

Teaching at Fort Bragg, NC

UNCP Faculty



A Helpful Guide

Our Mission: The University of North Carolina at Pembroke (UNCP) is committed to providing a variety of continuing education opportunities and special activities which contribute to the mission of the University.

Two of the overall purposes of the University are to meet the educational needs of students and serve the community and society at large by providing cultural and educational leadership.

Welcome UNCP Faculty Members to Fort Bragg

This guide was designed with you in mind. Teaching away from main campus can be rewarding to the instructor as well as the student. This guidebook was prepared for your quick reference; answering the how, what, when, and where associated with teaching on Fort Bragg.

Contents:

- Acronyms
- Faculty Responsibilities
- Accessing the military installation
 - Entry Points
 - Directions to each classroom and Administrative Office
 - Check point processing for non-military
- Rapid Gate Vehicle Pass
- Important Phone Numbers
- Meet the Administrative staff
- Communications
 - Administrative Staff members to students
 - Administrative Staff members to faculty
 - Classroom and class work and hand-outs
- Classroom Equipment
- Proctoring Exams
- End of Term
- Reporting Grades
- Points of interest
 - Eateries
- GoArmyEd (GAE) an overview

Acronyms

SDC – Soldier Development Center
(off of Armistead & Macomb Streets)

LDC – Leadership Development Center Annex
(off of Honeycutt & S. Lucas St.)

GAE - GoArmyEd (military educational portal)

TA - Tuition Assistance

ETS - Expiration of Term of Service

TDY - Temporary Duty

PCS - Permanent Change of Station (Soldier is being transferred to another installation)

POC - Point of Contact

Faculty Responsibilities

Contact Hours

Holidays observed by the military may differ from the University's holiday schedule. We make every effort to anticipate those dates and attempt to remind you so that you can adjust your class schedule accordingly.

It should be noted that fulfilling required contact hours must be adhered to. In the event that a holiday falls within your scheduled class term, please make advanced arrangements for make-up class times and assignments.

When the military is observing a holiday, no evening classes will be held on Fort Bragg for that specific date as the facilities will be closed. The UNCP Administrative office however, is usually open and in full operation.

Scheduled class time

Ordinarily, we utilize the information found in Braveweb when assigning classrooms. If your needs differ from what is projected through Banner, please notify the Campus Coordinator promptly.

When classes are scheduled to meet in a Ft. Bragg classroom, special arrangements are made to ensure that the scheduled classroom is unlocked and available for your use. In the event that you have made other plans and do not intend on using your scheduled classroom at the designated time, please notify the Campus Coordinator in advance. It is imperative that the administrative staff is informed so we may direct student inquiries accurately; some students travel great distances to attend classes.

Classrooms

Usually, most of the standard classrooms remain unlocked. Please be considerate of your colleagues as you may not be the only instructor using a particular classroom. Prior to each term, we inspect the rooms and make every attempt to ensure the supplies are fully stocked, acceptable cleanliness of the room, and that the equipment is functioning properly.

Please erase your whiteboard at the end of each class. Place any paper garbage in the trash can, turn off lights and electrical equipment. The computer lab is the only classroom that needs to be locked. Report any damage or supply needs (i.e., erasers, dry erase pens, paper for printers, etc.) to the UNCP administrative office staff.

Computer Lab

UNCP owns equipment in one computer lab, room 307 in the Soldier Development Center (SDC). There are about 18 computers ready for student use.

Booting up computers – It is highly suggested that only 15 computers be turned on at one time or it will overload the circuit. If this happens, you may restore power by doing the following: Locate the electrical panel box – exit the rear classroom door, take a right then a left at the end of that corridor, the panel is on the right wall (middle wooden panel). Open the wooden panel, the switch is identified as ‘computer lab’ (top right). Simply flip the switch and it should be set to go.

Accessing Fort Bragg

Other Gate Access Points

The below listed streets are alternate locations that you can gain entry to the military installation with proper ID and a vehicle search or Rapid Gate pass.

Randolph Street and Knox St (accessible from Bragg Blvd.)
All American Freeway
Long Street St.
Yadkin Rd.

