RAP Instructor Packet: Access & Logistics

1. Residence Hall Access (where RAP classes are taught)
   All residence halls are locked twenty-four hours per day. Housing has implemented changes in residence hall access/security systems which make obtaining a new (ID) UCard necessary.

   If you are a new RAP instructor, you will need to get a new UCard for access to residence halls by the first day of classes.

   Returning instructors may need to exchange their outdated ID card for a new UCard. New UCards do not have RUN#s printed on them. Instead, RUN#s are only available in each individual’s Spire account under “My Personal Information”, and then “UCard Information”. Our office will also need your 8-digit Campus ID# in addition to your 16-digit RUN# which will begin with 6016 7347 ---- ---- so that we may request that Housing grant you (main door) residence hall access.

   Once Housing grants you access, you may enter the residence hall where your classroom is located by touching your UCard to the card scanner next to that hall’s main entrance. Once classes start, students must have added your course by 3:00 PM the previous day to gain access to the building where the classroom is located. Proximity readers do not give a reject or invalid read out. You 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 an instructor is getting a red flash on the reader RAP needs to be notified, so we can try to figure out why this occurring.

   Keys
   MOST classrooms will require either a classroom and/or AV closet keys. All keys should be picked up in the RAP Office well before the start of your first class. If you teach in a locked classroom, be sure to lock the door when you leave as this ensures that the room will remain in good condition for the next class, and safeguards all AV equipment. It is our expectation that all instructors return their keys to the RAP Office following their last class.

2. Logistics

2a. Supplies
   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, and we will request that Housing staff correct the problem(s). Chalkboard and dry erase supplies can be picked up at the RAP office.

2b. AV & Internet
   Residential Academic Programs has TV/VCR/DVDs, overhead and data projectors available for use in most residential classrooms. All classrooms in all areas are equipped with wireless service; you must provide your own laptop – see http://www.oit.umass.edu/support/wireless/wireless-residence-halls-frequently-asked-questions. Please see section “Classroom & Audio-Visual Key and Equipment Information” at the end of this document. If there is a problem with the equipment or if it is not secured as it should be, please notify RAP as soon as possible.

2c. Cancelling Class
   In case of an emergency and it becomes necessary to cancel or delay your class, please email your students at your earliest convenience. Additionally, 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 to assist you with posting a cancellation notice on the classroom door. Your student contact(s) may be the best strategy for delivering a cancellation notice to the larger class group.
2d. Classroom Maintenance
In consideration of other classes held in the classroom you teach, please ask students to move their seats, at the end of each class, to face the front of the classroom. Additionally, thank you for asking your students to use classroom trash receptacles.

2e. Parking
A limited number of free, designated instructor parking spaces are available in all residential areas. A temporary permit will be issued for parking from ten minutes before to five minutes after your class. Please be considerate of those who teach after you and leave promptly. If you have a special request, or need more parking time, speak to RAP office personnel.

If you need a permit, please complete the Parking Permit Request Form posted on the RAP website for instructors (see http://ualc.umass.edu/rap/forfacultyinstructors/) and return the completed form as an attachment (.doc) via email to rap@acad.umass.edu. You may also drop off your completed form at the RAP office. Requests will be processed as soon as possible and on a space available basis.

Instructors using these permits must follow the directions on the permits and park ONLY in the designated green and white spaces marked "Residential Academic Learning Communities" or “R.A.L.C.” Please do not park in areas marked in red, reading “Resident Staff” or “Residence Life”, as your vehicle may be ticketed and towed. If you can do without RAP parking kindly forego a permit, as spaces are very limited.

Please review the following Classroom & Audio-Visual Key and Equipment Information for the hall and room in which you are teaching, Residential Support and also Residence Director contact information.

CLASSROOM & AUDIO-VISUAL KEY AND EQUIPMENT INFORMATION

Below is a list of all RAP classrooms (open and locked) by residential area. Chalk or Whiteboard (WB) is also indicated; RAP will provide you with all supplies needed.

