



An
Academic
Advising
Handbook

Old Dominion University Academic Advising Handbook 2018-2019

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Academic Advising Centers

Academic Advising Administration <i>Sandra M. Waters</i>	Student Success Center	757-683-3699
Center for Major Exploration (<i>students exploring majors</i>) <i>Sherri Watson</i>	1500 Webb Center	757-683-4805
Arts and Letters <i>Matilda Cox</i>	1006 Batten Arts and Letters	757-683-4939
Business and Public Administration <i>Will Miller</i>	1011 Constant Hall	757-683-5777
Education <i>Trey Mayo</i>	126 Education Building	757-683-4789
Engineering <i>Bonita Anthony</i>	132C Kaufman Hall	757-683-5877
Health Sciences <i>Leanne White</i>	2112 Health Sciences Building	757-683-5137
Sciences <i>Renaldo Randall</i>	236 Mills Godwin Building	757-683-6790
Admissions Office (<i>transfer equivalencies</i>)	112 Rollins Hall	757-683-4473
Academic Support for Athletes Ragean Hill	115 Jim Jarrett Athletic Administration Building	757-683-3375
Naval Science / NROTC	5214 Bluestone Ave. (Behind Rollins)	757-683-4744
Military Science and Leadership/Army ROTC	119 Rollins Hall	757-683-3663
International Student and Scholar Services <i>Sara Eser</i>	2007 Dragas Hall	757-683-4756
DISTANCE LEARNING	401 Gornto Building	1-800-968-2638 757-783-3163
Undergraduate Continuance (academic warning/suspension) <i>Christine Stringfield-Ricks</i>	Student Success Center	757-683-3773
Advising Website: https://www.odu.edu/success/academic/advising		
Locate Advisor Website: http://www.odu.edu/success/academic/advising/advisors		
Distance Learning Advisor Website: http://dl.odu.edu/how-it-works/academic-advising		

Welcome *to Old Dominion University*

Dear Academic Advisor:

This handbook is designed to complement the 2018-2019 Undergraduate Catalog. Most references contained in this document will provide specific examples of how a policy is implemented and who to contact if you have questions. It is also designed to enhance the ODU Master Advisor Certificate program.



Sincerely,

Sandra M. Waters

Sandra M. Waters, Executive Director
Center for Advising Administration and Academic Partnerships

Academic Calendars

Fall 2018

August 25 (Saturday)	Classes begin, Sessions 1 and 2 (Deadline to apply for In-State Tuition)
September 3 (Monday)	Labor Day Holiday
October 6-9 (Sat-Tue.)	Fall Holiday
November 6 (Tuesday)	Last day to withdraw from Session 1 classes
November 21-25 (Wed-Sun)	Thanksgiving Holiday
December 7 (Friday)	Classes end
December 8 (Saturday)	Final exams begin
December 14 (Friday)	Final exams end
December 15 (Saturday)	Commencement

Spring 2019

January 12 (Saturday)	Classes begin
January 19-21 (Sat-Mon)	Martin Luther King, Jr. Holiday
March 11-16 (Mon-Sat)	Spring Holiday
April 2 (Tuesday)	Last day to withdraw from classes
April 29 (Monday)	Classes end
April 30 (Tuesday)	Reading Day
May 1 (Wednesday)	Exams begin
May 8 (Wednesday)	Exams end
May 10,11 (Friday, Saturday)	Commencement
May 11 (Saturday)	Degree Conferral Date

Summer 2019

May 14 (Tuesday)	Maymester begins
May 20 (Monday)	Session 1 and 3 classes begin
May 27 (Monday)	Holiday – no classes held
May 31 (Friday)	Maymester ends (including exams)
June 29 (Saturday)	Session 1 classes end (including exams)
July 1 (Monday)	Session 2 classes begin
July 4 (Thursday)	Holiday – no classes held
July 5 (Friday)	No classes held
August 9 (Friday)	Session 3 classes end (including exams)
August 10 (Saturday)	Session 2 classes end (including exams)
August 23 (Friday)	Degree Conferral date

Academic Calendars 2019-2020

Fall 2019

August 24 (Saturday)	Classes begin
September 2 (Monday)	Labor Day Holiday
October 12-15 (Sat-Tues)	Fall Holiday
November 5 (Tuesday)	Last day to withdraw from classes
Nov. 27-Dec. 1 (Wed-Sun)	Thanksgiving Holiday
December 6 (Friday)	Classes end
December 7 (Saturday)	Exams begin
December 13 (Friday)	Exams end
December 14 (Saturday)	Commencement Degree Conferral date

Spring 2020

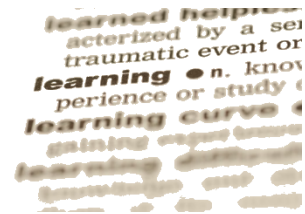
January 11 (Saturday)	Classes begin
January 18-20 (Sat-Mon)	Martin Luther King, Jr. Holiday
March 9-14 (Mon-Sat)	Spring Holiday
March 31 (Tuesday)	Last day to withdraw from classes
April 27 (Monday)	Classes end
April 28 (Tuesday)	Reading Day
April 29 (Wednesday)	Exams begin
May 6 (Wednesday)	Exams end
May 8,9 (Friday, Saturday)	Commencement Exercises
May 9 (Saturday)	Degree Conferral date

Summer 2020

May 12 (Tuesday)	Maymester begins
May 18 (Monday)	Session 1 and 3 classes begin
May 25 (Monday)	Holiday – no classes held
May 29 (Friday)	Maymester ends (including exams)
June 27 (Saturday)	Session 1 classes end (including exams)
June 29 (Monday)	Session 2 classes begin
July 3 (Friday)	Holiday observed – no classes held
August 7 (Friday)	Session 3 classes end (including exams)
August 8 (Saturday)	Session 2 classes end (including exams)
August 28 (Friday)	Degree Conferral date

Academic Advising: A Learning Experience

In keeping with the University's mission, the primary purpose of the Old Dominion University academic advising program is to empower students to explore, experience, and engage in educational activities that assist them in the development of meaningful educational and career plans to meet their full potential.



Academic Advisor Goals and Teaching Outcomes:

GOALS

- To assist students in developing suitable educational plans and programs of study that promote academic success.
- To help students explore and clarify individual, academic, and career goals.
- To teach students how to select appropriate courses and other educational opportunities that provide the experiences needed to develop their goals.
- To teach students to review and evaluate progress toward established educational goals and completion of requirements within individual programs of study using the degree evaluation system.
- To develop student awareness and understanding that decision-making in the advising process is based on student responsibility and to promote understanding of University values as articulated in the University's mission statement.
- To encourage students to use University support services and related resources as needed (Undergraduate Catalog, Career Management Center, Counseling Services, Educational Accessibility, Writing Tutorial Services, etc.).
- To participate in advisor training sessions, keeping current on University policies and procedures.

Student Goals and Learning Outcomes in the Academic Advising Process:

GOALS

- To take full responsibility for learning about opportunities and resources that help formulate academic and career plans and to gather the information needed for the successful completion of all graduation requirements, including, but not limited to, course scheduling, program planning, and understanding the academic advising process.
- To define academic and career goals by exploring options through courses and other educational experiences.
- To be engaged in the course selection process and to actively seek and participate in other educational opportunities that help in the achievement of academic and career goals.
- To read and understand the University's policies and procedures in relation to meeting University, College, and Departmental graduation requirements.
- To be responsible for new information provided through on-line resources and to be prepared with accurate information and relevant materials when contacting the academic advisor.
- To consult with the academic advisor on a mutually agreed upon schedule to review course choices, discuss academic and career goals, and assess progress towards degree completion.

Academic Policies

Minimum Graduation Requirements

- 2.0 cumulative Grade Point Average in all coursework completed at Old Dominion University (some disciplines require a higher cumulative GPA to graduate—consult the Undergraduate Catalog for specific requirements).
- A minimum 2.0 cumulative Grade Point Average in the major and minor coursework completed at Old Dominion University (some majors have higher grade point average requirements; some minors have specific grade requirements—consult the Undergraduate Catalog for specific details).
- A minimum of 120 credit hours earned, at least 25 percent of the degree requirements completed at Old Dominion University including a minimum of 12 hours of upper-level courses in the department of the declared major (some degrees require more than 120 credits—consult the Undergraduate Catalog for specific credit hour requirements). A minimum of six credit hours must be completed through courses offered by Old Dominion University to satisfy the Upper Division General Education requirement.

Academic Course Load

- The usual course load for a semester is 15 academic credit hours. A 12-credit hour load is considered full-time.

Adding Classes

- A student may add classes on-line through Leo Online through the end of the eleventh day of classes in a fall or spring semester. Consult the Academic Calendar for specific deadlines during the summer term.
- Adding classes after the last day to add is not recommended and is typically not possible. Instructors are not obligated to add students to a class if it is full or after the add deadline.

Dropping/ Withdrawing from Classes

- Students who **drop** classes by the drop deadline incur no financial obligation or grade for those classes. After the drop deadline, students may withdraw from classes and a financial obligation is incurred. **Note:** Students are NOT dropped from classes for nonpayment of tuition.
- You may drop a class using LEOONLINE during the first seven calendar days in the fall and spring terms.
- **Withdrawal** from classes occurs *after the deadline to drop classes*. Drop and withdraw dates for each term are available at the web sites of the [Office of Finance](#) and the Office of the Registrar ([Academic Calendars](#)). Complete information on withdrawing from classes is available in the *University Catalog*. Students who withdraw through the 10th week of classes are encouraged to contact their instructor, advisor, and financial aid counselor to discuss the implications of withdrawing.
- After the first 7 calendar days of the semester and through the end of the 10th week of a regular semester (or its equivalent for non-semester courses), a student may **withdraw** from any course with a grade of "W" assigned. The "W" grade is not computed in a student's GPA.

- During this **withdraw period**, no instructor signature is required and the withdrawal may usually be accomplished via [LEO Online](#), or by submitting a completed [Drop/Add/Withdraw Form](#) to the Office of the Registrar (Distance Learning students may submit the form to the Site Director or the Office of Distance Learning).
- Students with financial or other registration holds will not be able to withdraw online and must submit the Drop/Add/Withdraw Form (**by the published withdraw deadlines**) to the Office of the University Registrar. Distance Learning students may also submit the form to the Site Director or the Office of Distance Learning to be withdrawn from a course or courses.
- Students who withdraw from classes by any method should verify the withdrawal in LEO Online (Registration History). An email to withdraw@odu.edu must be sent to identify the reason for a complete withdrawal from the term.
- After the 10th week of a regular session (or its equivalent in a non-semester course), the student must submit a written petition for permission to withdraw ([Request for Exception -- Permission to Withdraw After Midterm](#)) to the instructor and the chair of the department offering the course. Two signatures are required.
- If permission is granted by both, a grade of "W" will be recorded when the form is presented to the Office of the University Registrar. If permission is not granted by both, the student will not be allowed to withdraw from the course. Any appeal of decisions should be brought to the dean of the college offering the course. The Request for Exception must be submitted by the last day of classes for a term.

Withdrawal from the University

During the course of any semester, there may be circumstances that result in a student needing to withdraw from the University for the term. Procedures and resources are available to students to process the complete withdrawal. Please consult the Undergraduate Catalog or the University's Office of Student Outreach and Support at 757-683-3442 (2008 Webb Center) for more information. (Studentaffairs.odu.edu/sos/)

Academic Standing

Academic Warning

- As an undergraduate student, when you complete a semester and the cumulative GPA is below 2.0, you are placed on academic warning.
 - A student will be placed on academic warning for one semester when the student's cumulative GPA falls below 2.0 at the end of a semester, including summer sessions. A student on academic warning may not enroll in more than 15 credits per semester of attendance (no more than six credits in the summer sessions, and no more than one course in any single summer session) except under extenuating circumstances and with the permission of the dean or designee of the college in which the student is enrolled. A student on academic warning must achieve a cumulative GPA of at least 2.0 at the end of the next semester of attendance to be in good standing. Failure to achieve a cumulative GPA of at least 2.0 results in academic probation.
 - Old Dominion University is committed to assisting students in achieving their academic goals. Therefore, freshman students on academic warning are **required** to participate

in a success program sponsored by University College in their next semester of attendance.

Failure to complete the requirements of the success program will result in cancellation of registration for the next fall or spring semester.

- Students at the sophomore level and above are encouraged to participate in other University-sponsored activities.

