



NATIONAL CAPITAL REGION  
VIRGINIA TECH.

## Graduate School

### Northern Virginia Center

#### EMPLOYEE FAQS 2018 – 2019

A guide for faculty, staff and graduate assistants at Virginia Tech's Northern Virginia Center

[www.nvc.vt.edu/intranet/resources/faq.pdf](http://www.nvc.vt.edu/intranet/resources/faq.pdf)

## Mission of the Virginia Tech Graduate School

The mission of the Virginia Tech Graduate School is to advance graduate education as a critical component in the transmission of new knowledge, new research, new ideas, and new scholarships in the University. The Graduate School is committed to providing a rich learning



environment that attracts and retains outstanding graduate students to work closely with exceptional faculty to advance knowledge and understanding that enables us to address the complex issues of today's society and tomorrow's future.

The Graduate School leads and directs the university's graduate programs. It strives to create a learning environment that will ensure the highest quality of graduate programs in keeping with the mission of teaching, research, and public service. Working with the faculty, the Graduate School is committed to providing access to its programs and services for qualified students of all racial, cultural, and ethnic backgrounds and to extending selected graduate programs and services to all regions of Virginia. In addition to the Commission on Graduate Studies and Policies, the Graduate School:

- Establishes and maintains rigorous admission and academic standards
- Acts as an advocate for graduate education in the university and the state
- Supports interdisciplinary communication and endeavors
- Helps prepare graduates to serve as leaders for the commonwealth, the nation, and the world.



**Table of Contents** **Page**

---

**VT phone Extensions appear in bold print**

Virginia Tech Graduate School Mission Statement ..... 1-2

Table of Contents ..... 3-6

Address (see Northern Virginia Center) ..... 7

Admissions

Alumni

Americans with Disabilities Act (ADA)

April 16 Memorial

Bicycles

Bookstore (see Virtual Bookstore)

Building Hours (see Northern Virginia Center)

Calendar – Virginia Tech Academic Timetable

Calendar – University Faculty – Staff Planning Calendar

Communications Network Services (CNS) ..... 9

Community Café

Commuter Information (see SmartBenefits)

Computer, Acceptable Use Policies ..... 10

Computer Assistance (see Information Services)

Conference Calls

Copies/Copier

DC Hokies (see Alumni) ..... 11

Directories

Elevator, Emergency Malfunction Procedures

Emergency Desk Reference – Employee Action Plan (EAP)

Emergency Facilities Situations ..... 12

Faculty Association (see NCR Faculty Association)

Facilities

Furnishings, Office ..... 13

Google Groups

Google Groups Addresses

Graduate School ..... 14

Graduate Student Services Office (GSSO)



**Table of Contents, continued..... Page**

Handbooks (see Policies and Handbooks) .....15  
Hokie Passport ID Cards

Hokie SPA ..... 16  
Home Use of Virginia Tech Property  
Human Resources  
ID Cards (See Hokie Passport ID Cards)  
Inclement Weather and NVC Closings

Information Services..... 18  
International Student Services Office  
Intranet

Keys to Office, Building, and ..... 19  
    Faculty/Staff Parking Gate  
Kitchens

Lactation Space at the Northern Virginia Center .....20  
Leave Entry Reporting System for Classified Staff

Leave Reporting for Wage Staff .....21  
Library (see Resource Center)  
LISTSERVS (see Google Groups)  
Lost & Found  
Mail and Shipping

Mail Code or Mail Stop Code .....23  
Medical Emergencies for Students and others

Metro Station .....24  
National Capital Region

National Capital Region Alumni (see Alumni) .....25  
National Capital Region Faculty Association (NCRFA)  
Network Drives  
Northern Virginia Center

Notary Public .....26  
Office space, Equipment, Keys, Lighting and Supplies



<b>Table of Contents, continued.....</b>	<b>Page</b>
Outreach Program Development (OPD) .....	26
Parking	
Parking Lots .....	27
Parking Permits	
Parking Proximity Cards.....	28
Personally Identifying Information (PII)	
Personnel Services (see Human Resource)	
Phones	
Phones, Cellular .....	29
Phones, Conference Calls (see Conference Calls)	
Phones, Voice Mail	
Phones, Services	
PID or Personal Identification	
Policies and Handbooks.....	30
Policies, Virginia Tech	
Principles of Space Allocation & Usage	
Public Relations	
Remote Access	
Resource Center/Library	
Resources for Student Referrals.....	31
Room/Space Reservations	
Security & Security Guards .....	32
Shipping (see Mail and Shipping) .....	33
SmartBenefits	
Smoking	
Social Media.....	34
Space Allocation & Usage, Principles of (see Principles of Space Allocation & Usage)	
State Vehicle	
Students in Distress (see Resources for Student Referrals)	



**Table of Contents, continued..... Page**

Student Services .....34  
(see Graduate Student Services Office)  
Students with Disabilities

Supplies, Office .....35  
Timetable of Classes  
Time Sheets, Delayed Openings and  
Early Closings (see Inclement Weather)  
Vending Machines  
Video Conferencing

Virginia Tech Graduate School .....36  
(see Graduate School)  
Virginia Tech National Capital Region  
(see National Capital Region)  
Virginia Tech Northern Virginia Center  
(see Northern Virginia Center)  
Virtual Bookstore  
Voice Mail (see Phones)

VT Alerts.....37  
Website  
Where to go with Questions  
Wireless Network

Zoom .....38

**Suggestions are appreciated for improving this user guide. Please send comments for inclusion in the next FAQs to [Facilities@vt.edu](mailto:Facilities@vt.edu)**



## **ADDRESS OF NORTHERN VIRGINIA CENTER (SEE NORTHERN VIRGINIA CENTER)**

### **ADMISSIONS**

Graduate Student Services Office (GSSO)

4<sup>th</sup> Floor, Rooms 407, 409, 411, Tel: 703-538-8327

E-mail: [gssoncr@vt.edu](mailto:gssoncr@vt.edu)

Website: <http://www.nvc.vt.edu/current-students/graduate-student-services-office>

### **ALUMNI**

The award-winning National Capital Region Alumni

Chapter can be found on: [www.dchokies.org](http://www.dchokies.org)

Each spring hundreds of applications are accepted from graduating high school students in the National Capital Region, and graduate students who are enrolled in Virginia Tech National Capital Region programs. Two doctoral candidates in the National Capital Region were granted \$2,500 scholarships for 2016-2017. This year brought the largest number of graduate applications.

DC Hokies: Hokie Nation in the Nation's Capital

[www.dchokies.org](http://www.dchokies.org)

The National Capital Region Chapter of the Virginia Tech Alumni Association (VTAA-NCR) serves alumni living in the cities of Alexandria, Falls Church and Fairfax, the counties of Arlington and Fairfax, Virginia; Montgomery and Prince Georges, Maryland and the District of Columbia.

