Asynchronous learning via portable media (such as CD-ROM or DVD) offers independent students a convenient way to complete their degree from any location while working on their own schedule. These courses are available for approved Distance Learning students only. Undergraduate Navy College courses available by portable media are offered every semester. Graduate courses in Engineering Management by Portable Media (MEM) start a new 90 day term every Monday.

Before You Apply
Taking courses independently requires strong self-motivation, discipline, and organization. The courses are rigorous. There are still deadlines to be met, exams and assignments to be completed, and perhaps more reading and writing required than in most face-to-face courses.

Explore program specifics. Prepare a list of questions and contact the program advisor to learn more about hardware/software requirements, internet connectivity, cost, deadlines, time commitment, exams, grade point average (GPA), and other requirements.

Talk to or email the program advisor to gain a good understanding of:

- program prerequisites;
- the credits you will be awarded for previous education and training;
- the remaining requirements for you to complete your bachelor’s or master’s degree; and
- the required technology and your comfort level in using it.

Once You’re Accepted
Follow our new enrollment checklist online to activate your University ID number, LEO Online account and MIDAS account. Your MIDAS user name and password will let you access your ODU student email account and ODU’s learning management system.

Undergraduate/Navy College students should also review the Navy College Portable Media Enrollment Checklist for instructions on registering for class, verifying your tuition payment, and ordering books and course materials. MEM students also have specific procedures for MEM courses.

In addition:

1. Work with your program advisor to develop a degree plan (normally required when using most forms of tuition assistance).
2. Familiarize yourself with ODU Library resources for Distance Learning students.
3. Review University policies and procedures, which cover tuition refunds, disability accommodations and more.
4. Check out the Office of Finance pages for information on tuition payment procedures and policies. Costs and tuition assistance options are listed on the ODU DL web site.
5. Register for class.
   a. Register for undergraduate/Navy College courses through LEO Online.
   b. Register for MEM graduate courses via the dedicated online form at http://dl.odu.edu/military-form
6. Purchase your course materials early so you’re prepared to keep up with course requirements.
As You Begin Your Courses

1. Plan on spending 8-10 hours per week for each portable media course you’re taking.
2. Get organized. Establish a consistent work schedule to meet course syllabus deadlines.
3. Like all universities, ODU expects you to do your own work. Review ODU’s plagiarism policies.
4. Contact your professor.
   i. Navy College CD-ROM undergraduate students - send your instructor an e-mail with some information about yourself and your enrollment in the course.
   ii. MEM CD-ROM graduate students – you will receive a Professor Assignment email with contact information once your enrollment is processed.

5. Each course syllabus will specify what tests and assignments are required and how they are to be handled. If you have any questions about tests or coursework, contact your professor, ODU advisor, or Associate Director Dr. Bill Gideon at wgideon@odu.edu or 1-800-968-2638.
6. Exams are sent to the proctor only after the Proctor Request Form (PDF) is on file at ODU. A Proctor Request Form must be completed for each course and mailed or faxed to ODU (details are on the form). Follow these guidelines to secure a proctor and request exams:
   a. Undergraduate/Navy College
   b. MEM Ashore students

During the Semester

1. ODU students are expected to uphold the Honor Code and follow the tenets of the Monarch Creed at all times.
2. Note the end date of your term. Plan a schedule that will allow you to complete and turn in all course requirements on time. Your instructor may not have deadlines during the term, only requiring that the course be completed at the end of the specified time. Set your own target dates for completion of test 1, paper 1, etc., so that your work is gradually getting done.
3. Follow your course syllabus. This is your contract for the course, covering details and procedures. Be sure that your course materials match those in the syllabus (and that the syllabus itself is current).
4. If you have any questions or concerns, ask promptly. If you experience problems or delays in completing on time, contact your professor and advisor as early as possible. Don’t wait until the term has ended!
5. Schedule exam times with your proctor in advance – sooner is better.
6. Provide feedback to your instructor about the course syllabus, materials, assignments, progress, or any issues. If you are facing any type of problem, let your instructor and your advisor know as quickly as possible. Help is always available when you keep those who provide it in the loop.
7. After all exams and assignments have been turned in, complete the course assessment and mail it in the prepaid, preaddressed envelope. They provide faculty with valuable feedback to improve future courses.

After the Course is Over

1. Final course grades are normally posted within two weeks after all graded materials are received by your professor. Check your grade through your LEO Online account to ensure it has been posted and is correct. Contact your professor and/or your program advisor if you have questions.