

1. Please go to the **ODU PORTAL** and click on **LEO ONLINE** (there are several ways to do this)

portal.odu.edu

Apps Gmail YouTube Maps Mail - Williams, Mir...

OLD DOMINION UNIVERSITY

Welcome, [User] [Settings]

Logout

Home

Apps

Advisor

My Tasks

My Courses

My Systems

- Blackboard
- Leonline**
- Outlook
- Degreeworks
- Student Success Services
- Monarch Link
- Monarch Groups
- LinkedIn Learning

Search for apps by title or keywords

My Favorite Apps

- Blackboard
- Degree Works
- LinkedIn Learning
- Leo Online**
- Two-Factor
- Course Search

News @ ODU Daily Announcements

- On ODU's Campus, a Quiet Reminder of Past Times and Quarantine
- ODU Archive Aims to Chronicle the Pandemic
- Interim Dean of Darden College of Education and Professional Studies Education Appointed
- President Broderick to Retire in 2021
- 22 Navy and Marine Corps ROTC Students Become New Officers at ODU's Annual Spring Commissioning Ceremony

More News >

Events Important Dates

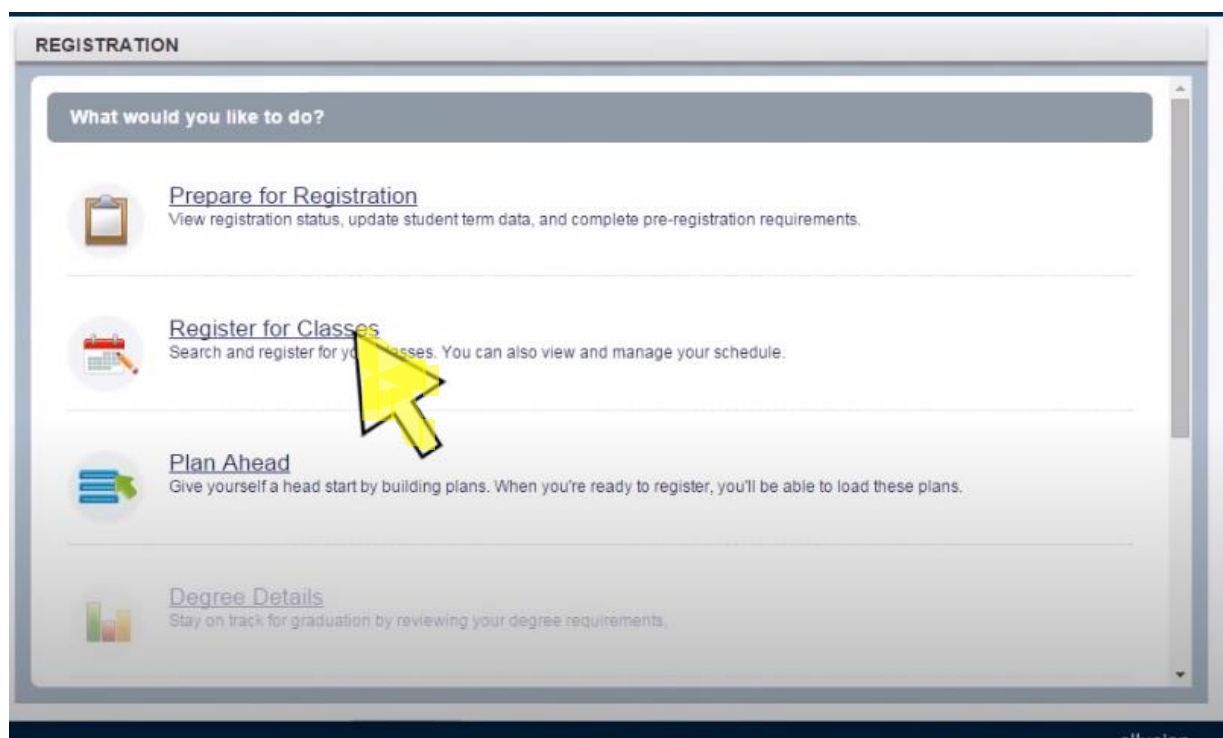
Thursday May 21, 2020

- Sessions 1/3 withdraw period begins
- Withdraw deadline Maymester classes

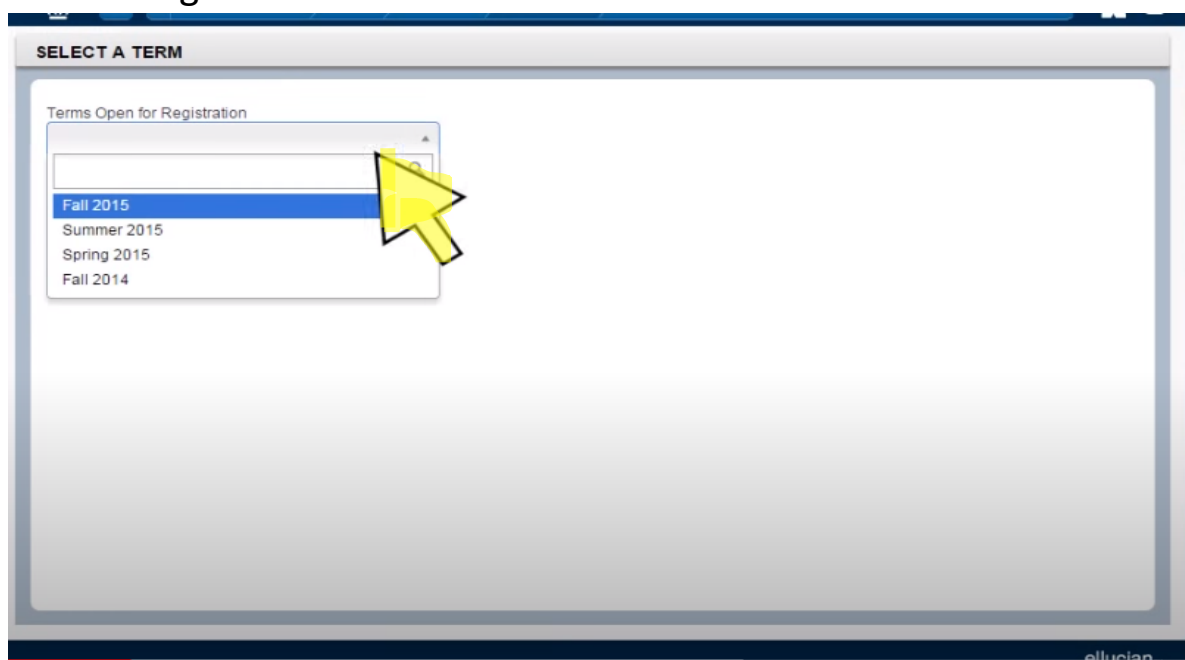
Monday May 25, 2020

feedback

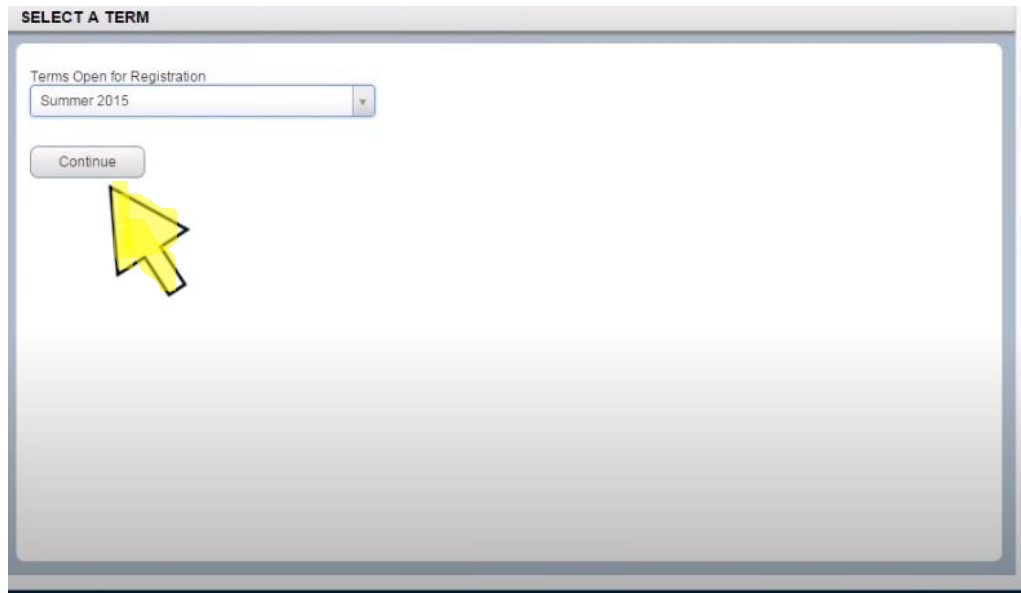
2. In the Banner XE homepage click on **Register for classes**



