ODU Online is a web-based system allowing access to student information contained in the administrative database. In this version, users are able to view their schedule, grades, GPA, transcript, and more. With the exception of searching for classes, the ODU Online service is offered to currently registered students only.

To use ODU Online, you must have a personal computer with an Internet connection and a java-compliant web browser (Internet Explorer or Netscape).

Notes: ODU Online does not work with older versions of the AOL browser, but AOL users may use Netscape or Internet Explorer with their AOL connection. For assistance, contact AOL technical support.

For questions or comments, please contact one of the following departments:

- Registrar's Office – grades, transcripts or GPA information (614-251-4651)
- Business Office – your account information (614-251-4650)
- Financial Aid Office – financial aid (614-251-4778)
- Computer Helpdesk – technical assistance with the ODU Online site (614-253-3633 or 1-888-251-0773)

Please make sure that you read the screen messages so that each department can better assist you with any questions you may have. Also, be sure to click on the Submit button only once.

Logging in to ODU Online

With the exception of searching for classes, ODU Online requires you to log in with your network username and password. Your network account should already be activated. If you need to activate the network account, please contact the Helpdesk.

1. From Internet Explorer, go to http://oduonline.ohiodominican.edu.
2. Click on the Log In option at the top-right corner of the browser.
3. Enter your User Name and Password.
4. Click on the Login button.

If you have forgotten your network account information and need to reset your password, go to https://helpdesk.ohiodominican.edu/changepass/start.asp. Please note that your username and password are both case-sensitive.
Main Menu

ODU Online is located at http://oduonline.ohiodominican.edu. You can also access ODU Online from the myODU Quick Links at http://myodu.ohiodominican.edu. The main ODU Online student page, shown below, will often display announcements and FAQ’s. We strongly recommend that you bookmark this page and begin here every time you use ODU Online.

The screen above shows the student menu. Because the information contained in the database is strictly confidential, access to this information is restricted to your information only.

Most links on this menu require that you log in to view the options. For more information on retrieving your account information, please refer to Logging in to ODU Online section of this document.

My Class Schedule

My Class Schedule allows you to view registered classes and information pertaining those classes, including start date, dates and time a class meets regularly, and where the class will be held on campus. More information is provided with a click of the Course Name and Title in this option.

To view the Class Schedule, follow the steps below:

1. Click on My Class Schedule from Academic Profile.
2. Choose a term from the drop-down box, and click on Submit.
By clicking on the course name and title, you can view the Faculty name and contact information.

### Section Information

<table>
<thead>
<tr>
<th>Title</th>
<th>Intro to Computer Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section Number</td>
<td>CES-105-1H</td>
</tr>
<tr>
<td>Description</td>
<td>An introduction to basic computer technology and terminology: function of operating systems, file structures and storage, ports and interfaces, the internet, and computer ethics. Students will learn to be informed consumers of technology and will gain laboratory experience with word processing, email and presentation software packages. Not open to students with credit for both CIS 103 and CIS 104</td>
</tr>
<tr>
<td>Credits</td>
<td>2.08</td>
</tr>
<tr>
<td>Start Date</td>
<td>21 August 2007</td>
</tr>
<tr>
<td>End Date</td>
<td>11 October 2007</td>
</tr>
<tr>
<td>Academic Level</td>
<td>UG - Undergraduate</td>
</tr>
</tbody>
</table>

### Meeting Information

3/21/2007 - 5/14/2007 Lecture Tuesday, Thursday 02:00PM - 03:55PM, 51 Albens Hall, Room 228

<table>
<thead>
<tr>
<th>Faculty Contact</th>
<th>Faculty name</th>
<th>Phone</th>
<th>Extension</th>
<th>E-mail address</th>
<th>Instructional Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lecture</td>
</tr>
</tbody>
</table>

**Note:** Users can only view one semester at a time in this option.

To check grades, follow the steps below:

1. Click on **Grades** from the **Academic Profile**.
2. Choose one term from the list of semesters available, and click on **Submit**.

Grades are available on ODU Online for each and every semester a student has been enrolled at the University. Grades become available as soon as a Professor enters them online.
Note: If you must submit grade reports to your employer, use what is posted here by printing them out.

**Grade Point Average by Term**
This option lets you view your Grade Point Average, Total Earned Credits, and Total Grade Points by term.

*Note: Users can only view one semester at a time in this option.*

To check GPA's, follow the steps below:

1. Click on **grade point average by term** from **Academic Profile**.
2. Choose one term from the list of semesters available, and click on **Submit**.
Cumulative GPA can be found in Academic Evaluation under Academic Profile. Please see the Academic Evaluation section for more information.

### Search for Sections

Anyone may access this page to search for classes. Unlike other options available on ODU Online, this selection requires no log in. Classes can be searched by filling in any of the fields available to match any requirements you may have. Searching is available from desired dates or hours, location, subjects and even by instructor's last name.

To Search for Sections, follow the steps below:

1. Click on Search for Sections from Registration.
2. Select a term from the drop-down box. **Note:** You must select at least the term to search under and one more field for continuation of the process.
3. Optional: Select or type in any other information such as subject or course level.
4. Click on Submit.

