



Office of the University Registrar
 116 Alfred B. Rollins, Jr. Hall
 Norfolk, VA 23529
 PHONE: 757-683-4425, FAX: 757-683-5357
 e-mail: registrar@odu.edu

See www.odu.edu/registrar for registration instructions and deadlines.

REGISTRATION ADD/DROP/WITHDRAW

Registration Term: Fall _____ Spring _____ Summer 09

Last Name Smith First Name Jane Middle Initial D Undergraduate Graduate _____

Current Address 1234 Oak Lane Sterling, VA Daytime Phone (703) 555-5555 University ID Number (UIN) * 00123456

* Jane D. Smith Student Signature Email Address * jsm1729@odu.edu

Honor Code: I pledge to support the Honor System of Old Dominion University. I will refrain from any form of academic dishonesty or deception, such as cheating or plagiarism. I am aware that as a member of the academic community it is my responsibility to turn in all suspected violators of the Honor Code. I will report to hearing if summoned.

Instructor: Indicate permission to override specific registration errors by checking and initialing overrides and signing your name in the right-hand column. **Overrides may be given electronically in LEO Online, allowing the student to register via the Web.** NOTE: Students with campus-level restrictions should contact the Registrar's Office for registration assistance.

I understand that by submission of this form, if the course is available for registration, I will be enrolled in the class(es) for which I have entered the Course Reference Number (CRN). In addition, I understand that Old Dominion University does NOT cancel registration for non-payment of tuition and fees. I also understand that I am obligated to pay tuition and fees for course registration. Account balances can be accessed through LEO Online (www.leonline.odu.edu) daily. Old Dominion University bills students electronically by email sent to the student's ODU email account (xxxxxxx@odu.edu).

LEAVE THIS FIELD BLANK

DROP <input checked="" type="checkbox"/>	ADD <input checked="" type="checkbox"/>	CRN	Subject POLS	Course 101S	Grade Option Nml P/F Aud	Overrides (Instructor must check and initial)								Instructor's Signature
	<input checked="" type="checkbox"/>	12345	POLS	IDIS	NML	<input type="checkbox"/> CLOSED CLASS	<input type="checkbox"/> CO-REQ	<input type="checkbox"/> PRE-REQ/TEST SCORE	<input type="checkbox"/> INSTR APPR	<input type="checkbox"/> DUP CRSE				
	<input checked="" type="checkbox"/>					<input type="checkbox"/> MAJOR RESTR	<input type="checkbox"/> TIME CONFLICT	<input type="checkbox"/> PRE-REQ/TEST SCORE	<input type="checkbox"/> INSTR APPR	<input type="checkbox"/> DUP CRSE				
	<input checked="" type="checkbox"/>					<input type="checkbox"/> MAJOR RESTR	<input type="checkbox"/> TIME CONFLICT	<input type="checkbox"/> PRE-REQ/TEST SCORE	<input type="checkbox"/> INSTR APPR	<input type="checkbox"/> DUP CRSE				
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	<input checked="" type="checkbox"/>					<input type="checkbox"/> MAJOR RESTR	<input type="checkbox"/> TIME CONFLICT	<input type="checkbox"/> PRE-REQ/TEST SCORE	<input type="checkbox"/> INSTR APPR	<input type="checkbox"/> DUP CRSE				

MAXIMUM HOUR WAIVER*: Max Hrs: _____ GPA: _____ Advisor/GPD Approval: _____ Dean's Approval: _____

* Undergraduate students seeking to take more than 18 credit hours must have a 3.0 or better overall GPA and obtain the approval of the advisor AND the Dean of the college in which their major program resides. Students without a declared major must obtain the recommendation of their advisor and written permission from the Dean of University College to enroll in more than 18 hours. Graduate students must obtain approval of the graduate program director (GPD).

* MUST BE COMPLETE TO BE PROCESSED! ODU EMAIL ADDRESS ONLY!