Campus Services and Student Information

Career Development Services

Career Development Services (CDS) offers services to assist all ODU undergraduate and graduate students as well as alumni with career decision making, internal assessment and external exploration, reflection, and career readiness skills. Teaching career readiness skills and an educational developmental philosophy are keys to students’ success as well as internships, networking, active career research, timely intentional involvement in each stage of career development, and meaningful student employment and internship engagement. A range of comprehensive services includes individual career counseling, career fairs, student employment, on-campus interviews, career classes, internship support, assisting in maximizing career outcomes, workshops, outreach, in-class presentations, web content, and more. CDS has received national recognition for select programs, and staff members provide national and regional leadership in the field. CDS has a main center as well as college-based services.

The Student Employment Program is designed to assist students in locating on-or off-campus, part-time, or seasonal, or Federal Work Study (FWS) positions for those who qualify. Traditional on-campus employment programs for students with Federal Work Study (FWS) include the Student Temporary Assist Team (STAT), Community Service Internship Program (CSI), and the America Reads (AR) program. Students without FWS may qualify for hourly student employment positions. Freshmen may qualify for the Learn and Earn Advantage Program (LEAP.) Career Development Services lists jobs of all types, including permanent full-time positions, through ODU Careers4Monarchs. This powerful interactive web-based system is available free to students and alumni of Old Dominion University. The ODU Careers4Monarchs database contains employer information, career information, a career event calendar and interview schedules, as well as the means to electronically apply for positions posted. Careers4Monarchs is the primary tool used by Career Development Services to communicate with students about various career opportunities and events to help students succeed at Old Dominion University and into their careers.

Individual career consultations and electronic assessment tools, as well as seminars on career exploration, are available to assist in major and career path selection. Each college has an experienced professional CDS staff member assigned to offer career development services to students at all levels. CDS maintains service college-based offices in the Colleges of Arts and Letters, Business, Education, Engineering and Technology, and Sciences, which house the CDS Liaison to that college. CDS services are also available to students at the Virginia Beach, Tri-Cities and Peninsula Higher Education Centers.

Cooperative education and internship experiences are available at the junior, senior and graduate levels. These programs allow students to gain valuable experience related to their major while testing out possible career choices. All students are encouraged to participate in one or more practical experiences.

Professional seminars in resume writing, job search strategies, interview skills, salary negotiation and other career-related topics are offered throughout the year and are also available in video streamed and online versions. These are complemented by classroom and group presentations and other special career events, including employer information sessions, as well as employer and alumni career information panels and etiquette dinners.

General career fairs are held twice a year and are supplemented by specialized fairs for specific populations, including a teacher fair, a graduate recruitment fair, co-op/intern fair and a summer job fair. Students may also take advantage of the On-campus Recruiting Program, which provides the opportunity to interview, on campus, with employers for internships, cooperative education, and entry-level positions.

Many of the programs and services available on campus are also offered online and via video streaming through the CDS website, ODU Careers4Monarchs, and the Career Commons. CDS has developed this exciting opportunity as part of the anytime, anyplace virtual career center model for students and alumni who prefer or require assistance from a career professional through electronic means. The Career Commons allows CDS staff to provide quality career assistance from a distance, replicating face-to-face services through interactive media and multiple electronic means of communication. The National Association of Colleges and Employers (NACE) recognized CDS for this initiative with the Chevron Corporation Award.

More information is available by calling the CDS main office at 757-683-4388 during normal office hours, via email at cds@odu.edu, or virtually via the internet at http://www.odu.edu/cds (http://www.odu.edu/cds/). Staff members are also available in offices in the colleges or the main CDS office in Webb Center North, Suite 2202.

Student Health Services

Old Dominion University Student Health Services is accredited by the Accreditation Association for Ambulatory Health Care, Inc. The Health Center is located at 1007 South Webb Center (757) 683-3132, Facsimile (757) 683-5930.