### **AMERICANS WITH DISABILITIES ACT**

Gloria Hartley, Case Manager, University Americans with Disabilities Act (ADA) Services:

- 540-231-1820
- Website: [www.oea.vt.edu](http://www.oea.vt.edu)
- email: [ghartley@vt.edu](mailto:ghartley@vt.edu)
- Resources for faculty and staff: <https://oea.vt.edu/ada-accessibility-services/resources.html>
- Information for students with disabilities (SSD):
  - 540-231-3788
  - Website: [www.ssd.vt.edu](http://www.ssd.vt.edu)



## **APRIL 16 MEMORIAL**

The Hokie stone bench and bronze plaque on the north side of the Northern Virginia Center campus provide a quiet place of reflection in remembrance of the victims of the April 16, 2007 Virginia Tech tragedy. The stone for the bench was quarried at Virginia Tech's limestone quarry in Blacksburg, and the bench was built by the Brickman Group, commercial landscapers, who also donated the Japanese red maple tree near the bench. The leaves turn orange or maroon depending on the season.

## **BICYCLES**

Current VT Policy 5005 section 3.2.1 allows for storage of personal bicycles by faculty and staff in their offices with prior approval by their director. The Center Director acknowledges this practice at the NVC in accordance with the policy. Bicycles cannot be stored by wage and graduate student staff in common spaces like classrooms, shared offices, or research labs.

Under the policy, bicycles may be brought into offices only by faculty and staff. Students are not permitted to bring bicycles into the VT/UVA/NVC building.

## **BOOKSTORE (SEE VIRTUAL BOOKSTORE)**

## **BUILDING HOURS (SEE NORTHERN VIRGINIA CENTER)**

## **CALENDAR – VT ACADEMIC TIMETABLE**

<https://registrar.vt.edu/dates-deadlines-accordion/index.html>

This also appears in the VT University Directory published in the fall.

## **CALENDAR – UNIVERSITY FACULTY – STAFF PLANNING CALENDAR**

The printed 18 ½" x 14" calendar is received at the Northern Virginia Center at the beginning of the fall semester. Copies can be obtained from the office of the Associate Dean, NVC 410, x88310, while supplies last. This calendar is also available online at:

<http://vtnews.vt.edu/fs-planning-calendar.html>





## **COMMUNICATIONS NETWORK SERVICES (CNS)**

Virginia Tech's provider of telephone and data (Internet) access is Communications Network Services.

- Contact Communications Network Services to report phone outages and problems via email: [ASK-CNS@vt.edu](mailto:ASK-CNS@vt.edu), from an in-network phone call **1-6460**; from an outside or cell phone call 540-231-6460
- To report computer-related issues:
  - Email VT/NVC ComputerHelp at [nvccomputerhelp@vt.edu](mailto:nvccomputerhelp@vt.edu)
  - Telephone VT/NVC ComputerHelp at 540-231-**8444**
- To request additional Communications Network Services (data ports, telephone changes, etc.) fill out an Interdepartmental Service Request (ISR) form.
- The Northern Virginia Center's Information Services team provides support: [nvccomputerhelp@vt.edu](mailto:nvccomputerhelp@vt.edu) or 703-538-**8444**
- The Communications Network Services liaison at the Northern Virginia Center is Philip Skomra, Assistant Director of the Northern Virginia Center: [pskomra@vt.edu](mailto:pskomra@vt.edu) or 703-538-**8444**, NVC Room 414

## **COMMUNITY CAFÉ - OPEN DURING BUILDING HOURS**

Located on the first floor of the Northern Virginia Center, the Community Café is a large space devoted to the faculty, staff and students of Virginia Tech. There is comfortable seating for relaxing and tables and chairs for dining. Seating is provided adjacent to power outlets for the use of computers. Vending machines offer a variety of foods, drinks, and treats. There are two commercial microwave ovens available, counter space, and a sink with hot and cold water. In addition, there is a pool table and a ping pong table. Space is not reserved, but planned gatherings should be noted ahead of time in the Event Binder by organizers located in the book shelf to left of entrance. Everyone is permitted in the Café at all times, including when an event is taking place. Vending machines are available to all.

## **COMMUTER INFORMATION (SEE SMARTBENEFITS)**



## **COMPUTER, ACCEPTABLE USE POLICIES**

Website:

<https://www.beam.vt.edu/about/acceptableUse.php>

## **COMPUTER ASSISTANCE AT NVC: (SEE INFORMATION SERVICES)**

### **CONFERENCE CALLS**

Conference calls can be made from AVAYA office phones.

For more information on your AVAYA phone:

<https://secure.nis.vt.edu/resources/training/docs/Avaya%20Quick%20Guide.pdf>

Virginia Information Technologies Agency (VITA) is a state service that can be used (calls are charged to department phones): <http://www.vita.virginia.gov>.

Classrooms with AVAYA phones can connect with up to six phone conference participants.

### **CONTINUING AND PROFESSIONAL EDUCATION (CPE)- NCR**

CPE specializes in customized educational programs, support of special events, and referral for technical assistance, economic development and research opportunities. CPE works with government entities, organizations, businesses, and individuals to match university resources with specific needs. The NCR CPE Office handles main campus events that are held in the NCR where there is no NCR department sponsor.

Website:

[https://ncr.vt.edu/engagement/continuing\\_and\\_professional\\_education.html](https://ncr.vt.edu/engagement/continuing_and_professional_education.html)

### **COPIES/COPIER**

Center-wide copier locations (department-issued access code required)

- Library/Resource Center (1 copier) – cost per copy
- See individual department offices for the use of department specific copiers.

Contact the Library staff for issues related to the Library copier.



## **DC HOKIES (SEE ALUMNI)**

### **DIRECTORIES**

*Online University Directory/Virginia Tech People Search:*  
<https://search.vt.edu/search/pages.html>

The *Northern Virginia Center (NVC) Directory* is updated each semester It is accessed here:  
<https://www.nvc.vt.edu/intranet/resources/Fall%202017%20NVC%20Directory%20Final.pdf>  
Please contact Susan Merten at [smerten@vt.edu](mailto:smerten@vt.edu) with any additions or deletions.

### **ELEVATOR – EMERGENCY MALFUNCTION PROCEDURES**

Elevator cars may stop between floors, doors may not operate properly, and/or cabs may not level properly at landings. Do not attempt to pry open the elevator doors which could result in serious injury.

All building occupants should promptly report any problems experienced with elevators to the building engineer or security guard.

Individuals stuck in an elevator should report the problem using the hands-free emergency communication system located in the call box below the call buttons. Ringing the bell in the elevator cab will also alert people in the building.

The telephone is programmed to automatically call Kastle Systems (24 hours a day), which will relay information to the NVC building engineer. The elevator cab number, building address, and property management (Complete Business Services-CBS) telephone numbers are posted inside the telephone call box.

If an elevator technician is not in the immediate area, the building engineer or security guard will contact the Falls Church Fire Department to handle the situation.

### **EMERGENCY DESK REFERENCE – EMPLOYEE ACTION PLAN (EAP)**

Emergency Desk References have been placed in each office and VT classrooms. These publications must remain handy in these locations for use by faculty, staff, students, and office occupants. EAP's were revised in November 2012. These office guides are to remain in the office or



room they are in. Please do not discard or remove them from these locations.

### **EMERGENCY FACILITIES SITUATIONS - REPORTING**

For urgent problems in the building, such as overflowing toilets, lights out, flooding, and similar situations, call Facilities at 703-538-8440. If the Facilities staff is not available, contact the Security Guard at 571-585-0006 who will report it to the property engineer. The guard station is located at the entrance on the 2<sup>nd</sup> floor.

