

How to Register for Classes – Spring 2010

*****We are now coded "Beyond Hampton Roads" also known as VS5*****

Televised course will continue to be videostreamed to your home or work computer or laptop. YOU ARE NOT ABLE TO SELF REGISTER FOR THESE COURSES. Please follow the following registration protocol:

1. Please access the schedule here: www.odu.edu/nvc
SOME VIDEOSTREAMED COURSES ARE NOT VISIBLE IN LEO

2. Complete a registration drop add form and email to kgwaltne@odu.edu or drop off at the Northern Virginia Center. **(There is NO Fax available!)** Registrations are being accepted now.
 - If you need advisement prior to registration, please contact Kara to schedule a time.
 - If there is a CRN listed on the Spring 2010 Northern Virginia schedule, PLEASE write it in on your drop/add form. If no CRN listed, leave the box blank.
 - If you come to drop off between 8 am and 6 pm, please slide your completed registration form under the door of room 330. Kara will be there to accept registrations on evenings the Testing Center is open.
 - Students who are taking an ODU course during the Fall 2009 semester will be registered on Friday November 13th. **Students who are NOT taking a course with ODU Fall 2009 CANNOT be registered until November 20th (per registrar policy)**
 - Your account MUST be free of any holds (advisor, accounts, prereq, Writing Center, etc) IF you have holds, you will not be registered and your registration will be filed until you notify Kara that your holds have been removed.

3. If you would like to register for a WEB BASED COURSE: you may either self register in LEO after Nov 16 or you may include this course on your registration page. The CRNs for Web Based courses are listed in this schedule. **If you do not list the CRN for the web based course, you will not be registered for it.**

ODU's Registration Drop/Add/Withdraw form is a legal document. If you do not complete it properly, your registration cannot be processed.

Video Stream slots will be held for Northern Virginia Center students until December 1, 2009. Beginning December 1st, you will need written permission from the instructor in addition to a registration form to be added to a course.

CONTACT KARA GWALTNEY kgwaltne@odu.edu with any questions!