Student Health Services provides primary outpatient health care for Old Dominion University students. These services include medical care for acute illness and minor injury, routine health care, preventive health care, family planning and laboratory testing. Student Health Services also provides referrals to health care providers in the local community for services beyond the scope of the campus health center. Laboratory testing and x-rays or other diagnostic tests are done at the student’s expense. Full-time Norfolk campus students should complete the immunization requirements before coming to school. For students starting in the fall, this information is due August 1 and for students starting in the spring, on January 2. Any immunizations administered at Student Health Services are done at the student’s expense.

Health History/Immunization Requirements

All entering full-time Norfolk campus students (undergraduate, graduate, transfer, and English Language Center students) are required to complete the Tuberculosis (TB) Risk Assessment on the health history form submitted to Student Health Services. Each student determined to be part of an at risk population for TB must present the results of a TB skin test (Mantoux PPD) or TB blood test to Student Health Services within two months prior to matriculation at Old Dominion University. Any student with symptoms of active TB will be required to be tested immediately. Students with a positive TB test are required to have a chest X-ray in a timely manner per Virginia Department of Health requirements.

All entering full-time Norfolk campus students are required to have their immunizations up to date. This includes Meningococcal quadrivalent vaccine and Hepatitis B vaccines or signed waiver on Part C of their health history form if the student declines these vaccines. In addition, Meningococcal B vaccine is recommended for those students at increased risk due to certain medical conditions or an outbreak of Meningococcal B disease. Men B vaccine may be administered to students age 16-23 for short-term protection (preferred age 16-18). Health history forms, Tuberculosis Risk Assessment and immunization documentation are due August 1 for fall semester and January 2 for spring semester. Students who do not submit the required health history/immunization documentation will not be allowed to register for their second semester. A complete list of immunization requirements and health history/immunization forms are on the Student Health Services website at http://www.odu.edu/studenthealth (http://www.odu.edu/studenthealth/).

Student Health Insurance

All full-time and part-time students are encouraged to make provision for payment of charges for health services not provided by Student Health Services. The University recommends that all students carry adequate personal health insurance. International students are required to have health insurance. See the Student Health Services website for information regarding...
Health Insurance for Graduate Students and Post-Doctoral Fellows

Degree-seeking graduate students enrolled in courses at Old Dominion University's main campus or one of the higher education centers are eligible to enroll. Graduate assistants being paid $5,000 or more per semester are eligible to enroll as subsidized graduate assistants. Degree-seeking domestic graduate students who reside within a 50-mile radius of campus and who are enrolled in online courses are eligible to enroll for the plan. These students have access to the Student Health Center with payment of the student health fee. All other eligible graduate students may enroll as non-subsidized graduate students. In addition, individuals in post-doctoral fellow positions hired by Old Dominion University or the ODU Research Foundation are eligible to enroll in this insurance plan. For more information, go to http://www.odu.edu/graduateschool/graduate-student-health-insurance (http://www.odu.edu/graduateschool/graduate-student-health-insurance) or email gradhealth@odu.edu.

Visa & Immigration Service Advising (VISA)

The Old Dominion University community includes more than 700 international students and 75 visiting scholars from 80 foreign countries. Serving the immigration advising and personal needs of these individuals is the main mission of Visa & Immigration Service Advising (VISA). The office provides administrative support and documentation services along with resource and regulatory advising that assist international students and scholars in successfully achieving their academic and research goals. VISA also works closely with academic departments and administrative offices and helps to educate them on regulatory requirements. Additionally, VISA offers to all university staff the Global Certificate Program, a series of workshops that help in building awareness of the international community’s needs, as well as to develop and strengthen skills in intercultural communication. VISA administers the International Student Leadership Award, which provides tuition support for undergraduate international students who demonstrate leadership and community involvement. Visit the VISA website at https://www.odu.edu/visa (https://www.odu.edu/visa/).

