

Class Schedule and Information

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

Day Two **Continental Breakfast:** 8:30 a.m. to 9:00 a.m.
Class Begins: 9:00 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 is open from 12 noon on May 14 to 5:00 p.m. on May 15.
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 May 15 you will not have the 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 usually 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.

Meeting Location

The **Chesapeake Public Safety Center** is located at **2130 S. Military Hywy, Chesapeake, VA 23320**. Class is in the **Conference Room**.

There is parking available on-site.

Hotel Information

**There are many hotels in the Chesapeake/Greenbrier area.
Here are a few suggestions.**

**Hampton Inn & Suites Chesapeake-Battlefield Blvd
Hyatt Place Chesapeake/Greenbrier
Tru by Hilton Chesapeake Greenbrier
Fairfield Inn & Suites Chesapeake**

Please contact your preferred hotel directly and book the government rate
of \$110 per night.

Directions

There are many hotels available within a 10-15 minute drive from the meeting location.