### **FACULTY ASSOCIATION (SEE NATIONAL CAPITAL REGION FACULTY ASSOCIATION)**

#### **FACILITIES**

NVC Facilities adheres to the design standards set by the university in providing teaching-ready classrooms as outlined in the “Classroom Design Principles That Improve Teaching & Learning”. [www.facilities.vt.edu/udc/classroom](http://www.facilities.vt.edu/udc/classroom)  
The Facilities staff provides services related to classrooms and the Northern Virginia Center.

- Main Number: 703-538-8440
- Barbara Barrell, Manager: 703-538-8316, Room 406
- Jason Huffman, Coordinator: 703-538-8375, Room 404
- Maryam Sarabnezhadjavadsani, Assistant: 703-538-8346, Room 403
- Team Email: [facilities@vt.edu](mailto:facilities@vt.edu)
- General Information about services, building operations, and online room requests can be found at [www.nvc.vt.edu/intranet/facilities](http://www.nvc.vt.edu/intranet/facilities).
- Contact facilities via email or phone, 703-538-8440, for matters regarding the premises, inside or out. If urgent, call the facilities manager and/or contact the guard, 571-585-0006, who will know the emergency contact information for the building engineer.



**FURNISHINGS, OFFICE  
(NORTHERN VIRGINIA CENTER POLICY 4)**

The office furnishings, including cabinets and desks, came with the lease of the building, and they are the property of the building. They must be maintained in their present location, within the department, or, if removed, stored by the office occupant's department for return to the room when vacating. The Northern Virginia Center is owned by the Commonwealth of Virginia with Virginia Tech and the University of Virginia as lessees. Other office furniture – if purchased with non-foundation VT funds must be sent to VT surplus if no longer wanted.

**GOOGLE GROUP**

Google Groups (often referred to as “mailing lists”) allow a user to distribute information through gmail to many people at once by sending the message to one gmail address. They are used for discussion forums, event and update notifications, and news delivery. The Google Groups in the following table are specific to the National Capital Region. It is recommended that you subscribe to all appropriate mailing lists. When using a Google Group, you must abide by all rules set forth in Virginia Tech's Acceptable Use Policy. To view these regulations, see the Acceptable Use Guidelines online at:

<https://vt.edu/about/acceptable-use.html>

For more information about how to use the Google Group, please see the Virginia Tech's site:

[HTTPS://VT4HELP.SERVICE-NOW.COM/KB\\_VIEW.DO?SYSPARM\\_ARTICLE=KB0010540](HTTPS://VT4HELP.SERVICE-NOW.COM/KB_VIEW.DO?SYSPARM_ARTICLE=KB0010540)

**GOOGLE GROUP ADDRESSES**

<b>Google Group</b>	<b>Description</b>
<a href="mailto:nvc-g@vt.edu">nvc-g@vt.edu</a>	All faculty and staff at the Northern Virginia Center
<a href="mailto:nvc_ga-g@vt.edu">nvc_ga-g@vt.edu</a>	Graduate Assistants in the Northern Virginia Center



<a href="mailto:vt-ncr-g@vt.edu">vt-ncr-g@vt.edu</a>	All faculty and staff in the National Capital Region
<a href="mailto:vt-ncr-faculty-g@vt.edu">vt-ncr-faculty-g@vt.edu</a>	All faculty in the National Capital Region
<a href="mailto:vt-ncr-staff-g@vt.edu">vt-ncr-staff-g@vt.edu</a>	All staff in the National Capital Region
<a href="mailto:vt-ncr-alexandria-g@vt.edu">vt-ncr-alexandria-g@vt.edu</a>	All faculty, staff, students and partners located at 1021, 1001 and 601 Prince Street, and 205 S. Patrick Street, Alexandria
<a href="mailto:vt-ncr-arlington-g@vt.edu">vt-ncr-arlington-g@vt.edu</a>	Faculty, staff, graduate assistants, and partners located at the VT Research Center, Arlington

## GRADUATE SCHOOL

Virginia Tech Graduate School  
 Graduate Life Center at Donaldson Brown (Mail Code 0325),

155 Otey Street, NW  
 Blacksburg, Virginia 24061  
 Phone: 540-321-5645  
 Hours: 8:00 a.m. – 5:00 p.m., Monday – Friday  
 Website: <http://graduateschool.vt.edu>

Karen P. DePauw, Ph.D.

[kpdepauw@vt.edu](mailto:kpdepauw@vt.edu)

Vice President and Dean for Graduate Education

Graduate School

Graduate Life Center at Donaldson Brown,

Blacksburg

540-231-7581



Kenneth H. Wong, Ph.D. [khwong@vt.edu](mailto:khwong@vt.edu)  
Associate Dean of the Graduate School, National  
Capital Region Director, Northern Virginia Center  
Assistant Professor of Physics  
Director, Biomedical Technology Development  
and Management  
NVC Room 412, 703-538-8312

Philip A. Skomra [pskomra@vt.edu](mailto:pskomra@vt.edu)  
Assistant Director, Northern Virginia Center  
NVC Room 414, 703-538-8323

**GRADUATE STUDENT SERVICES OFFICE (GSSO), NATIONAL  
CAPITAL REGION**

Rooms 407, 409, 411, 4<sup>th</sup> floor

Phone: 703-538-8327

Email: [gssoncr@vt.edu](mailto:gssoncr@vt.edu)

Hours: 9:00 a.m. – 5:00 p.m. Monday – Friday

Website: [www.nvc.vt.edu/gssso](http://www.nvc.vt.edu/gssso)

**HANDBOOKS (SEE POLICIES AND HANDBOOKS)**

**HOKIE PASSPORT ID CARDS**

The Hokie Passport is the official identification card for Virginia Polytechnic Institute and State University. All faculty, staff, and currently enrolled students are eligible to get a card.

There is no charge for your first Hokie Passport. A \$20.00 *cash* replacement fee will be charged for lost or stolen cards.

Hokie Passports are made from 11:00 a.m. to 6:30 p.m., Monday through Friday in the Resource Center Library on the first floor.

If you want a Hokie Passport, come by with your photo identification (driver's license or passport) and complete the green ID request card. You will be photographed and your new ID card will be printed.

Contact: Debbie Cash, Resource Center Library, 703-538-8341



## **HOKIE SPA**

Hokie SPA is Virginia Tech's electronic gateway for students, faculty, and staff. See: [hokiespa.vt.edu](http://hokiespa.vt.edu)

## **HOME USE OF VIRGINIA TECH PROPERTY (NORTHERN VIRGINIA CENTER POLICY 7)**

Northern Virginia Center faculty and staff may be assigned computers, laptops, cell phones or other equipment for use outside the Northern Virginia Center. Anyone whose salary is paid from the Graduate School Account (016100) and who is issued property must sign a memorandum listing the equipment with a return date. This memorandum will remain on file with the Northern Virginia Center. The Home Authorization Form can be found on the fixed Assets website:

<https://www.controller.vt.edu/resources/fixedassets.html>.

