentara Norfolk General Hospital</td>
</tr>
<tr>
<td>TCCTR</td>
<td>Tri-Cities Higher Education Center (Portsmouth)</td>
</tr>
<tr>
<td>TED</td>
<td>Ted Constant Convocation Center</td>
</tr>
<tr>
<td>THTR</td>
<td>ODU Theater in Health Sciences Building</td>
</tr>
<tr>
<td>TPE</td>
<td>Tidewater Park Elementary</td>
</tr>
<tr>
<td>UVILL</td>
<td>University Village</td>
</tr>
<tr>
<td>VAB</td>
<td>Visual Arts Building</td>
</tr>
<tr>
<td>VAHSE</td>
<td>Virginia House</td>
</tr>
<tr>
<td>VBCTR</td>
<td>Virginia Beach Higher Education Center, Virginia Beach, VA</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>VCES</td>
<td>Virginia Consortium of Engineering Scientists</td>
</tr>
<tr>
<td>VMAS</td>
<td>Virginia Modeling, Analysis &amp; Simulation Center</td>
</tr>
<tr>
<td>VS2/5/7/8</td>
<td>Videostreamed course, off campus (see <a href="#">here</a>)</td>
</tr>
<tr>
<td>WC2/5/7/8</td>
<td>Web-conferencing courses</td>
</tr>
<tr>
<td>WEB1/2/5/7/8</td>
<td>Web-delivered courses</td>
</tr>
<tr>
<td>WEBB</td>
<td>Webb University Center</td>
</tr>
<tr>
<td>WHITE</td>
<td>Whitehurst Residence Hall</td>
</tr>
<tr>
<td>WRIT</td>
<td>Writing Center</td>
</tr>
<tr>
<td>HOLD</td>
<td>Reason</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>AD-</td>
<td>Semesterly Advising.</td>
</tr>
<tr>
<td>AH-</td>
<td>Account is past due or is submitted to the collection agency.</td>
</tr>
<tr>
<td>AM-</td>
<td>Miscellaneous documentation is needed from the student.</td>
</tr>
<tr>
<td>AP-</td>
<td>Application decision has not yet been made.</td>
</tr>
<tr>
<td>AR-</td>
<td>Delinquent amount due.</td>
</tr>
<tr>
<td></td>
<td>Return of athletic equipment required.</td>
</tr>
<tr>
<td>AT-</td>
<td>Hold for student Athletes to ensure they are following NCAA requirements.</td>
</tr>
<tr>
<td>CM-</td>
<td>Student did not respond to request for information to CMC.</td>
</tr>
<tr>
<td>D1-</td>
<td>Student failed to complete sanction(s) by assigned deadline(s) or has pending case that needs to be resolved prior to registration.</td>
</tr>
<tr>
<td>D2-</td>
<td>Student failed to complete sanction(s) by assigned deadline(s) or has pending case that needs to be resolved prior to the processing or viewing of the transcript, grades, or processing of degree evaluation.</td>
</tr>
<tr>
<td>D3-</td>
<td>Student failed to complete sanction(s) by assigned deadline(s) or has a pending case that needs to be resolved prior to graduation.</td>
</tr>
<tr>
<td>EL-</td>
<td>International students who have not demonstrated proof of insurance.</td>
</tr>
<tr>
<td>FA-</td>
<td>Loan exit counseling is required and can be completed by clicking to <a href="http://www.dlsonline.com">www.dlsonline.com</a></td>
</tr>
<tr>
<td>GC-</td>
<td>Graduate students who end a semester with less than a 3.0 GPA. Student may continue to enroll in undergraduate courses, but not graduate courses. Student cannot use LEO Online to register; must submit completed registration form.</td>
</tr>
<tr>
<td>GW-</td>
<td>Informational hold (does not restrict anything); to remove it simply fill out the survey found on “View Holds” tab in Leo Online.</td>
</tr>
<tr>
<td>HOLD</td>
<td>Reason</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>HS-</td>
<td>Student Health Services Student has not provided immunization records.</td>
</tr>
<tr>
<td>I1-</td>
<td>New Intl Student No Registr Pplaced on Non-immigrant visa</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>I2-</td>
<td>Health Ins Req Have not purchased health insurance, not enough insurance or company has not notified the school of the purchase.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>I3-</td>
<td>No Credit Courses Engl Reqs Student is eligible to enroll in intensive English only in the English Language Center. Student may not enroll in academic courses.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>I4-</td>
<td>Grad Bridge/Max 3 Cr Hrs Graduate Bridge courses required. Students may enroll in a maximum of 3 credit hours. Registration for academic courses is required at Registrar’s office.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>I5-</td>
<td>UG Bridge/Max 8 Cr Hrs Undergraduate Bridge courses required. Students may enroll in a maximum of 8 credit hours. Registration for academic courses is required at Registrar’s office.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>I6-</td>
<td>UG BRDG/passed WSPT/Max 10 SH Passed WSPT. Undergraduate Bridge courses required. Students may enroll in a maximum of 10 credit hours. Registration for academic courses is required at Registrar’s office.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>I7-</td>
<td>Max 3 Cr Hrs/Summer Semester Can enroll in 3 credits during the summer, Registration is required at the Registrar’s office.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>I8-</td>
<td>Intl Dependent Health Ins Req Miscellaneous hold. Contact ISSS regarding health insurance</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>I9-</td>
<td>Miscellaneous Hold Miscellaneous hold. International students need to submit documents to International Admissions.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>IA-</td>
<td>International Admissions Placed by International Admissions</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>IS-</td>
<td>International Student and Scholar Services Various reasons. (missing documentation, missing response to e-mails, or needs to see ISSS)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>LF-</td>
<td>Library Fine Material is delinquent or damaged.</td>
</tr>
<tr>
<td>HOLD</td>
<td>Reason</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>OM- Student Ombudsperson Services</td>
<td>Defaulted on emergency student loan.</td>
</tr>
<tr>
<td>P1- Preview Office</td>
<td>Owes a Preview fee.</td>
</tr>
<tr>
<td>PF- Parking Fine</td>
<td>Owes a Parking fine.</td>
</tr>
<tr>
<td>R1- Registrar</td>
<td>Student needs to contact Registrar.</td>
</tr>
<tr>
<td>RC- Registrar/Consortium</td>
<td>Student is taking classes as a guest. Can only register for classes at Registrar.</td>
</tr>
<tr>
<td>RG- Regist Hold/Pend Graduation</td>
<td>Pending Graduation</td>
</tr>
<tr>
<td>RH- Not Eligible to Register Now</td>
<td>Contact Registrar</td>
</tr>
<tr>
<td>RJ/ JD- Joint Program Student</td>
<td>Joint degree programs; contact Registrar either at ODU or home institution.</td>
</tr>
<tr>
<td>RS- Registrar/Senior Citizen</td>
<td>Contact Registrar with assistance</td>
</tr>
<tr>
<td>SR- Student Recreation</td>
<td>Past due to pay for lost or damaged equipment.</td>
</tr>
<tr>
<td>TC- Trans to College Inventory Hld</td>
<td>Transfer to college inventory not completed.</td>
</tr>
<tr>
<td>TE- Teacher Education</td>
<td>Contact Teacher Education Services</td>
</tr>
<tr>
<td>TF- Freshman Assessment</td>
<td>Freshmen Assessment not completed</td>
</tr>
<tr>
<td>TG- Graduate Assessment</td>
<td>Graduate Student Satisfaction Survey not completed.</td>
</tr>
<tr>
<td>TH- Transfer Assessment Hold</td>
<td>Transfer Student Satisfaction survey not completed</td>
</tr>
<tr>
<td>TN- Transfer Student Survey</td>
<td>Transfer Biographical Questionnaire not completed</td>
</tr>
<tr>
<td>TR- Transcript Hold</td>
<td>Transcript was released prior to student payment.</td>
</tr>
<tr>
<td>TS- Senior Assessment</td>
<td>Senior Assessment not completed.</td>
</tr>
<tr>
<td>UC- Undergraduate Continuance</td>
<td>Student is suspended.</td>
</tr>
<tr>
<td>WC- Writing Center</td>
<td>Student has not taken or passed Writing Sample Placement Test.</td>
</tr>
</tbody>
</table>
APPENDIX- Helpful Resources for Students