Academic Probation

- A student is placed on academic probation when the student's cumulative GPA falls below 2.0 for two consecutive semesters of attendance, including summer sessions. Students on academic probation are expected to improve their cumulative GPA by achieving a semester GPA of 2.0 or better during each semester of attendance. A student who achieves a cumulative GPA of at least 2.0 is removed from academic probation and placed in good academic standing.
- Students on academic probation are **required** to meet regularly with their advisor during their next semester of attendance. A student on academic probation **may not** enroll in more than 15 credits per semester of attendance (no more than six credits in the summer sessions, and no more than one course in any single summer session).
- Failure to achieve a 2.0 semester GPA at the end of a fall or spring semester while on probation results in academic suspension.
- **Students who receive a 0.0 GPA for two consecutive semesters (fall, spring) will be suspended immediately.**

Academic Suspension

Academic suspension occurs when a student on academic probation does not maintain a 2.0 SEMESTER GPA. Students who are suspended will follow the matrix below to determine how long they must separate from the University.

First Academic Suspension:

Suspended	Must Separate from ODU for:
Fall term	Spring term
Spring term	Summer and Fall terms

SECOND suspension:

Student is placed on a one year suspension.

Third suspension:

Student is **no longer eligible to attend** Old Dominion University.

Appeal Suspension

According to the Undergraduate Catalog, the Suspension Appeal process is provided for students who can provide **valid documentation** of extenuating circumstances which contributed to their suspension. Only students with extenuating circumstances (death in family, medical complications or chronic conditions, personal or family emergency, overwhelming work schedules, dorm mate conflict, relationship conflict or other uncontrollable circumstances) will be accepted for review by the Appeals Committee. In addition, students must provide a plan for how the extraordinary event(s) have been resolved and provide proof to the Appeals Committee that further difficulties will not occur if the student is allowed to continue coursework in the next semester.

NOTE: Students without documentation will not be able to appeal their suspension.

Decisions by the appeals committee are final.

Readmission from Suspension

A student returning from an academic suspension will be considered for readmission after completing the required separation and appropriate application form. In addition, undergraduate students are required to attend the **Academic Continuance Experience for Success (ACES)** workshop before the beginning of the semester of readmission. Please note: Returning students must earn at least a 2.00 semester GPA until good standing (i.e. 2.00 cumulative GPA) is achieved or face suspension again.

Readmission Application

Readmission Semester:	Due Date:
Fall Semester	2nd Friday in August
Spring Semester	3rd Friday in December (note: registration for Spring and Summer are in November of each year. Waiting too long to reapply may result in a lack of course availability.)
Summer Semester	2nd Friday in April

Dean's List

To be eligible for the Dean's List, students must meet the following criteria:

- Be enrolled at least full-time (12 credits) in degree credit courses for grade point credit (i.e. not Pass/Fail).
- Earn a GPA of 3.4 or higher with no grade below a C.
- The student must also receive a passing grade in any nondegree credit courses in which he/she is enrolled.
- Students who receive a grade of I (incomplete) are not placed on the Dean's List.

Grade Forgiveness Policy

- Students who receive a grade of C- or below may repeat a course to improve their overall grade point average.
- Each course may only be repeated one time with the grade forgiveness option applied.

- Grade Forgiveness can only be applied to five courses.
- The second grade will be applied whether higher or lower than the original.
- The grade forgiveness option will not be applied to courses in which the first grade was a C or higher.
- The grade forgiveness option will only be applied to a course with the exact course number, title, and credit hour value.
 - The complete policy can be found on the Registrar's website <https://www.odu.edu/academics/academic-records/grades/forgiveness>

Adjusted Resident Credit (ARC)

Any undergraduate student who separates from the University for a minimum of one calendar year and leaves in academic difficulty (below a 2.0 cumulative grade point average) is eligible to apply for the Adjusted Resident Credit option. The criteria are as follows:

- Prior to the one year absence, the student must have a grade point average (GPA) less than 2.00. Upon returning to the University, the student must earn a minimum of 30 credits at Old Dominion University to be eligible for a degree. This must include 12 hours of upper-level courses in the department of the declared major. (Waivers of the requirement that students have less than a 2.00 grade point average can be made only in those programs that require greater than a 2.00 for admission).
- Attain a 2.0 grade point average in the first 12 credits upon return (whether completed in one semester or over a series of semesters). Non-degree credits will not count towards the GPA.
- Upon satisfying these requirements and consulting with the academic advisor, the student must submit the [ARC application](#) to the Office of the Registrar, Rollins Hall.
- Academic Advisor should evaluate the degree to which ARC will benefit the student, as ARC is available to each student only once during his or her career at ODU.

Under this option:

(1) eligible students will receive degree credit only for those courses in which grades of C (2.00) or better were earned prior to readmission; (2) likewise, hours attempted for courses in which grades of C-, D+, D, D- or F were received prior to readmission will not be considered in computing the student's new cumulative grade point average; and (3) grade points earned for any course completed prior to readmission will not count in determining the student's new cumulative grade point average.

See the 2018-2019 Undergraduate Catalog for more specific policy regulations.

Mid-term Grades for 100 and 200-level courses

- Assessment of progress in freshmen and sophomore level courses is provided each semester.
- Faculty provides either graded feedback on a substantial graded assignment or may post an interim grade to the student's record on LEOONLINE.
- The feedback is provided by the end of the fifth week of classes.

System of Grading

The University employs a plus-minus grading system to determine the academic performance of all undergraduate students. Each grade receives a numerical value (grade points) that is divided by the number of credits of the course in which the grade was earned.

Grade	Grade Points	Grade	Grade Points
A	4.00	D+	1.30
A-	3.70	D	1.00
B+	3.30	D-	0.70
B	3.00	F	0.00
B-	2.70	WF	0.00
C+	2.30		
C	2.00	O, I, Z	no grade assigned
C-	1.70		

For more information on the grading system, please see the Undergraduate Catalog.

Cross-Registration (Consortium Exchange)

Old Dominion University students may take undergraduate courses for resident credit at any of the following campuses:

- Christopher Newport University
- College of William and Mary
- Eastern Shore Community College
- Eastern Virginia Medical School
- Hampton University
- Joint Forces Staff College
- Norfolk State University
- Paul D. Camp Community College
- Regent University
- Thomas Nelson Community College
- Tidewater Community College
- Virginia Wesleyan College

Cross-registration is subject to the following regulations:

1. Cross-registration is limited to degree-seeking students with cumulative grade point averages of 2.00 or better.
2. Cross-registration credit is limited to 30 semester hours.
3. Cross-registration in major courses requires the permission of the department chair.
4. Cross-registration is limited to courses not available to students at the home institution during the current semester. Exceptions to this requirement must be made by the chair of the department offering the course.

For further information, contact the Office of the Registrar, 757-683-4425.

Prior Learning

Students with college-level knowledge gained through work, life experience, and self-study may be eligible to earn academic credit towards their bachelor's degree. A variety of methods for assessing and earning credit through Experiential Learning are available. More information is available at <https://www.odu.edu/academics/academic-records/evaluation-of-credit/prior-learning> or by calling 757-683-6554. The complete policy is available in the 2018-2019 Undergraduate Catalog.

Graduation

Graduation Application Process

ONLY STUDENTS WHO HAVE BEEN ADMITTED TO THE UNIVERSITY AS DEGREE-SEEKING MAY APPLY FOR GRADUATION.

Application Deadlines for all students are as follows (6 months prior to graduation):

The deadline to file the intent to graduate is generally the last day of November, February and June for the following semester.

Complete instructions and specific deadlines are published on the Registrar's Office website, www.odu.edu/registrar. Students can apply online at LEO online or use the electronic form available on the Registrar's Office website.

Students can view their application and degree status in LEO Online. Once the application has been processed, the student's graduation status appears as "pending." The status changes to "awarded" once the degree is conferred. At peak times, coding can take up to four weeks following submission of the application.

Students who do not complete degree requirements as expected must reapply for the next graduation date.

Undergraduate Students

Qualified students should access and download a current copy of the DegreeWorks degree evaluation from [My ODU Portal](#) and consult with the academic advisor or site director prior to submission of the application for graduation to ensure that degree requirements are being met. After meeting with the academic advisor and verifying eligibility for graduation, students should submit the application for graduation.

Undergraduate students who have earned more than 102 academic credits will be reminded via e-mail to the ODU e-mail account that they should apply for graduation.

Graduation Hold

Students who are graduating at the end of the current term will have a hold that prevents further registration. If you need to take courses beyond your expected graduation date or change your graduation date, you must e-mail graduate@odu.edu to notify the University Registrar that you are continuing in your present degree program (provide your NEW GRADUATION TERM), and to request that the hold be lifted. If you have been admitted to a new degree program, there will not be a hold preventing registration.

Commencement Ceremonies

Old Dominion University hosts commencement ceremonies at the end of each spring and fall semester in the Ted Constant Convocation Center. Ceremonies are conducted through DISTANCE LEARNING for distance learning students at the end of the fall and spring terms. The on-campus ceremonies divide students by their primary academic college so that students and guests are accommodated. Specific information about tickets for the ceremony, cap and gown regalia required for graduates, accommodations for families and friends, and all other important information for graduates is available on the web at <http://www.odu.edu/commencement>.

Center for High Impact Practices (CHIP)

CHIP partners with faculty, departments, academic colleges, and the Division of Student Engagement and Enrollment Services to promote the academic achievement of all undergraduate students. Programs provide students with individualized assistance and support from skills development and academic coaching that foster academic achievement and encourage graduate-level study. Located in the Student Success Center, the Center for High Impact Practices is the home for Academic Coaching, LeADERS, ePortfolio, PASS Program, Student Support Services and TRIO Federal Grant Programs.

All undergraduate students are assigned advisors based on the following:

Freshman Advising

All degree-status freshmen are required to attend PREVIEW. During the PREVIEW orientation event, students meet with their academic advisors to prepare for their first semester registration. Academic advisors are assigned to students before PREVIEW and serve as the main points of contact throughout a minimum of the first year. In some majors, students transfer to a major advisor following completion of specific course requirements. If a student changes their mind about their major, they have three options: 1) see an advisor for referral to a new advisor; 2) contact the advisor in a new area of study; or 3) consult an advisor in the Center for Major Exploration in room 1500, Webb Center to explore a new major choice.



Distance Learning Student Advising

Old Dominion University Site Directors are available at each DISTANCE LEARNING site. In collaboration with academic program directors, Site Directors provide advising services to students at their locations. Other students are taking online courses while outside of Virginia. For those students not associated with a DISTANCE LEARNING site, a distance-learning representative is available at the Norfolk campus to provide advising services with telephone and e-mail communication. Please view the Office of Distance Learning's website at <https://online.odu.edu/academics/advising-and-degree-planning> for more information.

Transfer Student Advising

All transfer students are strongly advised to attend the one-day adult/transfer PREVIEW Orientation.

Transfer students in the College of Business and Public Administration are *required* to attend.

Transfer students can resolve all outstanding issues regarding the transfer of coursework to Old Dominion. Transfer students are assigned an advisor within their academic major. Students experiencing any problems (transfer shock) are welcome to contact Transfer Student Center at 757-683-3699, for assistance and guidance.

International Student Advising

International Student and Scholar Services is the principal resource of up-to-date information on

immigration responsibilities of international students and scholars. In addition, the staff provides advising on personal issues and concerns that occur when someone moves into a new culture. The office is located in 2007 Dragas Hall (757-683-4756).

Top Mistakes College Students Make:

- Not using on-campus resources such as free tutoring, counseling services, the student outreach & support, educational accessibility services, etc.
- Under-estimating the academic rigor and demands of coursework.
- Listening to “they” and “them” for academic advice instead of an advisor, i.e. “They told me” and “I heard them say.”
- Not attending class consistently.
- Not reading, including emails from the University, information about tuition deadlines, financial aid contracts, academic policies and procedures, advising appointment schedules, etc.

Placement Test

Written Communication

All incoming students, including transfer students, will be tested for proficiency in writing. The test results determine the appropriate writing course for each first-year student. A passing score on the Writing Sample Placement Test (WSPT) is a prerequisite to registration for English 110C.

All entering undergraduate students, including transfer students (unless they transfer in credit for ENGL 110C), must pass the Writing Sample Placement Test.

Three hours of credit for English 110C will be earned if the student receives either:

- (1) a score of 3, 4, or 5 on the Advanced Placement Examination in English Language and Composition;
- or (2) a score of 50 or higher on the College-Level Examination Program (CLEP) English Composition with Essay Examination.

