

# Self-Service Registration

## How to search and register for course sections

1. Log in to ODU Online.
2. Choose the Students menu.

**CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU**

The following links may display confidential information.  
Please refer to the [ODU Return to Campus Guide](#) for details on how we will come back to campus safely.

- Registration**
  - [Search for sections](#)
  - [Register For Sections](#)
  - [Drop Sections](#)
  - [Manage My Waitlist](#)
  - [Personal Account Holds](#)
- Academic Profile**
  - [Grade Point Average by Term](#)
  - [Program Evaluation](#)
  - [Transcript Request Status](#)
  - [My class schedule](#)
  - [My profile](#)
  - [e-Transcript Request](#)
- ODU B&N Bookstore**
  - [Go to ODU Bookstore Website](#)
  - [Order Books for My Classes](#)
- Financial Information**
  - [Financial aid award letter](#)
  - [Student Accounts - Pay Bill / Payment Plans](#)
  - [Acknowledge Financial Responsibility](#)
- Colleague Self Service**
  - [Course Catalog](#)
  - [Register for Classes](#)
  - [User Profile](#)
  - [Emergency Information](#)
  - [Grades](#)
  - [Application for Graduation](#)
  - [Test Summary](#)
  - [Unofficial Transcript](#)
  - [View 1098T](#)

3. Click on **Register for Classes**.

A new window will open. You should see:

**ODU DOMINICAN UNIVERSITY**

Academics · Register for Classes

Register for Classes

Schedule Petitions & Waivers

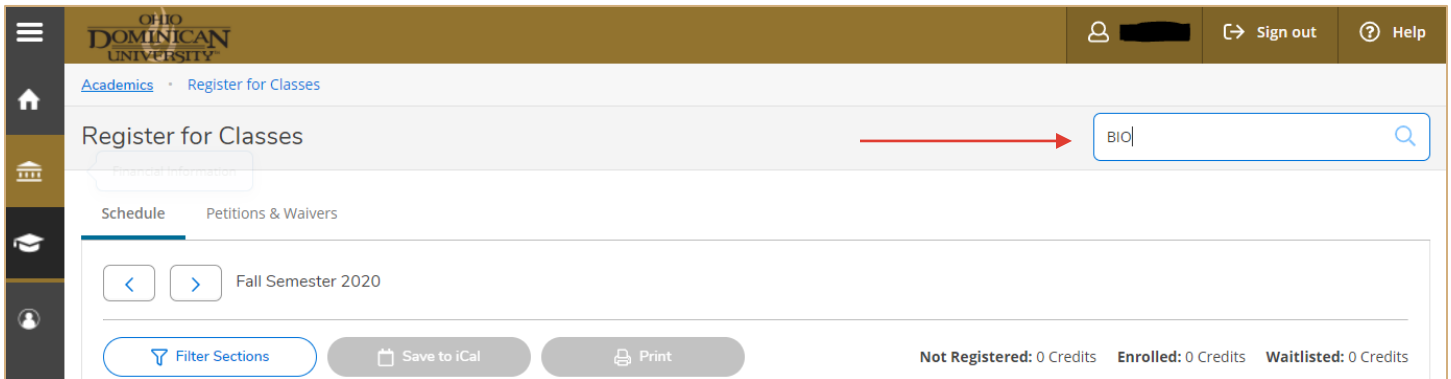
< > Fall Semester 2020

[Filter Sections](#) [Save to iCal](#) [Print](#) **Not Registered: 0 Credits** **Enrolled: 0 Credits** **Waitlisted: 0 Credits**

