

THINGS YOU'LL NEED TO KNOW

Dear Friends and Colleagues,

This is what you have been waiting for—final information about PCACAC's 15th Annual Summer Institute! **Please read this document in its entirety and use www.pcacac.org/summer-institute as a valuable resource as well.** *Where applicable, hard copies of session materials will be provided in your registration packet or at each session.*

PARKING & TRANSPORTATION

Directions to the University of Richmond can be found at <https://www.richmond.edu/visit/directions.html>. Directional signs will be posted for our event. *See the map on the last page for road closures.*

Parking is free but requires a permit. **Please park in the lot closest to the Gateway Village Apartments and obtain a permit for your car dashboard during room check-in or registration.**

STAY CONNECTED

Mobile App – Download **Socio Event App** on your Android or Apple device:

1. <https://download.socio.events/app/MA%3D%3D>
2. Set up your account profile.
3. Search for “15th Annual Summer Institute” – Select and connect!
4. **While at the event, shake your phone to discover who is around you and exchange profiles with a click of a button!**

RENEW YOUR IMAGE

SIGN UP for a time slot to get your headshot taken for only \$10 by our professional photographer, Cristie Harold, from Cristie & Co. Payment will be made directly to Cristie at the time your photograph is taken. Cash or credit cards accepted. *Space is limited, so sign up right away!*

LODGING & REGISTRATION

Room check-in will be in the Lounge on the 1st floor of Building 157, Gateway Apartments (indoors). **REGISTRATION IS ONLY ON MONDAY FROM 9:00-10:45AM** at Healy Lobby, Queally Center.

For those arriving Monday, please check in to your room first, then proceed to Queally Center.

NOT STAYING FOR COLLEGE TOURS?

You'll check out right after General Session and a delicious lunch!

	EARLY ARRIVALS
DAY 0 SUNDAY, JULY 8	4 - 8 P M ROOM CHECK-IN (REGISTER MONDAY MORNING) PARK OFF OF UR DRIVE NEAR APARTMENTS GATEWAY APARTMENTS 1ST FLOOR LOUNGE, BUILDING 157
DAY 1 MONDAY, JULY 9	9 A M ROOM CHECK-IN & REGISTRATION PARK OFF OF UR DRIVE NEAR APARTMENTS ROOM - GATEWAY APARTMENTS, 1ST FLOOR LOUNGE, BUILDING 157 REGISTER - HEALY LOBBY, QUEALLY CENTER Check into your room and proceed to registration. Light breakfast served in registration area.
DAY 2 TUESDAY, JULY 10	1 : 4 5 P M ROOM CHECK-OUT GATEWAY APARTMENTS 1ST FLOOR LOUNGE, BUILDING 157

THINGS YOU'LL NEED TO KNOW

- **Dress Code:** Dress code is "dressy casual." Nice shorts and jeans are appropriate, as well as polo shirts, khakis, casual blouses and summer dresses. Be sure to wear comfortable shoes for Monday's campus tour. We recommend you dress in something a little dressier for dinner Monday night.
- **Finding your way around:** The University of Richmond is renaming some streets and building numbers but will post directional signs to guide you throughout campus.
- **Parking:** Please park in the lot closest to the Gateway Apartments. Signs will be posted and a parking pass will be issued during room check-in or at registration.
- **Registration:** Once you've dropped off your luggage, head to Healy Lobby in the Queally Center to register.
Arriving on Sunday? Please register Monday morning.
- **Lodging and linens:** Head to the Gateway Apartments and pick up your room key in the first floor Lounge, Building 157.

Clothes hangers are not provided.

Bed and bath linens are included: fitted/flat sheets, pillow, pillow case, blanket, mattress pad, 1 bath towel, 1 washcloth, 1 bath mat. If you are staying more than 2 nights you'll receive 2 bath towels and 2 washcloths.

- **Dining:** Heilman Dining Hall Hours are from 7am-7pm. Your room key will give you access to meals, but **PLEASE only eat there for breakfast on Tuesday morning, July 10**, unless arranged in advance. The convenience store in Heilman is open from 8am-8pm.
- **Internet:** Internet access is available by connecting to the "VisitUR" network (no user ID or password required). Faculty will be set up with guest accounts for use on computers in session rooms.
- **Gym:** The Weinstein Center for Recreation and Wellness will be open for use from 6am-10pm. Cost is \$10 per visit and a release is required before using the facilities.



THINGS YOU'LL NEED TO KNOW

DINING

WHAT'S INCLUDED? All meals are provided during the Summer Institute. Please refer to the mobile app or program schedule at www.pcacac.org/summer-institute for meal times and locations.

If you provided information about special dietary needs and/or access on your registration form, we have communicated that to the University of Richmond's team. You will also have a small tent card in your registration packet to place on the table for meals. If you need assistance while on-site, please reach out to anyone on the Summer Institute Committee.

Dinner is on your own Sunday night (for non-faculty early arrivals). For those attending the tour, Tuesday night's dinner will be hosted by Randolph-Macon College. Breakfast bars and bottled water will be provided for breakfast Wednesday morning before the tours. Lunch on Wednesday will be hosted by the University of Mary Washington.

