

# ***ROANOKE—INTRODUCTION CLASS***

## **GENERAL INFORMATION**

The Virginia Criminal Sentencing Commission is pleased that you will be attending the ***Introduction to Guidelines*** workshop at the **Roanoke Higher Education Center**. 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.state.va.us/training.htm](http://www.vcsc.state.va.us/training.htm). **Please bring your own copy of the Guidelines Manual to class.**

### Directions, Parking, & Hotel Accommodations

Directions to the Roanoke Higher Education Center are attached. If you need additional information, you may access their website at [www.education.edu/](http://www.education.edu/) or you may contact the Sentencing Commission at (804) 225-4398. Parking information is attached. **Parking in the adjacent lots/garages will cost at least \$4.00 for the day.** If you would prefer not to drive, there is a free downtown express shuttle bus that makes frequent stops at the Center. 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!**

**ROANOKE**  
***ROANOKE HIGHER EDUCATION CENTER***  
108 North Jefferson Street  
Roanoke, VA 24016  
(540) 767-6013  
[www.education.edu](http://www.education.edu)



The Roanoke Higher Education Center (RHEC) is housed in the renovated Norfolk & Western Railroad building at 108 North Jefferson Street, next to the Hotel Roanoke.

From 581 heading South, take Exit 5. Turn right onto Wells Ave. Proceed past the Hotel Roanoke. Cross Jefferson St. Take next left into Jordan Alley to Parking Lot 1 (see numbered circle on map above).

From 220/581 heading North, take Exit 4E, immediately turn right onto Williamson Road. Proceed south to Wells Ave., and turn right onto Wells. Cross Jefferson St. Take next left into Jordan Alley to Parking Lot 1 (see numbered circle on map above).

## **PARKING & TRANSPORTATION**

### ***ROANOKE HIGHER EDUCATION CENTER***

#### **PARKING**

Parking is available as follows: (See numbered circles on map)

**Day - Monday through Friday (Permit or parking fee required 7:00 a.m. to 4:00 p.m.)**

- 1** West side of RHEC (surface parking lot)
- 2** Lot on Shenandoah Ave. (between Shenandoah and Centre) **Free for students with a RHEC issued permit**
- 3** Parking Garage (use entrance on Centre Ave., across from RHEC parking lot)

**Daily and Event Parking (Monday through Friday - 7:00 a.m. to 4:00 p.m.):**

**Daily parking fees for lot 1 and garage 3 are 50 cent per hour or \$4.00 per day.** Fees for lot **1** are collected via a regularly monitored self-payment box that is located on the median strip that separates lot **1** and Jordan Alley. Fees for garage **3** are collected by an attendant at the garage entrance/exit booth. All parking fees are collected by the City of Roanoke. The Roanoke Higher Education Center does not provide parking receipts.

#### **Assistance for Persons with Handicaps/Disabilities:**

The entrance for persons with handicaps/disabilities is located in front of the West Entrance (Main Entrance) on Jordan Alley. There are designated handicap/disability parking spaces in the parking lot adjacent to the entrance. Both Valley Metro and Radar provide public transportation for those who require assistance.

#### **TRANSPORTATION**

##### **Downtown Express:**

(Dashed line on map represents route)

A **FREE** city bus (marked Shuttle) will run to and from the Roanoke Higher Education Center – stopping near the corner of Jefferson St. and Centre Ave. – every 10 minutes during the day starting at 6:30 a.m. and ending at 6:30 p.m. five days per week. Street signs marked **DOWNTOWN EXPRESS** indicate shuttle stops along the designated routes.