**No Courses Selected For This Term**

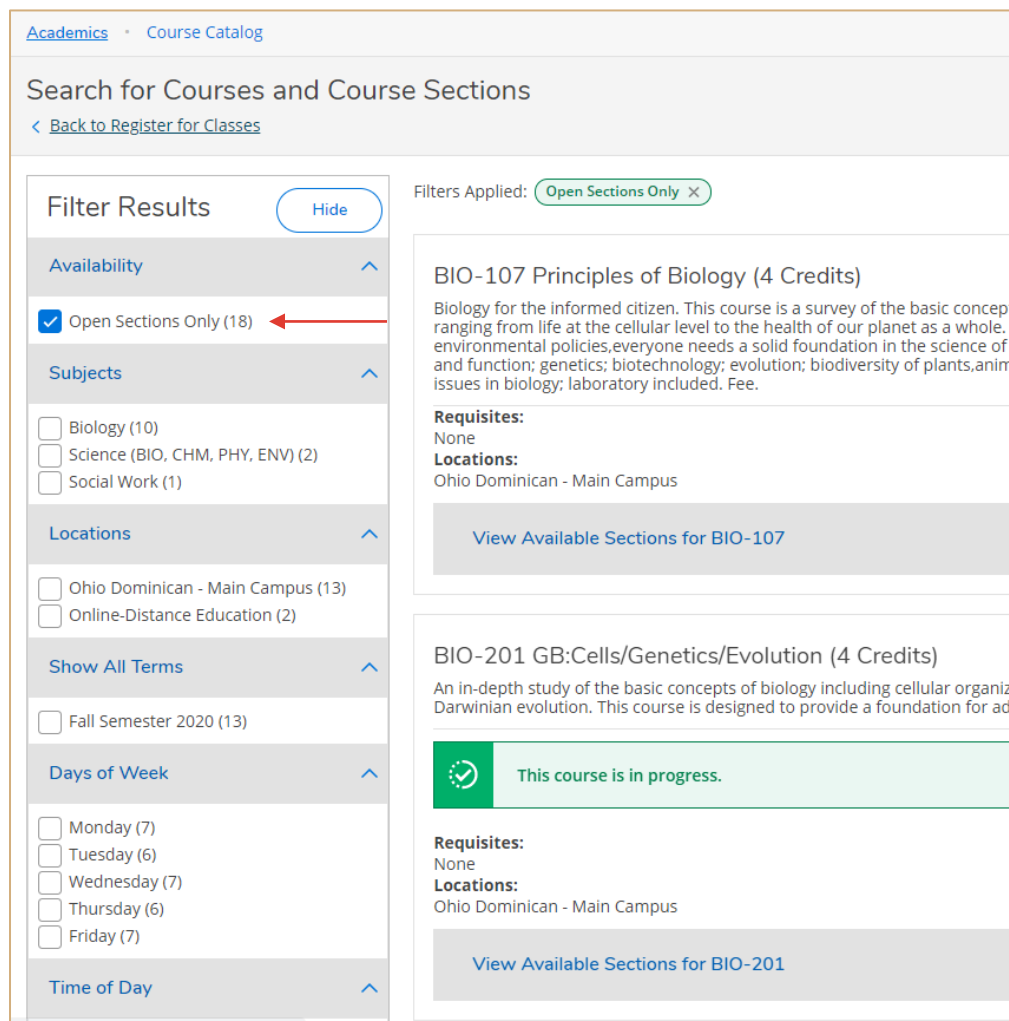
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							

4. Search for the course to be registered. Example search terms could be the subject (BIO), the course name (BIO-227), or the course title (Microbiology).



This will list all courses with the subject entered (in this case BIO)

5. Filter results for **Open Sections Only** or **Open and Waitlisted Sections**. Other filters include location, **term**, weekdays, time of day, instructor, academic level, course level, and course type.



- a. Open Sections Only will list courses with seats available.
- b. Open and Waitlisted Sections will list all sections offered.

6. Click on **View Available Sections** to see which sections are available for registration.

**BIO-227 Microbiology (4 Credits)**

A comprehensive study of the morphology, physiology, and genetics of algae, bacteria, fungi, protozoa, and viruses (primary emphasis on bacteria). Included laboratory emphasizes sterile culture techniques and identification of unknown cultures. Prerequisite: BIO 201. Co-requisite: CHM 110. Fee.

**Requisites:**  
 Take BIO 201. - Must be completed prior to taking this course.  
 Take CHM-110 - Must be taken either prior to or at the same time as this course.

**Locations:**  
 Ohio Dominican - Main Campus

[View Available Sections for BIO-227](#) ←

Fall Semester 2020

**BIO-227-01** +\$ Add Section to Schedule

Microbiology

Seats	Times	Locations	Instructors
<b>24</b>	M/W/F 11:00 AM - 11:50 AM 8/17/2020 - 12/11/2020	Ohio Dominican - Main Campus Lecture	Hall, J
	T 8:00 AM - 9:50 AM 8/17/2020 - 12/11/2020	Ohio Dominican - Main Campus Laboratory	

**BIO-227-02** +\$ Add Section to Schedule

Microbiology

Seats	Times	Locations	Instructors
<b>24</b>	M/W/F 11:00 AM - 11:50 AM 8/17/2020 - 12/11/2020	Ohio Dominican - Main Campus Lecture	Hall, J
	Th 8:00 AM - 9:50 AM 8/17/2020 - 12/11/2020	Ohio Dominican - Main Campus Laboratory	

7. Click **Add Section to Schedule**. Section details for the section will display.
8. Click **Add Section**.

**Section Details**

**BIO-227-02 Microbiology**  
Fall Semester 2020

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**Instructors** Hall, J

**Meeting Information** M, W, F 11:00 AM 11:50 AM  
8/17/2020 - 12/11/2020  
Ohio Dominican - Main Campus, TBD (Lecture)  
Th 8:00 AM 9:50 AM  
8/17/2020 - 12/11/2020  
Ohio Dominican - Main Campus, TBD (Laboratory)

**Dates** 8/17/2020 - 12/11/2020

**Seats Available** 24 of 24 Total

**Credits** 4

**Grading** Graded

**Requisites**

- Take BIO 201. - Must be completed prior to taking this course.
- Take CHM-110 - Must be taken either prior to or at the same time as this course.