AP English Scores

- If a score of 3, 4, or 5 is earned on the English Language & Composition AP exam, credit is awarded for ENGL 110C.
- If a score of 3, 4, or 5 is earned on the English Literature exam, credit is granted for ENG 112L, the General Education course that is required for some majors.

Mathematics

All incoming freshman students and transfer students are eligible to enroll in MATH 101M Math for Critical Thinking or MATH 103M College Algebra w/Supplemental Instruction. Placement into math courses MATH 102M, MATH 162M and above and will be based on a student's SAT or ACT score. Students who want to enroll in MATH 102M, MATH 162M and above and STAT 130M who do not have the qualifying SAT or an ACT score must take the ACCUPLACER placement test can challenge their math placement and/or seek academic credit by making an appointment to take the ACCUPLACER placement test at the Testing Center. Placements determined by the ACCUPLACER test will be final. Students challenging their placement may take the ACCUPLACER test up to the end of the first week

of classes. For more information or to schedule to take the ACCUPLACER, contact the Testing Center at 757-683-3697.

AP Mathematics Scores

- If a score of 3, 4, or 5 is earned on the MATH Calculus AB/BC exam, credit is awarded for MATH 162M, MATH 163 (pre-calculus II), and MATH 211 (calculus), thus satisfying the General Education Mathematics Skills area.
- If a score of 3, 4, or 5 is earned on the Statistics AP exam, credit is granted for STAT 130M, the General Education course that is required for some majors.

IB Mathematics Scores

- Mathematical Methods (Standard Level) with a score of 6 or 7 earns 3 credits for MATH 102M.
- Mathematical Studies (Standard Level) with a score of 6 earns 3 credits for MATH 101M; a score of 7 earns 3 credits for MATH 101M and 3 credits for MATH 102M.
- Mathematics (Higher Level) with a score of 5 earns 3 credits for MATH 162M; a score of 6 earns 3 credits for MATH 162M and 3 credits for MATH 163; a score of 7 earns 3 credits for MATH 162M, 3 credits for MATH 163, and 4 credits for MATH 211. Scores are to be submitted to Admissions.

For more information on AP, IB, and CLEP scores and the award of credit, please see the Testing website.

<https://www.odu.edu/academics/academic-records/score-analysis/ap-ib>

Foreign Language

All students who have studied a foreign language in high school for three or more years must take a placement exam before continuing in that same language. Students with less than three years of foreign language study in high school may take the placement test if they wish; otherwise, they must begin with the 101F course. This policy does not apply to students who have advanced placement credit. Foreign language courses below the 300 level are not open to native speakers.

Students whose native language is not English and who have satisfied English language proficiency requirements (see the section of this catalog on

English Proficiency Requirements for Non-Native Speakers of English) are exempt from the foreign language requirements for General Education, including exemption from foreign language placement testing. Students pursuing degrees that require proficiency beyond the 100 level must be certified by the Foreign Languages and Literatures Department to obtain a waiver of the 200-400 level courses.

Placement testing is available for students whose degree program requires a foreign language beyond the 102F level. Contact the Testing Center at 757-683-3697.

Chemistry

In order to register for CHEM 121N, students must meet the following prerequisites:

- Math 102M or 103M with a grade of C or better and
- One of the following:
 - CHEM 103 with a grade of P (Pass/Fail)
 - CHEM 105N with a grade of C or better
 - Score of 3 or better on the Chemistry Placement Exam
 - Score of 80% or better on the Chemistry Review Modules Final Exam

Once a student meets the prerequisites for CHEM 121N, they may self-register for the course. When registering for the course, students must choose a CHEM 121N lecture section, a CHEM 121N recitation section with the same instructor as the chosen lecture section, and a CHEM 122N lab.

What does a student do if a class is full?

If a student wants to take a class that is full, they can request to be placed on a waitlist. Wait listing allows a student to request to be notified if a seat becomes available in a full class. Not every class offers the waitlist option. Waitlist is prioritized; first-come, first served. Remember to also keep checking LEOONLINE for its

availability, as students change their schedules as the semester nears and it could open. Once the semester begins, some faculty members are willing to overload the section if there are actual seats available. You will need to attend the first class and speak with the instructor to gain permission if this is the case. The instructor has the ability through LEOONLINE to give you special permission and once this has been granted, you will be allowed to use LEOONLINE to add the course.

See the ODU [Academic Calendar](#) for specific registration deadlines and information.

Schedule Changes

Once a student has registered for classes, they have the option of changing their schedule at any time before the last day to drop or add a course (deadline is the eleventh calendar day of classes during fall and spring) for the term. A student does not have to see their advisor before making changes but if they have any doubt that the change is a good one, it is recommended they contact their advisor. Students should not worry if they are not able to register for the exact courses listed in the order on their major curriculum sheet—they will be able to get them in before they graduate! JUST BE SURE THEY HAVE THE PREREQUISITES.



Old Dominion University has a list (click on the logo above), by State and then by institution, of all the courses students can transferred. This list, linked off LEOONLINE and the advising website, provides guidance to students who plan to transfer to ODU. It is also a resource for students, particularly distance learning students, who attend courses elsewhere with intentions of transferring those courses to complete degree requirements at Old Dominion University.

Learning Resources

The University offers many resources to ease the transition to Old Dominion and help meet students' educational goals. They can be found in the Center for High Impact Practices website <https://www.odu.edu/chip>.

Student Success Center	43th Street behind Library
Writing Tutorial Services (term paper assistance)	Student Success Center (on 43 th Street behind library) http://al.odu.edu/wts/
Student Support Services TRIO program for eligible students	Student Success Center (on 43 th Street behind library) http://uc.odu.edu/sss/
Office of Counseling Services (for personal and academic concerns)	Room 1526 Webb Center North Wing 757-683-4401 http://studentaffairs.odu.edu/counseling/
Office of Educational Accessibility (Ensures that academic programs and facilities are accessible to all students)	Student Success Center (on 43 th Street behind library) 757-683-4655 http://studentaffairs.odu.edu/educationalaccessibility/
Pre-Health Advisory Committee Assists students interested in pursuing degrees beyond the bachelor's degree towards dental, medical, pharmacy, or veterinary school.	MGB 236 Renaldo Randall rrandall@odu.edu https://www.odu.edu/sci/academics/advising/pre-health.html.html
Pre-Law Advising Department of Political Science and Geography (a pre-law advisor is available by appointment)	3030 Batten Arts and Letters Building 757-683-4044 Elizabeth "Beth" Esinhardt EEsinhar@odu.edu http://al.odu.edu/pols-geog/advising/prelaw.shtml
Career Development Services (CDS) (assist students in developing career plans, find internships/co-ops, and prepare for the job market)	2202 Webb Center, (North Wing, above OCCS near the Starbuck's) 757-683-4388 https://www.odu.edu/cds Satellite offices in all academic colleges.

Electronic Resources



myODU—the University Portal

MyODU is a web-based, personal portal for the Old Dominion University community. It is the gateway for official University information and provides access to many interactive services for students, faculty, and staff. The portal pulls together the ODU online resources you need most, providing easy and centralized access to:

- Student Email
- Blackboard
- Leo Online (class registration, schedule, and grades)
- University publications, event listings & announcements
- Links to academic resources... and more.

Log in to myODU using your MIDAS ID.

If you do not have a MIDAS account, go to <https://midas.odu.edu> and apply for one. Follow the instructions and log in to myODU using your new MIDAS account.

Student Success Services (Navigate)

Navigate is a tool that allows students to schedule appointments with the assigned advisor online. It is synchronized with the advisor's Outlook calendar to display available appointment times based upon the advisor's set office hours. This tool is used by the advisor to record notes after the advising appointment and to identify the topics covered as well as referrals to other campus resources.

Personal Information

In general, users may visit this web site at Old Dominion University without being asked to share personal information. There are times, however, when personal information must be collected. You should be aware that it may not be possible to complete business transactions using this Web site without this personal information. As an example, ODU may require your e-mail address in order to communicate with you. In providing information to ODU through this Web site, you are agreeing to make such information available to the University so that it can meet its educational and business objectives.

The following clarifies how the University may use personal information:

Fulfilling a Request

When requesting information or services from the University, the information you provide will

be used in order to satisfy that request. Information may be shared with a third-party to provide indirect support in fulfilling your request.

Account and Log In Information

When you use certain university Web sites, log in and account information may be collected and used by the web site to authenticate your identity so that you may receive a variety of information resources and services. The Web site does not maintain copies of this account and log on information; it is ephemeral, meaning that it is only used to validate your identity so that you can obtain the information or services you requested

Usage Information

ODU routinely analyzes usage patterns on the Web site to provide better services to Internet users, primarily students, faculty, and staff of the University. As an example, ODU routinely collects Web pages access information, domain names where web pages are accessed, time of day, and the version of the browser used. This information is used to provide a better Web browsing experience for people who use the Web servers the University maintains.

DegreeWorks

The degree evaluation tool, DegreeWorks, is available in the University Portal, [myODU](#). DegreeWorks is designed to assist advisors and students with course planning, measuring progress toward degree completion, and curriculum advising.

Under My Systems in the portal, you will see a new channel called "**DegreeWorks.**"

The *Student Records* section of [LEO Online](#) also includes a link to DegreeWorks.

The degree evaluation is based on catalog term and indicates degree requirement conditions that are "met" and "not met" by analyzing a student's grades and GPA, credit hours, and completed course work against University, college, and departmental requirements for specific courses/majors/programs. General Education, minor and upper division requirements are also included in the degree evaluation.

Degree Evaluation Report

A degree evaluation report is not an official evaluation, is subject to modification, and does not replace any requirements listed in the University Catalog. At this time, substitutions are being implemented into the DegreeWorks tool.

Students can use the DegreeWorks tool to see whether they are **declared** into a degree or still "**intended**" in the student information system.

A [short YouTube video](#) is available to help you navigate and interpret what you see in your DegreeWorks evaluation report.

What-if Analysis

A "what-if" analysis may be run to assist students who want to know the effect of changing their major or minor. **NOTE:** *Students whose major is undeclared or "intended" should meet with the academic advisor for their major(s) to ensure that they are officially declared into a degree program.*

Questions or Concerns?

Issues with the DegreeWorks application should be submitted to DegreeWorks@odu.edu for resolution. The system is constantly being updated to correct any errors or omissions in the rules.

Training on the new DegreeWorks tool, including refreshers, for faculty, advisors, and staff are available upon request.

Please note, the DegreeWorks system does not replace the University Catalog, and evaluation reports are NOT official. The DegreeWorks system is constantly being updated to correct any omissions or errors in the rules. Questions should be addressed to DegreeWorks@odu.edu or call 757-683-3634.

Advisor's List Serve

To join the Advisor's List Serve go to <http://list.odu.edu/listinfo/advisors-l>.

Major Exploration Videos

There are videos that Advisors and Students can see to get a glimpse of what the major entails. These videos are at <https://www.odu.edu/success/programs/finishin4>

Important Notes on Colleges and Majors

College of Arts and Letters

To declare a major in the College of Arts and Letters, a student must earn a grade of C or better in ENGL 110C English Composition and complete 26 credit hours. The student should contact the chosen major departmental advisor for major declaration (<http://www.odu.edu/ao/registrar/graduation/candidates/advisors.shtml>).

Advising

Students with less than 26 credit hours who have not earned credit for ENGL 110C (English Composition) are advised through the main advising center in the Batten Arts and Letters Building, room 1006 except students majoring in Music or Art. The advisors are Matilda Cox (ph. 757-683-4939) and Tanisha Bradley (ph. 757-683-6441). New Transfer students in the College of Arts & Letters are advised by Jeb Midyette (ph. 757-683-5396).

Students with credit for ENGL 110C and 26 or more credit hours are eligible to declare their major and are advised by a faculty member in their chosen major department. Click here for the list of advisors by major: <http://www.odu.edu/ao/registrar/graduation/candidates/advisors.shtml>

Students majoring in a Teacher Education program within the College are also advised by Teacher Education Services in the Darden College of Education. Click here for more information: <http://education.odu.edu/tes/>

Students majoring in Art are advised by their departmental advisor beginning their first semester. The departmental advisor for Art is Professor Elliott Jones (ph. 757 683-5462).

If the student is pursuing a Bachelor of Science, they meet the foreign language requirements if they have two years of two foreign language or three years of one foreign language at the high school level.

If the student is pursuing a Bachelor of Arts, they must attain proficiency in a foreign language through the 202 level (the equivalent of 12 credits of foreign language at the college level), regardless of high school foreign language credits. Students may take a placement test to determine their current level of proficiency by contacting Testing at (757) 683-3697.