## **HUMAN RESOURCES**

North End Center (Mail code 0318)  
300 Turner Street NW  
Blacksburg, VA 24061

Phone: 540-231-**9331**

Website: [www.hr.vt.edu](http://www.hr.vt.edu)

Employee Information:

<https://www.hr.vt.edu/resources/current-employees.html>

Supervisor Information:

<https://www.hr.vt.edu/resources/managers-supervisors.html>

## **ID CARDS (SEE HOKIE PASSPORT ID CARDS)**

## **INCLEMENT WEATHER AND NORTHERN VIRGINIA CENTER CLOSINGS (NORTHERN VIRGINIA CENTER POLICY 5)**

When the Northern Virginia Center is closed or classes are cancelled because of inclement weather, the decision is made by 6:00 a.m. and/or 2:00 p.m. and posted within thirty minutes of those times via the following outlets:

- Northern Virginia Center Weather Information Line:  
703-538-**8325**
- Northern Virginia Center Website: [www.nvc.vt.edu](http://www.nvc.vt.edu)
- National Capital Region Website: [www.ncr.vt.edu](http://www.ncr.vt.edu)
- TV, radio, and Internet notices





## Delayed Openings, Early Closings, Timesheets, and Liberal Leave:

- **Delayed Opening:** a decision to open the Northern Virginia Center later than its official time on mornings when inclement weather, combined with rush hour traffic, could make it potentially dangerous to come to work earlier. For purposes of reporting authorized closing leave and time worked, the Northern Virginia Center is closed beginning at 12:01 a.m. of that day until the stated opening time.
- **Early Closing:** a decision to close the Northern Virginia Center earlier than its official time when inclement weather could make it potentially hazardous to drive home. For purposes of reporting authorized closing leave and time worked, the Northern Virginia center is closed from the stated time of the day until midnight of that same day. When possible, announcements of delayed openings will state the exact time that the Northern Virginia Center will open. If a radio or television inclement weather system notes a delayed opening, the time of the delayed opening will be based on the Northern Virginia Center opening at 9:00 a.m. (If there is a “two-hour delay” posted in the media, then the Northern Virginia Center will open at 11:00 a.m., or two hours after 9:00 a.m.)
- If the Northern Virginia Center opens late or closes early because of inclement weather, calculate the number of authorized closing hours on the P128 (salaried employees) or P130 (wage employees) based upon your scheduled work hours. For reporting authorized closing leave and time worked when the Northern Virginia Center closes early, the Northern Virginia Center is considered closed from the time it is announced until midnight of that same day.
- **Liberal Leave:** when liberal leave conditions are in effect, employees may use leave time on an emergency basis, without the usual advance request/permission, when they determine that road or weather conditions may jeopardize their safety.



- Northern Virginia Center closings due to power failures or natural disasters will be announced via media channels and, if available, by means of the Northern Virginia Center weather information line.

### **INFORMATION SERVICES, VT/NVC**

Contact Information Services for assistance at

[nvccomputerhelp@vt.edu](mailto:nvccomputerhelp@vt.edu).

The goal of NVC Information Services is to meet the technology requirements of the NVC faculty, staff, graduate assistants, and students. We provide on-site support.

Phone: 703-538-8444

Website: [www.nvc.vt.edu/intranet/is](http://www.nvc.vt.edu/intranet/is)

### **INTERNATIONAL STUDENT-SCHOLARS SERVICES OFFICE**

Email: [intlncr@vt.edu](mailto:intlncr@vt.edu)

Jessica Mullins, Graduate Student Immigration Specialist  
Northern Virginia Center, Room 411

Phone: 703-538-8326 Email: [mullins1@vt.edu](mailto:mullins1@vt.edu)

The International Students and Scholars Services office provides expertise on immigration and employment issues, advocates for international exchange, and promotes the academic, professional, and personal growth of international students, faculty and staff.

[www.nvc.vt.edu/resources/international/](http://www.nvc.vt.edu/resources/international/)

### **INTRANET**

The Northern Virginia Center Intranet provides useful information via websites from several NVC departments, including: Facilities, Graduate Student Services, and Information Services. Employee FAQs, policies and directories for the NVC, and other resource information can be downloaded. The website is accessible from any National Capital Region location or via the Virtual Private Network (VPN): [www.ncr.vt.edu](http://www.ncr.vt.edu)

Intranet website: [www.nvc.vt.edu/intranet/](http://www.nvc.vt.edu/intranet/)



## **KEYS TO OFFICE, BUILDING, AND FACULTY/STAFF PARKING GATE (NORTHERN VIRGINIA CENTER POLICIES 6, 6A, AND 6B)**

Metal office keys or card-keys, which allow access to the building and parking gate, are requested through your department's director or program coordinator. Once approved, the request is given to the Facilities Manager to obtain keys for the employees. Forms requesting either kind of key are found at the carousel located by Room 411, or from your department's program coordinator. An online version of the request and return of key forms can be found on the Facilities website, General Office Information tab: <https://secure.hosting.vt.edu/www.nvc.vt.edu/intranet/facilities/forms.html#key>.

Key forms can be completed and printed for the department head's signature and then submitted to the Facilities Manager in Room 406.

Facilities conducts an annual departmental inventory of keys. Keys received from the facilities manager should be returned to the facilities manager upon departure from the NVC.

VT Access Control Policy is found on [www.policies.vt.edu/5620.pdf](http://www.policies.vt.edu/5620.pdf). Subsequent policies and memoranda have been issued by the Associate Dean/Director.

## **KITCHENS**

Employee kitchens are located by SE stairwell #2 on the following floors:

- 2<sup>nd</sup> floor, by the Tower Room Lounge – includes a refrigerator, sink, microwave, storage, snack and beverage vending
- 3<sup>rd</sup> floor, by the VT Tower Conference Room – includes a refrigerator, sink, microwave, storage, beverage vending
- 4<sup>th</sup> floor, by the UVA Tower (Jefferson) Conference Room – includes a refrigerator, sink, and microwaves

Kitchens are shared by the faculty and staff of Virginia Tech and the University of Virginia. Lighting, electricity, plumbing, and floor and sink cleaning are all under the purview of the



property management contract and the subcontracted cleaning company. Refrigerators are cleaned three times a year. At all other times the cleaning of the microwaves and refrigerators are the shared responsibility of the community members who use them.

No personal items are to be stored in the cabinets or on a regular basis in the refrigerators. Refrigerators are for daily use and items are to be emptied from the refrigerators at the end of each week.

For the safety of everyone in the building, it is not permitted to leave food cooking in a microwave unattended. Reheating strong smelling foods should be done in the café on the first floor to avoid odors disrupting offices around kitchens on the upper floors.

Refrigerators are not provided for students. However, the 1<sup>st</sup> floor Community Café has a sink, vending machines, and two microwaves that are shared by faculty, staff, and students.

#### **LACTATION SPACE AT THE NORTHERN VIRGINIA CENTER**

Virginia Tech Northern Virginia Center is in compliance with the Patient Protection and Affordable Care Act/Fair Labor Standards Act regarding accommodations for nursing mothers who want to express breast milk for their babies during the work day. “A place, other than a bathroom, that is shielded from view and free from intrusion” from coworkers and the public is available to lactating mothers and they are given reasonable break time to express breast milk each time it is necessary to do so. [www.nvc.vt.edu/intranet/resources/policies/13.pdf](http://www.nvc.vt.edu/intranet/resources/policies/13.pdf)

A request to Northern Virginia Center Facilities can be made for this accommodation by sending a request to [facilities@vt.edu](mailto:facilities@vt.edu).

