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

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

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

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
• Scroll through the options. Click **ADD ALL** and then click on “SUBMIT”

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
14. If you need to **drop** a class click on 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**
Your schedule will now not have the class you just deleted

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