General directions to Ft. Bragg from the Lumberton area:

Take 95 North towards Fayetteville. Take the first exit into Fayetteville, Exit #40 Interstate 95/301 Fayetteville, Ft. Bragg, and Pope Air Force Base. Entering into Fayetteville City Limits, turn left onto 401/Owen Dr., Owen Dr. will flow into All American Freeway. You will follow All American into Ft. Bragg and to the check point. Once through the check point, continue on All American going approximately one mile to exit at Reilly Rd. & Pope AFB. From Reilly Rd., you can access UNCP classrooms and the administrative office.

VEHICLE SEARCH: This process usually only takes a few minutes; however, you will be asked to open all doors, trunk, hood and glove compartment then stand aside. Once the search is complete, return to your vehicle, moving forward and merging right as you will exit to the right one mile ahead at the Pope AFB & Reilly Rd. exit. All vehicles are subject to random searches.

Cell phones: Using hand held devices while driving is prohibited on Fort Bragg and may result in a ticket. Hands-free devices are acceptable.

Seat Belts: Please use your seat belts as it could carry a fine up to \$200 on Fort Bragg.

Entering Ft. Bragg Military Installation for civilian and non-military personnel:

Entering at the All American Freeway Gate, please remember to remove all items from your vehicle that may be considered dangerous or suspicious looking.

At the All American Freeway entrance to Ft. Bragg, you should flow to the left for the entrance lane assigned for non-decal/visitors. This will take you through the vehicle

search section. Be prepared to show a valid driver's license, vehicle registration and possibly proof of insurance. You cannot enter the military base without proper documents. Also, make sure that your vehicle inspection sticker is up-to-date or they may give you a ticket.

Fort Bragg Classrooms (From All American Freeway)

To the UNCP Administrative Office at the EArmyU Building (Stack B, Room 212):

The EArmyU building is on the corner of Reilly Rd. and Macomb St. The parking lot is on the rear side of the building. As you continue down Reilly Rd., you will pass by the Womack Medical Center (on your left), go to the 3rd stop light, and turn right onto Woodruff St. Enter the 1st parking lot on your right past white one-story bldg (Gym); continue forward towards the 3-story red brick bldg directly in front of you. Park in the parking lot on the right. Each section of the EArmyU bldg is considered a 'Stack'. UNCP is located in Stack B. The EArmyU Education Center is in Stack A (at the end closest to Reilly Rd). From the parking lot looking at the backside of the EArmyU bldg, you will see a soda machine and 2 Aqua Fina machines on the covered porch (this is Stack B). Enter the building on the backside through the double doors, locate the stairway, travel 2 flights, upon exiting the stairway and onto the 2nd floor, take a left, the UNCP office is located at the end of the hall on the right near the public restroom.

To the UNCP Classroom at the EArmyU Building (Stack B, Room 214):

Use above directions to the Administrative office. Upon exiting the stairwell on the 2nd floor, take a left then an immediate right. At the end of a short corridor is the classroom on the left.

Classrooms at the Soldier Development Center (SDC): On Reilly Rd. you will pass the Womack Medical Center on your left, at the next light turn right onto Macomb St. then at the next light turn left onto Armistead St. The Soldier Development Center is the first building on your left that faces Armistead. The first left on Armistead will lead you to parking area behind the SDC. Entrance to the center is through the back as well. UNCP has 2 classrooms on the third floor (room 303 & 307). There is no elevator in this building.

To the Leader Development Center Annex (LDC):

On Reilly Rd. you will pass the Womack Medical Center on your left, at the next light turn right onto Macomb St. At the second light turn right on to Knox St. Continue forward until you reach Honeycutt (next light) turn left, cross over railroad tracks, next light take a right onto S. Lucas St. You will pass by an ATM on your right, the next block will be the LDC Annex bldg (Red brick single story building on the corner) also directly across from an elementary school.

Rapid Gate Vehicle Pass

New: Two types of gate passes are now available. There is a 90-day pass (at a reduced fee) or an annual pass.

The Rapid Gate Pass will save you time when entering the installation. You no longer are required to have a vehicle search and can go through the 'decal' line at the gate. Keep in mind, however, every vehicle is subject to a random search.

