

# **IMPORTANT NOTES!**

## **Tuition Bills/Payments**

1. **TUITION DEADLINE FOR ALL SPRING 2012 CLASSES IS JANUARY 9.** Tuition bills are sent electronically to student email accounts. You must activate your student email account in order to receive a bill.
2. 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.
3. Old Dominion University policy is that students are responsible for the financial obligation regardless of class attendance. You **will not** automatically be dropped from class for non-attendance or non-payment of tuition.
4. 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.
5. **Deadline to apply for payment plans is January 9.**
6. The Peninsula Center can accept checks, money orders, and tuition assistance documents for payment. However, these can only be accepted from 8am to 5pm Monday-Friday. Payment by credit card or personal check may be made through the LEO Online secure site, which is strongly encouraged. Student ID and PIN are required.

## **Computer Access**

1. A Local Area Network (LAN) account is required to access PCs in all University computer labs (including Peninsula Center). Activation of student LAN accounts is requested online. For instructions, see the Peninsula Center newsletter. Students must be admitted to the University to request an account.
2. **You MUST activate your University-provided FREE email account.** You'll need this to access all Blackboard, video streaming and FSCS (Faculty/Staff Communication System) class content as well as to receive official communications from the University concerning financial aid, tuition, graduation, and other important information. Don't wait – activate your account today!

## **Veterans Benefits**

1. Veterans receiving VA educational benefits must complete applicable forms when requesting benefits. There have been a number of recent changes to VA benefit processing. You must now resubmit your request for benefits **each** semester. For more information on this change or other VA policies, inquire at the front desk or contact the ODU VA Services Office at [vaservices@odu.edu](mailto:vaservices@odu.edu).
2. All applicable forms are available in the Peninsula Center reception area.

## **Textbooks**

1. The Old Dominion University bookstore will have textbooks available on site during the first week of class for those courses offered at the Peninsula Center. Hours of operation will be published prior to the start of the semester.
2. Students can also obtain textbooks through **ODU Express**. Ordering information is available at the reception desk, or visit the web site at [www.odudlbooks.com](http://www.odudlbooks.com).