EMERGENCY CONTACT

Should an emergency arise, please contact PCACAC Executive Assistant, Rhonda Douthit, at 434-989-7557.

CERTIFICATE OF ATTENDANCE

We no longer provide Continuing Education Units (CEUs), but are happy to provide a Certificate of Attendance for the Summer Institute. Please email PCACAC Executive Assistant, Rhonda Douthit, info@pcacac.org, for a digital copy.

SURVEY SAYS...

We value your feedback! Please complete a survey for each session you attend AND let us know what you think of the Summer Institute overall! You'll find these links at the end of each session description in the mobile app and under the "Rate the Institute" icon.

[RATE SESSIONS](#)

[RATE THE INSTITUTE](#)

QUESTIONS? WE'RE HAPPY TO HELP!

PCACAC Summer Institute Committee:

Professional Development Chair: Rebekah LaPlante, Radford University (VA), rlaplante@radford.edu

SI Chair: Alice Robertson, Chantilly High School (VA), alrobertson@fcps.edu

SI Chair: Kate Perry, William and Mary (VA), kate@wm.edu

College Tours: Rosemary Martin, St. John's College High School (DC), rmartin@stjohnschs.org

General Questions: Rhonda Douthit, Executive Assistant, info@pcacac.org, 434-989-7557

DAY 2

TUESDAY, JULY 10

COLLEGE TOUR & DINNER

- 3:00 P M** **DEPART FOR RANDOLPH-MACON COLLEGE**
PARK IN THE OLD CHAPEL LOT NEAR ADMISSIONS
204 E. PATRICK ST. | ASHLAND, VA
- 3:30 P M** **CHECK-IN, INFORMATION SESSION & TOUR**
- 5:30 P M** **DINNER ON CAMPUS**
Hosted by Randolph-Macon College
- 7 P M** **RETURN TO UNIVERSITY OF RICHMOND**
and get ready for corn hole!

DAY 3

WEDNESDAY, JULY 11

COLLEGE TOURS & LUNCH

- 7 A M** **LIGHT BREAKFAST & ROOM CHECK-OUT**
GATEWAY APARTMENTS LOUNGE
- 8 A M** **DEPART FOR VIRGINIA COMMONWEALTH UNIVERSITY**
WELCOME CENTER - GROUND FLOOR OF THE
PARKING DECK AT 111 WEST BROAD STREET
RICHMOND, VA
- 8:30 A M** **INFORMATION SESSION & TOUR**
- 10:15 A M** **DEPART FOR UNIVERSITY OF MARY WASHINGTON**
PARK IN THE MAIN PARKING GARAGE ON LEVEL #4
AND MEET AT THE ADMISSIONS OFFICE
1301 COLLEGE AVE. | FREDERICKSBURG, VA
- 11:30 A M** **LUNCH, INFORMATION SESSION & TOUR**
Hosted by University of Mary Washington
- 2 P M** **THANK YOU & HAVE A SAFE TRIP HOME!**



