Residential Academic Programs (RAP) Instructor Information:
Residence Hall Building & Classroom Access and Logistics for RAP Classrooms

1. **Residence Hall Building Access**: All residence halls are locked twenty-four hours per day. Instructors and students use their UCard to gain access to the residential hall via the main entrance only.
   a. To Gain Building Access: **Send RAP an email with your ID# and RUN#**. You can find both numbers within your Spire account ([www.spire.umass.edu](http://www.spire.umass.edu)). They appear under “My Personal Information”, then “UCard Info”. We arrange to have your UCard programmed to give you building access.
   b. Once Housing grants you access, you may enter the residence hall where your classroom is located. Access will begin 30 minutes before your class start time.
   c. Entry is achieved by touching your UCard to the card scanner next to that hall’s main entrance. You will either get a green for access or a red for non-access. The red could be for a variety of reasons: Wrong door, wrong time, or wrong building, old UCard. If you get a red flash on the reader, contact the RAP office ASAP so we can try to figure out why this is occurring.
   d. Residence Hall access for your students is automatically granted as the classroom/hall is the official meeting location, per Spire. If any of your students have a problem with access, they are encouraged to contact Residential Life/Student Access directly at 413-545-0194 immediately.

2. **Classroom Access**: All RAP classrooms will remain **unlocked**.

3. **Classroom Instructional Technology** (IT) and Internet:
   a. RAP classrooms in all residential areas are equipped with wireless service. Instructors must provide their own laptop – see [http://www.oit.umass.edu/support/wireless/wireless-residence-halls-frequently-asked-questions](http://www.oit.umass.edu/support/wireless/wireless-residence-halls-frequently-asked-questions).
   b. An “AV Box” with VGA cable is in the classroom. The box is locked with a combination lock (**code will be sent to instructors in an email/call 545-2803 if you need it**). **Be sure to return all cables to the box and turn the combination to a locked position at the end of each class meeting**.
   c. Problems with AV technology during class? **Call 413-577-7287**
   d. Problems with the AV Box Lock? Try these steps:
      i. In order to set the lock you first have to turn all numbers on the lock to zero.
      ii. Next, you turn the numbers to the code, while pressing down on the handle of the lock.
      iii. If the lock is sticky, apply some pressure while opening it.
      iv. Still no luck? Report problems with the lock to RAP: call 545-2803 or email [rap@acad.umass.edu](mailto:rap@acad.umass.edu)

4. **Quality of Classroom**:
   a. Every residential classroom should be clean, have ample chalkboard and/or whiteboard space, sufficient lighting, enough seating, and proper heating and ventilation. If there is a problem at any time during the semester, please contact us immediately so that we can address the problem(s).
   b. **At the end of each class, be sure that all seats (or tables) are set to face the front of the classroom**. Students should also be reminded to use classroom trash and recycling receptacles.

5. **Instructional Supplies**: Chalkboard and dry erase supplies can be picked up at the RAP office, Goodell 613.

6. ** Cancelling Class**: If you have an emergency and it becomes necessary to cancel or delay your class, please do the following:
   a. Email your students, the RAP office and the residence hall RD at your earliest convenience. Let them know you will not be in and ask the RD to post a sign on the classroom door.
   b. We suggest that early in the semester, you have cell phone contact information for some of your students in the event that neither RAP office nor residence hall staff are available. Your student contact(s) may be the best strategy for delivering a cancellation notice to the larger class group.

RAP office: Room 613 Goodell Building - Phone: 413-545-2803
Email: [rap@acad.umass.edu](mailto:rap@acad.umass.edu) – Website: [www.rap.umass.edu](http://www.rap.umass.edu) 1/4/17
Parking

Process for RAP Instructors to Request a Temporary Parking Space: A limited number of free, designated instructor parking spaces are available in all residential areas. A temporary permit can be issued for parking from ten minutes before to five minutes after your class. If you can do without RAP parking, kindly forego a permit, as spaces are very limited.

1. If you need a permit, you must complete the Parking Permit Request Form posted on the RAP website for instructors (see www.umass.edu/rap/information-rap-instructors). You may return the completed form as an attachment (.doc) via email to rap@acad.umass.edu or you may drop off your completed form at the RAP office (Goodell 613).

2. Please be aware that in consideration of those who teach after you, it is critical that you leave promptly when your class ends. If you have a special request, or need more parking time, speak to RAP office personnel when requesting your permit.

3. Instructors using these permits must follow the directions on the permits and park ONLY in the designated “RAP” parking spaces. The spaces are marked by green and white signs that read “Reserved: Residential Academic Programs - R.A.P.” Do not park in areas marked in red, reading “Resident Staff” or “Residence Life”, as your vehicle may be ticketed and towed.