3. Under the **TERMS OPEN for REGISTRATION** select the term you wish to register for



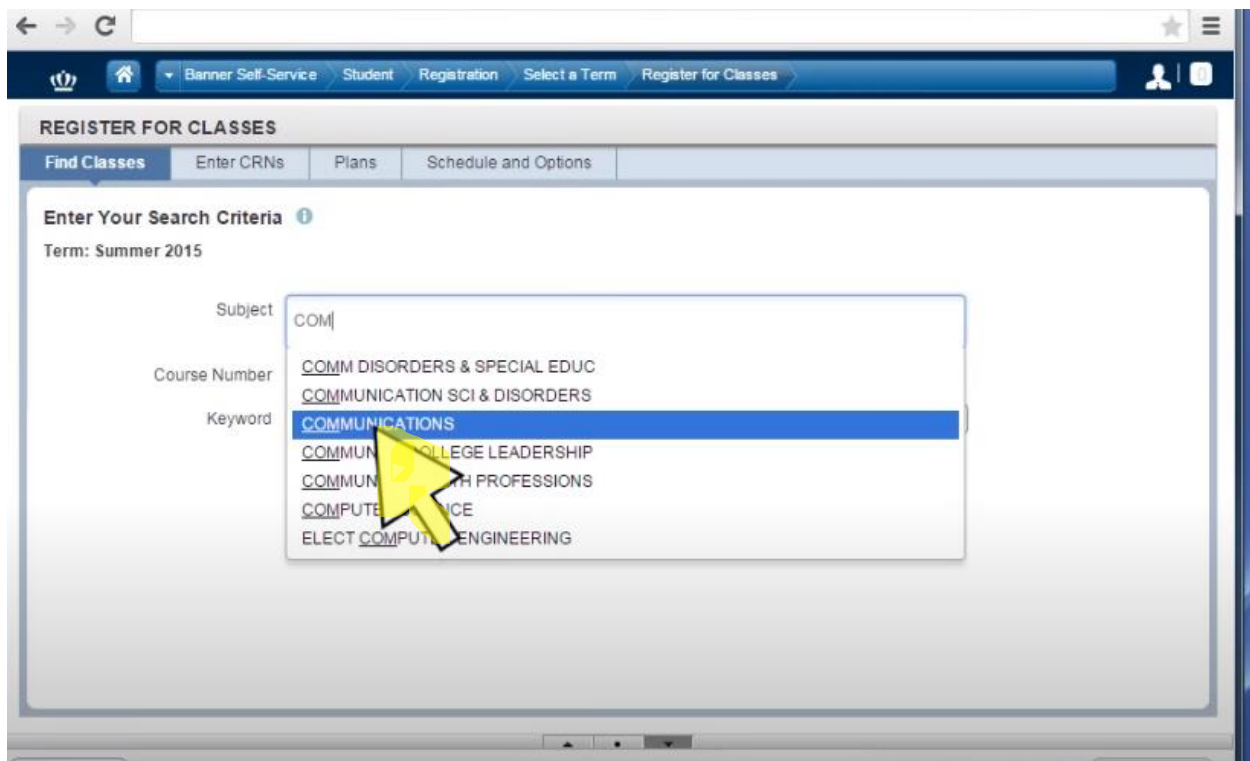
4. Click on **CONTINUE**



5. Click on **SUBJECT** box and begin typing the subject you wish to search for.

6. When you see the subject you like **click on it** to add it to the box.

In this case it would be “ Communications”



7. You can also add the **course number** (in this case it would be 101R)

The screenshot shows the 'REGISTER FOR CLASSES' page with the 'Find Classes' tab selected. Under 'Enter Your Search Criteria', the term is set to 'Summer 2015'. The 'Subject' field contains 'COMMUNICATIONS' with a red 'x' icon and a 'You can add another' button. The 'Course Number' field is empty and highlighted with a red border and a yellow arrow pointing to it. The 'Keyword' field is also empty. At the bottom, there are 'Search', 'Clear', and 'Advanced Search' buttons, along with a 'Panels' dropdown, a 'Conditional Add and Drop' checkbox, and a 'Submit' button.

8. Now you are shown all the courses that meet your search criteria

The screenshot shows the 'REGISTER FOR CLASSES' page with the 'Find Classes' tab selected. The 'Search Results' section displays '116 Classes' for 'Term: Summer 2015' and 'Subject: COMMUNICATIONS'. A green 'Search Again' button is visible. Below the search results, a table lists the courses. A yellow arrow points to the 'CAMPBELL' row.

