Welcome to SPRING 2018 at ODU Peninsula!

First I’d like to send a “BIG WELCOME” to our new students; it’s a privilege to have you as a part of our Monarch Family!

The ODU Peninsula staff is ready to assist with your various needs so please don’t hesitate to ask. Getting off on the right foot in an organized manner is critical to your success!

In order to further cultivate our student Monarchs we have developed a Lions’ Den and Quiet Study Area. Students may also take advantage of on-site career development and academic advising services, VA student services, computer labs, and wireless connectivity. See page 5 for schedule of student support services listed above.

The Virginia Tidewater Consortium has an office located at ODU Peninsula Center to assist students with financial aid counseling - Educational Counselor Tony Belk, holds hours on Wednesdays and Thursdays. You may reach Tony at 757-683-2312 or by emailing jbelk@odu.edu to schedule an appointment.

ODU is the only research-extensive university in southeastern Virginia and our alumni contribute significantly to the quality of life on the Peninsula as well as the entire Hampton Roads area.

E-MAIL and LAN Accounts (MIDAS)

All students are required to have a MIDAS account for access to email and LAN. University student accounts and passwords will be set to match the MIDAS (Monarch Identification and Authorization System) password you choose. This means you will need only one MIDAS password for email, wireless connectivity, LAN accounts, as well as access to other services, such as the University Portal (my.odu.edu).

To activate your MIDAS account, go to https://midas.odu.edu. Instructions are also available at the front desk of the Peninsula Center.

Wireless Connectivity

In order to access the wireless local area network (WLAN) at the Center, you must first go to http://midas.odu.edu, using your MIDAS ID and password, and activate the ODU Wireless Network Service. If you need assistance, visit the front desk or one of our technical staff.

***ODU Peninsula is committed to student success. Please take some time to review our policy on Children/Guests in the classroom and computer labs (PG 4)***
The UIN (University Identification Number) is a unique 8-digit number used to identify student and employee records. If you are a current student:
1. Log into my.odu.edu with your Midas ID and password.
2. Click LEO Online
3. Click Personal Information
4. Click View University and MIDAS Identification Numbers
5. Write this number down and remember it, it’s important!

New Students - a UIN will be generated for you at the time you are admitted. You will use your UIN for all University Activities. Memorize your UIN or keep it handy.

Exams/Quizzes
Exams/quiz may or may not be proctored. They will be administered in accordance with guidelines provided by the instructor. Please note the following:
To make an appointment to take your exam either e-mail us at phec@odu.edu or call 757-766-5200 at least 3 business days prior to your exam. Please let us know if you have an accommodation letter.
Please remember to let your professor know when you are planning on taking your exam. If you have an accommodation letter, please make sure we have it prior to your taking exams.
To take an exam other than during the scheduled day/time, you must make arrangements with the Center’s testing coordinator or daytime staff. We must have written or verbal notification from the instructor giving permission and instructions for making up the exam. Please ask your instructor to e-mail the Center at phec@odu.edu with permission.

Make-up & Proctored Exams
All students taking exams at ODU’s Peninsula Center are required to present a government issued or ODU photo ID prior to taking the exams.
Those students taking make-up exams or exams outside the normal exam period must coordinate this with their instructor and forward the permission from their instructor (via e-mail). This e-mail will be attached to your exam cover sheet.
Students who arrive more than 20 minutes late, will need to reschedule their exam.
Please note that the office is open from Monday – Friday 7:30 am – 10 pm for exams and that you need to schedule your exam so that your exam will be completed by 9:45 pm.
For those individuals with Accommodations for Exams, it is your responsibility to make sure that the Peninsula Center receives a copy of your accommodation letter in advance of your exam date. If you have any questions, please do not hesitate to contact Sandra Brown, Exam Coordinator for the Peninsula Center either at 757-766-5200 or via e-mail phec@odu.edu.