Music Majors/Minors

After Preview, students should do the following:

- Contact the Music Department and register for an audition on their instrument and placement tests in music theory and ear-training/sight-singing.
- Contact their private music professor during the first week of classes to set up their lesson schedule.
- Attend the Music Department Convocation, held in Chandler Recital Hall during the first week of class. They'll meet faculty and staff and learn about opportunities, organizations, requirements, and upcoming performances.
- Become familiar with the Approved Accompanist List, posted in the Music Department. They'll need to make arrangements for an accompanist early in the semester.

Music Department Contact Information:

Music Department Main Office: (757) 683-4061

Nancy K. Klein, Department Chairman

(757) 683-4067; nklein@odu.edu

Professor Agnes Fuller Wynne, Chief Departmental Advisor

(757) 683-4071; afuller@odu.edu

Strome College of Business and Public Administration

To declare a major in Business and Public Administration, click here for details: <https://www.odu.edu/business>

Advising

Students with less than 30 credit hours are advised by Kara Werkmeister, located in the main advising center in Constant Hall, room 1011; (757) 683-5777. (kwerkmei@odu.edu)

First semester transfer students, students in academic difficulty and student with 80 or more credits are advised by:

Last name A-G: Marissa Pettinelli mpettine@odu.edu

Last name H-P: Will Miller [wmiller@odu.edu](mailto:wmilller@odu.edu)

Last name Q-S: Michelle Forbes mforbes@odu.edu

Last name T-Z: Jordana Roberto jroberto@odu.edu

Continuing students who have more than 30 credits and less than 80 credits are advised by a faculty advisor in their chosen major. Click here for the list of advisors by major: [Directory of Advisors](#)

Business majors at risk for application denial or academic alarm in the Strome College of Business are advised by: Akeyla Reid; abarbour@odu.edu 683-4050; 2011 Student Success Center.

Business and the General Education Requirements:

The student is encouraged to complete the following courses as part of the general education requirements specific to the Strome College of Business:

- English Composition: ENGL 110C and ENGL 221C
- Information Literacy and Research: IT 150G
- Math: MATH 162M and MATH 200
- Oral Communication: COMM 101R
- Philosophy and Ethics: PHIL 230E

Business Core Competencies:

Completion of these core competencies courses (grade of C or better) is required for admission into the College of Business and Public Administration. Please refer to the ODU catalog for up-to-date information about admission standards and a complete listing of all Common Body of Knowledge courses required.

- Business: BUSN 110 (Not required for IT majors)
- English: ENGL 110C
- Math: MATH 162M
- Accounting: ACCT 201
- Economics: ECON 202S

For other advising questions, please email businessadvising@odu.edu or call 757.683.5777.

Darden College of Education

Advising

To declare a major in the Darden College of Education, contact the chosen major department advisor. Click here for the list of faculty advisors by major: [Directory of Advisors](#)

If a student wants to teach middle/high school, they should major in the subject matter they want to teach. During their undergraduate program, they'll become certified to teach. For example, if they want to teach high school biology, they'll major in biology in the College of Sciences and choose the Secondary Education track. One notable exception is marketing education, which is housed in the College of Education.

**Students with 0 – 45 credits in these majors are advised by:
Education (including Technology, Marketing, and all IDS- Teacher Prep majors); Fashion Merchandising;
Industrial Technology, Sports Management and Training Specialisy**

Career and Advising Resource Center
(carc@odu.edu, 683-4789, 1107 New Education Bldg.)

Advisors assigned by last name:

A-G: Mr. Rob Batchelder (rbatchel@odu.edu)

H-M: Ms. Nola Nicholson (nnichols@odu.edu)

N-S: Mr. Joe Hassell (jbhassel@odu.edu)

T-Z: Mr. Trey Mayo (rmayo@odu.edu)

**Human Services Majors are advised by the HS Advising Team
(hmsvadvising@odu.edu, 683-4789, ED 1107)**

Students in the following majors are advised by Faculty Advisors:

**Exercise Science, Health and Physical Education, Parks and Recreation, Speech-Language Pathology and
Audiology, Therapeutic Recreation and Tourism Management**

Faculty Advisors:

Dr. Laura Hill
2009 Student Recreation Center
(757) 683-4624; rspina@odu.edu
Advising population: Exercise Science

Katelyn Makovec
2016 Student Recreation Center
(757) 683-3369, ksmith@odu.edu
Advising population: Health and Physical Education

Betsy Kennedy
2023 Student Recreation Center
(757) 683-4703, bkennedy@odu.edu
Advising population: Therapeutic Recreation

Dr. Eddie Hill
2014 Student Recreation Center
(757) 683-4881; ehill@odu.edu
Advising population: Parks and Recreation

Dr. Corrin Richel; Last Names A-G
111 Lions Child Study Center
(757) 683-5084, crichels@odu.edu
Advising Population: Speech Language Pathology

Dr. Stacie Raymer, Last Name H-Z;
110 Lions Child Study Center
(757) 683-4522, sraymer@odu.edu
Advising population: Speech Language Pathology

Dr. Lindsey Usher
2019 Student Recreation Center
(757) 683-7056; lusher@odu.edu
Advising population: Tourism Management

For additional information on advising, visit the websites for the Darden College of Education (<http://education.odu.edu/>) or the University Registrar (<http://www.odu.edu/ao/registrar/>).

Batten College of Engineering and Technology

To declare a major in the Batten College of Engineering and Technology, a student must meet the following criteria: successfully complete ENGN 110 and 111, earn 30 credit hours applicable to the degree, have an overall GPA of 2.0 or better, and meet any other specific departmental admissions requirements (such as credit for ENGL 110C, a grade of C or better in MATH 162M and MATH 163 for engineering technology or MATH 211 and MATH 212 for engineering majors; and completed at least PHYS 231N for engineering majors and PHYS 111N for engineering technology majors). Contact the Engineering Fundamentals Division in room 1104 Engineering Systems Building or call (757) 683-5877 for more information.

Advising

Students admitted to the University who are interested in pursuing a degree in an engineering field who have not met the criteria to declare a major are advised under the following:

Math 102M/103M placement: Students beginning the engineering program with placement in MATH 102M/103M—College Algebra are advised by the Academic Success Advisor, Ms. Latia Allen, lcallen@odu.edu. Appointments may be made online by using the Navigate student appointment system. Ms. Allen is in room 1104-E; Engineering Systems Building.

MATH 162M placement or higher levels of math: Students with placement in a math course beyond College Algebra are advised by Ms. Bonita Anthony, Director of Engineering Student Success, if Last Name (A-L) and Ms. Latia Allen if Last Name (M-Z). Appointments may be made by calling (757) 683-5877 or by email at banthony@odu.edu or Latia Allen at lcallen@odu.edu.

Freshmen who have chosen Modeling and Simulation Engineering are advised by Latia Allen if Math placement is Math 102M/103M. Those who are placed in Math 162M or above are seen by Courtney Hill (chill@odu.edu , 683-5946, 1200 Engineering & Computational Sciences Bldg.)

New Transfer students with credit for Math 211 and 24 or more credits are advised by Kim Sibson (2101k Engineering Systems Bldg, 757-683-4938.)

The Engineering Fundamentals Division (EFD) provides support for first-year intended engineering students as they transition into the Frank Batten College of Engineering and Technology. Students are admitted to this division until they are prepared to take courses in their major. EFD prepares first-year engineering students for success in engineering and technology education by providing a key experience through its Fundamentals of Engineering course series, individual counseling, advising, mentoring, and tutoring. Exposure to different engineering disciplines during this period will help you make well-informed decisions when choosing your major.

All engineering and engineering technology majors have to meet the following requirements:

- Earn an overall GPA of at least 2.0 or better (refer to major requirements)
- Earn at least 30 credit hours applicable to their major
- Complete both ENGN 110 and ENGN 111 (or course meeting the Information Literacy and Research requirement)

- Complete ENGL 110C
- Complete freshman-level math courses with a “C” or above
- Complete any other major requirements

Professional Advisors:

Bonita Anthony, Director of Engineering Student Success
 1104-D Engineering Systems & Academic Building
 (757) 683-5877; banthony@odu.edu

Advising population: Students with a math placement of MATH 162M or higher

Latia Allen, Academic Success Advisor

1104-E Engineering Systems & Academic Building (757) 683-5217; llallen@odu.edu

Advising population: Students with a math placement of MATH 102M or 103M

Faculty Advisors:

If you’re a transfer student with credit for MATH 211 and 24 or more credit hours, or a sophomore with 24 or more credit hours, you’ll be advised by a faculty member in your chosen major. For a complete list of faculty advisors, please click here: [Directory of Advisors](#).

For information on each department, visit the Frank Batten College of Engineering and Technology website at <http://eng.odu.edu>.

College of Health Sciences

Admission to ODU does not guarantee acceptance into a health sciences major. Students must apply and be accepted into any major in the College of Health Sciences. Health Sciences programs accept a limited number of students each year and admission is competitive because there are more applicants than spots available for each major. The number one thing these programs consider in the admissions process is a student’s grade point average, so a much higher than average GPA is generally needed to gain acceptance into health sciences majors. Information about the course requirements and application process for each major is available online here: <http://www.odu.edu/hs/advising>.

Advising

The Advising Center is located in room 3133 of the Health Sciences Building (4608 Hampton Blvd; between 46th and 47th streets). All intended health sciences majors are advised by a professional advisor in the College of Health Sciences Advising Center while they complete general education requirements and the prerequisite courses required for their intended major. Advising appointments can be scheduled via Student Success Services in the My ODU portal. Advisors are assigned by last name:

Brittani Garcia

Academic Advisor

bwyskoci@odu.edu

757-683-5137

Last Names A-G

Jacob Tousignaut

Academic Advisor

jtousign@odu.edu

757-683-5137

Last Names H - P

Leanne White

Director of Advising

lwhite@odu.edu

757-683-5137

Last Names Q-Z

General questions can be answered via email at hsadvising@odu.edu or by calling 757-683-5137.

College of Sciences

The major declaration process in the College of Sciences varies based on the student's intended major.

Biology

To declare a major in Biology, **the student must first complete ENGL 110C with a C**. Please click here for more information:

<https://www.odu.edu/sci/academics/advising>

Computer Science

Students with 0-59 credits (unless eligible for CS 250 and MATH 163 or above):

Mirta Williams

mwillia@odu.edu

3111 Engineering & Computational Sciences Building

Students with 60+ credits or less than 60 credits but eligible for CS 250 and MATH 163 or above:

Janet Brunelle

jbrunell@odu.edu

3210 Engineering & Computational Sciences Building

Psychology

To declare a major in Psychology, the student must attend a Major Declaration Session. **If they have already attended a preview session, with the Psychology Department, they do not have to attend a Major Declaration Session**. Please click here for more information:

<http://sci.odu.edu/psychology/advising/major.shtml>

Chemistry; Mathematics; Ocean, Earth and Atmospheric Sciences or Physics

To declare a major in Chemistry, Mathematics, Ocean, Earth and Atmospheric Sciences or Physics, the student should contact the individual faculty advisor. [Director of Advisors](#)

Advising

The College utilizes faculty and professional academic advisors to assist undergraduate students. The College's Advising Center, under the direction of Mr. Reneldo Randall, is located in room 236 of the Mills Godwin Life Sciences Building. A comprehensive list of advising resources can be found on the web at: <https://www.odu.edu/sci/academics/advising>

Success Tips for students from the College of Sciences:

- Looking for suggestions on what to take your first semester? Try math, English, a course from your major requirements, and one to two general education courses. Math courses are very specific for each science major and should be taken every semester until completed.
- There's no need to rush through a student's general education requirements in the first two years. They should balance their major courses with Gen Eds throughout their time at ODU.
- Take a course load that's manageable specifically to the student. Science courses are challenging and the goal should be to finish the degree with a high grade point average. For some students, that may mean taking fewer than 15 credits each semester. Students who choose to take less than 15 credits may want to consider summer school to ensure they finish in four years.

Sciences and the General Education Requirements:

In some cases, the general education requirements overlap with major requirements. Taking advantage of those overlaps

reduces the number of courses a student must take at ODU. When browsing the options in the Gen Eds, students should consider taking these courses, which are designed specifically with science majors in mind.

