

## Academic Checklist for Freshmen Business Students

- ❑ Get University Identification Number. To retrieve this number, log on to Leonline. User ID = SSN, Password = 6 digit birthday (i.e. June 27, 1976 = 062776). Offices on campus cannot ask for the SSN number. We can only accept the UIN as identification. ([www.leonline.odu.edu](http://www.leonline.odu.edu), click on Enter Secure Area, scroll down and click on Enter Secure Area again, enter login information)
- ❑ Final transcripts from all prior educational institutions including last semester sent to Admissions (683-3685).
  - If CLEP, AP, etc. exams were taken, have scores sent to Testing Center (683-3699)
- ❑ Register for advising via Preview – required for all business students regardless of transferred credit; we recommend attending earliest possible date to ensure easier class registration process ([www.odu.edu](http://www.odu.edu), click on Admissions, click on Preview/Orientation)
- ❑ Math Placement Test – Required to be completed prior to arrival at Preview (*See other flyer*)
- ❑ Activate MIDAS account, which includes ODU email. Various departments use the ODU email address to send you important information (i.e. Registrar’s Office, CBPA Undergrad Advising, etc.) You can have your ODU email forwarded to a personal account. However, please remember that when replying from a personal account, professors are not supposed to discuss a student’s personal academic information unless through the ODU email system to ensure FERPA compliance. (*Setting up MIDAS account - [midas.odu.edu](http://midas.odu.edu), click on Activate MIDAS ID. To forward emails, visit [season.odu.edu](http://season.odu.edu), click on Forward Email to Another Account*)
- ❑ Become familiar with ODU important dates ([www.odu.edu](http://www.odu.edu), click on Calendar)

Last day to add a class	Pre-registration dates
Last day to withdraw from classes	Final Exam Week
Financial Aid dates	
- ❑ Read and understand pages 1-65 and 102-111 of the University Catalog and pages 1-31 of the Guide to Enrollment. Ask questions if you don’t understand the information contained in those two resources. A statement such as “I didn’t know…” is not accepted as an excuse for not knowing University or College policies. (*Catalog: [www.odu.edu](http://www.odu.edu), click on Current Students, click on University Catalog; Guide to Enrollment: [www.odu.edu](http://www.odu.edu), click on Current Students, click on Office of Registrars, click on Guide to Enrollment*)
- ❑ Become familiar with Career Management Center’s web page for internship, co-op, post-college job search services and career information ([www.odu.edu/cmc](http://www.odu.edu/cmc))



**Remember that starting at a university can seem perplexing and challenging even for those who may have been through dual enrollment or AP/IB courses. However, our office will try our best to help make your transition as smooth as possible. If you have questions prior to your Preview date, email Jennifer Usis, Director, CBPA Undergrad Advising ([Jusis@odu.edu](mailto:Jusis@odu.edu)) or Tambre McClenny, Program Advisor, CBPA Undergrad Advising ([Tmcclenn@odu.edu](mailto:Tmcclenn@odu.edu)).**