

Procedure to Register for a Group Advising Session:

- Print out an updated copy of your unofficial ODU transcript from Leo online.
- At the top right hand corner write your University Identification Number and the acronym & date (& time for a P.A.S.) of the session that you'd like to attend (be sure to note the registration deadlines for that particular session).
- It is preferred that you drop off your transcript to the Mills Godwin Building (MGB) either to Ms. Younkin's mailbox in MGB 250 or to MGB 246 if there is someone down in that office.
- In the event that you are unable to drop off your transcripts in person they may be faxed to 757.683.5087.
- Make a note to yourself including the date, time, & location for the session that you registered for.
- Once you have correctly followed the above procedures all that remains to be done is to just show up at the specified time and location for the session.