Eligibility:

Annual Gate Pass

If a faculty member plans to teach more than 1 class at Ft. Bragg within an academic year, the office of Distance Education would like to offer you a Rapid Gate Vehicle Pass. Pending approval by the Ft. Bragg Campus Coordinator and Distance Education Director, the fee for this service will be paid by UNCP Distance Education.

90-day Pass

If a faculty member is only going to teach 1 class on Fort Bragg during the academic year, it would be more cost effective to obtain a 90-day pass courtesy of the Distance Education Department.

Requirements:

- 1) You must be a U.S. citizen.
- 2) Attain approval from the Ft. Bragg Campus Administrative Coordinator to register for a gate pass.
- 3) Possess a valid driver's license and vehicle registration

Procedure:

Participating faculty should allow for ample processing time as this is not a process that is done quickly. It takes about 60 days to receive your pass. First notify the Ft. Bragg office of your interest (910) 436.4295. We will begin the process by obtaining a specific code for you to use during the registration process. There is a kiosk just inside the Randolph St. gate (intersects with Bragg Blvd) that is open 24/7 for registration purposes.

The Rapid Gate kiosk is located just on the inside of the Randolph gate in a building that has a side entrance. There is a punch-coded entry lock that does not require you to input any code – just pull on the door. Inside there is a computer that guides you through the registration process. By completing this process, you are authorizing the Rapid Gate Company to do a background check. The computer will ask you for payment – please select 'bill my employer'. At some point, it will ask you for your employer code. This is the one we will provide to you after your request for the pass has been approved.

The computer is equipped to take a photo which will be displayed on your gate pass. You are permitted to view the photo, accept, reject or retake. You will need to provide your social security and driver's license numbers. Also, it will request your previous addresses for a designated number of years.

Once the background check is complete, Rapid Gate will send an invoice to UNCP. Distance Education (main campus) will process the invoice. Once Rapid Gate has received their payment, they will notify the Ft. Bragg staff that your gate pass is/ is not available for pick up. Once we notify you that it is ready, we will provide further instructions.

IMPORTANT PHONE NUMBERS

UNCP Administrative Office:

Hours of operation: Monday through Friday, 8:00 - 5:00

E-Army U Bldg., 2-1105 Macomb St., Stack B, Room 212

PO Box 72609

Ft. Bragg, NC 28307

Phone: 910.436.4295

Fax: 910.436.1421

Misc. note: Ordinarily we keep the office open during the lunch hour. There are rare occasions where we may close due to a marketing function or travel to main campus.

Facility Manager has keys to most classrooms

Mr. James Garner (evening manager)

Mobile: 910.978.6214

Other Emergency Contact Information:

If you are unable to reach Mr. Garner, the Fort Bragg staff may be contacted in emergency situations only.

Mrs. Tiffany Dalmida, Campus Administrative Coordinator

Tiffany.dalmida@uncp.edu 910.436.4295

Ms. Connie Ingram, Administrative Support Associate

ingramc@uncp.edu 910.436.4295

MEET THE FORT BRAGG ADMINISTRATIVE STAFF



Mrs. Tiffany Dalmida, Campus Administrative Coordinator
Tiffany.dalmida@uncp.edu Office Phone: 910.436.4295



Ms. Connie Ingram, Administrative Support Associate
ingramc@uncp.edu
Office Phone: 910.436.4295

(no photo
available)

Ms. Jennifer Mosley, Marketing Specialist
jennifer.mosley@uncp.edu
Office Phone: 910.436.4295

COMMUNICATIONS

Administrative Staff communications to students:

Traditionally prior to the beginning of a new term, we collect the class roster from Banner along with the students email address. We compose an email to address everyone registered for the class as well as the instructor. We provide driving directions; verify the start date, time and classroom location. The email is usually addressed to the instructor and then a Blind Carbon Copy to include each student. By doing this, each student's privacy is not compromised. Ordinarily we do a 'delivery receipt' to ensure satisfactory delivery of the information. Any returned email is reviewed and a phone call to the student is made using the telephone number listed in Banner.

Administrative Staff communications to faculty:

In most cases, emails to faculty are primarily for information purposes that may or may not affect class schedules; students are included on an as need basis.

