Welcome to SPRING 2020 at ODU Peninsula

WELCOME to our new students and welcome back to our returning students, faculty and staff; it's a privilege to have you as part of our Monarch Family! Our ODU Peninsula staff is ready to assist you 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 support our student Monarchs we have developed a Lion’s Den, Quiet Study Area and a number of Collaborative Spaces for your use! You may also take advantage of on-site transfer services, career development and academic advising services, VA student services, computer labs, and wireless connectivity. See page 4 for a 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 757.683.3112 or by e-mailing jbelk@odu.edu

ODU Peninsula offers select graduate, undergraduate, certificate and continuing education programs from all of ODU’s Colleges. Courses are available on-site face to face and online via web-conferencing. Programs and class offerings vary by semester. Visit odu.edu/peninsula/academics for the most current listings.

Our facility is equipped to deliver classes in all forms including traditional live, online and hybrid class formats.

Our best wishes to you in your educational endeavors in the coming semester!

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ODU Peninsula Center Staff

EMAIL 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 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 visit http://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 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, visit the front desk or one of our technical staff.

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ODU & TNCC ALERTS

Alerts is an urgent notification system comprised of a variety of methods by which the university can contact students, faculty, and staff, including Text, IM, Calls and e-mails to non-university addresses.

ODU Alerts: Visit my.odu.edu Select All Apps > ODU Alerts

TNCC Alerts: http://tncc.edu/safety/mobile

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*** 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. 5)
**Exams/Quizzes**

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

To make an appointment to take your exam e-mail us at phec@odu.edu at least 3 business days prior to your exam. If you have an accommodation letter, please make sure we have it prior to your exam date, you may email it to us at phec@odu.edu. Please include your name, contact number, odu email address, exam and professor's name, and the date and time you would like to take your exam. We will confirm by e-mail.

Please remember to let your professor know when you are planning on taking your exam.

**Make-Up & Proctored Exams**

All students taking exams at ODU's Peninsula Center are required to present a government issued or ODU photo ID to take an exam.

Those students taking make-up exams or exams outside of the normal exam period must coordinate this with their instructor and forward the permission from their instructor (via email) to phec@odu.edu. This email will be attached to your exam cover sheet.

Exam begins no later than the scheduled time, please arrive at least 10 minutes prior to the start time.

Please note that ODU Peninsula is open Monday-Friday 7:30am - 10pm for exams and that you need to schedule your exam so that your exam will be completed by 9:45pm.

If you did not receive a confirmation email containing your appointment details, this means you do not have an appointment.

If you have any questions, please do not hesitate to contact Sandra JA Brown, Exam Coordinator for the Peninsula Center at 757.766.5200 or via email at phec@odu.edu.

**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. Login to my.odu.edu with your MIDAS ID and password
2. Click on LEO Online
3. Click personal information
4. Click View University and MIDAS Identification Number
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 and keep it handy.

**Televised Course Materials**

All incoming handouts, returned assignments etc., are logged in daily and placed in the boxes in Suite 2200. The boxes are in alphabetical order by your last name. Check your 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 instructors will be placed in the instructor's box in suite 2200.

**Viewing Archives - Broadcasted Courses Only**

**How do I do that?** Current students go to www.odu.edu and click on the MYODU login, enter your MIDAS information, select 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 courses unless coordinated with your Professor!
Computer Lab/Computer Access

The computer lab, Room 2224, is available for student use during normal hours. A lab consultant is on duty during most late afternoons/early evenings to assist you. The lab is for use by current, registered ODU students, faculty and CGEP students. Guests MUST BE SUPERVISED. Computers are for academic use only, which includes student email, any other use is prohibited and may result in the loss of your privileges.

See "Pay for Print" instructions posted in the lab, which provides instructions on printing.

• Please do not bring food or drinks into the lab
• Speaking on your cell phone is not permitted in the lab
• Please be courteous and observe all posted signage for protocol

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 required online. For instructions, see the front page of this newsletter.

Blackboard

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.

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 and still encounter problems accessing Blackboard, contact the ITS Customer service center at 757.683.3192 for assistance.

To determine if your instructor is using Blackboard, review your syllabus, go to www.odu.edu click on current student, my ODU login, and enter your MIDAS login information.

Technical Issues

If you encounter technical issues 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 to try to reconstruct the event later. To reach our staff:

• pick up the phone in the classroom that have them
• ring the buzzer at the control room window across from 2239
• notify the front desk

Please let us know immediately when you experience technical problems!

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" page 5
• 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
What’s New at ODU Peninsula?

**New Look to the Front Windows of the ODU Peninsula Center.**

**New Filtered Water Bottle Filling Stations**

There are now two Filtered Water Bottle Filling Stations located at the ODU Peninsula Center near each of the elevators.

**Collaboration Stations**

We now have 2 Collaboration spaces ready for student use.

The wireless unit is available in the Lion's Den.

**Room 2247 – Back Corner** – includes an extra table for presentations, ideal for larger groups.

**Quiet Study Zone**

A Privacy Booth has been placed in the Quiet Study Zone – Room 2262. This booth provides students with a place to make a quick private phone call, participate in Skype Meetings with your advisor or conduct a virtual job interview. This is for brief sessions - no more than an hour.

After you have used the Privacy Booth, please fill out the survey card and let us know what you think.
IMPORTANT DATES Spring 2020
(Please see https://www.odu.edu/academics/calendar/fall

Spring Classes Begin: January 11
Tuition deadline: January 13
Spring Break - No Classes: March 9 - 14
Registration Fall: March 30 - April 3 - Time Tickets
Classes End: April 27
Exams: April 29 - May 6

ODU PENINSULA TRANSFER CENTER & STUDENT SUPPORT SERVICES

- Admissions & Registration
- Academic Advising
- Financial Aid Assistance
- Transfer Services
- Special Needs Accommodations
- Student ID Cards
- Student Success Programing
- Testing Services

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

Veterans Services by appointment Only
Victor Reyes 757-533-1173 or email vreyes@odu.edu to schedule

Career Development Services
Call Summer Steelman at 757-683-4388 to make an appointment here at ODU Peninsula or drop in!

Drop In Schedule

Friday, February 7    7:30 am - 4:30 pm
Monday, February 24  9 am - 5 pm
Friday, March 6      7:30 am - 4:30 pm
Monday, March 16     9 am - 5 pm
Friday, April 17     7:30 am - 4:30 pm
Monday, April 27     9 am - 5 pm

Financial Counseling Virginia Tidewater Consortium by Appointment Only
Wednesdays 8:30 am - 4 pm
Thursdays 8:30 am - 4 pm

Call or email Tony Belk to schedule 757-683-2312 jbelk@odu.edu

IMPORTANT INFORMATION

- Tuition deadline for Spring 2020 is January 13. Tuition bills are not mailed; they are sent electronically to student e-mail accounts. You must activate your student email 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 checks or money orders. 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-Friday 8am - 4 pm.

IMPORTANT Policy: Class Attendance by Guests

Classroom Policy
According to the Faculty Handbook - Supervised guests will be permitted in class 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 2224 - Children under the age of 16 must be supervised
PHEC 2251 - No Children