- English Composition: ENGL 231C (after ENGL 110C)
- Information Literacy and Research: CS 121G
- Philosophy and Ethics: PHIL 140E or PHIL 345E
- Impact of Technology: SCI 302T

Pre-Health:

Students who plan to pursue a career in the health field and attend a professional health program (medical, dental, veterinary, physician's assistant, pharmacy, etc.) should register with the Pre-Health Advisory Committee (PHAC). For more information, students should visit the College of Sciences Advising Office in 236 Mills Godwin Building for the PHAC Interest Form and schedule an appointment.

Professional Advisors for Biology and Intended Psychology Majors

College of Sciences Advising Center

cosadvising@odu.edu , 683-6792, 236 Mills Godwin Bldg. (MGB) Advising Suite

Last Name A-E: Cynthia Meca (cmeca@odu.edu , 683-6791)

F-L: Keith Krepcho (kkrepcho@odu.edu , 683-7118)

M-S: Brittany Shearer (bshearer@odu.edu , 683-3170)

T-Z: Reneldo Randall (rrandall@odu.edu , 683-6790)

Chief Departmental Advisors:

Dr. Pinky McCoy

110 Alfriend Chemistry Building

(757) 683-4103; pmccoy@odu.edu

Advising population: Chemistry and Biochemistry

Mirta Williams

3111 Engineering & Comput. Sciences Bldg.)

(mwillia@odu.edu , 683-7793)

0-59 CREDITS (unless eligible for CS 250 and MATH 163 or above):

Advising population: Computer Science

Janet Brunelle

3300 Engineering and Computational Sciences Building

(757) 683-6001; jbrunell@odu.edu

60+ CREDITS or less than 60 credits but eligible for CS 250 and MATH 163 or above):

Advising population: Computer Science

Dr. Robert Strozak

2003H Strome Entrepreneurial Center

(757) 683-3913; rstrozak@odu.edu

Advising population: Mathematics and Statistics

Dr. Stephen Bueltmann

2100F Physical Science Bldg

(757) 683-6401; sbuelتما@odu.edu

Advising population: Physics

Ms. Jennifer Younkin

250 Mills Godwin Building

(757) 683-4441; jyounkin@odu.edu

Advising population: Psychology (declared majors)

Dr. David Burdige

439 Oceanography and Physics Building

(757) 683-4930; dburdige@odu.edu

Advising population: Ocean, Earth and Atmospheric Sciences

Center for Major Exploration (CME)

Students who are uncertain about a major or need assistance in exploring majors and/or careers are advised by professional advisors in the Center for Major Exploration, room 1500 Webb Center. Students meet with an advisor a minimum of three times during the semester. All students are required to schedule an initial advising interview, attend a Decision Making Workshop, and prepare for the next semester's registration in a pre-registration/advising appointment. Throughout this process, the student will be referred to resources that help them explore possible majors and careers.

CME provides academic advising to incoming freshmen and transfer students who have not yet chosen an academic major or students who are changing majors and are unsure of which major to pursue. As an undecided student, they'll receive a variety of services such as help with determining which major best matches their strengths, course and curriculum selection, pre-registration advising, information on all academic departments and majors, interpretation of University policies and procedures, and assistance in relating academic planning to career goals.

Advisors teach a 1 credit Career Exploration class (UNIVERSITY 120). The class teaches a systematic exploration of individual interests, skills, values and career resources. Emphasis is placed on defining goals and developing strategies to achieve goals. Interests inventory assessment and individual conferences are included.

Contact Information:

1500 Webb Center

(757) 683-4805

<http://www.odu.edu/cme>

Professional Advisors:

Erin Colwell, Assistant Director ecolwell@odu.edu

Maria Doran, Academic Advisor/Success Coach mdoran@odu.edu

Rachael Evans, Academic Advisor/Success Coach r1evans@odu.edu

Andy Grizzard, Academic Advisor/Success Coach agrizzar@odu.edu

Jessica McGee, Academic Advisor/Success Coach jmcgee@odu.edu

Lashay Mcqueen, Academic Advisor/Success Coach lwyatt@odu.edu

Kim Oakes, Academic Advisor/Success Coach koakes@odu.edu

Katie St. John, Academic Advisor/Success Coach kranders@odu.edu

Scott Thomas, Academic Advisor/Success Coach wstthomas@odu.edu

Allison Tollett, Academic Advisor/Success Coach atollett@odu.edu

Solongo Tsolmon, Academic Advisor/Success Coach utsolmon@odu.edu

Recommended Key Classes for First Semester Undecided Students:

- English 110
- Math (important if considering a major in the sciences, engineering or business; check the math requirement for the major the student is considering)
- Natural Science (important if considering a major in science, health science or engineering)
- Classes from the general education requirements (1 or 2)
- An elective such as UNIV 120 (Career and Major Exploration) or UNIV 100 (University Orientation)

ODUOnline

ODU ONLINE ~~~~ ADVISING REFERRALS

Current list of programs available:

<https://online.odu.edu/academics>

Upcoming online courses:

<https://online.odu.edu/academics/course-list>

STUDENT TYPE:

Prospective Student wanting to be online instead of on campus

(NOT yet admitted to ODU)

CURRENT Student (enrolled as a campus student and now wishing to be fully online)

or

RETURNING Student (previously enrolled as a campus student and now wishing to be fully online)

Main Campus Student Wishing to take Online Classes

REFER TO:

Very short inquiry form at the bottom of

<https://online.odu.edu/>

- An ODUOnline enrollment coach will contact them within 1- 2 days and begin the process of getting them on-boarded and admitted to ODU as an online student.

Contact CampusChange@odu.edu or submit the short [Campus Change Form](#)

- The student will be contacted to assess whether their major is available to be completed online, and connect them to the appropriate ODUOnline student success advisor.
- Campus change staff will also update the advisor assignment in Leo and work with the Registrar's Office to have their campus code officially changed.

For programs not available to be fully completed online:

- ODUOnline advisor guidance is provided to help students determine what online courses might be available to them.
- ODUOnline advising will work with the student and their campus advisor to determine a plan for the student's temporary switch online, including a plan for changing back to campus.

Student should NOT change campus codes.

- Instead, the student may register for WEB2 and WC2 sections of online courses without changing anything.

If a WEB2 is closed but a 5, 7 or 8 looks to be open:

- The student should join the waitlist for Web2 if available.

- If a waitlist is not available, then the student should contact the professor listed (or department if not listed) to request a seat be opened in a WEB2 section. *Keep in mind, a 5/7/8 seat might not really be open if the overall cap has been reached.*

- Campus does not need to be changed for summer if they are heading out of Hampton Roads; they can still register for WEB2 sections.

Not sure where to refer the student, but you know it is an “online”-related issue?

Feel free to send any questions or refer any students to Morgan Morrison and she will be happy to help!

- Morgan C. Morrison
Director of Advising, ODUOnline
(757) 683-5658, mcmorris@odu.edu, 432 Gornto Hall

Honors College

The Honors College offers ODU undergraduates the benefits of a small liberal arts college within the framework of a large, research-intensive university. Its general education courses promote active engagement and collaboration between students and faculty. Its essential equipment/supply grants, Student Honors Apprenticeship in Research Program, and civic learning projects support honors students in their development as researchers and community members.

Admission Requirements:

There are no minimum requirements. The typical high school students applying for the Honors College rank in the top 10 percent of their graduating class, have at least a 1200 SAT combined math and reading score, and 3.5 or greater high school grade point average.

If applying as a transfer or current student, the student must be a full-time student who is able to complete at least 48 additional credit hours at ODU. They must have a minimum cumulative college-level GPA of 3.8.

All Honors College students must earn a cumulative GPA of at least 3.25 each semester.

If a student is interested in applying to the Honors College, they may do so at <https://www.odu.edu/honors>. All applicants must have a minimum of one letter of recommendation from a high school teacher or professor who can attest to the student’s academic abilities.

Advising

All students accepted to the Honors College are initially advised by the Dean of the Honors College, Dr. David Metzger. He also advises continuing students in the Honors College who have not yet declared a major. Tanya McCown is available to assist students with advising questions concerning the Honors College requirements at (757) 683-7263. He is located in Suite 2000 (The Honors College) in the Student Success Center.

University Courses

The university offers several courses to help students with adjustment to college life, finding the right major, career path, and successfully securing a job after college.

UNIV 100 - University Orientation

This course explores the relationship between personal goals, university life and academic programs. It provides orientation to learning skills necessary to succeed in college, and also presents the benefits of using various university services.

UNIV 110- Academic Success

This course is to provide first year students who may have had transitional issues in their first semester with personal connections, knowledge, and resources that will enhance their potential for learning, safety, satisfaction & graduation.

UNIV 111- Second Year Academic Success

This course is to provide Second year students who may have had transitional issues in their first year with personal connections, knowledge, and resources that will enhance their potential for learning, safety, satisfaction & graduation.

UNIV 112- Transfer Academic Success

This course is to provide transfer students who may have had transitional issues in their first semester with personal connections, knowledge, and resources that will enhance their potential for learning, safety, satisfaction & graduation.

UNIV 120 - Career and Major Exploration

This course involves a systematic exploration of individual interests and skills, as well as career resources. Emphasis is placed on defining goals and developing strategies to achieve goals. Career testing and individual conferences are included.

UNIV 130. Learn and Earn Advantage Program. 1 Credit.

The purpose of this course is to engage students in self-reflection and workplace skill enhancement, applicable to experiences encountered as part of the LEAP, as well as in the world of work. The course will help students to develop and be able to apply skills in the areas of self-presentation, work ethic, team membership, professional communication, independence and initiative, and seeing the “Big Picture” in relation to everyday workplace issues.

UNIV 150. Writing for College Success. 3 Credits.

Students learn the key features of college writing and use writing to learn important success strategies that will help them to transition into University life.

UNIV 195. Topics in Career Management. 1-3 Credits.

A study of selected career-related topics. Titles for specific course offerings will appear in the course schedule.

Here is a list of past course topics:

Understanding the Law Through Fiction and Drama

This course entails theatrical presentations as a means of understanding our everyday rights as stipulated in the U.S. Constitution. Following lectures on the 4th, 5th, 6th, 8th, and 14th Amendments, you will be required to apply the law through dramatization of a fictional work, or a hypothetical scenario composed by the instructor.

Natural Disasters

An introduction to the causes and effects of natural disasters such as: earthquakes, tsunamis, hurricanes, major river floods, volcanic eruptions, tornadoes, meteorite impacts, landslides, and ground subsidence.

My Best Friend, My Worst Enemy: Me!

Why is it so easy for us to know what we don't like about ourselves? Each of us is unique, special and has so many wonderful gifts. However, if asked what we like about ourselves, we often struggle to answer! Living to learn and learning to live with our warts and wonders will be the essence of this interactive class.

Leadership

This class will be an exciting discovery of your potential. Discover how you can work from your strengths and accomplish more. We will utilize various instruments to help you recognize your style, and you'll learn techniques to develop your style for a more successful you. This class will benefit all aspects of your life.

Virtual Study Abroad

This course is designed to take students to study abroad locations through the virtual world of Second Life. The course will enhance cross-cultural awareness, communication skills, and offer international experience.

Workforce Readiness: Training for the World of Work

Want a chance to gain the skills that employers are seeking in all future employees? Participate in workplace readiness simulations in preparation for effectively managing real world situations. Engage in self-reflection and planning, including budget management, workplace ethics, working with teams, academic success, and leadership development. UNIV 195 will help you to develop verbal and nonverbal communication skills, project development and reporting, and conflict management skills by working with teams to solve every day workplace issues.

Freshmen Seminar

A course that offers a lively, interactive small group setting for first-time freshmen. It is designed to create opportunities for learning, develop a sense of community, and provide tools for becoming successful college students.

UNIV 200 - Career Implementation

This course provides an in-depth view of the career process, from internships and cooperative education through professional development and lifelong learning. Topics include the job search process, interview skills, job offer evaluation, and the transition to the world of work.

UNIV 295. Topics in Career Management. 1 Credit.

1 credit. A study of selected career-related topics. Titles for specific course offerings will appear in the course schedule.

UNIV 395. Topics in Career Management. 1 Credit.

1 credit. A study of selected career-related topics. Titles for specific course offerings will appear in the course schedule.

UNIV 400. Career Engagement. 1 Credit.

Lecture 1 hour; 1 credit. A practical examination and application of resume and cover letter writing, job search strategies including the electronic job search, networking, interview skills, and negotiating a job offer. Topics will also include the transition to the world of work and professional

development. Designed for students seeking post-graduation employment.

UNIV 495. Topics in Career Management. 1-3 Credits.