English Language Center

The English Language Center (ELC) provides effective, quality instruction of English for non-native speakers. Students will improve their English language skills, gain confidence, develop critical reasoning skills, learn about American culture, and prepare for university-level courses. The ELC’s rigorous full-time Intensive English Program is designed for students who want to develop the academic English proficiency necessary to succeed in ODU’s undergraduate and graduate programs. The ELC offers six seven-week sessions each year that start in January, March, May, June, August, and October. Each week, full-time students spend at least 20 hours in class studying grammar, listening/speaking, reading/vocabulary, and writing. Part-time learning opportunities are also available.

Conditionally admitted students can join the ELC’s Monarch English Transition Program (formerly known as the Bridge Program). The Undergraduate and Graduate Monarch English Transition (MET) Programs combine two English language support courses with one to two courses in the student’s academic field. Conditionally admitted students may enter the MET by successfully meeting the level 5 exit requirements of the ELC’s Intensive English Program or by scoring a 500 on the TOEFL ITP, 61 on the TOEFL iBT, or 5.5 on the IELTS. Successful completion of the semester-long MET Program satisfies the University’s English proficiency requirement. Students in the Undergraduate MET Program have the option to enroll in the language support courses for academic credit.

The ELC administers the institutional TOEFL and SPEAK exams several times a year. TOEFL and GRE preparation courses are also available. For more information, please visit the ELC website at www.odu.edu/esl.
Intercultural Relations

The Intercultural Center

The Intercultural Center, located at 1200 Webb Center, serves as a cultural hub for students and faculty. With its fully mediated and functional design, faculty can conduct classes, visitors can relax in plush seating while reading books from the Center’s library. Students are welcome to visit or have a group study session. The Intercultural Center is not only a study or work space, it is also an area where students can relax and connect with friends and the University community.

The Diversity Institute

The Diversity Institute (DI) enhances awareness, commitment, knowledge, and skills that are needed to develop leaders as change agents in a culturally diverse world. Semester-long sessions include interactive modules and cultural learning labs that train participants on how to engage in a diverse multicultural and global setting. In addition to developing communication skills needed in a pluralistic society and expanding one’s world view, DI is an excellent opportunity for self awareness and growth. For more information, visit the Diversity Institute site at http://www.odu.edu/life/gettinginvolved/leadership/diversity-institute (http://www.odu.edu/life/gettinginvolved/leadership/diversity-institute/).

International Initiatives

As a citizen of a global community, it is imperative that individuals have the knowledge, awareness, and skills to navigate diverse settings and successfully interact with others. Therefore, OIR is committed to the academic, social and cultural support of the international student population, as well as providing opportunities for domestic students to enhance their own cultural competency. The International Initiatives Unit promotes campus internationalization and global learning through cultural events and educational programs as well as training, workshops and presentations on topics related to global, intercultural and international education.

Through international student initiatives, the Office of Intercultural Relations (OIR) collaborates with the student community and offices/departments across campus to host program initiatives to welcome, orient, and enhance a sense of belonging, engagement, and success of international students. Examples of the international student initiatives include the International Student Advisory Board, Arrival Assistance, International Student Welcome Reception, International Celebration, and many other opportunities. Through global learning and engagement programs, OIR provides an array of initiatives to enrich and enhance global competency for ODU community members such as International Education Week, global mentorship programs through the Global Monarch Club, Global Café, and various cultural celebrations throughout the academic year. These programs, workshops, activities, and events are designed so that participants will be informed, educated, and prepared for successful integration into today’s interconnected global society. For more information, visit the International Initiatives website at http://odu.edu/oir/international-initiatives.html.html.html. (http://odu.edu/oir/international-initiatives.html.html.html)