Title	Instructor	Meeting Times	Status	
Public Speaking LECTURE	ROWE, JANE (Prim...	S M T W T F S 11:45 AM - 02:15 PM Buildin	27 of 30 seats...	Add
Public Speaking LECTURE	CAMPBELL, ALAN ...	S M T W T F S 11:45 AM - 02:15 PM Buildin	20 of 30 seats...	Add
Public Speaking LECTURE	MCINTIRE, RYAN (...)	S M T W T F S 09:00 AM - 11:30 AM Buildin	19 of 30 seats...	Add
Public Speaking LECTURE	CAMPBELL, ...	S M T W T F S 02:30 PM - 05:00 PM Buildin	23 of 30 seats...	Add
Public Speaking LECTURE	HARRELL, ...	S M T W T F S 09:30 AM - 10:50 AM Buildin	28 of 30 seats...	Add
Public Speaking LECTURE	WILLS, MARJORIE ...	S M T W T F S 03:30 PM - 06:55 PM Buildin	27 of 30 seats...	Add
Public Speaking LECTURE	BRANCH, CAROL (S M T W T F S 03:30 PM - 06:55 PM Buildin	28 of 30 seats...	Add

At the bottom, there are 'Panels', 'Conditional Add and Drop', and 'Submit' options.

9. If this course is one that you wish to take then **CLICK** on the **ADD** button and you will see it added to your schedule at the bottom of your screen.

You will now be able to see how this course falls in your schedule

REGISTER FOR CLASSES

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 116 Classes
Term: Summer 2015 Subject: COMMUNICATIONS

Search Again

Title	Instructor	Meeting Times	Status
Public Speaking LECTURE	ROWE, JANE (Prim...	S M T W T F S 11:45 AM - 02:15 PM Buildin	27 of 30 seats...