Television Course Materials
All incoming materials (handouts, returned assignments, etc.) are logged in daily and placed in the class boxes in Suite 2200. Check your class box each time you come to class to see if there is anything for you. When you pick up materials, please take only your own materials—leave classmates’ materials in the box.
All outgoing materials must have a completed cover sheet attached to them and be placed in the outgoing ODU box at the front desk.
All materials are logged out daily and sent to the main campus via courier to your instructor. For courses taught from this location, materials for the instructor may be placed in the Instructor’s box in suite 2200.

Viewing Archives—Broadcasted Courses Only!

How can I do that?
Current students must go to www.odu.edu and click on the MyODU login, enter your MIDAS information, pick the current semester and the course you wish to view. You must be enrolled in that class to view the archive.

Reminder: Viewing your archived class is NOT a substitute for classroom attendance, which is required for all broadcasted courses! Broadcasted classes cannot be taken without class attendance unless permission from the instructor has been granted.

Student ID Numbers
The UIN (University Identification Number) is a unique 8-digit number used to identify student and employee records. If you are a current student:
1. Log into my.odu.edu with your Midas ID and password.
2. Click LEO Online
3. Click Personal Information
4. Click View University and MIDAS Identification Numbers
5. Write this number down and remember it, it’s important!

New Students - a UIN will be generated for you at the time you are admitted. You will use your UIN for all University Activities. Memorize your UIN or keep it handy.
Computer Lab/Computer Access

The computer lab in 2224 is available for student use during normal hours. A lab consultant is on duty during most late afternoons and evenings to assist you. The lab is for use by current, registered ODU students and faculty, and CGEP students. Guests MUST BE SUPERVISED. No one under the age of 16 is allowed in the lab. Computers are for academic use only, which includes student email. Any other use is prohibited and may result in the loss of your lab privileges.

See “Pay for Print” instructions posted in the lab, which provide instructions on printing.

- Please do not bring food or drinks into the lab.
- Speaking on your cell phone is not permitted in the lab.
- The lab is a “quiet” area. Please be courteous and observe all posted signage.

A Local Area Network (LAN) account is required to access PCs in all University computer labs (including ODU Peninsula). Activation of student LAN accounts is requested online. For instructions, see the front page of this newsletter.

The syllabus, go to www.odu.edu, click on “current student, myODU Login,” enter your MIDAS login information.

If Blackboard is used in your course, you must first activate your ODU EMAIL ACCOUNT (see instructions on page 1). If you have a valid student email account and still encounter problems accessing Blackboard, contact the ITS Customer Service Center at 757-683-3192 for assistance.

Many instructors use Blackboard to post course materials. In order to access Blackboard, you must be registered for that course and have an ODU MIDAS account. Information on how to access and use Blackboard can be found at www.odu.edu. From this site, click on “Current Students”, then “Blackboard” to learn more.

To determine if your instructor is using Blackboard, review your course syllabus. To find your syllabus, go to www.odu.edu, click on “current student, myODU Login,” enter your MIDAS login information.

WebEx is a web-based conferencing platform, which means that there is no software to download on your laptop or desktop computer.

ODU Students will be able to access certain live courses from anywhere they have a high-speed internet connection and a personal computer/device equipped with a camera and microphone.

A headset with microphone will be needed if you participate from ODU Peninsula.

Additional information can be located at http://dl.odu.edu/how-it-works/technical-support

Or contact ITS at 757-683-3192 option #2.

Classroom Etiquette

We make every effort to maintain a clean and pleasant learning environment for students and faculty. Since we have limited resources, we need your cooperation.

- Please observe “Class Attendance By Guests Policy”
- We ask that you please behave courteously toward fellow students by not talking or otherwise disrupting class.
- Help us keep the classrooms and facilities clean by placing trash in the proper receptacles. If you observe a maintenance or cleanliness problem, please bring it to our attention.
- Heat and air conditioning are centrally controlled. If you are uncomfortable, please see one of our staff members. We will do what we can to address the problem.
Non-attendance does not relieve students of the financial responsibility for tuition charges after they are registered for a class. The University does not drop students for non-attendance or non-payment of tuition.