1 credit. A study of selected career-related topics. Titles for specific course offerings will appear in the course schedule.

Notes for Advisors:

Advisors assist students in any way that they can to ensure a student's academic endeavor at Old Dominion University is a positive experience.

Advising is not just about removing holds and helping students decide which courses to take. Advisors provide options to students so that they can make their own decisions and become independent learners, help students discover their talents and weaknesses and learn how to overcome academic challenges. Advisors also encourage students to make the most out of their college experience both inside and outside of the classroom.

Old Dominion students meet with an advisor every semester in order to discuss their curriculum and academic goals, identify appropriate resources for any academic challenges they might be experiencing, and remove their advising hold. This is to ensure that they are staying on track with their curriculum.

Advisors are here to listen to each of our students with an open mind and treat him or her as a unique individual. A student should never feel rushed or frustrated while meeting with an advisor.

CAMPUS LIFE

Office of Leadership and Student Involvement (LSI), 757-683-3446,

The Office of Leadership and Student Involvement (LSI) provides students opportunities for involvement and support for student life and academic excellence through educational and social programming, resources and information, training and advisement. Getting involved is one of the most memorable aspects of college life, and the Office of Student Activities and Leadership offers extensive opportunities for you to do just that. Student organizations are designed to help you develop your leadership and interpersonal skills.

Concerts, movies, weekend activities, over 300 clubs and organizations, special events, leadership and volunteer opportunities make it easy for you to find your niche and interact with a diverse group of students. Participate in any of our social, cultural, and “just-for-fun” events held on campus. Join any of our award-winning fraternities and sororities and gain experience in service, leadership and lifetime friendships. Our student media organizations are excellent training grounds to hone your skills in writing, graphic design, photography or broadcasting. By participating in campus life, you will have a real advantage in the job market, while making the most of your university experience.

Women’s Center, 757-683-4109,

Serving the Old Dominion University community since 1976, the Women’s Center offers programs and services to address the special challenges and opportunities women students encounter related to their personal and academic success. Also, recognizing the critical role that both women and men play in creating a world that is free of gender bias, our goals include promoting healthy relationships and a safe and equitable learning environment that is free of barriers to all persons. Center services seek to empower all students to achieve their personal, academic and professional potential. S.A.F.E., Sexual Assault Free Environment, provides crisis intervention, education, advocacy and ODU policy/procedure information related to issues of sexual assault, sexual abuse, sexual harassment and relationship violence experienced by women and men. W.I.L.D., Women’s Institute for Leadership Development, provides an opportunity for women students to identify and develop their leadership skills through seven modules. Additional programs are offered throughout the year that address a variety of topics related to women’s academic and personal success including programs in celebration of Women’s History Month in March. Referrals to University and community resources and a library/reading room are also available.

Freshman Summer Institute (FSI), 757-683-3446

Freshman Summer Institute (FSI) is a three -day intensive leadership program for incoming ODU students held during the summer. FSI builds on the leadership skills of our new students and provides them with a jump-start to becoming acclimated to campus. The students participate in meals with faculty, staff and current leaders, and leadership experiences. The five sessions include varied experiences to match participants' interests; for instance, students in Sessions I will engage in service activities, while Session II will engage in recreation and wellness activities for part of the program. Session V will include specific resources for first generation students (student for whom neither parent has a bachelor's degree).

Freshman Service Experience (FSE), 757-683-3446

The Freshman Service Experience (FSE) is designed to give incoming freshman students to Old Dominion University the chance to move in early, meet their participating peers and upperclassmen site leaders, and engage in their new community by performing service in the Hampton Roads with their fellow Monarchs. Incoming freshmen have the opportunity to move into their residence hall a day early and beat the move-in rush, and on their first full day as a Monarch they contribute to the Hampton Roads community doing a service project with other students and an upperclassman leader.

Outdoor Adventure Programs, 757-683-3389

Let the journey begin at Old Dominion University with Outdoor Adventure Programs (OAP). Whether interested in learning a new skill or just trying something new, OAP offers diverse and exciting opportunities for outdoor recreation and education that will last a lifetime. OAP provides quality and affordable programming and rentals all year long.

Student Health Services, 757-683-3132

The mission of Student Health Services is to ensure delivery of high quality, accessible, cost-effective healthcare and health promotion for Old Dominion University students. We are committed to promoting healthy lifestyles and behaviors while respecting individual differences.

Educational Accessibility, 757-683-4655

The Office of Educational Accessibility assists students with disabilities in the pursuit of their educational objectives. Office staff members work with faculty, administrators and students toward the goal of complying with legal mandates and integrating the student into a responsive campus community. The Office of Educational Accessibility strives to coordinate services that will enable students with disabilities to act as independently as possible in a supportive atmosphere that promotes self-reliance. Services are available to students in areas such as:

- ADD/ADHD
- Medical Disability
- Psychological Disability
- Specific Learning Disability
- Temporary Mobility Impairment

Undergraduate Research Program, 757-683-4865

The Undergraduate Research Program is an initiative of the Office of Academic Affairs and the Honors College designed to promote, support and fund the involvement of undergraduate students in the active research community at Old Dominion University.

The program's goals are to:

- facilitate the expansion and development of faculty mentored, undergraduate research experiences across colleges and departments,
- work to connect top students with faculty members active in undergraduate research mentoring,
- promote the achievements of our undergraduate researchers, and
- develop funding opportunities for colleges, departments, faculty members and students to support undergraduate research and travel.

These programs are open to all ODU students in good academic standing who are interested in becoming involved in research. Please use the list of links on the sidebar to find information about the Undergraduate Research Program's latest funding initiatives and events.

Safe Space, 757-683-3442

The Safe Space Training Program was created through the Division of Student Affairs to reduce homophobia/transphobia and heterosexism on the Old Dominion University campus. The hope is that through education, advocacy, and awareness, the Safe Space Training Program will provide a campus climate that is open, safe, and accepting to all GLBTQ (gay, lesbian, bisexual, transgender and queer/questioning) people and allies. There are many resources for students at www.hrc.org.

Counseling Services, 757-683-4401

The Office of Counseling Services is the only campus agency that provides comprehensive mental health services to enrolled students. The office supports the academic mission of the university by also providing academic coaching, career assessment, crisis intervention, consultation and a variety of workshops and presentations to assist students in reaching their personal, academic and career goals. Services are offered in an atmosphere that is welcoming and respectful of all students regardless of race, gender, ethnicity, age, sexual orientation, citizenship or physical status.

Office of Intercultural Relations (OIR), 757-683-4406

The Office of Intercultural Relations strives to fulfill its commitment to students of diverse backgrounds by undertaking the following responsibilities:

- Support competitive and equitable recruitment and international orientation programs.
- Sponsor and support programs/activities which enhance the educational experience and understanding of cross-cultural impact from a global perspective.
- Establish collaborative University partnerships to ensure policies and procedures reflect our commitment to diversity.
- Design and implement critical cross cultural initiatives and programs that promote the celebration of diversity.
- Develop training and cultural modules that focus on the dynamics of social justice.

Office of Study Abroad, 757-683-5378

Old Dominion University encourages all students to consider studying abroad for a summer, semester, or full year as part of their academic experience. Study abroad can enhance any major by challenging students to adapt to a new academic system and to infuse their studies with a global perspective. In addition, the culture and language learning opportunities which are offered by study abroad are unparalleled.

Student Outreach & Support (S.O.S.), 757-683-3442

The Office of Student Outreach & Support (S.O.S.) has as its primary goal assisting students in difficulty along their journey to achieve their personal and academic goals. The S.O.S. office seeks to help students understand University policies and procedures, will gather information relative to their stated concerns, and help them engage in constructive problem solving. Additionally, the S.O.S. office assists students with course withdrawals, absence notifications, crisis assistance, emergency grants, conflict resolution and withdrawal from the University.

Office of Student Conduct & Academic Integrity, 757-683-3431

The Office of Student Conduct & Academic Integrity (OSCAI) exists to promote the community standards of Old Dominion University. Through our interactions with students, we hope to foster a climate of personal and academic integrity that facilitates the success of all University community members. OSCAI oversees the administration of the student conduct process (also known as the "student judicial process") when students are alleged to have violated University policies related to either academic or non-academic misconduct. OSCAI provides education to the University community and serves as a resource for anyone with inquiries related to student conduct.

Recreation and Wellness, 757-683-3384

The Recreation and Wellness Department provides programs, resources, and services that are accountable, well-structured, and ever expanding. While serving the greater community, our focus is student empowerment and development. Through quality innovative programs and services, we provide the foundation for lifelong exploration and development of the mind, body and spirit.

Threat Education, Assessment and Management Team (TEAM)

Old Dominion University recently established the Threat Education, Assessment and Management Team (TEAM), a cross-functional, multidisciplinary group that will be responsible for identifying, evaluating and managing the risks associated with certain behaviors that may pose a threat to the campus community's safety.

Care Team, ODUCares@odu.edu

Email address used for faculty and staff to express concern in regards to a particular student.

ODUCares is an extension of Student Outreach & Support (S.O.S.) and a part of the Division of Student Engagement & Enrollment Services (SEES). The Care Team was developed to provide a university-wide system of care and support for students who experience an unexpected crisis. The Care Team's role is to determine effective strategies for addressing concerns and connecting students with the appropriate resources.

Visa & Immigration Service Advising (VISA), 757-683-4756

Visa & Immigration Service Advising (VISA) is responsible for providing immigration advising services which help to ensure the academic and personal success of our international student and scholar community. VISA also works closely with academic departments and administrative offices, offering training workshops that build awareness of the international community's needs and develop intercultural communication skills. Through regular collaboration with other service offices, VISA is part of the foundation that students and scholars can utilize to become fully integrated members of the Old Dominion University community.

FAQs

Frequently Asked Questions

When will a student register for the next semester?

Registration for the spring semester takes place in mid-November each year. Registration for summer and fall coincide and begin in mid-April each year. Students are encouraged to make academic advising appointments as soon as the new semester begins to ensure that they are in consultation with their academic advisor before their registration appointment time.

How many credit hours should a student take?

The number of credit hours a student enrolls in is very dependent upon other commitments the student has. To complete an undergraduate degree within four calendar years, a student must successfully complete a minimum of 30 credit hours an academic year. Therefore, a student who takes 12 credits in the fall and spring semesters must then take six credits during the summer sessions to reach 30. This plan works well for students who must work part-time (less than 20 hours per week). A student who attends half-time can expect to complete requirements in eight years unless a transfer-compatible associate degree has been earned.

If a student thinks they might like to major in science, Mathematics, Engineering, or Business, what should they take their first semester?

MATH, MATH, MATH. Each of these disciplines is based upon a strong foundation in Mathematics. Students interested in any of these areas are encouraged to review the MATH requirements before making a firm decision to pursue one of these areas.

How does a student know if they have satisfied the Foreign Language General Education Requirement?

A notation on their LEOONLINE academic record will indicate whether they have satisfied the Foreign Language General Education requirement. This is determined by the level of language they completed in high school or when they graduated from high school; whether they have earned a recognized associate degree from a community college; or are exempt because English is not their native language. If they are unsure, they should ask an academic advisor.

Keep in mind that satisfying the Foreign Language General Education requirement is not the same as satisfying the language requirement for Bachelor of Arts degrees or the Bachelor of Science in Business Administration degree—International Business major.

How will the student know what time a class meets?

LEOONLINE has a schedule that indicates the beginning and ending time for each of the classes. Each course section is assigned a unique Course Registration Number (CRN) that links the course title, credit hours, meeting days and times with the location and the instructor. All of this information is found on LEOONLINE.

How strict is the drop deadline?

The drop deadline is very strict. Once the deadline has passed, students are only eligible to withdraw from a course(s). A dropped course (processed before the deadline) will not appear on the student's transcript and the student is not charged for the course. A withdrawn course appears with the grade of W (official withdraw) on the transcript and, depending upon when the withdrawal is processed on LEOONLINE, part or all of the tuition is owed.

How does a student find their Academic Advisor?

In most cases, the student's academic advisor's name will appear on their LEOONLINE record. However, if a student change majors, they are referred to someone new, or become undecided, they can find an updated list of advisors on the Advising website at:

<http://www.odu.edu/success/academic/advising/advisors>

How does a student decide if they should pursue a minor or a double major?

In some majors, the minor is already included so that the Upper Division General Education requirement is satisfied. An academic advisor is a good resource for discussing options in this area. If the student is interested in more than one area of study, the minor or double major might just be right for them. Ultimately, the student needs to decide.