**Course Description** A comprehensive study of the morphology, physiology, and genetics of algae, bacteria, fungi, protozoa, and viruses (primary emphasis on bacteria). Included laboratory emphasizes sterile culture techniques and identification of unknown cultures. Prerequisite: BIO 201. Co-requisite:

Close Add Section

This will add the section to your schedule.

- Continue searching for other course sections until you are ready to view your schedule.
- Click **Academics**.

OHIO DOMINICAN UNIVERSITY

[Academics](#) - [Course Catalog](#)

Search for Courses and Course Sections

[Back to Course Catalog](#)

Filter Results Hide

Filters Applied: None

Availability ^

Open and Waitlisted Sections

**BIO-227 Microbiology (4 Credits)**  
A comprehensive study of the morphology, physiology, bacteria). Included laboratory emphasizes sterile culture prerequisite: CHM 110. Fee.

- Click **Register for Classes**. This will take you back to your schedule (calendar).

12. Click **Register** for the sections you want to add.

Academics > Register for Classes

### Register for Classes

Search for courses...

Schedule | Petitions & Waivers

Fall Semester 2020

Remove Unregistered Sections | Register Now

Filter Sections | Save to iCal | Print

Not Registered: 8 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am			CHM-110-02				
10am							
11am		BIO-227-02		BIO-227-02		BIO-227-02	
12pm		CHM-110-02		CHM-110-02		CHM-110-02	
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							

**BIO-227-02: Microbiology**

✓ Not Registered

Credits: 4 Credits  
Grading: Graded  
Instructor: Hall, J  
8/17/2020 to 12/11/2020  
Seats Available: 24

Meeting Information

**Register**

View other sections

**CHM-110-02: General Chemistry II**

✓ Not Registered

Credits: 4 Credits  
Grading: Graded  
Instructor: Little, D  
8/17/2020 to 12/11/2020  
Seats Available: 24

Meeting Information

**Register**

Academics > Register for Classes

### Register for Classes

Search for courses...

Schedule | Petitions & Waivers

Fall Semester 2020

Register Now

Filter Sections | Save to iCal | Print

Not Registered: 0 Credits | Enrolled: 8 Credits | Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am					BIO-227-02		
9am			CHM-110-02				
10am							
11am		BIO-227-02		BIO-227-02		BIO-227-02	
12pm		CHM-110-02		CHM-110-02		CHM-110-02	
1pm							
2pm							
3pm							
4pm							

**BIO-227-02: Microbiology**

✓ Registered

Credits: 4 Credits  
Grading: Graded  
Instructor: Hall, J  
8/17/2020 to 12/11/2020

Meeting Information

**Drop**

View other sections

**CHM-110-02: General Chemistry II**

✓ Registered

Credits: 4 Credits  
Grading: Graded

Successful registrations appear in **green** on the calendar.

## Tips:

- ❖ Shorter terms appear on a different tab. Use the arrows to view each term.
- ❖ Online courses do not have meeting times and will appear at the bottom of the schedule.

Navigation: < > Fall Sem 1st Half 2020 Remove Unregistered Sect

Filter Sections Save to iCal Print Not Registered: 3 Credits

**LNG-242-OL0H: Cross-Cultural Comm** X

✓ Not Registered

Credits: 3 Credits  
Grading: Graded  
Instructor: TBD  
8/17/2020 to 10/10/2020  
Seats Available: 24

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							

Sections with no meeting time

- ✓ LNG-242 Cross-Cultural Comm Section OL0H

- ❖ Time conflicts will appear in red.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am					BIO-227-02		
9am							
10am		MTH- 240-01 X	CHM-110-02	MTH- 240-01 X			
11am		BIO-227-02		BIO-227-02		BIO-227-02	
12pm		CHM-110-02		CHM-110-02		CHM-110-02	
1pm							
2pm		ACT-310-01 X		ACT-310-01 X			
3pm							

- ❖ Sections that are on the calendar and not registered will appear in **yellow**.
- ❖ Warnings will appear if you do not meet the prerequisite for the course, also in **yellow**.

- ❖ Dropping a course: Follow steps 1-3 to get to the registration page. Click the **Drop** button to drop a section.
- ❖ Course Catalog: The Course Catalog contains all courses with descriptions and prerequisites similarly to the university catalog. The Course Catalog Advanced Search provides several options for finding courses and sections. This is another option for searching and adding sections to your schedule.