#### **LEAVE ENTRY REPORTING SYSTEM FOR CLASSIFIED STAFF**

Log hours worked and leave taken on a monthly basis, from the tenth day of each month to the ninth day of the next month. Online time sheets are submitted online. For more information:



<https://www.hr.vt.edu/benefits/leave/leave-reporting/system.html>

### **LEAVE REPORTING FOR WAGE STAFF**

The university uses an online system known as TimeClock Plus to enter, route, and approve wage employee timekeeping. The new system interfaces with the Banner system and is centrally managed by the Payroll Office. Employees will be able to access the system in multiple ways, including an actual time clock or a computer. For more information on this system, contact your supervisor or the HR Service Center at 540-231-9331.

### **LIBRARY (SEE RESOURCE CENTER)**

### **LISTSERVS (SEE GOOGLE GROUPS)**

Virginia Tech has switched to Google Groups which performs the same functions.

### **LOST & FOUND**

Lost articles are submitted to the Resource Center/Library on the first floor. If the lost item is not found in the Resource Center, check with the Facilities office and the second floor guard station. Facilities can be contacted if items are thought to have been left in Virginia Tech or University of Virginia classrooms. Contact [facilities@vt.edu](mailto:facilities@vt.edu) or 703-538-8440.

### **MAIL AND SHIPPING**

The central mailroom for Virginia Tech is located on the fourth floor. This equipment is in the mailroom:

- Large-volume paper shredder
- Scale to weigh outgoing mail
- Recycling bins

Service on equipment is handled by the NVC Facilities office. Contact [facilities@vt.edu](mailto:facilities@vt.edu).

All incoming and outgoing mail should clearly show the name, and department of the recipient. Example:

Joe Hokie  
Department Name (Mail code, if any)  
Building Name, Room, or Suite XXX,



Virginia Tech  
XXX Street Name  
Blacksburg, VA 24061

**Campus mail:**

Mail to be sent to Virginia Tech in Blacksburg (campus mail) can be dropped off in the mailroom (the bin is on top, far right). On Tuesdays and Thursdays, the mail to go to Blacksburg is collected from the bin and placed in the UPS envelope in the mailroom for pick up. The large envelope is on top of the file cabinet, and sealed at 3:30 p.m. This courtesy is provided by Northern Virginia Center Administration for use by all departments at the Northern Virginia Center. The envelopes have a weight limit of 5 pounds. Anything that puts the Northern Virginia Center envelope over this weight limit should be sent separately, using the department's UPS Account.

**United States Postal Service:**

USPS in-coming mail is delivered to the 4<sup>th</sup> floor mailroom and distributed daily, except for holidays. USPS out-going posted mail that weighs less than 13 ounces is placed in the mail drop in the second floor lobby, across from the elevators. The mail carrier cannot pick up mail that weighs more than 13 ounces. Mail is picked up daily, at the time posted on the mailbox, except for holidays.

**UPS, FedEx, and Other Shippers:**

Each department has an independent account for shipping services, and schedules pick-ups independently. To locate FedEx drop off locations in Falls Church or elsewhere in the region, enter a zip code at the Federal Express website: [www.fedex.com](http://www.fedex.com).

The NVC Administration team does not sign for "delivery". Packages requiring a signature must be delivered directly to the recipient's office. A room number listing providing signatories was created and it is in the mail room on the 4<sup>th</sup> floor for UPS and FedEx drivers to view. Please make sure that a room number is in the address when ordering or having items sent to the NVC.

This does not affect incoming United States Postal Service (USPS) letter mail and boxes.



## **MAIL CODE OR MAIL STOP CODE**

A four-digit code identifies most Virginia Tech building locations in Blacksburg and throughout Virginia. University mail should be marked with the mail code to facilitate distribution. The Northern Virginia Center does not have a mail code, and 9999 is entered in the Banner system to indicate this. 9999 is not used in mailing addresses, on business cards, stationery, or other communications.

## **MEDICAL EMERGENCIES FOR STUDENTS AND OTHERS (NORTHERN VIRGINIA CENTER POLICY 9)**

These guidelines are written primarily in terms of assisting students but they are generally applicable for anyone needing medical attention.

1. Be prepared. Invite students to confidentially inform their instructor if they have medical conditions that might need attention during class.
2. Ask students to provide In Case of Emergency contact numbers and add this information to the class roster. Ask students to add their In Case of Emergency numbers in their mobile phones.
3. If a student shows signs of a medical condition during class, the instructor should recess the class.
4. Ask the student how you can assist him or her.
5. If feasible, ask others in the class to assist; some students may be trained as first responders.
6. If it becomes apparent that emergency medical attention is necessary, the instructor shall call 911 and then notify a security officer of the emergency.
  - the security officer's desk is located on the 2nd floor, inside the main entrance
  - the security officer's cell phone number is 571-585-0006
  - courtesy phones are located on floors 1, 2, & 3, near the elevators, next to the University of Virginia's bulletin boards. To use these phones, touch 9+ the number.
7. The security officer will monitor the situation until the paramedics arrive.
8. The security officer shall notify Virginia Tech staff on duty and make appropriate reports.
9. Virginia Tech faculty or staff, shall call the student's "In Case of Emergency" (ICE) number that was



provided by the student if the student is not able to call it.

10. The instructor may dismiss the students if the emergency causes lengthy disruption to the class.
11. The Virginia Tech faculty or staff person shall call the Facilities Manager (Barbara Barrell, O: 703-538-8316, C: 703-887-3197) to report the details of the incident.
12. The Facilities Manager shall notify the Associate Dean of the Graduate School/Director of the Northern Virginia Center of the medical emergency.

Note: During an emergency situation, reasonable attempts will be made to notify the individual student's, In Case of Emergency (ICE) designee, although University faculty and staff cannot guarantee such notification.

### **METRO STATION**

The Northern Virginia Center is located across the parking lot and access road from the VT/UVA West Falls Church Metro stop, Orange Line. [www.wmata.com](http://www.wmata.com)

### **NATIONAL CAPITAL REGION**

Vice President and Executive Director's Office

Location: Virginia Tech Research Center – Arlington  
900 North Glebe Road, Arlington, VA 22203

Phone: 571-858-3001

Website: [www.ncr.vt.edu](http://www.ncr.vt.edu)

The National Capital Region is the designation for Virginia Tech's presence in the Northern Virginia, metropolitan DC area. The National Capital Region is comprised of the following sites:

- Marion duPont Scott Equine Medical Center - Leesburg
- Middleburg Agriculture Research & Extension Center – Middleburg
- Northern Virginia Center - Falls Church
- Occoquan Watershed Monitoring Laboratory – Manassas
- School of Public and International Affairs - Alexandria
- Virginia Tech Research Center - Arlington
- Washington - Alexandria Architecture Center &





- Annex – Alexandria
- VT/Language & Culture Institute/NCR – Merrifield

## **NATIONAL CAPITAL REGION ALUMNI (SEE ALUMNI)**

### **NATIONAL CAPITAL REGION FACULTY ASSOCIATION (NCRFA)**

Open to all faculty in the NCR, the NCRFA has open meetings monthly during the academic year.

