

## **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](mailto: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