Banner Registration FAQ

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

How do I see if I am eligible to register?
- In Banner Registration, 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 Registration, 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 Registration, click Register Add/Drop/Withdraw
- 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

NOTE: if you received a closed-class override from a course instructor, use the Enter CRNs tab of Banner Registration to register for the class, as the class will continue to show closed in the Class Schedule Search.
How do I drop a class?
- In Banner Registration, 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 Registration, 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**
- After the add/drop deadline, please contact the Registrar's Office at register@odu.edu to request a swap/drop. You will need instructor permission to be registered in any class after the add/drop deadline.

How do I get a copy of my schedule?
- In Banner Registration, 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 Registration, 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 Registration, 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