How does a student get credit for college-level courses they took in high school or at another college?

All students who have earned credits through coursework taken elsewhere must have their official transcript sent to the Office of Admission, Distance Learning's Office of Admissions, or International Admissions, depending upon their admission category.

When will a student receive their AP credits?

The Advance Placement scores on tests administered by the College Board are usually received by the University in late July and posted to student transcripts by the end of September. If a student is expecting credit for a course through Advanced Placement, they should tell their academic advisor so that a note can be made on their curriculum sheet to be on the lookout for it. They may also want to be sure that they do not register for a course in which AP credit will be granted (unless it is a MATH course—repeating a MATH course may be beneficial for a student, based upon the results of your MATH placement test).

What does it mean to audit a course?

The audit grading status is available for students who would like to enroll in a course for the knowledge gained or for personal satisfaction, but not for academic credit. Usually, the student does not complete the homework or take any of the tests in the course. Courses taken under an audit status do not meet degree requirements.

How does a student gain guaranteed practical experience (CAP)?

CAP is a series of career-related events and services designed to include a credit-bearing practical work experience related to a student's major. This practical experience may take the form of an internship, cooperative education experience, or a class containing a real-world, hands-on project. Contact the Career Management Center at 757-683-4388 for more information.

Are there any advantages to spending a semester studying abroad?

Increasing global awareness happens in both the classroom and elsewhere on Old Dominion's multicultural campus, but there is no substitute for traveling abroad to acquire a personal perspective on our increasingly interdependent world. ODU students participate in a wide array of student abroad experiences—short trips during breaks as well as semester-long experiences are available. Contact the Office of Study Abroad at 757-683-5378 and visit the website at www.odu.edu/studyabroad.

How does a student get involved in University-sponsored Student Groups?

Involvement in student activities outside the classroom has a great potential for contributing to your overall development. The Office of Student Activities and Leadership (OSAL), located in room 1071 Webb University Center, is the place to begin finding the group that fits them best. Whether it is an academic major-associated organization, a political group, a professional society, a religious club, a special interest group, or a fraternity or sorority, OSAL can point you in the right direction. Contact the OSAL through the web at <http://studentaffairs.odu.edu/osal/> or by phone at 757-683-3446.

Does ODU have any ROTC programs?

Old Dominion University offers two ROTC programs: one under the [Army Reserve Officers' Training Corps](#), and the other under the [Naval Reserve Officers' Training Corps](#). The University also offers a minor in Military Leadership.

Dual Enrollment Classes—what do they do for the student?

A number of entering first-year students are arriving with credit earned through a dual enrollment program between their high school and local community college. Students who participated in such programs must have their official community college transcript sent to the ODU Office of Admissions for evaluation and the posting of credit to their academic record. Depending upon how many credits are transferred, the student has the option of taking fewer credits per semester as long as the dual-enrollment credits meet specific degree requirements. It is important to talk with an academic advisor about their options and to be sure the advisor knows they have these credits earned.

What happens if a student stops attending class?

If a student stops attending class, they should alert their professor, and ask about withdrawing from the class. All students have until mid-term to withdraw on-line through LEOONLINE without academic penalty. Check the Undergraduate Catalog, or the [Academic Calendar](#) on the Registrar's website for the mid-term date. If they don't withdraw, they will receive a grade of "F" or a "WF" on their transcript that will calculate in their grade point average negatively. Students with financial holds who do not have access to LEOONLINE can still have the official withdrawal processed in person at the Office of the Registrar in Rollins Hall.

What if a student gets into an accident or has a medical problem?

The student should alert their professor through their ODU e-mail account if they are involved in an accident or experience a medical problem that prevents them from attending class. Under circumstances that prevent them from directly contacting their faculty members, they can request assistance through the [Student Outreach & Support](#) at oducares@odu.edu or 757-683-3442.

What does a student do if they are having trouble with their classes or having a hard time adjusting?

The student should alert the professor of the class they are having difficulty with. Being an ODU student, they have the opportunity to take advantage of tutoring. **(IT IS FREE.)** Check it out at <https://www.odu.edu/success/academic/tutoring>. If they are living in a residence hall, they should talk with their Resident Assistant (RA) or Peer Educator.

What if a student has a disability?

If a student has been diagnosed with a disability, you can register with the Office of Educational Accessibility, located in the Student Success Center 757-683-4655. This office provides services that will assist you in making the most of your academic career.

How does a student calculate their GPA?

A student's Grade Point Average is computed by multiplying the numerical grade equivalent assigned for the course by the number of credit hours:

Course	Grade	Grade Value	Course		Credits
ENGL 110C	C	2.0	3	=	6.0
BIOL 108N	F	0.0	4	=	0.0
HIST 120H	B+	3.3	3	=	9.9
MATH 200	A	4.0	3	=	12.0
SOC 201S	D-	0.7	3	=	2.1
Totals:			16		30.0

To arrive at a grade point average for a semester, divide the total number of grade points earned by the total number of hours attempted.

$30/16 = 1.875$ Current GPA (for one semester)

Note: ODU uses the following [grade key](#):

Grade	Grade Value	Grade	Grade Value
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

A grade of F counts toward hours attempted (except for an F earned under the Pass/Fail option), even though it carries no grade points

What do the marks on the transcripts mean?

- | | | | |
|----|---|---|--|
| AP | Advanced placement credit | O | Grade assigned for an audited class |
| CP | CLEP | Z | Grade was not submitted by instructor |
| XP | Experiential Learning credit | * | Course taken under pass/fail option |
| P | Passing | & | Course taken under audit option |
| Q | Not yet proficient | # | Nondegree credit course |
| TP | Transfer Credit | ➤ | Course taken under pass/fail option |
| W | Student has officially withdrawn from a course. | / | Grade forgiveness has been applied for this course |
| I | Incomplete | | |
| WF | Withdraw Failing (will be calculated into GPA) | | |

Academic Advisor

The person a student consults with about their academic and career goals and can help them determine their goals. See the list of advisors posted on the Advising website at <https://www.odu.edu/success/academic/advising/advisors>. This is also the person the student contacts when they don't know whom else to call about academic issues.

Academic Probation

A student is placed on academic probation when the student's cumulative GPA falls below 2.0 for two consecutive semesters of attendance. Students on academic probation are expected to improve their cumulative GPA by achieving a semester GPA of 2.0 or better during each semester of attendance. Failure to achieve a 2.0 semester GPA at the end of a fall or spring semester while on probation results in academic suspension.

Academic Suspension

Academic suspension occurs when an undergraduate student has fails to earn the minimum grade point average needed to either attain good academic standing (2.0) or earn a 2.0 grade point average for the semester to remain on academic warning. Student records are reviewed each term and students are notified by mail of their academic standing if their cumulative grade point average is below a 2.0. Suspended students have the right to appeal an academic suspension in cases where there were extenuating circumstances.

Academic Warning

A student will be placed on academic warning for one semester when the student's cumulative GPA falls below 2.0 at the end of a semester, including summer sessions. A student on academic warning may not enroll in more than 14 credits per semester of attendance. A student on academic warning must achieve a cumulative GPA of at least 2.0 at the end of the next semester of attendance to be in good standing. Failure to achieve a cumulative GPA of at least 2.0 results in academic probation.

Add/Drop

The time period at the start of each semester when students may enroll or un-enroll in classes without academic or financial penalty. After the drop deadline, students may withdraw from classes and a financial obligation is incurred

ARC

Acronym for Adjusted Resident Credit, one time option available after one year separation from ODU. All credits below a "C" are removed and the returning grade point average does not include previous grades.

Audit

To enroll in a course without receiving credit or grade. Audited courses will be subject to the normal fees and regulations of the University. Regular attendance is expected, but tests and examinations are not required. No grade will be recorded.

Blackboard

A course management product utilized in a majority of courses at ODU. Common functions that can be performed in Blackboard include course announcements, web site for syllabus and course materials, grade book, drop box for electronic assignments, quizzes online, and discussion board.

CDA

Acronym for Chief Departmental Advisor. Faculty person designated to coordinate student advising for the department.

CLEP

Acronym meaning the College Level Examination Program of the College Board which provides an opportunity to receive credit.

College

An organizational unit of several academic departments. Old Dominion University has six academic colleges that comprise the University. They are: the College of Arts and Letters, the Strome College of Business and Public Administration, the Darden College of Education and Professional Studies, the Frank Batten College of Engineering and Technology, the College of Health Sciences, and the College of Sciences. The University also has the Honors College.

Commencement

Commencement is the graduation ceremony honoring all of those who have completed the requirements to earn a diploma from Old Dominion University. The University hosts two ceremonies to accommodate all of its graduates at the end of the spring and the fall semesters.

CO-OP

Acronym for Cooperative Education Program. This program offers students who enrolled in approved programs the opportunity to integrate academic study with actual work experience relating to their career objectives.

Corequisites

A corequisite course is one that must be taken at least at the same time as the course in which it is partnered.

Course By Course Equivalency

The Course By Course Equivalency website lists all the courses ODU has evaluated and accepted to meet requirements or electives. Sorted by state, then by institution, it is a valuable resource for students who plan to take courses at another institution or who have already taken courses elsewhere and want to know how they equate to courses at ODU.

Course Registration Number (CRN)

Uniquely assigned five-digit number attached to each course. The CRN is entered through LEOONLINE on the registration form to select the specific discipline, course number, time, day, room, and instructor.

Credit

Official acceptance and recording of the work of a student in a particular course of study.

Credit Hour

A unit of academic credit, usually representing attendance at one scheduled hour of instruction per week throughout a semester.

CRN

Acronym for Course Registration Number. Five digit identification number, assigned to each course section offered by the University.

Curriculum Sheet

Each major has a curriculum sheet that outlines the specific requirements to earn the bachelor's degree. The curriculum sheets are available on-line as well as from your academic advisor. All students are required to maintain a curriculum sheet for their chosen major to ensure that they are meeting degree requirements. Bring the up-to-date curriculum sheet with you to each advising appointment.

Dean

The head of a particular college within the University; person having charge of some aspect of administration.

Declared Major

A discipline that the student has officially declared as their major by visiting the department's office and completing a major declaration form.

DegreeWorks

DegreeWorks is a degree evaluation tool. It is designed to assist advisors and students with course planning, measuring progress toward degree completion, and curriculum advising.

Dean's List

The Dean's List is announced at the end of each term (usually early in the following semester). Any undergraduate student taking 12 or more hours of degree credit for grade point credit who attains a grade point average of 3.40 or higher with no grade below C (2.00) is placed on the Dean's List. The student must also receive a passing grade on any nondegree credit courses in which she/he is enrolled. Students who receive grades of "I" (Incomplete) are not placed on the Dean's List. Students making the Dean's List receive a letter of congratulations from the dean of the student's college.

Early Alert

Progress grades posted for 100- and 200-level courses during week 5 of the semester. Students with multiple low progress grades are contacted by their advisors to discuss their options.

Elective Course

Course taken which is not specified as a degree requirement.

FERPA

Acronym for Family Educational Rights and Privacy Act. A federal law designed to protect the privacy of educational records. When a student enrolls in ODU, they become the owner of their records and must be consulted in advance of granting access to others.

Foreign Language Placement

Test used to place students in appropriate foreign language courses.

General Education

The common core classes of the baccalaureate degree. Students gain basic skills and intellectual perspectives to engage in analytical and critical thinking as well as develop the ability to make reasoned judgments.

GPA

Acronym for grade point average.

Grade Forgiveness

Students who receive a grade of C- or lower may repeat that same course to improve the overall grade point average (GPA). Once the course is retaken only the second grade earned, whether higher or lower than the original grade, will be calculated in the GPA.

Hold

A block that an office or department can place on a student's account preventing access to information and ability to make schedule changes until resolved. A list of potential holds can be found on the Registrar's website: <https://www.odu.edu/academics/academic-records/holds>

IDS

Acronym for Interdisciplinary Studies. This degree program is for students whose goals require the combination of two or more disciplines into a single degree.

Intended Major

That which a student is considering as a possible discipline in which to major.

ITS

Acronym for Office of Information Technology Services. Technical support can be accessed at itshelp@odu.edu or 757-683-3192.

Leo Online

An easy-to-use system that allows you to register for classes, adjust your schedule (drop, add, and withdraw), check for holds, and pay your tuition.

Lower Division Course

Course numbered 100 or 200.

Major

A subject or discipline in which a college student concentrates.

MIDAS

Acronym for Monarch Identification and Authorization System. Coordinates identity and password management for the university community.

