XE Registration FAQ

How do I get to XE?
- Log in to my.odu.edu
- In the portal click LEO Online
- Click the Admission, Registration link
- Click the Registration link
- Click the Banner XE Registration link

How do I see if I am eligible to register?
- In Banner XE, click Prepare for Registration
- Select the term you wish to check
- Click Continue
- Your student status, academic standing, holds, and time ticket will be displayed
  - If any of these items will prevent registration, they will be indicated by a red exclamation point
  - If all items have a green check mark, you are eligible to register

How do I search for classes?
- In Banner XE, click Search Classes
- Select the term you wish to search
- Click Continue
- Enter your search criteria
  - You can search for one or more subjects
  - You can search by the course number
  - You can search for a keyword
  - You can search using the advanced options, such as day of the week, time, campus, instructor, and more
- When all of your criteria has been entered, click Search
- All of the courses that match your criteria will be displayed
- Click on the course name to see more information about the course

How do I register for classes?
- In Banner XE, click Register for Classes
- Select the term you wish to register for
- Click Continue
- Enter your search criteria
- Click Search
- All the courses that match your criteria will be displayed
- Click Add for the course you want to register for
- The course will be displayed in your schedule
- Click the Summary tab
- The course will be listed as Pending
- Click Submit to attempt to register for the course
- If unsuccessful, the reasons why will be displayed in the notification center in the upper right of the screen
- If successful, the course will be listed as Registered in the Summary tab
**How do I drop a class?**
- In Banner XE, click **Register for Classes**
- **Select the term** you wish to drop from
- Click **Continue**
- Click the **Summary** tab
- For the course which you wish to drop, select **Web Drop** from the Action dropdown list
- Click **Submit**
- The course will be listed as **Deleted**

**How do I swap one class for another (swap/drop)?**
- In Banner XE, click **Register for Classes**
- **Select the term** you wish to swap for
- Click **Continue**
- Search for and add the course you wish to swap for
- Click the **Summary** tab
- For the course which you wish to drop, select **Web Drop** from the Action dropdown list
- Check the **Conditional Add and Drop** box
- Click **Submit**
- If unsuccessful, the reasons why will be displayed in the notification center in the upper right of the screen. You will not be dropped from the original course
- If successful, the swapped course will be listed as **Registered** in the Summary tab. The original course will be listed as **Deleted**

**How do I get a copy of my schedule?**
- In Banner XE, click **Register for Classes**
- **Select the term** you wish to get a copy of your schedule
- Click **Continue**
- Click on the **Schedule and Options** tab
- Click on the **Email** icon to send a copy to yourself and others if you wish
- Click on the **Print** icon to print a hardcopy version

**How do I make a plan?**
- In Banner XE, click **Plan Ahead**
- **Select the term** you wish to plan for
- Click **Continue**
- Click **Add a New Plan**
- Search for and add any courses or sections to your plan
- When finished, click **Save Plan**
- You can create up to four plans

**How do I register from my plan?**
- In Banner XE, click **Register for Classes**
- **Select the term** you wish to register for
- Click **Continue**
- Click the **Plans** tab
- Click **Add** next to any sections you wish to register for
- In the **Summary** tab, click **Submit** to attempt to register