



## Class Schedule and Information

**Day One**     **Registration & Continental Breakfast:** 8:30 to 9:00 a.m.  
Class begins at 9:00 a.m. and ends around 5:00 p.m.

**Day Two**     **Continental Breakfast:** 8:15 to 8:45 a.m.  
**Class Begins: 8:45 a.m. (subject to change on Day One)**  
There is no lunch today as class will end before 12 noon.

**What to Bring to Class:** Assorted Highlighters  
Post-it and/or Sticky Notes

**Exam:** Exam will be online at the **UVA Collab** site (3 Hours; Open Book)  
The exam will be open from 12 noon on April 27 to 5:00 p.m. on April 28.  
Once you start the exam the clock starts ticking. You can take the exam from your office or home computer; just make sure you are in quiet location.  
**NOTE: If you start the exam later than 2:00 pm on April 28 you will not have a full 3 hours to take the exam as the system will lock you out at 5:00 pm.**

**Grades:** Grades will be available on the **UVA Collab** site 48 hours **after** the close of the exam

### Online Exam via UVACollab Site

A few days before the course, you will receive a link to the UVACollab site for the course.

In the **Resources** file you will find two info sheets:

1. A document, **Essential Tips for Taking Online Tests in UVACollab**. It is highly recommended that you read this document before taking the online exam.
2. A document, **How do I view the feedback in my assessment (i.e. test or quiz)**. It explains to you how to read your grade.

In the **Tests and Quizzes** file you will find the course assessment (final exam).  
The exam will not be open until the conclusion of the course.

## Augusta County Government Center

The **Augusta County Government Center** is located at **18 Government Center Lane** in Verona.

### From the North: Harrisonburg, Winchester & Washington D.C.

From Harrisonburg and all points North, on Interstate 81, take **Exit 227**, Verona. Merge onto Laurel Hill Road (Route 612).

At the **second traffic light, turn left** onto Lee Highway (Route 11).

At the **next traffic light, turn left** into the Government Center complex.

## From the South: Staunton, Waynesboro, Charlottesville, and Roanoke

From Staunton, Waynesboro, and all points South, on Interstate 81, take **Exit 225**, Woodrow Wilson Parkway.

**Turn left** onto Woodrow Wilson Parkway (Route 275).

At the **first traffic light, turn right** onto Lee Highway (Route 11).

At the **second light, turn right** into the Government Center complex.

## Lodging

### General Reminder:

**The Government Rate is not always the lowest room rate; ask to get the best deal!**

There are numerous hotels in the Staunton area. I was able to get a great rate at the **Hotel 24 South** in downtown **Staunton**. The rate is **\$98 single/double**. These rates are available on availability basis, so call the hotel today to reserve a room at these rates or use the special link below. There is a **\$7.50** charge for **overnight parking**.

**Cancellation Policy: 24 hours.**

Free Wifi; breakfast is not included.

### Room Reservation Link:

<https://res.windsurfercrs.com/ibe/details.aspx?propertyid=14254&nights=2&checkin=4/25/2023&group=5344107&lang=en-us>

There are numerous restaurants in downtown Staunton within walking distance of the hotel.

Directions to the hotel as well as what the hotel offers can be found on their website.

The hotel is about 10 minutes from the meeting location.

### Hotel 24 South

24 South Market Street

Staunton, VA 24401

540 885 4848

**Single/Double: \$98**

**Web Site:** <https://tinyurl.com/36k28ncw>

**Available on first come basis!**

There are other hotels in the area such as Comfort Inn, Holiday Inn, Tru Hotel by Hilton, some of which include breakfast with the room rate.