### Register for Sections

There are two ways to register for classes. Use the Express Registration if you know the subject, course number and section number. Or, if you would like to search for classes and register at the same time, use Search and Register for Sections.
For **Express Registration**, follow the steps below:

1. Click on **Register for Sections** from **Registration**.
2. Read the Terms and Conditions thoroughly, and checkmark the box next to **I Agree**. Click on **Continue**.
3. Click **If Yes click here for Express Registration**.
4. Enter all required fields for registration.
5. Select a **Term** to take the class, and choose **C-Credit** from the **Take For** drop-down box.
6. Enter up to 10 classes, and click on **Submit**.
For *Search and Register*, follow the steps below:

1. Click on **Register for Sections** from **Registration**.
2. Read the Terms and Conditions thoroughly, and checkmark the box next to **I Agree**. Click on **Continue**.
3. Click on **If No click here for Search and Register for Classes**.
4. Follow the steps provided under **Search for Classes** above in this guide.
5. Checkmark classes to register, and click **Submit**. *Note: Make sure C-Credit is displayed under Take For.*

### Search for Sections

<table>
<thead>
<tr>
<th>Term</th>
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</thead>
<tbody>
<tr>
<td>Starting On/After Date</td>
<td>Ending By Date</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Course Levels</th>
<th>Course Number</th>
<th>Section</th>
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<tbody>
<tr>
<td></td>
<td></td>
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</table>

### Drop Sections

This option is used to drop classes for which you have registered.

1. Click on **Drop Sections** from **Registration**.
2. Read the Terms and Conditions thoroughly, and checkmark the box next to **I Agree**. Click on **Continue**.
3. Click on the box under **Drop** for any of the classes you want to drop, and click on **Submit**.
Program Evaluation

This option provides you with a listing of classes required for completion of study in a specified program. Program Evaluation is a useful guide during class selection to view which classes are required for graduation. With this option, you can view what you have completed, as well as requirements in any program. By using the What if program, you may select any field of study available at Ohio Dominican University to evaluate what you may need to take if you choose to change majors.

To view the Program Evaluation, follow the steps below:

1. Click on Program Evaluation from Academic Profile.
2. Checkmark the Active Program to view the Program Evaluation for the major you are registered under, or choose any of the programs available in the What if drop-down box and click on Submit.
Program Evaluation also lists advisor information, institutional credits/GPA’s along with student information such as registered home address and phone numbers. **Note:** If any of the student information is inaccurate, please contact the Student Service Center for corrections.

**Test Summary**
The Test Summary provides scores for admissions tests, placement tests, and tests like the Praxis that you might need to take higher-level education classes. Individual classes test scores are *not* found here.

To view the Test Summary, follow the steps below:

1. Click on **Test Summary** from Academic Profile.

**My Profile**
My Profile shows personal information required to be submitted to Ohio Dominican University. Personal information such as address, phone numbers, e-mail address and emergency contact name/number appears on this page. For any reason, if the posted information is not valid, please contact the Student Service Center to update the Profile.

To view My Profile, follow the steps below:

1. Click on **My Profile** from Academic Profile.
**Transcript**
Use the Transcript option to view all classes taken at Ohio Dominican University, as well as any transferred credits from a previous institution you may have been enrolled in. Grades for each class, the term it was taken, total earned credits, total grade point, and cumulative GPA are available.

To view the Transcript, follow the steps below:

1. Click on **Transcript** from **Academic Profile**.
2. Choose the Transcript Type, Undergraduate or Graduate, and click on **Submit**.

**Transcript Request Status**
This option shows all transcript requests, including the name and address of the recipient receiving the transcript. The date the transcript was requested and the date it was produced along with any monetary charges for the request will show up on this page. The first request is at no charge, and all other requests thereafter will be charged. All requests must be made at the Student Service Center located in Erskine Hall 133. For more information on requesting a transcript, please go to [http://www.ohiodominican.edu/transcripts.index.shtml](http://www.ohiodominican.edu/transcripts.index.shtml).

To view Transcript Request Status, follow the steps below:

1. Click on **Transcript Request Status** from **Academic Profile**.
Application for Graduation
Before graduation from Ohio Dominican University, this application must be submitted to the Registrar’s Office. For each semester, deadlines are posted online and notifications sent via e-mail. Each student getting ready for completion of their major/program must apply for graduation through this option or at the Student Service Center.

To send in an Application for Graduation, follow the steps below:

1. Click on Application for Graduation from Academic Profile.
2. Checkmark the box next to the eligible programs, and click on Submit.
3. A confirmation e-mail will be sent from the Registrar's Office with further instructions.
Thank you for submitting your Application for Graduation. Please go to the ODU Online Menu and choose Program Evaluation to check your academic program completion status. If your Program Status on page 1 of the Program Evaluation (Degree Audit) is not "Pending (Anticipated Complete)", you may have a deficiency that could result in you not graduating in the term you indicated on your application. The Program Status section is located under your Preferred Name, Address, and telephone number. Please consult your advisor or the Registrar's Office for questions concerning how to resolve the deficiency. Your status must be "Pending (Anticipated Complete)" in order to be a prospective graduate.

IMPORTANT -- Please make sure that your name is displayed on line 1 as you want it to be printed on your degree. If it is not, please change it.