FROM: Renée Olander, Associate Vice President for Regional Higher Education Centers
TO: Old Dominion University Faculty
SUBJ: Welcome to Old Dominion University – Virginia Beach

Welcome to ODU-Virginia Beach and thank you for teaching on-site in our beautiful facility. Please review the information below and share it with your students.

HOURS & LOUNGES: Our operating hours are: M-F: 8 a.m.-10 p.m. and Sat: 8 a.m.-5:30 p.m. during the academic calendar, except holidays and semester breaks. The Learning Commons has extended hours on Wednesdays & Thursdays until midnight. See www.odu.edu/vabeach then link to “Center Information.” Lounge areas with vending machines are located on both floors. Room 117 is a designated lactation lounge available upon request to the front desk, 368-4108, or Security 368-4136.

IN CASE OF EMERGENCY CALL 911. There are also telephones in each classroom – Dial 2 for ODU Police Dept. Red telephones in each hallway provide a direct line to ODU-VB Security staff; the ODU-VB Security staff phone number 368-4136. Emergency blue boxes in each parking lot dial directly to the ODU Police Department. It is your responsibility to evacuate your students or shelter in place as directed in the event of an emergency. Emergency evacuation maps are posted near the doors in all classrooms. Internal assembly areas (IAA) maps are posted outside designated IAA rooms: ODUVB SECURITY OFFICE: 368-4136

ROOM USE: If you need a room change contact the front desk at 368-4108, or VBRooms@odu.edu. You may arrange the tables and chairs any way you please to optimize the class session; however, please return the room to its original configuration at the end of each class meeting because we do not have an on-site crew to move furniture. Please inform staff of any furniture/equipment in need of repair. ODU Facilities Management Office attempts to maintain classroom temperatures between 68°F, fall/winter and 78°F spring/summer. If you are uncomfortable and the thermostat reading is outside these set points, please report to staff. If you need white board markers or other instructional supplies, ask staff. Whiteboard markers and erasers should be left in the classroom for use by all instructors. Please erase the whiteboard, turn off the projector, log off the computer, put the screen up, and turn off the lights before you leave the room.

CLASS TIME CHANGES AND CANCELLATIONS: Notify us if you change the meeting time or cancel class: 368-4108 or VBRooms@odu.edu. Please end class on time since many rooms have another class meeting immediately following yours. FINAL EXAMS MUST BE HELD DURING BONA FIDE EXAM TIMES ACCORDING TO UNIVERSITY POLICY; if your exam requires a time extension, contact staff at 368-4108 or VBRooms@odu.edu. To schedule an instructional computer lab for class use, contact Shi Ye sye@odu.edu, or Dwayne Smith DLSmith@odu.edu 683-5940; be sure to include final exams on your syllabus and schedule.

MEDIA SUPPORT: There are telephones in each classroom; press 1 for onsite technical assistance. Mediated classrooms are equipped with a computer, projector, DVD player and document camera. Also a limited number of 35mm slide projectors, cassette tape players, laptops* and video cameras are available for checkout on a first-come, first-serve basis. To reserve AV equipment, complete the Room and Media Application form found on our website – go to “Center Information” then “Forms,” prior to the date equipment is needed. Please schedule an equipment orientation prior to your first class meeting; call 368-4130 or stop by Room 164. *Laptop Cart Checkout: A 20-station laptop cart is available for checkout for instructional classroom use on a first-come, first-serve basis. These Laptops can access student folders and wireless printing. Complete an online Laptop Cart Reservation Form found on our website–go to “Laptop Cart Checkout” under “Center Information” at least two (2) business days in advance.
**FACULTY WORKROOM:** Faculty mailboxes for those who have requested office use on-site are located in the Learning Commons, Room 146A; if you would like a mailbox, please contact the Learning Commons desk at 368-4100. Access the administrative photocopier in the Learning Commons with your ODU ID card to photocopy course materials. Default is set to duplex printing to save paper. Questions can be directed ITS itshelp@odu.edu or 683-3189. If you need other faculty information and support, please ask a Learning Commons staff member. A coin-operated photocopy machine is located in the Learning Commons for student or personal use.

**CONFIDENTIAL STUDENT MATERIALS that Require Special Disposal:** Please contact Mark Walsh, Assistant Director for Records Management 683-3411 gmwalsh@odu.edu.

**STUDENT TESTING:** ODU-VB provides Testing Services in the Learning Commons/Room 146: (a) Test proctors for Distance Learning classes originating elsewhere and received at the Beach, scheduled via main campus; (b) Test proctoring for individual make-up exams with instructor permission; (c) Special needs testing with documentation from the Office of Educational Accessibility; (d) Writing Sample Placement Testing (WSPT); and (e) Writing Exit Exam testing. Contact Joe Blanchard at 368-4107, jblanca@odu.edu, or see www.odu.edu/vabeach/students/testing.

**ACADEMIC ADVISING, ENROLLMENT & STUDENT SERVICES:** ODU-VB provides on-site faculty advisors for select degree programs. Students pursuing other majors should meet with appropriate departmental advisors on main campus and can get contact information from Enrollment Services in the Learning Commons, Room 146E. Undecided majors and students with general questions regarding admission, registration, academic advising, and/or student services (including transfer and military student services) should contact the Learning Commons Front Desk staff to be directed to the most appropriate staff member.

**TRANSPORTATION & PARKING:** Parking is decal-controlled. Faculty/Students may park in Lots 1, 2 or 3 if they have purchased a virtual permit. Lot 2 has reserved spaces for Faculty and Staff with a virtual permit. Parking is enforced through the License Plate Reader (LPR). Please visit their website https://www.odu.edu/parkingservices to obtain a virtual permit, or guest passes. SHUTTLE service is available to student who need to go to and from main campus by contacting 683-4358 24 hours in advance. If you experience any issues with Transportation & Parking, please contact 683-4004.

**TEXTBOOKS & SUPPLIES:** The University Bookstore sells textbooks and course packs online. Please visit their website: www.bkstr.com/olddominionstore/home. Bluebooks are available from the Learning Commons desk.

**AFTER HOURS ENTRY WITH UNIVERSITY ID:** Call Security at 368-4136 so they know you are on the way and they will meet you at the front entrance. If you plan on working in your office after hours please inform Security.

**SMOKING:** Smoking is not permitted at any time inside ODU-VB in accordance with City of Virginia Beach regulations. This is strictly enforced. Smoking is permitted outside at a minimum of 20 feet away from the building.

**INCLEMENT WEATHER:** ODU-Virginia Beach follows the same procedures as main campus, i.e., if Old Dominion University is closed for inclement weather, all classes are cancelled for that period of time. Please inform your students of this policy and encourage them to listen to announcements via local television/radio stations or call the Campus Info line at 683-3000/3114.

If you have any needs/questions, please feel free to contact any of the staff here at ODU-VB or me.

Best wishes for a rewarding semester!