How to See an Academic Advisor

Academic advisors are available by appointment after the first week of classes and throughout the rest of the semester. To schedule an appointment, go to the Advising Website (https://www.odu.edu/success/academic/advising) and click DIRECTORY OF ADVISORS, then select by College. You can also schedule your appointment using MyAdvisor. Some advisors post sign-up sheets on their door, so stop by to guarantee you get the time you want.

During the first week of each semester, most academic advisors are available on a walk-in, first-come, first-served basis only. Staff in Advising and Transfer Programs are also available from 8 a.m.-6 p.m. to assist you.

If your academic advisor is not available, you may choose to see another advisor who works with your major. If you are planning to change your major, or if you want to discuss the requirements of a different major, schedule an appointment with an advisor who works with the new major. If you are unsure of your major selection, go to Center for Major Exploration in 1500 Webb Center.

To find available academic advisors who work with a particular major, go to the Academic Advising website at https://www.odu.edu/success/academic/advising, click on DIRECTORY OF ADVISORS, then select by College.
Overview: **What You Need to Know Before Choosing a Major and Required Courses**

**Choosing a Major**
All undergraduate degrees are comprised of groups of courses that make up the minimum number of credits needed to graduate (120 credits minimum). The groups are general education courses, prerequisite courses, major courses, and could include minor courses and/or free electives.

Students have a number of decisions to make when choosing the courses to satisfy the degree requirements. **Choosing a major that matches your strengths and interests can be challenging, so don’t worry if you change your mind—it’s normal.**

By answering the following questions, you may be able to fine-tune your search and select a major that not only interests you, but also will ensure your academic success. Talk with your academic advisor about your answers to these questions and see where it takes you—after all, an Old Dominion University education is about seeking knowledge!

1. **What were your favorite subjects in high school/community/prior college?**
2. **Are there subjects in which you are not interested? If yes, please list them here:**
3. **What are your special interests or hobbies?**
4. **What kinds of jobs have you already held?**
5. **List majors that you are considering:**
6. Reviewing your list of majors, try to reflect upon what interests you in the top two majors you have identified:
7. **Are there any external factors influencing your major selections (i.e. family, friends, job market)? Please list:**
8. Check the items you have completed to help you explore your major selections (If you haven't done most of these, now would be a good time to start, before making a final major decision):
   - Read the course descriptions in the catalog.
   - Reviewed checklists for a variety of majors.
   - Talked to my family.
   - Talked to my friends.
   - Talked with a professor in the discipline.
   - Met with a professional in the field.
   - Explored websites with information on majors.
   - Talked with a guidance counselor.
   - Completed a career assessment.
   - **Have not really thought about it.**

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