[faculty.ncr.vt.edu](http://faculty.ncr.vt.edu)

Executive Committee for 2018-19:

President, Kenneth Wong, 703-538-8312,

[khwong@vt.edu](mailto:khwong@vt.edu)

Secretary, Pending

Treasurer, Pending

### **NETWORK DRIVES**

All faculty, staff, and graduate assistants are assigned a Northern Virginia Center account by Information Systems which provides access to the regional information services systems. Depending on your classification, you may have access to the following network drives:

- G:\ Departmental Drive. For shared data storage within a department by faculty, staff, and graduate assistants.
- H:\ Home Drive. Private file storage space.
- S:\ Shared Drive. Accessible from any computers across the National Capital Region. Confidential or sensitive information should not be stored on this drive.

Information Services strongly encourages the use of the network drives. All file servers are backed up on a daily basis.

### **NORTHERN VIRGINIA CENTER**

Virginia Tech

VT/UVA Northern Virginia Center

7054 Haycock Road

Falls Church, Virginia 22043-2368

[www.nvc.vt.edu](http://www.nvc.vt.edu)

Main Telephone Number: 703-538-8310; TTY: 703-538-8314



Hours of Operation:

Monday – Friday	7:00 a.m. – 10:00 p.m.
Saturday	7:00 a.m. – 6:00 p.m.
Sunday	Closed

The 1<sup>st</sup> floor Community Café/vending area is open during building hours. Resource Center/Library hours are posted on [www.lib.vt.edu/nvc](http://www.lib.vt.edu/nvc)

Information about parking at the location can be found in this FAQs under Parking, and on the website:

<https://www.nvc.vt.edu/about-nvc/parking-at-nvc>

**NOTARY PUBLIC**

Virginia Tech/NVC does not have a Notary. Local banks in Falls Church provide this service.

**OFFICE SPACE, EQUIPMENT, KEYS, LIGHTING AND SUPPLIES**

Offices and laboratories are assigned by program directors, working within their allocated space. Requests for additional space require a proposal to the Space Committee by the program director. Program directors are the point of contact for providing or approving furniture, keys, lighting, and other equipment and supplies. Office desk keys are not generic and they remain with the office desks. Building key fobs and door keys are loaned and should be returned to Facilities when no longer needed. For more information:

<http://www.nvc.vt.edu/intranet/resources/>

**PARKING (NORTHERN VIRGINIA CENTER POLICY 15)**

Parking lot and parking information for the Northern Virginia Center:

- Upper Lot: Faculty/Staff Parking, requires a valid Virginia Tech parking permit and a code for access;
- Lower Lot, automated: Faculty/Staff, Students, Metro Commuters. There is no additional charge with a valid Virginia Tech parking permit/proximity card.
- Paid parking in the large lot is on a daily basis.
- State vehicles on UVA or VT official business do not require a permit to park. A code is needed for those vehicles to park in the faculty/staff lot.



- Entrance: Metered parking spaces are for visitors or for those who are parking on a short-term basis only.

### **PARKING LOTS**

There is no free parking at the Northern Virginia Center. For faculty, staff and some students parking permits (available as hang tags) are handled by VT Main campus' office of Parking Services. These hang tags must be displayed whenever parking at the NVC.

The lower lot is automated. Entrance or exit is by ticket or proximity card. The current, daily parking rate (set by [WMATA](#)) is \$4.95/day. Payment is done when exiting and only by credit card. The automated parking machine does not accept cash. Faculty, staff and students with parking permits will be able to enter and exit with the proximity card.

The visitor lot provides a limited number of temporary hourly meters for metered parking.

In the faculty/staff lot, parked vehicles must display the hang tag. This parking lot can only be entered with an access code.

### **PARKING PERMITS**

All faculty, staff and some students can purchase parking permits (available as hang tags), from Virginia Tech's Parking Services office in Blacksburg. Payment is made by going to the "Purchase Permits" link on the [www.parking.vt.edu](http://www.parking.vt.edu) website. Permits are available for a semester or a year. Once the permit is purchased, the NVC Facilities Office will provide a proximity card (see below). Parking hang tags must be displayed at all times.

Payroll Deduction is available when purchasing a 1-Year permit. The Pre-Tax Parking Permit Program will save over 20% of the cost of the permit. Payroll deduction is only available for faculty and classified staff who purchase a permit by September.

The faculty/staff (**F/S**) hang tag is also honored at the lot behind the Washington Alexandria Architecture Center in Alexandria locations, and in designated lots in Blacksburg.



Eligible students: Permits can be purchased online at [www.parking.vt.edu](http://www.parking.vt.edu). The student will login with their PID and password to purchase the permit.

### **PARKING PROXIMITY CARDS**

Faculty, staff and students with VT parking permits can enter and exit the lower parking lot using a proximity card, and will not be charged the daily fee. These cards are provided once a parking permit is purchased. To receive the proximity card, register with the NVC Facilities Office at [facilities@vt.edu](mailto:facilities@vt.edu) or call (703) 538-8440. Please include your department, phone and permit number. The proximity card cannot be used for the metered parking or the faculty/staff parking lot. Please note that parking hang tags must be displayed at all times.

### **PERSONALLY IDENTIFYING INFORMATION (PII)**

These are examples of personally identifiable information that must be protected and encrypted or expunged:

- Social security numbers
- Credit card numbers
- Debit card numbers
- Bank account numbers
- Driver's license number
- Passport number
- Name (with date of birth in the same document)

Please follow the standard for storing and transmitting personally identifying information outlined by the VT Security Office at <https://security.vt.edu/resources/sensitiveinfo.html>

### **PERSONNEL SERVICES (SEE HUMAN RESOURCES)**

#### **PHONES**

Virginia Tech (AVAYA) office phones at the Northern Virginia Center are in the Virginia Tech main campus' digital phone network.

- Calls to phones in the VT network are called using the 5-digit extension (within the NVC, and calling between NVC, VTRC-A, and Blacksburg).
- To call VT offices from other than a network phone, dial the full number using the preface: (540) 231-XXXX;



- offices in Northern Virginia Center dial (703) 538-XXXX
- For local calls, touch 9 and 1 for an outside line, and then the area code and number.
- For long-distance calls, touch 9 and 1, and the area code or country code, and then the number.
- Classroom phones do not have international calling capabilities. Prepaid calling cards must be used.

### **Conference Phones**

Analog, stand-alone conference phones located in class or conference rooms are able to conference in two other parties; for more conferees use conference services (see also Conference Calls).

### **PHONES, CELLULAR**

Departments can order cellular phones from VT Communications Network Services.

### **PHONES, CONFERENCE CALLS (SEE CONFERENCE CALLS)**

### **PHONES, VOICE MAIL**

To access your voice mail, press message on your AVAYA office phone, or call 703-538-3740 from an outside phone. To report problems with your voice mail or phone, or to ask for help with features, call 540-231-6780 (Communications Network Services Help Desk).

### **PHONES, SERVICES**

For new service or changes to existing phone service, an Interdepartmental Communications Request (ICR) is required. Contact your program director or program coordinator to prepare an ICR.