ALL CLASSROOMS WITH ‘IT’ (Instructional Technology) NOW HAVE LOCKED BOXES WHERE THE VGA CABLES ARE STORED. ALL INSTRUCTORS NEEDING ACCESS TO THE OVERHEAD DATA PROJECTOR MUST OBTAIN A KEY FROM RAP.

IT = overhead data projector / Portable Data Project (PDP) – Instructors must provide their own laptop.

ALL CLASSROOMS ARE WIRELESS – see http://www.oit.umass.edu/support/wireless/wireless-residence-halls-frequently-asked-questions

SOUTHWEST NORTH AREA

Coolidge 508 (IT)
Classroom Locked - Key from RAP
AV Key from RAP
Chalk

Coolidge 510
Classroom Open
AV Key from RAP (Location – closet in 508)
Chalk
Coolidge 1208 (IT)
Classroom Locked - Key from RAP
AV Key from RAP
Chalk

Kennedy 508 (IT)
Classroom Locked – Key from RAP (Location – closet in 502)
AV Key from RAP
Chalk and WB

Kennedy 510
Classroom Open
AV Key from RAP (Location – closet in 502)
Chalk and WB

Emerson 140 (IT)
Classroom Locked - Key from RAP
AV Key not necessary
WB

Melville 130 (IT)
Classroom Locked - Key from RAP
AV Key from RAP
WB

SOUTHWEST SOUTH AREA

John Adams 508 & 1208 (IT)
Classrooms Locked – Keys from RAP
AV Keys from RAP
Chalk

Washington 508 & 1208 (IT)
Classrooms Locked – Keys from RAP
AV Keys from RAP
Chalk

Pierpont 101 (IT)
Classroom Locked - Key from RAP
AV Key not necessary
WB

Moore 108 (IT)
Classroom Locked - Key from RAP
AV Key not necessary
WB

Patterson 230 (IT)
Classroom Locked - Key from RAP
AV Key not necessary
Chalk

Patterson 231 (IT)
Classroom Locked - Key from RAP
AV Key from RAP (Location – closet in classroom)
Chalk and WB
Baby Grand Piano

NORTHEAST AREA

Mary Lyon 119 (IT)
Classroom Open
AV Key from RAP (Location – closet in classroom)
WB

Dwight 132 (IT)
Classroom Open
AV Key from RAP
WB

Thatcher 002 (IT)
Classroom Locked – Key from RAP
WB

ORCHARD HILL AREA

Grayson 109 (IT)
Classroom Locked – Key from RAP
WB

Field 104 (PDP)
Classroom Open
AV Key from RAP (Location - Field 104B)
Chalk

Webster 104 (PDP)
Classroom Open
AV Key from RAP (Location – closet #104B)
WB

Dickinson 109B (PDP)
Classroom Open
AV Key from RAP (Closet in classroom)
Chalk

Dickinson 109D
Classroom Open
AV Key from RAP (Location – Dickinson 109B closet in classroom)
Chalk

CENTRAL AREA

Butterfield 007 (IT)
Classroom Open
AV Key from RAP (Location – double-doored closet in 009 room)
Chalk and WB

Butterfield 135A (IT)
Classroom Open
Chalk and WB

Van Meter 115 (IT)
Classroom Locked – Key from RAP
AV Key not necessary
WB
Upright Piano

**Wheeler B005 (IT)**
Classroom locked - Key from RAP
AV not available
WB

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**Residential Support – First Year Experience Office/Specialists**

In addition to the support you receive from the RAP Office and the RD (see following section "Residence Hall Director Contact Information," there is additional support available through the Residential First-Year Experience (RFYE) office - [http://www.housing.umass.edu/living/rfye/](http://www.housing.umass.edu/living/rfye/).

If you need assistance from a First Year Experience Specialist, please contact the Residential Learning Communities Office in B09 Knowlton (Northeast Area) - 413-577-1105 or rleoffice@sacl.umass.edu.

