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?

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 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