Once you have registered for a class, you are responsible for the financial obligations for that class, and must take action within the published deadlines to drop the class to avoid incurring financial obligation.

Old Dominion University policy states that students are responsible for the financial obligation regardless of class attendance.

### Tuition Deadline, deadline to apply for in-state rates

Martin Luther King Jr Holiday—No Classes

Tuition Deadline, deadline to apply for in-state rates

Martin Luther King Jr Holiday—No Classes

Last day to register, add, or drop classes with no grade or financial penalty (Thursday) -- extended due to snow closure

Last day to designate a course for audit or pass/fail credit or exercise any other grade option

Failure to receive an electronic bill does not waive the requirement for payment when due. Duplicate copies of a bill or statement of payment for reimbursement purposes can be obtained through LEO Online.

ODU Peninsula can accept cashier’s check. Payment by credit card or personal check may be made through the LEO Online secure site; your student ID and PIN are required. On-site payments will only be accepted Mon-Fri, 8AM-4PM.

### Technical Issues

If you encounter technical problems in any of the televised or regular classrooms, please contact one of our technical staff or the front desk immediately. Staff members are always on duty and ready to assist. It is far easier to identify and fix problems on the spot than trying to reconstruct the event later. You may reach one of our staff:

(a) picking up the phone in classrooms that have them

(b) ringing the buzzer at the control room window across from 2239

(c) notifying the front desk.

Please let us know immediately when you experience technical problems!

### IMPORTANT INFORMATION

- Tuition deadline for Spring 2018 is January 8th. Tuition bills are not mailed they are sent electronically to student email accounts. You must activate your student email account in order to receive a bill.

- Failure to receive an electronic bill does not waive the requirement for payment when due.

- Duplicate copies of a bill or statement of payment for reimbursement purposes can be obtained through LEO Online.

- Old Dominion University policy states that students are responsible for the financial obligation regardless of class attendance.

- Non-attendance does not relieve students of the financial responsibility for tuition charges after they are registered for a class. The University does not drop students for non-attendance or non-payment of tuition.

- Once you have registered for a class, you are responsible for the financial obligations for that class, and must take action within the published deadlines to drop the class to avoid incurring financial obligation.

### IMPORTANT Dates Spring (Full Term) 2018

(Please see https://www.odu.edu/academics/calendar/spring for Session 2 & 3)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Classes Begin</td>
<td>Sat. January 6</td>
</tr>
<tr>
<td>Tuition Deadline, deadline to apply for in-state rates</td>
<td>Sat-Mon January 13-15 Monday January 8</td>
</tr>
<tr>
<td>Martin Luther King Jr Holiday—No Classes</td>
<td></td>
</tr>
<tr>
<td>Last day to register, add, or drop classes with no grade or financial penalty (Thursday) -- extended due to snow closure</td>
<td>Tuesday January 16</td>
</tr>
<tr>
<td>Last day to designate a course for audit or pass/fail credit or exercise any other grade option</td>
<td></td>
</tr>
<tr>
<td>Spring Holiday—No Classes</td>
<td>Monday-Saturday March 5-10</td>
</tr>
<tr>
<td>Fall 2018 pre-registration begins for currently registered degree-seeking students (time ticket required)</td>
<td>Monday-Friday April 2-6</td>
</tr>
<tr>
<td>Fall 2018 open registration for all students (no time ticket required)</td>
<td>Saturday April 7</td>
</tr>
<tr>
<td>Classes End</td>
<td>Monday April 23</td>
</tr>
<tr>
<td>Exams Begin</td>
<td>Wednesday April 25</td>
</tr>
<tr>
<td>Exams End</td>
<td>Wednesday May 2</td>
</tr>
<tr>
<td>Spring Commencement Ceremonies</td>
<td>Friday-Saturday May 4-5</td>
</tr>
</tbody>
</table>