Class work hand-outs

If you need to have documents reproduced for class handouts, we will be glad to provide this service to you and request that you email the document as an attachment to either tiffany.dalmida@uncp.edu , connie.ingram@uncp.edu or fort.bragg@uncp.edu with your request and instructions at least one day prior to the time needed. We will be glad to drop off the handouts to your classroom prior to meeting time.

Classroom Equipment

In each classroom there are dry erase boards, erasers and markers. Available equipment: (2) LCD projectors with laptop connector cables, (2) overhead transparency projectors, various upright easels & easel pads. We do have one computer lab which permanently houses an LCD projector. The other projector will need to be shared and is available on a first-come, first-serve basis.

The Soldier Development Center (SDC), room 307 is the computer lab with a network printer & LCD projector. Room 303 is a basic classroom and has desks & chairs. Both rooms have central heat & air conditioning. Ms. Dalmida assigns the classrooms according to specific class needs. If you have special needs/physically challenged students, please advise our office as quickly as possible so that we can attempt to accommodate the need. The SDC building does not have an elevator and there are 3 flights of stairs to encounter. Some classrooms have DVD/VCR and a television (no cable or internet with the exception of the computer lab). As needed, we have offered use of our UNCP office for class meetings.

Proctoring Exams

We will be glad to offer this service to the students on your behalf. Timeframes available are Monday through Friday, 8:00 a.m. until 2:00 p.m. (no weekend or evening appointments.) Requests for proctoring should be made several days in advance. We do ask that the student first seeks approval from the instructor, then contact our office directly (910.436.4295) to schedule a day and time. There must be a minimum of 3-day notice prior to the desired scheduled date.

Upon your approval, please send an email to fort.bragg@uncp.edu with instructions, the password, student information and approximate time needed for the exam. All of which needs to be received 1 day prior to the scheduled exam.

End of Term:

Prior to the end of term, the administrative staff prepares packets containing Student Evaluation of Instruction. These will be delivered to your classroom two weeks prior to the last class. The packet includes the appropriate evaluation form and appropriate number of copies (again going by the class roster in Banner). In most cases, we have recently requested that the evaluations be left in the classroom for a staff member to retrieve later.

When we receive the completed evaluations, the Campus Coordinator reviews them for any items that may need special attention. The original (undergraduate evaluations) are copied and sent to the appropriate Dean or Department Chair. All Graduate evaluations will go directly to the School of Graduate Studies.

Reporting Grades

The Fort Bragg UNCP site is required to report final grades no later than 14 days after the last class. Usually we are able to capture this information through Banner. Due to the restrictive timeframe and the Registrar's capacity to input the grades, on occasion, we may ask you to email/fax (910-436-1421) us a copy of the final grades. Your cooperation is greatly appreciated.

Points of interest

Eateries

The North Post PX/BX is the closest location for fast food service and is conveniently located on Souter Street. Inside the Mall Food Court you will find a variety of eateries: Hardees, KFC, Charley's Steakery and more.

Directions to the North Post PX/BX from the Administrative Office:
Exiting the parking lot behind the EArmyU Bldg, onto Reilly Rd., travel forward on Reilly to the 2nd stop light, at light turn right onto Butner, follow around it will intersect with Souter at a stop light, turn right. The BX is on the right. The eateries are open to the public and located in the front lobby area.

Other Eateries: Located off of Reilly Rd. & Gruber St. near the All-American Freeway checkpoint. In a small proximity, there is a KFC, Godfather's Pizza, Captain D's, and more.

There is also a Burger King off of Bragg Blvd & Honeycutt.

The Officer's Club is located at the end of Armistead Street which houses the Iron Mike Brew Pub and has a somewhat limited menu but is open to the public. Hours of operation are Monday - Thursday is 1630-2100 (4:30-9:00)

GoArmyEd (GAE) overview

All active duty military personnel are given the opportunity to receive Tuition Assistance (TA). Each soldier earns a maximum of \$4500 per fiscal year (Oct. 1 – Sept. 30). Fortunately, our tuition rates afford the soldiers the opportunity to continue their education with no worries about paying for tuition. The military is billed directly. Students are responsible for purchasing their books and/or equipment (if any) required for the class and properly requesting for TA during a specific timeframe.

Thank you for providing your time and talents to serve the students at our Fort Bragg location.

Edited and printed: 10/30/08