Intercultural & Multicultural Initiatives

The vast diversity within our country weaves a rich fabric of unique traditions, beliefs, and values. The intercultural initiatives unit provides a platform for exploration and education of our unique cultures and celebration of an inclusive community. Whether it is programs within Hispanic Heritage Month, Black History Month, Native American Month, Asian American Seasons, Interfaith Dialogue, each is a cultural expression that educates the campus and Hampton Roads about the diversity within our multicultural communities. Other initiatives include Chit, Chat, Chew Discussions; Unity Fest; Cultural Explosion; Symposiums for Black and Hispanic students; Sankofa and Adelante dinners that bring together students, faculty, administrators, and alumni; interfaith and current issues forums; and affinity advisory student groups, which provide Monarchs opportunities to engage across cultures. Our programs, activities, and educational initiatives are designed to raise the awareness of the complexities within American cultural frameworks and how one can negotiate positive engagement across and within cultures. For more information, visit the Intercultural Initiatives website at https://odu.edu/oir/intercultural-initiatives/)

Cultural Education/Resources

The Office of Intercultural Relations offers a variety of trainings, presentations, and classroom and community focused connections. Workshop/presentations can be customized upon special request. Please provide three weeks notice.

LGBTQIA+ Initiatives

The LGBTQIA+ initiatives unit provides leadership to fostering an affirming space for students in the Lesbian, Gay, Bisexual, Transgender, Queer, Intersexed, Asexual (LGBTQIA+ and gender and sexual minority communities and allies. OIR provides learning opportunities for those who are interested in learning about the LGBTQIA+ community to raise awareness of the complexities of sexual orientation and gender identity. Committed to an environment that supports the visibility and sense of belonging for LGBTQIA+ student populations, OIR creates educational initiatives designed to celebrate, educate, affirm, and recognize the diversity and intersectionality of identities within the LGBTQIA+ community including students of color, gender non-confirming, and non-binary. Additionally, OIR is committed to addressing heterosexism, cis supremacy, queerphobia, and other expressions of marginalization in order to promote a campus culture that includes a safe, equitable, and inclusive learning environment.

The Office of Intercultural Relations is located at 1200 Webb University Center. Please visit the website at http://www.odu.edu/oir (http://www.odu.edu/oir/); OIR is on Twitter, Facebook, Instagram, OrgSync, and Tumblr.

Graduate Student Organization (GSO) and Graduate Student Advisory Board (GSAB)

The Graduate Student Organization (GSO) and Graduate Student Advisory Board (GSAB) are groups of graduate students nominated and selected from each academic college. The goal of both is to be an outlet for the graduate student voice, to act as a liaison group between graduate students and the University, and to bring forward concerns or issues that are specific to the graduate student community. Foremost among their many goals is to form an overall meeting arena for graduate students across multiple disciplines to work together. The GSO is a recognized student organization for activity funding with elected officers. The GSAB is a group directly advising the Dean of the Graduate School. Currently, the GSO is on hiatus as it is being re-envisioned and restructured with input from the GSAB and graduate student feedback at-large.

Current projects of the GSAB include developing more effective procedures for acquiring and disseminating resource support (e.g., summer research and creativity funding; conference travel), building professional development programs and opportunities, and expanding graduate students’ quality of life. For more information, contact the Graduate School at graduateschool@odu.edu.

Recreation and Wellness

The Recreation and Wellness Department vision is “Through quality innovative programs and services, we provide the foundation for lifelong exploration and development of the mind, body, and spirit.” The department offers programming in the following areas:

- Intramural Sports & Esports
- Informal Recreation
- Sport Clubs
- Fitness & Wellness
- Outdoor Adventure
• Aquatics & Safety
• Summer Camps
• Student Development

The Student Recreation Center is a state-of-the-art facility that features nearly 15,000 square feet of fitness equipment, a rock climbing wall, a multi-activity center gym, racquetball courts, a cycling studio, an outdoor adventure rental center, a swimming pool and much more. The Student Recreation Center is located at 4700 Powhatan Avenue. In addition, the Fitness Center at University Village provides participants with another state-of-the-art workout facility. Participants must be able to validate their identity with the biometric hand system or a valid University ID card when attempting to enter or participate in programs and activities sponsored by the department. For daily updates of programs and services, hours and special events, visit the webpage at http://www.odu.edu/recwell (http://odu.edu/recwell/) or contact the office at 757-683-3384.