**HOURS OF OPERATION**

**MON—FRI 7:30 am—10 pm**

**SAT 9 am—2 pm**

ODU Peninsula - Hampton

600 Butler Farm Road

Ste. 2200

757-766-5200

757-766-5201 (F)

www.odu.edu/peninsula

phec@odu.edu

**IMPORTANT Policy: Class Attendance By Guests**

**Classroom Policy**

According to the Faculty Handbook—Supervised guests will be permitted in classes upon the discretion and expressed approval of the faculty for both live and broadcasted courses. In addition, guests may not take the seat of a registered student or cause disruptions to students or faculty.

**Computer Labs**

PHEC 224: Children under the age of 16 must be supervised

PHEC 251: No children

**IMPORTANT Information**

- Tuition deadline for Spring 2018 is January 8th. Tuition bills are not mailed they are sent electronically to student email accounts. You must activate your student email account in order to receive a bill.

- Failure to receive an electronic bill does not waive the requirement for payment when due.

- Duplicate copies of a bill or statement of payment for reimbursement purposes can be obtained through LEO Online.

- Old Dominion University policy states that students are responsible for the financial obligation regardless of class attendance.

- Non-attendance does not relieve students of the financial responsibility for tuition charges after they are registered for a class. The University does not drop students for non-attendance or non-payment of tuition.

- Once you have registered for a class, you are responsible for the financial obligations for that class, and must take action within the published deadlines to drop the class to avoid incurring financial obligation.

- ODU Peninsula can accept cashier’s check. Payment by credit card or personal check may be made through the LEO Online secure site; your student ID and PIN are required. On-site payments will only be accepted Mon-Fri, 8AM-4PM.

**Technical Issues**

- If you encounter technical problems in any of the televised or regular classrooms, please contact one of our technical staff or the front desk immediately. Staff members are always on duty and ready to assist. It is far easier to identify and fix problems on the spot than trying to reconstruct the event later. You may reach one of our staff:

  (a) picking up the phone in classrooms that have them

  (b) ringing the buzzer at the control room window across from 2239

  (c) notifying the front desk.

Please let us know immediately when you experience technical problems!
ODU Peninsula Schedule of Student Services

Career Development Services
**Spring & Summer 2018 Drop-In Schedule**

Friday, Jan 29, 12:30-4:30
Tuesday, Jan. 30, 12:30-4:30
Friday, Feb. 9, 7:30-4:30
Monday, Feb. 19, 9-5
**Monday, Feb. 19, 5PM: Resume Workshop**
Friday, Mar. 16, 7:30-4:30
Monday, Mar. 26, 9-5
**Monday, Mar. 26, 5PM: ePortfolio Workshop**
Friday, Apr. 13, 7:30-4:30
Monday, Apr. 16, 9-5
**Monday, Apr.16, 5PM: Interviewing Workshop**
Friday, May 10, 7:30-4:30
Monday, May 21, 8-5
Friday, Jun. 8, 7:30-4:30
Monday, June 18, 8-5
Friday, July 6, 7:30-4:30
Monday, July 16, 8-5
Friday, Aug 3, 7:30-4:30
Monday, Aug 13, 8-5

Veterans Services
**Spring 2018 Drop-In Schedule**

Monday 8-6
Tuesday 8-2
Wednesday 8-2
Thursday 8-12

Financial Counseling - Virginia Tidewater Consortium
By Appointment Only
Wednesday 8:30-4
Thursday 8:30-4

For appointments call 757-683-2312 or email jbelk@odu.edu

Academic Advising
Call for appointments and drop-in hours, 757-766-5200
• General advising for prospective students in all majors
• Transfer Advising
• Advising for assigned students in the Strome College of Business & IDS-Teacher Preparation

**Please call 757-766-5200 to verify availability for posted schedule**