Welcome to Fall 2017 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 collaborative space and Quiet Study Area. Students may also take advantage of career development services, student success and academic advising, veterans services, computer labs, proctored testing and more.

The Virginia Tidewater Consortium has an office located at ODU Peninsula Center to assist students with financial aid counseling - Educational Counselor Kathryn Jesusa, B.S., holds hours on Thursdays from 12—4 pm. You may reach Kathryn at 757-683-2312 or by emailing kljesusa.eoc@edufind.org 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.

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, check at the front desk or see one of our technical staff.

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 4)
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 other than during the scheduled day/time, you must make arrangements with the Center’s testing coordinator or daytime staff. We **must have written or verbal 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.

**Make-up & Proctored Exams**

All students taking exams at ODU’s Peninsula Center are required to present a government or ODU photo ID prior to taking the exams.

Students planning on taking make-up exams, exams outside of their normal class time or if their instructor requires a proctor, please contact phec@odu.edu to schedule a time and date for your exam. Please give yourself at least a week to coordinate this with the center. 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.

Please note that the office is open from 7:30 am – 10 pm Monday – Friday for exams and that you need to schedule your exam so that you will complete your exam 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. 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.

**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 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 instructor may be placed in the Instructor’s box in suite 2200.

**Viewing Archives — Broadcasted Courses Only!**

**How can I do that?**

Go to [www.odu.edu](http://www.odu.edu), current students, Click on 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.
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 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.

Copying

ODU Peninsula 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.

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” (PG 4)
- 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 TO REMEMBER Fall 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
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</thead>
<tbody>
<tr>
<td>Fall Classes Begin -Saturday</td>
<td>August 26</td>
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<tr>
<td>Labor Day Holiday—No Classes Monday</td>
<td>September 4</td>
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<tr>
<td>Last day to DROP a course with no grade assigned and receive full tuition refund or credit (Session 1 and 2 classes) (Tuesday)</td>
<td>September 5</td>
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<tr>
<td>Last day to register or ADD classes (Session 1 and 2 classes)</td>
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<tr>
<td>Last day to designate a course for audit or pass/fail credit or exercise any other grade option</td>
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<tr>
<td>Fall Holiday (no classes) (Saturday-Tuesday)</td>
<td>October 7-10</td>
</tr>
<tr>
<td>Spring/Summer 2018 (including &quot;Winter Term&quot;) pre-registration for currently registered degree-seeking students (electronic time ticket required) (Mon-Fri)</td>
<td>November 6-10</td>
</tr>
<tr>
<td>Thanksgiving Holiday (no classes) (Wednesday-Sunday)</td>
<td>November 22-26</td>
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<tr>
<td>Classes End (Friday)</td>
<td>December 8</td>
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<tr>
<td>Exams Begin (Saturday)</td>
<td>December 9</td>
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<tr>
<td>Exams Ends (Friday)</td>
<td>December 15</td>
</tr>
<tr>
<td>Fall Commencement Exercises and degree conferral date (Saturday)</td>
<td>December 16</td>
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IMPORTANT INFORMATION

- Tuition deadline for Spring 2017 is January 9th. 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
- 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 checks, money orders, and tuition assistance documents for payment. Payment by credit card or personal check may be made through the LEO Online secure site. Student ID and PIN are required. On-site payments will only be accepted Mon—Fri, 8 am—5 pm

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!

IMPORTANT Policy: Class Attendance By Guests

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