WELCOME to our new students; it’s a privilege to have you as part of the Monarch Family!

The Pen Center 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 crucial to your success!

Cultivating Students by having a Lions’ Den and A Quite Study Area

Welcome or Welcome Back for Fall 2013!

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

The Career Management Center is holding hours at the Peninsula Center (Office 2225) so stop in and take advantage of all they have to offer. Investigate career options, spruce up your resume, and find out where and how to network!

The Virginia Tidewater Consortiums has an office located at ODU Peninsula Center to assist centers with a financial aid counseling center personal by the name of Lauren Ellcessor, M.A., NCC Counselor. She is here on Thursday from 1—7 pm. You can reach her at 757-683-2312 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 entire Hampton Roads area.

Investing in an education is one of the smartest decisions you can make! The Department of Labor’s statistics consistently show those individuals holding BA, BS, MA, MS, and PhD degrees have greater job security, especially in challenging economic times, as well as higher long-term earning power and improved job satisfaction.

We have 55 degree offerings at the ODU Peninsula Center including undergraduate and graduate degrees ranging from Business, Criminal Justice, Teacher Prep, to Civil Engineering Technology and Public Health.

Our facility is equipped to deliver classes in all forms including online, satellite, video stream live & archived along with face to face class formats. Collectively, all these formats Fall under the term “teletechnet”.

Our best wishes to your educational endeavors in the coming 2013-2014 school year and let us know if we can assist!

Barry Miller & the Peninsula Higher Education Staff

E-MAIL and LAN Accounts (Midas)

All students are required to have a MIDAS account, for access to email and LAN. With Midas (Monarch Identification and Authorization System) University student accounts and passwords to those will be set to match the MIDAS password (which you choose). This means you will need only one MIDAS password for email, wireless usage, 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.

All students are required to have an ODU issued e-mail account. This allows you to access email, information sent to you by the university and materials posted by instructors (i.e. course notes, Blackboard, etc). Your email account can be accessed from any computer. You must also have a LAN account to use any of the University computer labs, to include the Peninsula Center. If you have not established your MIDAS account for email and LAN access, do so now!

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, check at the front desk or see one of our technical staff.
### Exams/Quizzes

Exams/ quizzes may or may not be proctored. They will be administered in accordance with guidelines provided by the instructor. Please note the following:

**BE ON TIME!** Proctors are not obligated to administer exams to students who arrive significantly late and will **not** administer an exam to late arrivals if anyone has completed the exam and departed. In such cases, students must arrange to take the exam as a make-up, with instructor’s written permission.

To take an exam at other than the scheduled day/time, you must make arrangements with the Center’s testing coordinator or daytime staff. We **must have written** or verbal notification (we talk to them) from the instructor giving permission and instructions for making up the exam. You can request the instructor e-mail be sent to the Center at phec@odu.edu with permission.

### Televised 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 placed on the outgoing to 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 Class on DVD/Archived—Televised Only!

**How can I do that?**

Go to www.odu.edu website. Click on the distance learning link. go to Online Tools—clock on Video Streaming. Scroll to bottom—see Heading “Course Offerings”. Click the Current Semester. Look for the class, click on it, enter your MIDAS log-on information, enjoy viewing your class.

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

### Student ID Numbers

A University **Identification Number (UIN)** is assigned to each student. If you are a current student, go to LEO online (https://www.leoonline.odu.edu/) with your Social Security Number and PIN to find your UIN.

**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. Social Security numbers will reside on the University Database.

### Copying

The Peninsula Center will copy up to 20 pages per student per day if needed for your course, but only if these materials are not available on Blackboard or other course websites. Course Packs and textbooks may not be copied. Exams and outgoing homework materials will also not be copied. See the front desk staff for assistance.

### ID Cards

_ID Cards (New Ones Only)_

ID Cards for new cards are taken here at the Peninsula Center most weekdays, evenings or Saturdays. Please wait until the second week of classes as our staff is extremely busy during the first week.
Computer Lab/Computer Access

The computer lab in 2224 is available for student use during normal hours. A lab consultant is on duty late afternoon and evening hours most days to assist you. The lab is for use only by currently registered ODU students and faculty and CGEP students. **No children or guests are allowed.** 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 and drink into the lab.

Speaking on your cell phone is not permitted in the lab.

The lab is a “quiet” area. Please be courteous.

Blackboard

Many instructors now use Blackboard to post course materials. In order to access Blackboard, you must be registered for that course. You must 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 the ODU home page, click on “Distance Learning”, then Student Services”, “Academic Resources”, and find “Syllabi”. If a syllabus is not posted prior to your first class meeting, we encourage you to email or call your instructor. If Blackboard is used in your course, **you must first activate your ODU EMAIL ACCOUNT** (see instructions on other page). If you have a valid student email account and still encounter problems accessing Blackboard, contact the OCCS Customer Service Center at 683-3192 for assistance.

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.

- We ask that you please behave courteously toward fellow students by not talking or otherwise disrupting class. Please behave as you would expect others to.
- 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.
• **Tuition deadline** for all FALL 2013 is July 4th. 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.

• You will not automatically be dropped from class 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.

• The Peninsula Center can accept checks, money orders, and tuition assistance documents for payment. Payment by credit card or personal check must be made through the LEO Online secure site. Student ID and PIN are required. On-site payments will only be accepted Monday—Friday from 8 am—5 pm.

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**Textbooks**

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, and will be available at the front desk.

TELETECHNET and MCTP students can also obtain textbooks through ODU Express. Ordering information is available at www.odu/dl/books.com.

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**Visitors/Children**

Classes are for registered students. For liability and safety considerations and possible disruption to other students, visitors are not permitted in classrooms or the computer lab. This includes children. Children are not permitted in classrooms and computer labs—no exceptions—don’t ask!

We do not have the facilities or staff to supervise children, nor can we for liability reasons. So please don’t leave them unattended in the student lounge or other area while you attend class or take an exam.