



August 1, 2017

Parents of Roadmap Students,

The faculty, staff and I look forward to welcoming you and your students to campus for Roadmap in a little over two weeks. I would like to provide you with a few final details and reminders. *A similar email with arrival information was sent to your student's Richmond email account.*

Prior to Arriving to Campus

- **Students need to set up their Residence Hall Pin Number;** we have keyless entry into their residence hall room, but it requires that students set up a four-digit pin. They can set up their PIN and learn more at: <http://onecard.richmond.edu/keyless-entry/index.html>.

Arriving to Campus

Check-in begins at 9:00 a.m. on Sunday, August 20 at Tyler Haynes Commons (building 4 on the campus map that is attached). We ask that you arrive by 3 p.m. so that your student has time to get settled in their room before the program begins that afternoon. When you arrive on Sunday to Tyler Haynes Commons:

- Please park in the designated parking spaces outside Tyler Haynes Commons while you are picking up your materials
- **Your student will need a government-issued ID** to check-in and receive their SpiderCard; only the student can check-in; parents cannot check-in for their student and get their SpiderCard.
- After your student picks up their SpiderCard, **come to the Roadmap Table** where we will have information and welcome packets for both parents and students

After Checking In

Move-in to the residence halls – you may park outside the residence hall while you are actively unloading. We ask that as soon as your car is empty, you park in any **student parking lot** so that others can move-in and park as close to the building as well. There will be hand-trucks available in Tyler Haynes Commons that you may borrow.

Even though you are arriving to campus before the rest of the first-year class, there are a variety of campus offices and services that we have arranged to be available on Sunday:

- **Bookstore:** will be open from 11 a.m. – 4 p.m.
- **Post Office:** will be open for package pickup only from 9 a.m.– 4 p.m.
- **Dining Hall:** will be open for lunch from 11 a.m. – 2 p.m. (see <http://dining.richmond.edu>)

The Roadmap program begins for students at 4:30 p.m. in the Queally Hall (part of the Robins School of Business). For parents, the program does not begin until 6:00 p.m. with a reception with our Roadmap

Living-Learning and Roadmap Programs

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faculty. **Please note that parents and students have different schedules on Sunday – after 4:30 p.m., students will not be with their parents for the remainder of the evening.**

Roadmap Parent Reception on Sunday evening

Since your student will be dining with other Roadmap students, you are invited to a reception we host for parents and families between 6 – 7:30 p.m. The reception features heavy hors d'oeuvres of local Virginia foods, as well as a cash bar of local Virginia beers and wine. After a long day of moving in, it is a great opportunity to meet other parents, speak to our Roadmap faculty, as well as meet other key staff at the university. I will offer a few remarks about Roadmap and introduce our faculty at 6:30 p.m. The reception takes place at the Queally Center for Admission and Career Services (building 30 on the campus map attached); there is plenty of parking across the street from the Queally Center. Dress is casual.

Roadmap Schedules

Our website has both the schedule for our parent orientation (Sunday and Monday) as well as the student program (Sunday – Wednesday). You can find those at online at:

Parent Schedule: <http://roadmap.richmond.edu/parents/index.html>

Student Schedule: <http://roadmap.richmond.edu/pre-semester/index.html>

You will also receive a paper-version of the parent schedule at check-in.

Helpful Things to Bring to Campus and Final Reminders

A couple of other things that we know is helpful to tell you before you arrive:

- **Move-in Assistance:** Since you are arriving to campus before the regular move-in date, we are unable to offer staff assistance in physically moving items into the residence halls. *Handtrucks (or dollies) are available for checkout from Tyler Haynes Commons.* Please note that only Lora Robins Court has an elevator in the building; the other residence halls (Dennis, Wood, Marsh, and Moore Halls) do not have elevators.
- **Connecting to the University Network:** can be a little tricky, so it is advisable to review the instructions and system requirements prior to arriving on campus. You will find that information at: <http://is.richmond.edu/get-connected/index.html>. We also offer guest WIFI usage while you are on campus; instructions to connect are available at: <http://is.richmond.edu/get-connected/visitur-network.html>.
- **Surge Protectors:** the University requires students to use a specific brand of surge protector in your residence hall room. It is called Fire Shield – they are available for purchase in the campus bookstore.
- **Weather:** For those of you who are not from Virginia, the average August temperature ranges from the upper 80's to mid-90's. Expect it to be very warm and humid when you are moving-in.

We look forward to your arrival and meeting you soon. Please let my staff or me know if you have any questions.

Sincerely,

Andrew Gurka
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