Class Schedule for Summer 2015

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12pm		Public Speaking		Public Speaking		Public Speaking	
1pm							
2pm							
3pm							

Submit

10. **After each** class you that you choose **click** on **SUBMIT** so you can make sure that the class is added to your schedule

REGISTER FOR CLASSES

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 116 Classes
Term: Summer 2015 Subject: COMMUNICATIONS

Search Again

Title	Details	Hours	CRN	Schedule Type	Status	Action
Public Speaking LECTURE	COMM 101R, 0	3	31953	LECTURE	Pending	Web Registered

Submit

11. To add another class:

REGISTER FOR CLASSES

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 116 Classes
Term: Summer 2015 Subject: COMMUNICATIONS

Search Again

Title	Instructor	Meeting Times	Status
Public Speaking LECTURE	ROWE, JANE (Primary)	S M T W T F S 11:45 AM - 02:15 PM Building: BA	26 of 30 seats r...

Public Speaking | COMM 101R, 0 | 0 | 31953 | LECTURE | Deleted | None

Total Hours | Registered: 0.0 | Billing: 0.0 | CEU: 0.0 | Min: 0.0 | Max: 12.0

Panels | Conditional Add and Drop | Submit

12. If you need to add a **LINKED** class (this is a class that might have a lab or recitation attached to it) Click on **VIEW LINKED** ...do not click on ADD because you will receive an ERROR message

Search Again

Meeting Times	Building	Seats	Status	Action
S M T W T F S 08:00 AM - 08:50 AM	Building: Adda	10 of 22 seats re	LINKED	View Linked
S M T W T F S 09:00 AM - 09:50 AM	Building: Taft	1 of 19 seats rem...	LINKED	View Linked Add
S M T W T F S 10:00 AM - 10:50 AM	Building: Steve	FULL: 0 of 2...	LINKED	View Linked Add
S M T W T F S 09:00 AM - 09:50 AM	Building: Lect	13 of 129 seats r...	LINKED	View Linked Add
S M T W T F S 10:00 AM - 10:50 AM	Building: Taft	FULL: 0 of 2...	LINKED	View Linked Add
S M T W T F S 09:00 AM - 09:50 AM	Building: Steve	FULL: 0 of 2...	LINKED	View Linked Add

- Scroll through the options. Click **ADD ALL** and then click on **"SUBMIT"**

Banner Self-Service

Find Classes Enter CRNs Plans Schedule and Options

Back To Search Results Linked Sections Term: Fall 2017 - CRN: 13415 Subject: Mathematics Course Number: 100

Title	Schedule Type	CRN	Section	Hours	CRN	Instructor	Meeting Times	Status
Calculus I	Lecture	13415	400	5	13415		08:00 AM - 09:00 AM Building: Stevenson Hall Room	Full 0 of 22 seats LINKED
Calculus I	Lecture	13415	404	5	13415		08:00 AM - 09:00 AM Building: Adams Hall Room	Limited 16 of 22 seats remain LINKED

Total Hours: 0

Add All

13. You will see a warning if you are not eligible to register for a class. It will explain the reason for which you are not eligible. Here is an example. Click on SUBMIT to remove it from your summary

Banner Self-Service Student Registration Select a Term Register for Classes

REGISTER FOR CLASSES

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 4 Classes
Term: Summer 2015 Subject: COMMUNICATIONS Course Number: 335W

Title	Details	Hours	CRN	Schedule Type	Status	Action
Rhetorical Criticism LECTURE	ROWE, JANE (Prim...)	3	34746	LECTURE	Errors Preventing Regi...	Remove

Total Hours | Registered: 0.0 | Billing: 0.0 | CEU: 0.0 | Min: 0.0 | Max: 12.0

Conditional Add and Drop Submit

Warning Box:

- COMM 335W CRN 34746: Prerequisite and Test Score error
- COMM 335W CRN 34746: Student campus does not match course campus. Registration prohibited.

