



Office of the University Registrar  
 1009 Alfred B. Rollins, Jr. Hall  
 Norfolk, VA 23529  
 PHONE: 757-683-4425, FAX: 757-683-5357  
 e-mail: [register@odu.edu](mailto:register@odu.edu)

# REGISTRATION ADD/DROP/WITHDRAW

See [www.odu.edu/registrar](http://www.odu.edu/registrar) for registration instructions and deadlines.

Registration Term:  Fall  Spring  Summer  Undergraduate  Graduate  International student (F1/J1 visa holder)?  
 Athlete -- Athletics Approval (req.) \_\_\_\_\_ VISA approval (req. for intl students): \_\_\_\_\_ Min Hrs approved: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ University ID Number (UIN) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**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 appropriate override(s) below, and printing AND signing your name, or **save time and load the overrides in LEO Online**.  
 NOTE: Students with campus/level restrictions should contact the Registrar's Office for 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 or non-attendance**. 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](http://www.leonline.odu.edu)) daily. Old Dominion University bills students electronically by email sent to the student's ODU email account ([xxxxxxx@odu.edu](mailto:xxxxxxx@odu.edu)).

**\*A "drop" after the add/drop deadline for the course is a withdraw and you will be responsible for part or all of the tuition for the course.**

DROP/ WITHDRAW* <input checked="" type="checkbox"/>	ADD <input checked="" type="checkbox"/>	CRN 12345	Subject POLS	Course 101S	Grade Option Nml P/F Aud	INSTRUCTOR OVERRIDE/PERMISSION							Instructor's Signature (PRINT NAME and SIGN)
						CLOSED CLASS	CO-REQ	PRE- REQ/TEST SCORE	DUP CRSE	MAJOR RESTR	TIME CONFLICT	INSTR APPR REQUIRED	

**MAXIMUM HOUR WAIVER\*:** Students should email [register@odu.edu](mailto:register@odu.edu) if increase is to accommodate one Winter Term or Maymester class and student is in good academic standing, otherwise the following permissions are required:  
 Max Hrs: \_\_\_\_\_ GPA: \_\_\_\_\_ Advisor/GPD Approval: \_\_\_\_\_ Dean's Approval: \_\_\_\_\_  
**FALL/SPRING:** \*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. \*Graduate students must obtain approval of the graduate program director (GPD) to enroll in more than 12 hours.  
**SUMMER:** No degree-seeking student may enroll in more than 15 hours during the summer term without the recommendation of the advisor and written permission from the dean of the college in which the major program resides.  
**\*Nondegree students** must obtain written permission from the Executive Director of the Center for Advising Administration and Academic Partnerships to enroll in more than 12 (GR) or 18 (UG) hours.