Women’s Center

The Women’s Center offers programs and services designed to promote gender equity and address the special challenges and opportunities female students encounter in the pursuit of higher education. Recognizing the critical role that both women and men play in promoting an environment free of gender bias, Women’s Center programs are designed to educate and inspire students to achieve their personal, academic and professional potential.

The Sexual Assault Free Environment (S.A.F.E.) Program provides crisis intervention, education, advocacy and ODU policy/procedure information related to issues of sexual assault, stalking, sexual harassment, and relationship violence. Students, faculty and staff may ask for the ODU Victim Advocate for crisis intervention, education, and advocacy.

W.L.L.D., Women’s Institute for Leadership Development, provides an opportunity for female students to identify and develop their leadership skills through seven modules. Additional programs are offered throughout the year that address a variety of topics related to women’s academic and personal success including programs in celebration of Women’s History Month in March. Referrals to University and community resources are also available. Students are encouraged to get involved with the Women’s Center as a volunteer, intern, or M-POWER Peer Educator. Men are encouraged to get involved with the M-Power Peer Educator Program and the Men of Quality group.

Programs and services of the Center are open to women and men. For more information, please call 757-683-4109 or visit http://www.odu.edu/life/support/womenscenter (http://www.odu.edu/life/support/womenscenter/).

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities. Sexual harassment and sexual violence have been recognized as a form of discrimination in violation of Title IX. For information, consultation or to file a complaint of discrimination or harassment on the basis of sex, individuals may contact the Title IX Coordinator, Courtney Kelly, located at 4111 Monarch Way, Suite 103 (Innovation Research Park I); she can be reached at (757) 683-3141 or cmkelly@odu.edu. (https://odu.edu/cmkelly@odu.edu)

Educational Accessibility

The Office of Educational Accessibility is committed to creating access to higher education for students with disabilities. The University meets the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 and its Amendments of 2008 by providing accommodations and services, which are based upon documentation submitted by the student. Reasonable accommodations are made for students with learning, medical, psychological, visual, hearing, physical, temporary mobility, and other impairments on an individual basis. Accommodations and other supportive services available in the Office of Educational Accessibility make a positive difference in the educational experience of students with disabilities and contribute significantly to their academic success.

In order to obtain assistance, all students must provide appropriate documentation and register with the Office of Educational Accessibility. Guidelines for documentation and procedures for registration may be found at http://www.odu.edu/educationalaccessibility (http://www.odu.edu/educationalaccessibility/). More specific information can be obtained by calling (757) 683-4655. Student interactions with the Office of Educational Accessibility remain confidential. New students needing interpreters are expected to contact the Office of Educational Accessibility at least 45 days before registration to make arrangements. Currently enrolled students need to make arrangements for accommodations as soon as they have pre-registered for a semester.

The Office of Educational Accessibility is located at 1021 Student Success Center, Norfolk, VA 23529.

The ADA Coordinator, who is also the Director of Equity and EO/AA in the Office of Institutional Equity and Diversity, is located at Innovation Research Park I, 4111 Monarch Way, Suite 103, Norfolk, VA 23508 and can be reached at (757) 683-3141.

Division of Student Engagement & Enrollment Services

The Division of Student Engagement & Enrollment Services is responsible for the development, implementation, communication, and maintenance of an institutional focus on student success, which includes enrollment management. In partnership with the Provost and other University leaders, this area is responsible for the coordination of student success programs across the University and for student retention. The division provides creative leadership and strategic direction for a diverse array of student engagement services and programs including: Admissions (Undergraduate, Graduate, International), Institutional Research, Customer Relations Center, the Registrar, Dean of Students, Educational Accessibility, Military Connection Center, Assessment/Planning, Budget Management, Career Development Services, Center for Major Exploration & Mane Connect Success Coaching, Counseling Services, Divisional IT Support, Financial Aid, Housing and Residence Life, Intercultural Relations, Recreation and Wellness, Leadership and Student Involvement, Student Conduct and Academic Integrity, Student Health Center, Student Outreach & Support, Student Transition and Family Programs, and Women’s Center.