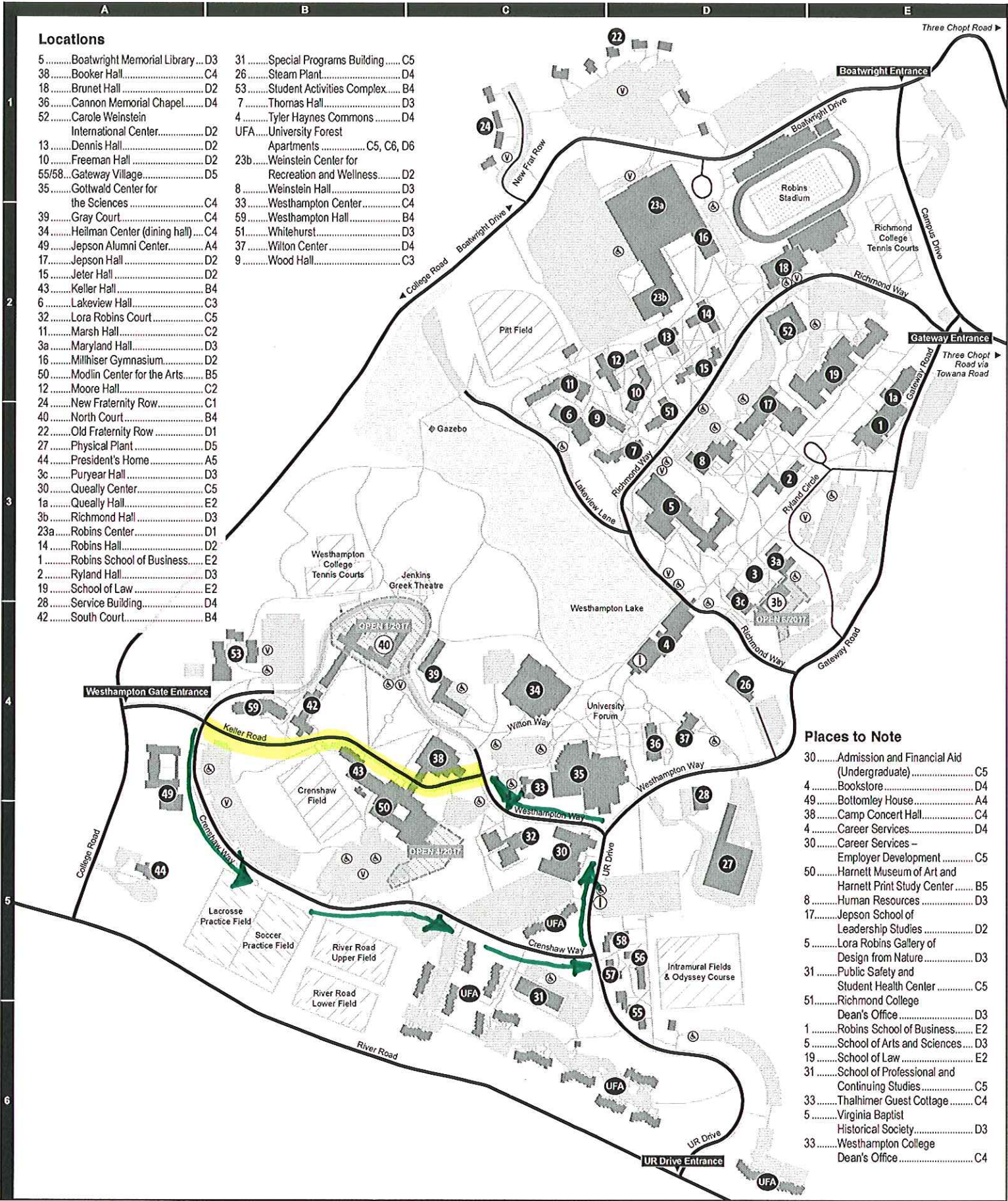
Campus Map



- Accessible Parking
- Visitor Parking
- Building Numbers
- Under Construction
- Campus Information
- Roads
- Walkways
- Construction Zone

Locations

- | | |
|---|---|
| 5 Boatwright Memorial Library... D3 | 31 Special Programs Building C5 |
| 38 Booker Hall C4 | 26 Steam Plant D4 |
| 18 Brunet Hall D2 | 53 Student Activities Complex B4 |
| 36 Cannon Memorial Chapel D4 | 7 Thomas Hall D3 |
| 52 Carole Weinstein International Center D2 | 4 Tyler Haynes Commons D4 |
| 13 Dennis Hall D2 | UFA University Forest Apartments C5, C6, D6 |
| 10 Freeman Hall D2 | 23b Weinstein Center for Recreation and Wellness D2 |
| 55/58 Gateway Village D5 | 8 Weinstein Hall D3 |
| 35 Gottwald Center for the Sciences C4 | 33 Westhampton Center C4 |
| 39 Gray Court C4 | 59 Westhampton Hall B4 |
| 34 Heilman Center (dining hall) C4 | 51 Whitehurst D3 |
| 49 Jepson Alumni Center A4 | 37 Wilton Center D4 |
| 17 Jepson Hall D2 | 9 Wood Hall C3 |
| 15 Jeter Hall D2 | |
| 43 Keller Hall B4 | |
| 6 Lakeview Hall C3 | |
| 32 Lora Robins Court C5 | |
| 11 Marsh Hall C2 | |
| 3a Maryland Hall D3 | |
| 16 Millhiser Gymnasium D2 | |
| 50 Modlin Center for the Arts B5 | |
| 12 Moore Hall C2 | |
| 24 New Fraternity Row C1 | |
| 40 North Court B4 | |
| 22 Old Fraternity Row D1 | |
| 27 Physical Plant D5 | |
| 44 President's Home A5 | |
| 3c Puryear Hall D3 | |
| 30 Queally Center C5 | |
| 1a Queally Hall E2 | |
| 3b Richmond Hall D3 | |
| 23a Robins Center D1 | |
| 14 Robins Hall D2 | |
| 1 Robins School of Business E2 | |
| 2 Ryland Hall D3 | |
| 19 School of Law E2 | |
| 28 Service Building D4 | |
| 42 South Court B4 | |



Places to Note

- 30 Admission and Financial Aid (Undergraduate) C5
- 4 Bookstore D4
- 49 Bottomley House A4
- 38 Camp Concert Hall C4
- 4 Career Services D4
- 30 Career Services - Employer Development C5
- 50 Harnett Museum of Art and Harnett Print Study Center B5
- 8 Human Resources D3
- 17 Jepson School of Leadership Studies D2
- 5 Lora Robins Gallery of Design from Nature D3
- 31 Public Safety and Student Health Center C5
- 51 Richmond College Dean's Office D3
- 1 Robins School of Business E2
- 5 School of Arts and Sciences D3
- 19 School of Law E2
- 31 School of Professional and Continuing Studies C5
- 33 Thalhimer Guest Cottage C4
- 5 Virginia Baptist Historical Society D3
- 33 Westhampton College Dean's Office C4