14. If you need to **drop** a class click on WEB DROP

The screenshot shows the 'REGISTER FOR CLASSES' interface. At the top, there's a navigation bar with links like 'Banner Self-Service', 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below this, the 'Find Classes' tab is active, displaying search results for 'Term: Summer 2015' and 'Subject: COMMUNICATIONS'. A table lists available classes, with 'Public Speaking LECTURE' by 'ROWE, JANE (Prim...)' selected. The class details show meeting times 'S M T W T F S' and '11:45 AM - 02:15 PM Buildin'. An 'Add' button is next to the class entry. Below the search results, there's a 'Schedule' tab with a table showing the class details: 'Public Speaking', 'COMM 101R, 0', '3', '31953', 'LECTURE', and 'Registered'. A dropdown menu is open over the 'Registered' status, with options 'None', 'None', and 'Web Drop'. A yellow cursor points to the 'Web Drop' option. At the bottom, there's a 'Submit' button and a 'Conditional Add and Drop' checkbox.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Public Speaking	COMM 101R, 0	3	31953	LECTURE	Registered	None None Web Drop

- Make sure to hit “**SUBMIT**” to remove the class you do not wish to take. The status of the class is now **DELETED**

The screenshot shows the 'REGISTER FOR CLASSES' interface after the class has been dropped. The search results are the same, but the class details table now shows the status as 'Deleted' (circled in red). The 'Action' dropdown menu is now set to 'None'. A yellow cursor points to the 'Submit' button at the bottom right. The 'Total Hours' section at the bottom shows 'Registered: 0.0'.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Public Speaking	COMM 101R, 0	0	31953	LECTURE	Deleted	None

- Your schedule will now not have the class you just deleted

REGISTER FOR CLASSES

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 116 Classes
Term: Summer 2015 Subject: COMMUNICATIONS [Search Again](#)

Title	Instructor	Meeting Times	Status
Public Speaking LECTURE	ROWE, JANE (Primary)	S M T W T F S 11:45 AM - 02:15 PM Building: BA	26 of 30 seats r...

[Add](#)

[Schedule](#) | [Schedule Details](#) | [Summary](#)

Title	Details	Hours	CRN	Schedule Type	Status	Action
Public Speaking	COMM 101R, 0	3	31953	LECTURE	Registered	Web Drop

Total Hours | Registered: 3.0 | Billing: 3.0 | CEU: 0.0 | Min: 0.0 | Max: 12.0

[Panels](#) ☐ Conditional Add and Drop [Submit](#)

- 14.** Click on Schedule and Options to **review** your full schedule

REGISTER FOR CLASSES

Find Classes | Enter CRNs | Plans | **Schedule and Options**

Summary
Term: Summer 2015

Title	Hours	CRN	Grade Mode	Level	Study Path
Public Speaking	3	31956	Normal Letter Grade	Undergraduate	None