The printed Virginia Tech *University Directory* posts information on phone services and costs along with ordering information.

### **PID OR PERSONAL IDENTIFICATION**

Your **P**ersonal **I**dentification (PID) and password allow access to your VT email account, Hokie Spa, Scholar (replaces Blackboard), Filebox, My VT, the University Library's on-line resources and Leave Reporting. A PID is created at <https://vt4help.service-now.com/sp>. The Virginia



Tech PID is a different account than the Northern Virginia Center account.

### **POLICIES AND HANDBOOKS**

Faculty and Classified Staff handbooks:

<https://www.hr.vt.edu/resources/current-employees/policies-handbooks.html>

### **POLICIES, VIRGINIA TECH**

The website for university policies

<http://www.policies.vt.edu>. Policies specific to the Northern Virginia Center, or supplemental to university policies, are found on the Northern Virginia Center Intranet website, [www.nvc.vt.edu/intranet/resources](http://www.nvc.vt.edu/intranet/resources).

### **PRINCIPLES OF SPACE ALLOCATION & USAGE (NORTHERN VIRGINIA CENTER POLICY 12)**

This can be found on

[www.nvc.vt.edu/intranet/resources/policies/12.pdf](http://www.nvc.vt.edu/intranet/resources/policies/12.pdf) or requested from the office of the Associate Dean/Director, room 410, 703-538-8310.

### **REMOTE ACCESS**

Information Services provides several options for working remotely, including Virtual Private Network (VPN) services and remote desktop access. To learn more, please contact [nvccomputerhelp@vt.edu](mailto:nvccomputerhelp@vt.edu)

### **RESOURCE CENTER LIBRARY**

First Floor, Phone: 703-538-8340

Web: [www.lib.vt.edu/nvc](http://www.lib.vt.edu/nvc)

Email: [nvclibrary@vt.edu](mailto:nvclibrary@vt.edu)

Regular semester hours are:

Monday – Thursday	11:00 a.m. – 10:00 p.m.
Friday	11:00 a.m. – 7:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	Closed

Check the website for hours during breaks and summer sessions.

The Resource Center Library is a branch of the University Libraries at Virginia Tech. Staff can assist faculty, staff,



and students with library privileges, accessing the many online resources, and proctoring.

The Resource Center's staff curates and installs exhibitions in the first floor lobby and library.

### RESOURCES FOR STUDENT REFERRALS

For consultations or to report a distressed student, follow your college or departmental protocol and/or contact these support personnel:

<b>Immediate Emergency- call Fairfax County Policy</b>	<b>911</b>
<b>Threat Assessment Team, the Virginia Tech Police Department (for behavioral or situations of concern)</b>	<b>540-231-6411</b>
<b>Your Program Director</b>	
<b>Associate Dean/Director</b>	<b>703-538-8310</b> <b>703-538-8312</b>
<b>Graduate Students Services Office (for all student concerns)</b>	<b>703-538-8327</b>
<b>Center for Family Services (for psychological concerns)</b>	<b>703-538-8470</b>
<b>Services for Students with Disabilities</b>	<b>540-231-3788</b>
<b>Alcohol &amp; Drug Services of Fairfax County</b>	<b>703-359-7040</b>
<b>Judicial Affairs (for violations of Student Code of Conduct)</b>	<b>540-231-3790</b>
<b>The Women's Center in Vienna (for sexual assault, gender or psychological concerns)</b>	<b>703-281-2657</b>
<b>Northern Virginia Crisis Link (for concerns related to depression or suicide)</b>	<b>703-527-4077</b>

Please tell students about these offices or call the office while the student is with you to make sure he or she gets an appointment.

### ROOM /SPACE RESERVATIONS



The Facilities staff works with Program Directors to schedule semester classrooms. Space can also be reserved for one-time or short-term use through the following websites:

<https://www.nvc.vt.edu/intranet/facilities/schedule.html>

To have a technician support interactive (distance-learning), conferences, exams, defenses, or classrooms, contact Technology-Enhanced Learning and Online Strategies (TLOS) at <https://tlos.vt.edu/request/>.

For classrooms, conference rooms, seminar rooms, visitors' offices, and self-service, two-way IP meeting rooms, contact Facilities using the online request form: <https://www.nvc.vt.edu/intranet/facilities/form/roomform.html>

For general questions see the Facilities section above.

### **SECURITY & SECURITY GUARDS**

Personal belongings must be guarded at all times while at the Northern Virginia Center, which is a public building.

- Research students, staff, and faculty are advised to lock their office (or lab) when not in use.
- Everyone is advised to keep personal items (wallets, purses, cell phones, laptops, etc.) in their possession, out of sight, or locked away.
- Report any unusual activity or behaviors displayed by people you don't know to the guards and/or Facilities staff. Unusual activity might mean anyone who appears out of place, or appears to be canvassing areas of the Northern Virginia Center.
- Office and classroom doors can be locked from the inside by turning special locks over the handles clockwise.
- Evacuation and emergency information can be found in classrooms
- See VT Alerts: [www.alerts.vt.edu](http://www.alerts.vt.edu)

These addresses and numbers, which are posted on the bulletin boards, should be kept available:

Virginia Tech/University of Virginia  
Northern Virginia Center  
7054 Haycock Road  
Falls Church Virginia 22043





Security Guards:

**571-585-0006** Cell Phone

**703-237-3170 Desk** (station on 2<sup>nd</sup> floor at main entrance)

**9-911** from campus phone or 911 from cell phone

VT Northern Virginia Center Facilities

Main Office:

703-538-8440, or **8-8375, Room 403, 404**

VT Northern Virginia Center Facilities Manager:

703-538-8316, **Room 406**

### **SHIPPING (SEE MAIL AND SHIPPING)**

#### **SMARTBENEFITS**

Full-time Virginia Tech employees may be eligible to receive up to \$225 a month in SmarTrip cards to use for commuting via public transit or vanpool. Information and registration forms are located on the website listed below.

Northern Virginia Center Contact: Aprile Belk, NVC Room: 408

Phone: 703-538-8315 email: [abelk@vt.edu](mailto:abelk@vt.edu)

Website: [www.nvc.vt.edu/resources/ccs](http://www.nvc.vt.edu/resources/ccs)

#### **SMOKING (NORTHERN VIRGINIA CENTER POLICY 8)**

The Virginia Tech/University of Virginia Northern Virginia Center prohibits smoking inside the building, including the double-door entrances. Employees, visitors, and students who smoke are asked to use designated smoking areas (at least 25 feet away from building and walkways), to use the ash urns, and to leave the smoking locations free of cigarette butts and other trash.

Virginia Tech Policy 1010 3.1:

Employees who smoke outside of buildings are expected to be considerate and courteous of other individuals in the university community. Smoking locations should not impede traffic flow in or out of buildings and should be in a location where smoke cannot drift into office or class space. Additionally, employees are asked to leave the smoking locations free of cigarette butts and other trash materials. All faculty, staff, and students share the responsibility of keeping the campus clean, attractive, and litter-free.



