

## UCF Quick Reference Guide for Valencia College East Campus Resources

### **1. What is the parking policy? Are decals required? If so, what is the cost, where is it obtained and what does the instructor need to bring in order to obtain it?**

*Security decals or hanging tags are required and can be obtained from the Campus Security Office Building 5, Room 220. A current and valid vehicle registration is required. There is no cost to register and it will allow the instructor to park in Faculty/Staff parking spaces as well as Student spaces.*

### **2. How is building and room access handled? Do instructors need to obtain a code or a keycard? If so where would they obtain that? What about evening access?**

*Key cards are issued by the Campus Security Office in Building 5, Room 220. The instructor's Dean must request access, on their behalf, via email to one of the following campus security leaders:*

- Rob Pigman ([rpigman@valenciacollege.edu](mailto:rpigman@valenciacollege.edu))
- Jon DiBiase ([jdibiase1@valenciacollege.edu](mailto:jdibiase1@valenciacollege.edu))
- Rene Rivera ([rrivera94@valenciacollege.edu](mailto:rrivera94@valenciacollege.edu))

*The access request, for day, evening, and weekends, should include the following:*

- *Name of each professor who needs access*
- *Building[s] and Room[s] they will need access to*
- *Specific Days and Times of access.*

### **3. How do instructors log in to the technology, such as the computers in the classroom? Do they use their NID credentials?**

*Visiting Faculty will need to set up a vendor account through Valencia's Office of Information Technology [OIT]. An Application for an ancillary account must be filled out. This will give them access to computers on Valencia's campus. (Attached along with Template) Please note, this form must be resubmitted every 90 days to prevent any interruptions in service.*

*The completed application must be sent to: [oit servicedesk@valenciacollege.edu](mailto:oit servicedesk@valenciacollege.edu).*

### **4. Is there any other information that instructors new to your campus should know?**

Campus Security	On Campus: Extension 2000	Off Campus: 407-582-2000
➤ Room Access, Maintenance, etc.		
Campus Technology Services	On Campus Extension 2419	Off Campus 407-582-2419
➤ Classroom Technology		
Campus Evening & Weekend Manager [Zachary Hawk]	On Campus Extension: 2399	Off Campus 407-582-2399