Records: 1

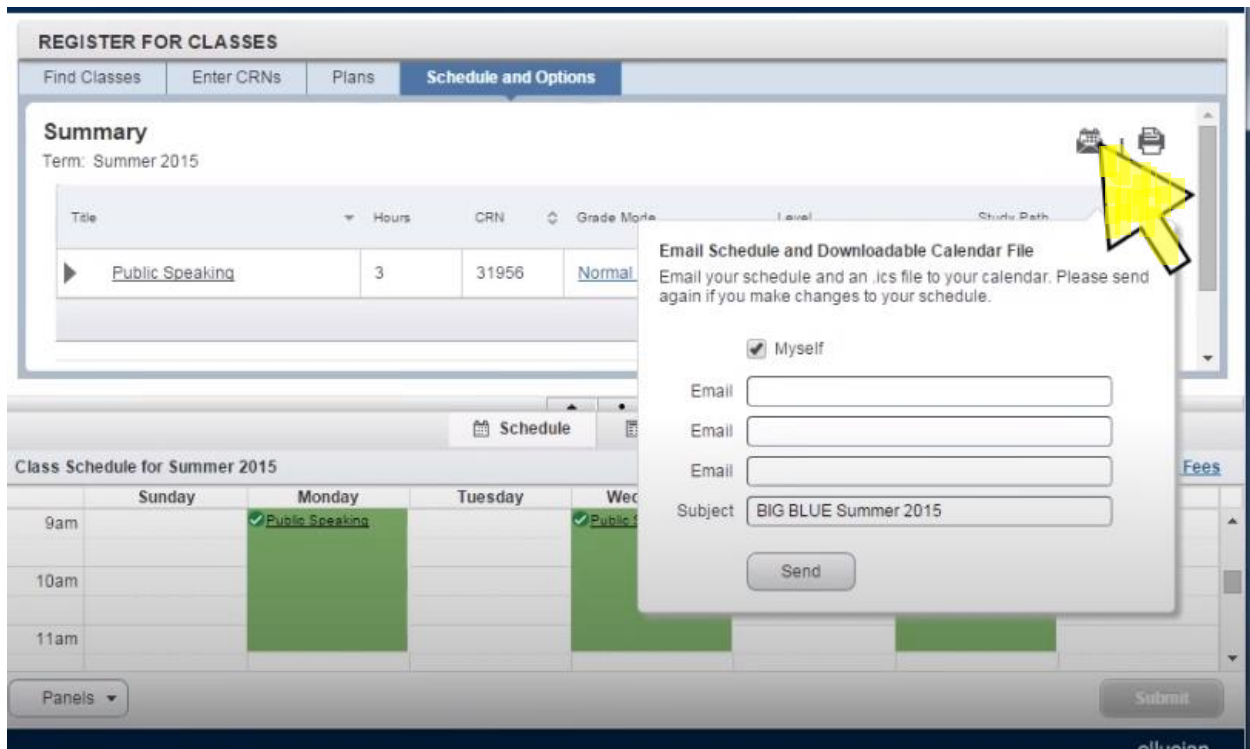
[Schedule](#) | [Schedule Details](#)

Class Schedule for Summer 2015 [Tuition and Fees](#)

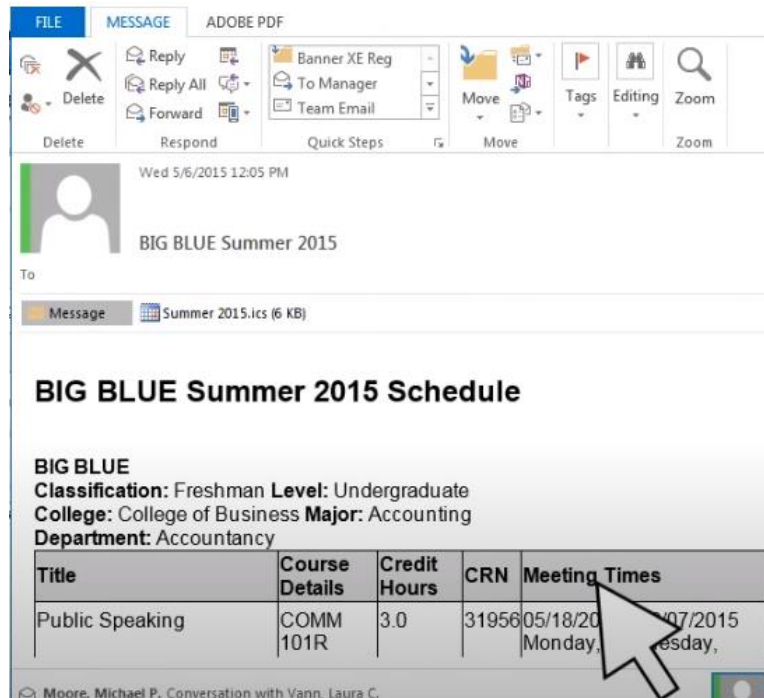
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am		✓ Public Speaking		✓ Public Speaking		✓ Public Speaking	
10am							
11am							

[Panels](#) [Submit](#)

15. You can also **email** it to yourself or anyone else you wish to share your schedule with



16. You will receive an email that shows you your schedule



17. You will also see an ICS attachment so you can add it to your own personal **calendar**