

Need an Advisor Hold Removed ?

Fall 2012

September 17, 2012 - 9 A.M. – 11:30 A.M.

October 15, 2012 - 9 A.M. – 11:30 A.M.

If students are unable to attend the Walk-in Advising Sessions during these periods please schedule an appointment or see an advisor. A list of assigned advisors is posted to our website:

<http://bpa.odu.edu/bpa/academics/advising/adv-facinfo2.shtml>. You can also submit inquiries via online (http://www.odu.edu/forms_admin/viewform.php?formid=7725),

or you can email (BusinessAdvising@odu.edu), or request an appointment in the main office (Constant 1011).

If you are a freshman (24 credits or less) please see Mrs. Billie Cook (bcook@odu.edu) for advising.

You must be bringing with you the following documents as specified: (NO EXCEPTIONS)

1. This form completely filled out below.
2. Degree Works (For printing instruction, visit http://bpa.odu.edu/bpa/academics/advising/Degree_Works_Access.pdf)
 - a) Must show at top of report that "Results As Of" for within 15 days of submission.
 - b) Generated via the "What-If Analysis" for the appropriate intended major(s), minor(s), etc. if the proper major/minor does not show initially
 - c) The columns on the far right side of the report must be viewable when submitted. (Tip: Shrink the browser viewing font or use landscape-style.)
 - d) The courses that you are intending to enroll into are highlighted on the Degree Works or written on the first page of the report.



I, _____ (Print - Last, First, Middle Initial) understand and agree that:

- Failure to bring the above mentioned materials in the meeting will prevent my Advisor Hold to be removed until I return with the appropriate materials or without an advising appointment.
- Walk-in advising is not a substitution for a regular advising appointment.
- I am responsible for scheduling my advising appointments in a timely fashion and will schedule the next one as instructed.
- It is my responsibility to read and understand the information, both curriculum and policy related, in the appropriately-dated University Catalog.
- I am responsible for checking my ODU student email account every weekday.
- My advisor hold will be removed by the end of the day that I submit my materials.. (This will not be accepted outside of the advertised hours.)

Student's Signature

UIN (no SSN)

Date

For Office Use Only:

Staff initials: _____

Hold Removed: _____ / _____ /2012

Degree Plan? Y or N

Return Advising Date:

5 Sept to 15 Oct

15 Jan to 15 Feb 20_____

15 May to 15 June NRD

UGA / FA

DP Due Date: _____