Minor

A subject or field of study which supplements a student's major subject or course in order to provide greater job opportunities or to provide recognition of study in a second academic area.

myODU

One-stop access to several University systems including email, Blackboard, Leo Online, and DegreeWorks. Located at my.odu.edu.

Non-Degree Credit

Credit which does not count towards graduation requirements.

ODU Alerts

Urgent notification system, comprised of a variety of methods by which the University can contact students, faculty and staff, including text messages, instant messages, emails, and calls to home/office/cell phones.

Open Registration

Begins the 6th day of the registration period. During open registration, all admitted students (except those required to attend PREVIEW) may register for classes. No time ticket is required during open registration.

Pre-registration

Refers to the first 5 days of the registration period for any term. Only currently registered, degree-seeking students with time tickets may register during pre-registration.

Preview

Orientation for students enrolling in Old Dominion University for the first time.

Recitation

A recitation is usually a small discussion session required in conjunction with a large lecture class that encourages students to participate in further exploration of the topic discussed during the lecture.

Registrar

Official keeper of records for the University. 116 Rollins Hall, 757-683-4425.

S.O.S.

Acronym for Student Outreach & Support. Assists students who are having difficulty understanding and navigating University policies and procedures. SOS can help students with absence notifications, course withdrawals, emergency loans, housing issues, etc. 2008 Webb Center, 757-683-3442.

TCI

Acronym for Transition to College Inventory. Assessment required of all first year students. Must be completed prior to registering for second semester.

Time Ticket

Time tickets are automatically assigned to currently enrolled, degree-seeking students approximately one month before pre-registration begins. If you do not have a time ticket, you cannot register until open registration, which begins the Saturday after pre-registration begins. You do not need a time ticket to register during open registration.

TOEFL

Acronym for Test of English as a Foreign Language required of applicants whose native language is not English.

Transcript Evaluation

Process of verifying courses from other institutions to insure compatibility with courses offered by Old Dominion University.

UIN

Acronym for university identification number, an individual eight digit number used to identify student and employee records.

Unofficial Withdraw

A student who stops attending classes without officially withdrawing will receive a grade of "WF" except if the student's performance has been an "F", in which case a grade of "F" will be assigned. The grade of "WF" will carry no points, but will be computed in the student's grade point average.

Upper Division Course

Course numbered 300 or 400.

Withdraw

After the first 7 calendar days of the semester and through the end of the 10th week of a regular semester (or its equivalent for nonsemester courses), a student may withdraw from any course with a grade of "W" assigned. The "W" grade is not computed in a student's GPA.

Writing Placement Sample Test (WPST)

Placement test administered to determine student's level of writing proficiency.

HOLD	Reason	Contact:
AD- Advisor Registration Block	Semesterly Advising.	Academic Advisor
AH- Accounts Receivable Hold	Account is past due or is submitted to the collection agency.	Office of Finance 757-683-3030, tuition@odu.edu
AM- Admissions	Miscellaneous documentation is needed from the student.	Office of Admissions 757-683-3685, admit@odu.edu
AP- Admission Application Pending	Application decision has not yet been made.	Office of Admissions 757-683-3685, admit@odu.edu
AR- Accounts Receivable	Delinquent amount due.	Office of Finance 757-683-3030, tuition@odu.edu
	Return of athletic equipment required.	Athletes Academic Advisor 757-683-3709
AT- Athletic Hold	Hold for student Athletes to ensure they are following NCAA requirements.	Athletes Academic Advisor 757-683-3709
CM- Career Advantage Program	Student did not respond to request for information to CMC.	Career Management Center 757-683-5341, cmc@odu.edu
D1- University Hearing Officer	Student failed to complete sanction(s) by assigned deadline(s) or has pending case that needs to be resolved prior to registration.	Office of Student Conduct and Academic Integrity 757-683-3431, osja@odu.edu
D2- University Hearing Officer	Student failed to complete sanction(s) by assigned deadline(s) or has pending case that needs to be resolved prior to the processing or viewing of the transcript, grades, or processing of degree evaluation.	Office of Student Conduct and Academic Integrity 757-683-3431, osja@odu.edu
D3- University Hearing Officer	Student failed to complete sanction(s) by assigned deadline(s) or has a pending case that needs to be resolved prior to graduation.	Office of Student Conduct and Academic Integrity 757-683-3431, osja@odu.edu
EL- English Language Cntr	International students who have not demonstrated proof of insurance.	English Language Center 757-683-4424
FA- Financial Aid	Loan exit counseling is required and can be completed by clicking to www.dlssonline.com	Office of Financial Aid 683-3683, finaid@odu.edu
GC- Graduate Continuance	Graduate students who end a semester with less than a 3.0 GPA. Student may continue to enroll in undergraduate courses, but not graduate courses. Student cannot use LEO Online to register; must submit completed registration form.	The Graduate School 757-683-4885
GW- Non-Degree Status Hours from 6.0-11.99	Informational hold (does not restrict anything); to remove it simply fill out the survey found on "View Holds" tab in Leo Online.	The Graduate School 757-683-4885

HOLD	Reason	Contact:
HS- Student Health Services	Student has not provided immunization records.	Student Health Services 757-683-3132
I1- New Intl Student No Registr	Placed on Non-immigrant visa	International Student and Scholar Services 757-683-4756, intlstu@odu.edu
I2- Health Ins Req	Have not purchased health insurance, not enough insurance or company has not notified the school of the purchase.	International Student and Scholar Services 757-683-4756, intlstu@odu.edu
I3- No Credit Courses Engl Reqs	Student is eligible to enroll in intensive English only in the English Language Center. Student may not enroll in academic courses.	International Admissions 757-683-3701, intladm@odu.edu
I4- Grad Bridge/Max 3 Cr Hrs	Graduate Bridge courses required. Students may enroll in a maximum of 3 credit hours. Registration for academic courses is required at Registrar's office.	International Admissions 757-683-3701, intladm@odu.edu
I5- UG Bridge/Max 8 Cr Hrs	Undergraduate Bridge courses required. Students may enroll in a maximum of 8 credit hours. Registration for academic courses is required at Registrar's office.	International Admissions 757-683-3701, intladm@odu.edu
I6- UG BRDG/passed WSPT/Max 10 SH	Passed WSPT. Undergraduate Bridge courses required. Students may enroll in a maximum of 10 credit hours. Registration for academic courses is required at Registrar's office.	International Admissions 757-683-3701, intladm@odu.edu
I7- Max 3 Cr Hrs/Summer Semester	Can enroll in 3 credits during the summer, Registration is required at the Registrar's office.	International Admissions 757-683-3701, intladm@odu.edu
I8- Intl Dependent Health Ins Req	Miscellaneous hold. Contact ISSS regarding health insurance	International Student and Scholar Services 757-683-4756, intlstu@odu.edu
I9- Miscellaneous Hold	Miscellaneous hold. International students need to submit documents to International Admissions.	International Admissions 757-683-3701, intladm@odu.edu
IA- International Admissions	Placed by International Admissions	International Admissions 757-683-3701, intladm@odu.edu
IS- International Student and Scholar Services	Various reasons. (missing documentation, missing response to e-mails, or needs to see ISSS)	International Student and Scholar Services 757-683-4756, intlstu@odu.edu
LF- Library Fine	Material is delinquent or damaged.	Circulation Services 757-683-4154

HOLD	Reason	Contact:
OM- Student Ombudsperson Services	Defaulted on emergency student loan.	Student Outreach & Support 757-683-3442
P1- Preview Office	Owes a Preview fee.	Preview Office 757-683-3428, preview@odu.edu
PF- Parking Fine	Owes a Parking fine.	Parking Services 757-683-4004, parking@odu.edu
R1- Registrar	Student needs to contact Registrar.	University Registrar 757-683-4425 (Registration) register@odu.edu
RC- Registrar/Consortium	Student is taking classes as a guest. Can only register for classes at Registrar.	University Registrar 757-683-4425 (Registration) register@odu.edu
RG- Regist Hold/Pend Graduation	Pending Graduation	University Registrar 757-683-4425 (Registration) register@odu.edu
RH- Not Eligible to Register Now	Contact Registrar	University Registrar 757-683-4425 (Registration) register@odu.edu
RJ/JD- Joint Program Student	Joint degree programs; contact Registrar either at ODU or home institution.	University Registrar 757-683-4425 (Registration) register@odu.edu
RS- Registrar/Senior Citizen	Contact Registrar with assistance	University Registrar 757-683-4425 (Registration) register@odu.edu
SR- Student Recreation	Past due to pay for lost or damaged equipment.	Meghan Reed 757-683-3384 mreed@odu.edu
TC- Trans to College Inventory Hld	Transfer to college inventory not completed.	Office of Assessment 757-683-3322, assess@odu.edu
TE- Teacher Education	Contact Teacher Education Services	Teacher Education Services 757-683-3348
TF- Freshman Assessment	Freshmen Assessment not completed	Office of Assessment 757-683-3322, assess@odu.edu
TG- Graduate Assessment	Graduate Student Satisfaction Survey not completed.	Office of Assessment 757-683-3322, assess@odu.edu
TH- Transfer Assessment Hold	Transfer Student Satisfaction survey not completed	Office of Assessment 757-683-3322, assess@odu.edu
TN- Transfer Student Survey	Transfer Biographical Questionnaire not completed	Office of Assessment 757-683-3322, assess@odu.edu
TR- Transcript Hold	Transcript was released prior to student payment.	University Registrar 757-683-4425 (Registration) register@odu.edu
TS- Senior Assessment	Senior Assessment not completed.	Office of Assessment 757-683-3322, assess@odu.edu
UC- Undergraduate Continuance	Student is suspended.	Continuance 757-683-3773
WC- Writing Center	Student has not taken or passed Writing Sample Placement Test.	Writing Center 757-683-4112

APPENDIX- Helpful Resources for Students

How to See an Academic Advisor

Academic advisors are available by appointment after the first week of classes and throughout the rest of the semester. To schedule an appointment, go to the Advising Website (<https://www.odu.edu/success/academic/advising>) and click DIRECTORY OF ADVISORS, then select by on College. You can also schedule your appointment using Navigate/Student Success Services in the MyODU Portal. Some advisors post sign-up sheets on their door, so stop by to guarantee you get the time you want.



During the first week of each semester, most academic advisors are available on a walk-in, first-come, first-served basis only. Staff in Center for Advising Administration and Academic Partnerships are also available from 8 a.m.-5 p.m. to assist you.

If your academic advisor is not available, you may choose to see another advisor who works with your major. If you are planning to change your major, or if you want to discuss the requirements of a different major, schedule an appointment with an advisor who works with the new major. If you are unsure of your major selection, go to Center for Major Exploration in 1500 Webb Center.

To find available academic advisors who work with a particular major, go to the Academic Advising website at <https://www.odu.edu/success/academic/advising>, click on DIRECTORY OF ADVISORS, then select by College.

Overview: *WHAT YOU NEED TO KNOW BEFORE CHOOSING A MAJOR AND REQUIRED COURSES*



Choosing a Major

All undergraduate degrees are comprised of groups of courses that make up the minimum number of credits needed to graduate (120 credits minimum).

The groups are **general education** courses, **prerequisite** courses, **major** courses, and could include **minor** courses and/or **free electives**.

Students have a number of decisions to make when choosing the courses to satisfy the degree requirements.

Choosing a major that matches your strengths and interests can be challenging, so don't worry if you change your mind—it's normal.

By answering the following questions, you may be able to fine-tune your search and select a major that not only interests you, but also will ensure your academic success. Talk with your academic advisor about your answers to these questions and see where it takes you—after all,

an Old Dominion University education is about seeking knowledge!

1. What were your favorite subjects in high school/community/prior college?
2. Are there subjects in which you are not interested? If yes, please list them here:
3. What are your special interests or hobbies?
4. What kinds of jobs have you already held?
5. List majors that you are considering:
6. Reviewing your list of majors, try to reflect upon what interests you in the top two majors you have identified:
7. Are there any external factors influencing your major selections (i.e. family, friends, job market)? Please list:
8. Check the items you have completed to help you explore your major selections (If you haven't done most of these, now would be a good time to start, before making a final major decision)::
 - Read the course descriptions in the catalog.
 - Reviewed checklists for a variety of majors.
 - Talked to my family.
 - Talked to my friends.
 - Talked with a professor in the discipline.
 - Met with a professional in the field.
 - Explored websites with information on majors.
 - Talked with a guidance counselor.
 - Completed a career assessment.

Have not really thought about it.

