

ABINGDON—INTRODUCTION CLASS

GENERAL INFORMATION

The Virginia Criminal Sentencing Commission is pleased that you will be attending the ***Introduction to Guidelines*** workshop at the **Southwest Virginia Higher Education Center** in Abingdon. Below you will find some general information about what to expect from your training experience.

Course Design

All Sentencing Guidelines Training classes are based on one fundamental educational principle: “Students learn by doing.” With this approach to learning, much of the course involves active student participation in individual and group exercises. The course instructors will lecture on various topics, and then, students will be given an opportunity to do hands-on exercises, utilizing the assistance of fellow classmates and course instructors.

Breaks, Food, Dress Code

Dress is casual. Light snacks and beverages will be offered. Breaks will be taken during the class, and there will be a one-hour lunch break.

One-on-One Assistance

Course leaders will be available during the break and after class to discuss any questions you may have concerning cases on which you are working. Also, course leaders and other Commission staff are available to answer your questions by contacting the Commission’s hotline at (804) 225-4398 during normal business hours Monday through Friday. In addition, if you do not understand something, the course leaders encourage you to ask questions at any time during the class.

Bring Your Guidelines Manual

The course is designed around the Sentencing Guidelines Manual. Throughout the seminar you will use the manual to complete exercises and to identify important rules and policies. By the end of the seminar, your manual will be transformed into a practical working document. If you are a state employee and need an update or a complete manual, please contact the Commission. If you are a non-state employee, and you have submitted an order form with payment, your manual/update will be shipped via UPS. Please contact the Commission at (804) 225-4398 to request an order form, or you may download a copy from the Commission’s website at www.vcsc.virginia.gov/training.htm. **Please bring your own copy of the Guidelines Manual to class.**

Directions, Parking, & Hotel Accommodations

Directions to the Higher Education Center are attached. If you need additional information, you may contact the Sentencing Commission at (804) 225-4398. Ample free parking is available on-site. If you have special needs, please contact the Sentencing Commission for information on parking and entrance to the facility. If you need hotel accommodations, please feel free to call the Commission, and we can provide you with a list of area hotels and their phone numbers.

Cancellation Policy

The Commission has a liberal cancellation policy: If you cannot make it to a training class, please call as soon as possible. We ask that you phone us to cancel rather than be a “No Show”; many of our courses fill up quickly, and we may have a waiting list. If you are unable to reschedule, you may request a refund in writing. Your money will be refunded minus a \$10 service charge.

**If you have any questions or concerns, please call Jody Fridley or Angela Kepus at (804) 225-4398.
Inclement Weather? Call (804) 225-4567 to see if the class has been cancelled.
We look forward to seeing you in training!**

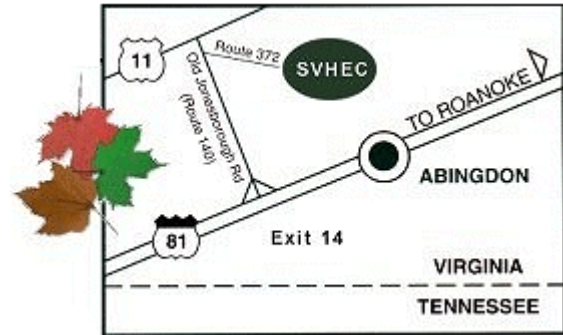
ABINGDON
SOUTHWEST VIRGINIA HIGHER EDUCATION CENTER

One Partnership Circle
Virginia Highlands Community College Campus
Abingdon, VA 24212
(800) SWCENTER or (276) 469-4000
www.swcenter.edu

The Southwest Virginia Higher Education Center is located on Old Jonesboro Road, between Interstate 81 and West Main Street in Abingdon on the campus of Virginia Highlands Community College.

From Bristol, Tennessee and west:

Take Interstate 81 north to Exit 14. Bear right off the ramp toward Abingdon. Go ¼ mile and turn right into the College.



From Wytheville, Virginia and east:

Take Interstate 81 south to Exit 14. Bear right off the ramp toward Abingdon. Go ¼ mile and turn right into the College.

From Bluefield, West Virginia, and north:

Take Highway 19 south to the stoplight at West Main Street (Highway 11). Bear right. Go 1 mile to the second stoplight and turn left. The College will be on your left.