

Class Rosters

Electronic class rosters are available at www.legoonline.odu.edu and are current as registrations occur. Students must register for courses to receive credit. Faculty who have students attending class who are not on the class roster and who wish to receive credit should refer these students to the Office of the University Registrar. Faculty are advised to not permit students to attend class if they are not officially registered once the drop/add period has ended. In extraordinary circumstances, the course instructor may approve late registration by signing a drop/add form if the semester has not yet ended. Permission to add a course past the end of the semester must be approved by the instructor, department/school chair, and the Office of the Registrar; if the department chair is the instructor, the request must be approved by both the instructor and the dean or designee.

-Approved by the provost and vice president for academic affairs
September 5, 2003; Revised July 16, 2008
Revised January 15, 2021

Commented [A1]: Deans Policy Committee Review Complete
AALT review complete
ready for faculty senate review

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Deleted: , as they are not officially registered, have not paid tuition, and will not be counted in the faculty workload reports....

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Commented [A2]: Is this something an instructor can do? I think this is a vestige of paper forms and the option no longer exists.

Commented [A3R2]: I suggest review by the Registrar.

Commented [A4R2]: reviewed and fixed

Commented [A5]: Wouldn't we want this significantly ahead of the end of the semester, not just before the last day of classes? How far into the semester should this be allowed? Or are there good reasons for the vagueness here, e.g., varying circumstances that prevent students from registering.

Commented [A6R5]: we will keep this because it may be needed in extraordinary circumstances. We added approval by the registrar

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Commented [A7]: should the title be changed retroactively?

Commented [A8R7]: No. I mentioned this a while back, yet people keep making the change.