Need an Advisor Hold Removed?

November 2017

The following times slots are solely for business students (declared or intended) who need advisor holds removed by the SCB Undergraduate Advising Office. A list of assigned advisors is posted to our website: http://www.odu.edu/business/advising/locate. All others will be asked to submit inquiries via email (BusinessAdvising@odu.edu) or wait until 13 November 2017 (when individual appointments resume). We are dedicating all of our office advising staff around these hours so we appreciate your patience!

Please note: These times are based on first-come, first-serve rule to the office, Constant 1011. Should it become necessary, students need to return during a different walk-in session if it reaches a point when we cannot accommodate all walk-in students in that specific time slot. If students are unable to attend the Walk-in Advising Sessions during these periods, please schedule an appointment after the walk-in weeks.

Please see the back page for schedule

You must be bring with you the following documents as specified: (NO EXCEPTIONS)

1. The form below completely filled out.
2. Degree Works printed (For printing instruction, visit https://www.odu.edu/content/dam/odu/col-dept/bpa/advising/docs/degree-works-access-from-leo-revised-1-17-2013.pdf)
   a) Must show at top of report that “Results As Of” for within 15 days of submission.
   b) Generated via the “What-If Analysis” for the appropriate intended major(s), minor(s), etc. if the proper major/minor does not show initially
   c) The columns on the far right side of the report must be viewable when submitted. (Tip: Shrink the browser viewing font or use landscape-style.)
   d) The courses that you are intending to enroll into are highlighted on the Degree Works or written on the first page of the report.
   e) We use the printouts to put in the file with the notes of the conversation so bring the printout.

I, _________________________________ (Print - Last, First, Middle Initial) understand and agree that:

▪ Failure to bring the above mentioned materials in the meeting will prevent my Advisor Hold to be removed until I return with the appropriate materials or without an advising appointment.
▪ Walk-in advising is not a substitution for a regular advising appointment.
▪ I am responsible for scheduling my advising appointments in a timely fashion and will schedule the next one as instructed.
▪ It is my responsibility to read and understand the information, both curriculum and policy related, in the appropriately-dated University Catalog.
▪ I am responsible for checking my ODU student email account every weekday.
▪ My advisor hold will be removed by the end of the day that I submit my materials. (This will not be accepted outside of the advertised hours.)

______________________________  ________________________________  ________________
Student’s Signature          UIN (no SSN)  Date
November 2017 Walk-in Schedule

Please note that your SCB Admissions status does not impact which advisor you see.

Students who are any one of the following:
1. Started in Fall 2017 at ODU
2. Just recently decided to change to a business major from a non-business major
3. Have less than a 2.0 Overall GPA
4. Students with more than 80 credits

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Advising Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Nov</td>
<td>Mon</td>
<td>9 AM - 11 AM</td>
</tr>
<tr>
<td>7 Nov</td>
<td>Tues</td>
<td>11:30 AM - 1:30 PM</td>
</tr>
<tr>
<td>8 Nov</td>
<td>Wed</td>
<td>4 PM - 6 PM</td>
</tr>
<tr>
<td>9 Nov</td>
<td>Thurs</td>
<td>1 PM - 3 PM</td>
</tr>
<tr>
<td>10 Nov</td>
<td>Fri</td>
<td>9 AM - 11 AM</td>
</tr>
</tbody>
</table>

Students who are Freshmen (less or equal to 29 credit hours)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Advising Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>To Be Determined</td>
</tr>
</tbody>
</table>

Students who need to have a resume approved for the SCB Admissions or seeking information for starting an Internship, visit the Career Development Services Main office in 2202 Webb Center Monday – Friday 8 AM – 4 PM or email the resume or CDS questions to careercoach@odu.edu.

A list of faculty advisors for all sophomores/juniors who are in good academic standing and started at ODU in or before Summer/Fall 2016 are posted to our website: http://www.odu.edu/business/advising/locate.