

Class Schedule and Information

Day One **Registration & Morning Break: 9:00 to 9:30 a.m.**
Class begins at **9:30 a.m.** and ends around **4:30 p.m.**
Lunch and afternoon break is included today.

NOTE: The late start time should allow those farther away to drive to the class that morning, thus saving you a night's lodging.

Day Two **Continental Breakfast: 9:00 – 9:30 a.m.**
Class Begins: 9:30 a.m. (*subject in change on Day One*) and will end before 12 Noon.
There is no lunch today.

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

Exam: Exam will be online at the **UVA Collab** site (2 Hours; Open Book)
The exam will be open from 12 noon on May 2 to 5:00 p.m. on May 3.
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 3:00 pm on May 3 you will not have a full 2 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.

Class Location and Directions

Class is in the Hampton City Government Center (Ruppert Sargent Building) located at **1 Franklin Street** in **Hampton** (Zip 23669). The classroom is the **Veterans Conference Room** on the first floor.

Free parking garage is located adjacent to the Government Center.

From Points West and North of Hampton

Take Exit 265 C toward Rip Rap Road. Keep right at the fork, follow signs for Armistead Ave/Langley AFB and merge onto Rip Rap Road.

Go 0.1 mile Turn left onto N. Armistead Ave.

Go 0.7 mile Turn left onto W Queen St/Queen QWay W.

Go 0.1 mile Turn right onto Franklin St. Government Center will be on the right.

For Directions from other starting locations, use Googlemap, Mapquest, or other search engines.

Hotel Information

Embassy Suites by Hilton, Hampton

1700 Coliseum Drive

Hampton, VA 23666

757-827-8200

Website: <https://tinyurl.com/yckuvtn9>

Room Block Name:	Treasurers' Association of Virginia
Cut-off Date:	31 March 2023
Room Rate:	\$98 single \$108 double
Hotel Amenities	free Wi-Fi, free made-to-order breakfast, complimentary evening reception, fitness center indoor pool and free local shuttle
Parking	\$5.00 per night
Cancellation Policy	48 Hours

Only a limited a rooms have been blocked. If you try and they are full, contact Al Spengler at AlbertSpengler.derJungere@gmail.com and he can have them add more rooms to the block

The hotel is a 5-8 drive from the meeting site.

Hotel requires Government ID for this rate: bring your ID with you!

Copy this address to your browser to open this special link to book your room:

<https://www.hilton.com/en/attend-my-event/phfcces-tac-df578b2a-9a84-4ae5-addb-1d3437e72907/>

or call **1-800-EMBASSY (Group Code TAC)**

From the hotel to the Hampton Government Center, it is a about an 8 - 10 minutes drive.

Map and directions to the hotel can be found at hotel website listed above.