



Office of the University Registrar  
 1009 Alfred B. Rollins, Jr. Hall  
 Norfolk, VA 23529  
 PHONE: 757-683-4425, FAX: 757-683-5357  
 e-mail this form to [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) \_\_\_\_\_

I understand that by submitting this form, if the course is available for registration and **I have no holds preventing registration**, I will be enrolled in the class(es) indicated below (SUBU/CRSE and CRN are required). I also understand that I am obligated to pay tuition and fees for courses registered.  
*I understand that Old Dominion University does NOT cancel registration for non-payment of tuition and fees or non-attendance.*

**Students with campus restriction errors should select the correct CRN for their campus assignment.  
 Students with level restrictions should contact the Registrar's Office for assistance.**

Student Signature (required) \_\_\_\_\_ Date \_\_\_\_\_

***This form, with instructor signature, is required for late registrations (registrations after the add/drop date for a term). This form will not be processed if the student has holds preventing registration. Falsifying any information on this form is a violation of the Old Dominion University Honor Code.***

INSTRUCTOR OVERRIDE/PERMISSION MUST MATCH STUDENT'S REGISTRATION ERRORS										Instructor's Signature (Please PRINT and SIGN NAME)		
DROP/ WITHDRAW*	ADD	CRN 12345 <i>required</i>	Subject POLS <i>required</i>	Course 101S <i>required</i>	Grade Option: Normal Pass/Fail Audit	NOTE: The overrides below (except for <b>late registration</b> ) can be given in LEO Online, allowing the student to complete registration online until the add/drop deadline. After add/drop, this form must be submitted to the Registrar's Office for processing. (INDICATE OVERRIDES WITH ✓ then print and sign name)						
*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.						COURSE REQUIRES INSTRUCTOR SIGNATURE	CLOSED CLASS	PREREQ// COREQ/ TEST SCORE	DUPLICATE CRSE	MAJOR/ DEGREE RESTRICTION	TIME CONFLICT	LATE REGISTRATION APPROVED

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.  
 Rev. 09/29/2022