Student Conduct & Academic Integrity

The Office of Student Conduct & Academic Integrity (OSCAI) oversees the administration of the student conduct system as outlined in Board of Visitors Policy 1530: Code of Student Conduct. The mission of OSCAI is to promote academic and personal responsibility, facilitate resolutions that align with the interests of the University community, and collaboratively address student behavior. Through interactions with students, staff hopes to foster a climate of personal and academic integrity that facilitates the success of all University community members. In support of this mission, the office provides education to the University community and serves as a resource for anyone with inquiries related to student conduct.

The Code of Student Conduct applies to students. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. Examples of violations heard under the Code include, but are not limited to, academic integrity, threats of harm, assault, and sexual violence (Title IX).

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities. Sexual harassment and sexual violence have been recognized as a form of discrimination in violation of Title IX. For information, counseling, or to file a complaint of discrimination or harassment on the basis of sex, individuals may contact Courtney Kelly, Title IX Coordinator, located at Innovation Research Park I, 4111 Monarch Way, Suite 103; (757) 683-3141 or cmkelly@odu.edu.

Interim Action Policy

The chief student affairs officer, or designee, may suspend or take other appropriate immediate interim action on a student from the University. This
action may be taken for an interim period pending disciplinary or criminal proceedings, or medical evaluation. The interim action shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the University poses a substantial and immediate threat to him/herself or to others, or to the stability and continuance of normal University functions. A student who received interim action shall be given a prompt opportunity to appeal the action to the chief student affairs officer or a designee to discuss the following:

1. the reliability of the information concerning the student's conduct, including the matter of his or her identity;
2. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on University premises poses a substantial and immediate threat to him/herself or to others or the stability and continuance of normal University functions.

The decision of the interim action appeal shall be final. The chief student affairs officer and/or designee may impose conditions to re-enter the University community as the conditions warrant.

Student Outreach and Support (SOS)

Student Outreach and Support (SOS) is a service within the Dean of Students Office that provides support to students who experience administrative, academic, or personal roadblocks. These services include extended absence notifications, emergency grants, and administrative withdrawals from the University. SOS is available to help students achieve their personal and academic goals.

The University Care Team is an extension of Student Outreach and Support. The Care Team was developed to provide a University-wide system of care and support for students who experience an unexpected crisis. The Care Team's role is to determine effective strategies for addressing concerns and connecting students with the appropriate resources. Student Outreach and Support is located in 2008 Webb Center, and can be reached at (757) 683-3442. For more information please visit the SOS website at: https://www.odu.edu/life/support/student-outreach/.

Office of Leadership and Student Involvement

Involvement in campus life contributes to students’ overall development. By discovering and participating in co-curricular activities, students can develop their interpersonal and leadership skills and increase their career-related learning. The Office of Leadership and Student Involvement (LSI) provides experiences, services and opportunities that promote the advancement of social and intellectual development. By encouraging student involvement, LSI promotes life-long learning, responsible citizenship and a commitment to the Monarch and surrounding communities. For more information, visit the website at http://www.odu.edu/studentinvolvement (http://www.odu.edu/studentinvolvement/) or call (757) 683-3446.

The office oversees the following:

Leadership Development

To maximize and realize the potential of individual students and student organizations, the Office of Leadership and Student Involvement assists in the planning and implementation of leadership conferences, seminars, courses, and retreats throughout the academic year. These programs, available to any student, special interest group or student organization, focus on the identified purpose or needs of each group. Individual students interested in developing their leadership skills are also urged to participate. Events include the Leadership Lecture Series, Freshman Summer Institute, and Monarch Leaders Retreat.

Center for Service and Civic Engagement

The Center provides students with the opportunity to enhance their educational experience beyond the boundaries of the classroom by engaging in meaningful service to the campus and local and global communities.