## **SOCIAL MEDIA**

- Google+: VT NVC GSSO  
<https://plus.google.com/104118554745849949328>
- Bulletin Board: <https://groups.google.com/d/forum/vt-ncr-community>
- Facebook: Graduate Student Assembly-VT-National Capital Region  
<https://www.facebook.com/groups/18683239173/>
- Facebook: Virginia Tech, Graduate School National Capital Region  
<https://www.facebook.com/VirginiaTech.GradSchool.National.Capital.Region>
- Twitter: VT Grad School NCR @VTGradSchoolINCR

## **SPACE ALLOCATION & USAGE - PRINCIPLES OF (SEE PRINCIPLES OF SPACE ALLOCATION & USAGE)**

### **STATE VEHICLE**

The Northern Virginia Center does not have a state vehicle funded by any department. A department can fund a state vehicle by contacting Fleet Services in Blacksburg.

Vehicles with State Tags are permitted to park at the Northern Virginia Center free of charge.

### **STUDENTS IN DISTRESS (SEE RESOURCES FOR STUDENT REFERRALS)**

### **STUDENT SERVICES (SEE GRADUATE STUDENT SERVICES OFFICE)**

### **STUDENTS WITH DISABILITIES**

Location: Blacksburg

Phone: 540/231-3788

TTY: 540/231-1740, [www.ssd.vt.edu](http://www.ssd.vt.edu)

The website offers information for faculty, staff and students with disabilities, as well as guidelines for accommodations, laws and resources.



## **SUPPLIES, OFFICE**

Office supplies are ordered through your department. Supplies in the 4<sup>th</sup> floor mailroom are for use in that room and they are not to be removed.

## **TIMETABLE OF CLASSES**

The semester course schedule can be accessed on two websites:

- Hokie Spa, click Timetable of Classes at the bottom of the page [www.hokiespa.vt.edu](http://www.hokiespa.vt.edu) You can see specific enrollment information if you use the spa portal to view the timetable.
- Registrar's Webpage, click on Timetable [www.registrar.vt.edu](http://www.registrar.vt.edu)

## **TIME SHEETS – DELAYED OPENINGS AND EARLY CLOSINGS (SEE INCLEMENT WEATHER)**

## **VENDING MACHINES**

Vending machines are located in the Community Café on the first floor and in the second and third floor kitchens located by the southeast stairwell. If money is lost in a vending machine, call the service number posted on the machine for a refund, or contact the Building Engineer, 703-532-7056.

## **VIDEO CONFERENCING (NORTHERN VIRGINIA CENTER POLICY 11)**

Distance-Learning classes are scheduled and supported by Technology-Enhanced Learning and Online Strategies (TLOS), a division of Information Technology. TLOS is the primary provider of video conference services for all Virginia Tech instructional activities. Five classrooms at the Northern Virginia Center are dedicated to TLOS and distance learning use. On-site support is provided by TLOS for every TLOS event. While TLOS equipment is optimized for classroom and instructional use, TLOS also provides services for meetings and other video conference events for a fee. No charge will be incurred for defense exams. The VT NVC TLOS contact is Jim Murphy, Room 107, 703-538-8389, [jmurph@vt.edu](mailto:jmurph@vt.edu).

Polycom Conference connections are supported by the Graduate School's Information Services department at the Northern Virginia Center.



TLOS room technology provides for in-room technical assistance while IP connected Polycom Conference rooms do not.

Information Services (IS) provides an alternative video conference infrastructure. Polycom IP video conference systems are located in rooms 207, 320, 351, and 401. Similar systems are located throughout the National Capital Region, Blacksburg campus, and other locations within and outside of VT.

These systems are optimal for meetings, with full duplex audio and rooms arranged in conference configurations. While these systems are self-service, training sessions are provided each semester and encouraged prior to use by faculty and staff. Students planning to connect with these systems for their exams are strongly encouraged to get a tutorial with the unit assigned prior to date of their defense.

To book one of these conference systems and rooms, please submit a conference/space request to the Facilities office. Facilities will only confirm the NVC location IP connections. It is the responsibility of the requestor to know the connection information.

<https://www.nvc.vt.edu/intranet/facilities/schedule.html>

**VIRGINIA TECH GRADUATE SCHOOL  
(SEE GRADUATE SCHOOL)**

**VIRGINIA TECH, NATIONAL CAPITAL REGION  
(SEE NATIONAL CAPITAL REGION)**

**VIRGINIA TECH, NORTHERN VIRGINIA CENTER  
(SEE NORTHERN VIRGINIA CENTER)**

#### **VIRTUAL BOOKSTORE**

Virginia Tech Services, Inc. and the Northern Virginia Center have partnered with Follett Corporation to provide ongoing support for our textbook program. Follett's responsibility will be to ensure that all required course materials are available via the virtual bookstore site before the opening of each academic semester. Follett supplies



new and used textbooks:

[www.bkstr.com/efollettstore/home](http://www.bkstr.com/efollettstore/home)

For Virginia Tech clothing, gifts and other items go to

[www.bookstore.vt.edu](http://www.bookstore.vt.edu).

**VOICE MAIL (SEE PHONES)**

### **VT ALERTS**

Students, faculty, and staff are encouraged to subscribe to VT ALERTS for the National Capital Region. Individuals can also subscribe to VT ALERTS from Blacksburg and other Virginia Tech locations.

VT ALERTS send urgent messages and vital information about the campus community or emergency actions via text messaging, instant messaging, phone calls, and emails. A PID is required to subscribe to the available alert notification systems. See [www.alerts.vt.edu](http://www.alerts.vt.edu).

### **WEBSITE**

[www.nvc.vt.edu](http://www.nvc.vt.edu) is the site for the Northern Virginia Center. Please submit content to the Associate Dean and Director's office, [smerten@vt.edu](mailto:smerten@vt.edu) or call 703-538-8310.

The web site for the National Capital Region is [www.ncr.vt.edu](http://www.ncr.vt.edu). Please submit content to Barbara Micale, [blmicale@vt.edu](mailto:blmicale@vt.edu).

### **WHERE TO GO WITH QUESTIONS**

The electronic Northern Virginia Center Directory lists programs and contacts and it is updated each semester. The Directory can be accessed online at [www.nvc.vt.edu/intranet/resources/directory.pdf](http://www.nvc.vt.edu/intranet/resources/directory.pdf). This directory is shared each semester on the Northern Virginia Center listserv, [nvc-g@vt.edu](mailto:nvc-g@vt.edu).

### **WIRELESS NETWORK**

For user instructions, please see "What you need to connect to wireless at Virginia Tech" at <https://www.nis.vt.edu/moved.html>.

Guest wireless requests (at NVC): Virginia Tech is a member of the [eduroam](http://www.eduroam.org) community. If you are visiting from



another participating eduroam institution, just connect to the eduroam wireless network.

You can also create a free one-day guest wireless account by connecting your device to the *VirginiaTech* network.

If you experience problems onboarding a new device or with your network password, please call 4Help at 540-231-4357 or put in a ticket at [www.4help.vt.edu](http://www.4help.vt.edu). For general questions, please call 703-538-8444.

## ZOOM

Zoom has replaced the WebEx as the new interactive video tool. All faculty, students and staff can host and record events. Access Zoom at <https://viriniatech.zoom.us>. For more information visit <https://tlos.vt.edu/video>

