Welcome to FALL 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.

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. Program 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, on-line, and hybrid class formats.

Our best wishes to you & your educational endeavors in the coming academic school year.

Welcome to FALL 2018 at ODU Peninsula!

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.

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, visit the front desk or one of our technical staff.

REMEMBER...
**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:

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 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.

**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 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.

**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.

**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.

**Exams/Quizzes**

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 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 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.

**Student ID Numbers**

Photos for new ID cards are taken here at the Peninsula Center most weekdays, evenings, and Saturdays!

**ID Cards—New Cards Only**

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.

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.

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.

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.

WebEx

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.
**IMPORTANT DATES FALL (FULL TERM) 2018**

(Please see https://www.odu.edu/academics/calendar/fall)

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Classes Begin</td>
<td>Sat. August 25</td>
</tr>
<tr>
<td>Tuition Deadline, deadline to apply for in-state rates</td>
<td>Sat-August 27</td>
</tr>
<tr>
<td>Labor Day Holiday—No Classes</td>
<td>Mon. September 3</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 September 4</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>Fall Holiday—No Classes</td>
<td>Sat - Tues October 6-9</td>
</tr>
<tr>
<td>Spring/Summer 2019 pre-registration begins for currently registered degree-seeking students (time ticket required)</td>
<td>Thurs - Wed November 8-14</td>
</tr>
<tr>
<td>Spring/Summer 2019 open registration for all students (no time ticket required)</td>
<td>Thursday November 15</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>Wed - Sun November 21-25</td>
</tr>
<tr>
<td>Classes End</td>
<td>Friday December 7</td>
</tr>
<tr>
<td>Exams</td>
<td>Sat - Fri December 8-14</td>
</tr>
<tr>
<td>Fall Commencement Ceremonies</td>
<td>Saturday December 15</td>
</tr>
</tbody>
</table>

**IMPORTANT INFORMATION**

- **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!

- **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
ODU Peninsula Transfer Center & Student Support Services

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

Career Development Services

**Fall 2018 Drop-In Schedule**

Friday, Sept 14, 7:30 - 4:30
Wednesday, Sept 26, 9:00-5:00
**Wednesday, Sept 26, 5PM: Resume Workshop**
Friday, Oct 19, 7:30-4:30
Wednesday, Oct 24, 9:00-5:00
**Wednesday, Oct 24, 5PM: ePortfolio Workshop**
Wednesday, Nov 14, 9:00-5:00
**Wednesday, Nov 14, 5PM: Interviewing Workshop**
Monday, Dec 10, 7:30-4:30

Veterans Services

By Appointment Only
Call 757-553-1173 or email vreyes@odu.edu to schedule

Financial Counseling - Virginia Tidewater Consortium

By Appointment Only
Wednesday 8:30-4
Thursday 8:30-4
Call 757-683-2312 or email jbelk@odu.edu to schedule

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