

Welcome to ODU Peninsula

GREETINGS Monarchs!

Welcome back to campus - our team is here and ready to assist you on your path of success! There are a variety of resources at ODU Peninsula for you to take advantage of including computer labs, quiet and collaborative study spaces, transfer student support, testing services and free parking. Whether you're taking your classes in-person or online, if you need to take an exam, return a library book or just a quiet place to study, we're here to offer flexibility for learning and success convenient to where you live and work.

Our best wishes to you for a successful semester!



ODU Peninsula Staff



HOURS OF OPERATION

Monday - Friday 8 am - 10 pm
Saturday 9 am - 2 pm

ODU Peninsula
600 Butler Farm Road, Suite
2200 Hampton, VA 23666

757-766-5200 www.odu.edu/peninsula



Masks are no longer required, but if you need one, we've got you covered, visit our front office in suite 2200

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 ODU Peninsula.

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 ODU Peninsula. If you have not established your MIDAS account for email and LAN access, **do so now!***

BE INFORMED SIGN UP TO RECEIVE ODU & VPCC (formerly 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
<https://portal.odu.edu> Select All
Apps>Campus Life>ODU Alerts

VPCC OmniaAlerts:
<https://tncc.edu/safety/mobile>



Exams/Quizzes

Please check your Canvas account under each course to see if you have Access to SmarterProctoring. If so, schedule your exam using that program, if not, please go to <https://www.registerblast.com/odu-phec/exam/list>.

Coordinator: Sandra JA Brown, sashe@odu.edu

If you have any questions, please do not hesitate to contact the office via email at phec@odu.edu or by calling 757-766-5200.

NOTE

- Exams/quizzes are administered in accordance with guidelines provided by the instructor.
- **Be on time for exams!** Proctors will not administer an exam to late arrivals if a classmate has completed the same exam and departed. In such cases, students must arrange to take the exam as a make-up, with instructor's written permission.
- Students must present an ODU or government issued ID prior to taking an exam at ODU Peninsula
- For makeup exams, we must receive communication from the instructor giving permission and instructions for making up the exam, such as deadlines, parameters, etc.

Useful Information

- Free Parking
- Free WIFI – Login with your MIDAS ID
- Vending Machines – Located in Room 2211 near the front office
- Pay to Print – Students will pay for printing using Monarch Plus. After you use the \$1.25 from your print "Pharos" account at the beginning of every semester, any additional printing charges will be deducted directly from your Monarch Plus account. For more information about Monarch Plus, go to <http://www.odu.edu/content/odu/life/support/id-card/monarch-plus.html>

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!

ID CARDS New Cards Only!



Photos for new ID cards are taken here at ODU Peninsula on weekdays, evenings, and Saturdays!

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 Apps>Administrative>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.

Broadcast 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.

Computer Lab/Computer Access

The computer lab, Room 2224, is available for student use during normal hours. The lab is for use by current, registered ODU students, faculty and CGEP students. **Guests MUST BE SUPERVISED.** Computers are for **academic use only**, any other use is prohibited and may result in the loss of your privileges.

- 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**

Blackboard is now Canvas

Canvas is the web-based course management tool that is used by ODU faculty to administer course content.

Within the Canvas environment, your instructors will make a wide variety of electronic media available to you: PowerPoint handouts, Word documents, Excel spreadsheets, video and audio clips, PDFs and more. You'll find your syllabus, assignments, grades and feedback in this one convenient place.

Login to Canvas using your MIDAS ID and password [here](#)

To access Canvas, 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 Canvas, contact the ITS Help Desk at 757-683-3192 or itshelp@odu.edu for assistance.



zoom

Zoom is a cloud-based web conferencing service that allows users to meet online and share content. Join a meeting from a PC, Mac, desktop, laptop or mobile device -- anywhere with an internet connection.

Getting Started

From the web, go to odu.zoom.us

Click Sign In

Log in with your MIDAS ID and password

A headset with microphone will be needed if you participate from ODU Peninsula. These may be checked out for use at the front desk.

Additional information can be located at: <https://odu.edu/content/dam/odu/offices/occs/docs/collab-students.pdf> or contact ITS at 757.683.3192 option #2

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 classrooms that have them
- ring the buzzer at the control room window across from 2239
- notify the front desk

Please let us know immediately if 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
- Heating and air conditioning are centrally controlled. If you are uncomfortable, please see one of our staff members and we will do what we can to address the problem.

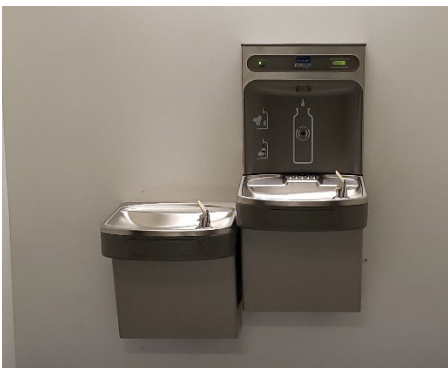
Additional Center Resources

New Look to the Front Windows of ODU Peninsula .



New Filtered Water Bottle Filling Stations

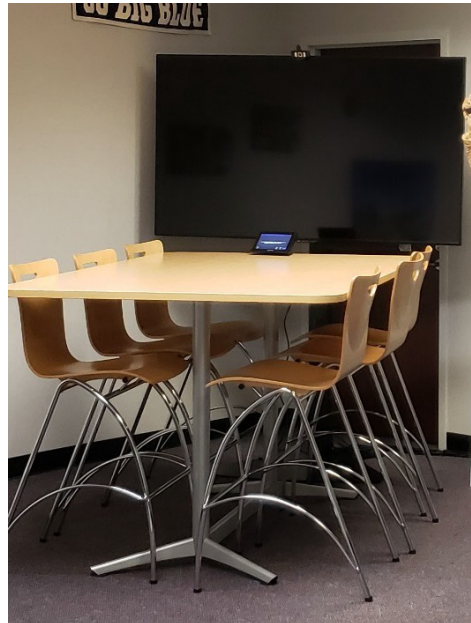
There are now two Filtered Water Bottle Filling Stations located at ODU Peninsula near each of the elevators.



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.



Quiet Study Zone

A Privacy Booth has been placed in the Quiet Study Zone – Room 2261. This booth provides students with a place to make a quick phone call, participate in Zoom 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 2023

(Please see <https://www.odu.edu/academics/calendar/spring>)

January 7	Classes Begin
January 9	Tuition Due
January 14-16	Martin Luther King Holiday - no classes
March 6 - 11	Spring Break- no classes
March 27 - 31	Spring/Summer 2023 Pre-Registration
April 1	Spring/Summer 2023 Registration
April 25	Reading Day
April 26 - May 3	Final Exams

ODU PENINSULA STUDENT SUPPORT SERVICES

- *Admissions & Registration*
- *Financial Aid Assistance*
- *Pre-Transfer Advising (appointments only)*
- *Special Needs Accommodations*
- *Student ID Cards*
- *Student Success Programing*
- *Testing Center Services*

IMPORTANT INFORMATION

- Tuition deadline for **Spring 2023 is January 9th**. Tuition bills are not mailed they are sent electronically to student e-mail 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 cashiers checks or money orders. Payment by credit card or personal check can be made through the Leo-Online secure site; your student ID and PIN are required. On-site payments accepted only Monday – Friday 8 am – 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 - No Children

PHEC 2251 - No Children