RFYE Halls are different than traditional residence halls in two ways:

1) All residents are first-year students.

2) Each building has additional staff (including a First Year Experience Specialist - or FYES) that is designed to provide extra support to students in making a successful transition to college with a special focus on academic success.

RAP classes are held in either the hall where the students live OR in a nearby residence hall or building. The FYES is there to support not only students but also residential instructors. You will be receiving a letter via email from the FYES for your residential teaching area. Please see their website - [http://www.housing.umass.edu/rfye/index.html](http://www.housing.umass.edu/rfye/index.html).

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**Residence Hall Director Contact Information (Subject to Change)**

Please feel free to introduce yourself to the Residence Director (RD) of the residence hall in which you are teaching. The RD is responsible for all facets of residence hall life in one or more buildings. Please note that residential classrooms are not necessarily located in first year halls (where RAPs are located).

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**SOUTHWEST NORTH AREA**

**COOLIDGE TOWER**
RD: Crystal Norwood / cnorwood@umass.edu / 413-545-4562
ARD: Ashley Mathis / amathis@educ.umass.edu / 413-545-1983

**EMERSON**
RD: Kellie Stanchak / kstanchak@umass.edu / 413-545-4564

**KENNEDY TOWER**
RD: Dominick Uguccioni / duguccioni@umass.edu / 413-545-4518
ARD: Mylasha Furlonge / furlonge@umass.edu / 5-4221
ARD: Travis Gagen / tgagen@schoolph.umass.edu / 5-4221

**MELVILLE & THOREAU**
RD: Jessica Prodoehl / jprodoehl@umass.edu / 413-545-1181
SOUTHWEST SOUTH AREA

JOHN ADAMS TOWER
RD: Megan Wyett / mwyett@umass.edu / 413-545-4563
ARD: Thomas Ransom / transom@educ.umass.edu / 413-545-2265

PIERPONT
RD: Mary Risigo / mrisigo@umass.edu / 413-545-2486

MOORE
RD: Julia Chatzinoff / jchatzinoff@umass.edu / 413-577-2184

PATTERSON
RD: Brian Gallagher / Gallagher@umass.edu / 413-545-0392
ARD: Travis Davis / tdavis@educ.umass.edu / 413-577-3233

WASHINGTON TOWER
RD: Thondup Tsering / thondup@umass.edu / 413-545-4580
ARD: Chase Milam / cmilam@educ.umass.edu / 413-545-2343

CENTRAL AREA

BUTTERFIELD & VAN METER
RD: Kara Eich-Richardson / ker@umass.edu / 413-545-1621
ARD: Ashley McCoy / ahansenmccoy@umass.edu / 413-545-0711

WHEELER
RD: Kristen Dedrick / kdedrick@umass.edu / 413-545-1620
ARD: Emily Alvelo / ealvelo@educ.umass.edu / TBA

ORCHARD HILL AREA

GRAYSON & FIELD
RD: Noga Flory / ngillat@umass.edu / 413-545-1625
ARD: Erik Reinbergs / ereinber@educ.umass.edu / 413-545-1131

WEBSTER
RD: Benjamin Kisang / bkkisang@umass.edu / 413-577-2494

EMILY DICKINSON
RD: Dylan Larke / dlarke@umass.edu / 413-545-1619

NORTHEAST AREA

DWIGHT/MARY LYON
RD: DeVaughn King / devaughnking@umass.edu – 413-545-6936

THATCHER
RD: Julia Mohlala / jmohlala@umass.edu / 413-545-3877
ARD: Bailey Benson / brbenson@umass.edu / 413-577-3771

AREA FACILITIES OFFICES If no one is available for assistance in your individual residence hall, Housing Services staff may be helpful.
Orchard Hill & Central  413-545-1333
Southwest          413-545-0439
Northeast          413-545-0290

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