Register from Plan
(Students View)

Office of the University Registrar
Log into the portal at my.odu.edu then click on the Leoonline link on the right side of the screen.
Click **Admissions, Registration, Student Records, Graduation Information**
Click Registration
Click **Banner XE Registration**
Click Register for Classes
Select a Term Open for Registration. Then click Continue
Instead of searching for a course, click the Plans tab at the top of the page.
Any plans you or your advisor created will be listed. Your **Preferred** plan will be listed first. Note you may need to scroll down to see additional plans.
Click **Add All** to add all of the sections in the plan to your **Summary**
Or click **Add** next to a specific section to add it to your **Summary**
You can also click **View Sections** to search for open sections in the same course.
Any sections you have added will show up in your Summary
You can search for other courses you did not plan for by clicking **Find Classes** at the top of the page.
When you are finished adding courses, click the **Submit** button in the lower right
If you are unable to register for a course, either due to a prerequisite error or closed class error, the reason will be displayed in the **Notification** window. Click the **Submit** button again to remove the courses in error from your **Summary**
Once you are finished registering, click on the **Schedule and Options** tab
Click on the **Email** icon to email yourself (and any others you specify) a copy of your schedule. Click the **Print** icon to print a hardcopy version of your schedule.
Questions?

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