Online Registration Guide:
Log-in to LEO Online

To log-in, go to www.leoonline.odu.edu and click on “Enter LEO Online News and Secure Area"

1
Click “Enter LEO Online News and Secure Area"

If the address doesn’t work, log in by going to my.odu.edu with your MIDAS ID

2
Click the Key icon.

You will be taken to the Monarch-Key Web Login page, which is the same page you see for every integrated online service such as Leo Online, Blackboard, the myODU Portal, Student Gmail, and more.
Online Registration Guide:

Enter your MIDAS ID and password to login.

You should then see the Main Menu page in Leo Online. From there, you can access Personal Information such as your MIDAS ID and UIN, Admissions Information, Registration Menus, your Student Records, make Credit Card payments, and more.
Online Registration Guide: To Register for Classes

1. Click “Admissions, Registration, Students Records…”

2. Click “Registration”
Online Registration Guide:

3. Click “Look-up Classes to Add”

4. Select term in the drop-down menu ("Fall 2013")
Online Registration Guide:

Select the Subject (for example: Biological Sciences)

Click “Course Search”

You will see a list of all sections found for that subject.

Click “View Sections” to see all sections of the specific course for which you would like to register.
Online Registration Guide:

You will see a list of all sections found that match the Subject and Course Number.

To register, check the box.

If you see a “C” or “NR,” the class is full or closed.

If the class you want is full, keep checking on the class in Leo Online because people drop them all the time. When I really wanted a certain philosophy class, I got it by checking twice a day and a spot eventually opened up.
Online Registration Guide: Add/Drop/Withdraw

If you already have a list of CRNs for classes you want to register for, you can go straight to the Add/Drop/Withdraw page. Here, you enter the 5-digit CRNs directly.

1) Go to the Registration menu  
2) Click on Add/Drop/Withdraw Classes  
3) Select the Term (Fall 2012)  
4) Enter the CRNs at the bottom & click Submit Changes

Click “Add/Drop/Withdraw Classes”

Week-at-a-Glance

Click “Week at a Glance”

Make sure you are satisfied with your time distribution. For example, are your classes too close together, or too spread out?
Online Registration Guide:
Student Detail Schedule

This is a more detailed look into your classes, including instructor, meeting time and location, CRN, registration status, and more.

Go to the Registration Menu.

Click “Student Detail Schedule”

To Drop a Class

From the Registration Menu, click “Add/Drop/Withdraw…”

Use the drop-box to select “Web Drop”

At the bottom of the page, click “Submit Changes”
Online Registration Guide:
Schedule Conflicts

If you try to register for two classes that are at the same time, you will see the following error message:

![Time Conflict]

Other Common Error Messages

**Pre-Requisite/Test Score Error:** You must have certain pre-requisites (such as a test score or another class) in order to take the class you attempted to register for. For more info about pre- and co-requisite courses, see the University Catalog or your advisor.

**Link Error:** Linked courses have more than one component (such as a lecture + lab). You must register for both at the same time, and make sure the sections match.

**Closed Class:** Each course has a maximum number of spaces. When this maximum is reached, no one else can register. You may contact the instructor to request an override.

**Instructor’s Signature:** The instructor’s permission is required for registration. Students should contact the instructor and ask that he/she pre-approve you via LEO Online. This method allows you to register online after the instructor gives permission electronically. Contact your advisor if you have any questions.

As a freshman or transfer student, the first time you register for classes at ODU will be after other students. It gets much easier to register for the classes you want as you earn more credits; you will get classes that count toward your degree and graduation.