EDUCATION/CHT BUILDING
GSM Program Office, 2nd Floor North
4610 X Street, Room 2203
Sacramento, CA 95817

PROGRAM HOURS
Mon - Thurs: 5:00 PM to 9:00 PM
Friday: 1:00 PM to 9:00 PM
Saturday: 8:30 AM to 4:30 PM

Usage outside of GSM Program Hours must be arranged in advance. To make arrangements please email instructional@gsm.ucdavis.edu

STAFF CONTACTS

INSTRUCTIONAL RESOURCES STAFF
Dedan Sims
Instructional Operations Manager
(916) 734-3937, (916) 607-5083 cell
sims@ucdavis.edu

Christina Sanchez
Director, Project & Instructional Resources
(530) 752-5330, (530) 574-7438 cell
chrsanchez@ucdavis.edu

STUDENT SERVICES STAFF
Heather Hisserich
MBA Program Manager
(916) 734-3938
hlhisserich@ucdavis.edu

Inger Maher
Director, Student and Academic Services
(530) 754-7529
ilmaher@ucdavis.edu

LOCATION
The Sacramento Education/CHT Building is located on the UC Davis Sacramento Campus, south of the Medical Center at 4610 X Street. This facility is shared with the UC Davis School of Medicine and School of Nursing, which run programs during weekdays. The GSM has exclusive use of the second floor of the north wing during program hours.

BUILDING ACCESS
The exterior doors are locked after 6:30 p.m. on weeknights and all day on weekends.

Instructors can request an access badge by contacting instructional@gsm.ucdavis.edu. These are required for security purposes, and to allow entrance to the building and GSM Office (Rm. 2203) 24/7 and is different than Davis and Bay Area campus access.
DIRECTIONS
From the Bay Area
- Take Interstate 80 East
- Continue onto I-80 BUS E/US-50 E/Capital City Freeway
  (signs for Interstate 80 Business/Sacramento/South Lake Tahoe)
- Continue onto US-50E
- Take Exit 7 for 34th St.
- Turn left onto 34th St.
- Take the 1st right onto T St.
- Slight right onto Stockton Blvd
- Turn left at X St.
- The GSM is the building on the right at the corner of X St. and 48th St.

From UC Davis
- Take Interstate 80 E in Davis
- Follow I-80 E and US-50 E to 34th St. in Sacramento
- Take Exit 7 for 34th St.
- Turn left onto 34th St.
- Take the 1st right onto T St.
- Slight right onto Stockton Blvd
- Turn left at X St.
- The GSM is the building on the right at the corner of X St. and 48th St.

PARKING - Permit Required
Faculty and Students with UC Davis Campus “C” permits can park in unmarked spaces in lot 14. Those with “A” permits can park in unmarked spaces in lots 12, 14, 15, 17, 18, 25, 28, 30. Lot 12 is closest to the Education/CHT Building.

STUDENT PASS/DAILY RATES
Sold online at: https://parking.taps.ucdavis.edu/Account/Portal

WEEKDAY GS PERMIT: $75/qtr
- Valid Monday – Thursday from 4:30 pm to midnight, Friday noon to midnight, all day Saturday and Sunday

WEEKEND GS-W PERMIT: $45
- Valid Friday noon to midnight, all day Saturday and Sunday

Daily Passes:
- $6/day

Daily passes may be purchased at the bus kiosk in lot 14.
CLASSROOMS AND MEETING ROOMS
For classes held Wednesdays, Thursdays, Fridays and Saturdays, there are two classrooms and four meeting rooms at the Sacramento Campus.

CLASSROOMS

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>2205</td>
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<tr>
<td>1204</td>
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MEETING ROOMS

<table>
<thead>
<tr>
<th>Meeting Room</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>2213</td>
<td>12</td>
</tr>
<tr>
<td>2204</td>
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<td>2207</td>
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<tr>
<td>2208</td>
<td>12</td>
</tr>
</tbody>
</table>
CLASSROOM AND MEETING ROOMS
As a backup, classes may be held Fridays and Saturdays in the CHT. There are two classrooms and three meeting rooms at Suite 1330 (CHT).

CLASSROOMS

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>1341</td>
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<td>1347</td>
<td>30</td>
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MEETING ROOMS

<table>
<thead>
<tr>
<th>Room</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>1331, 1333, 1335</td>
<td>20</td>
</tr>
</tbody>
</table>

AUDIO & VISUAL EQUIPMENT
Classrooms and meeting rooms are equipped with touch-screen control and include: Video Projector, Laptop Input, Microphone, Audio & Video Recording, USB, HDMI cable/VGA cable/Blu-ray capability

Training for our classroom systems takes about five minutes, and is highly encouraged. Please contact Dedan Sims, Instructional Operations Manager to set up an appointment.

RESERVING ROOMS
Students do not need to reserve rooms during class times when class is located at the CHT as they are already reserved for GSM use to study, meet with groups or for class activities.

To reserve a room outside of program hours, please contact Dedan Sims, sims@ucdavis.edu.
AMENITIES

RECORDING & CONFERENCING
Audio and video conferencing are available between rooms or with outside locations. Written instructions for this are attached to the podium and can be found in each classroom.

Sacramento MBA offers lecture recording at the request of the instructor only. Faculty must submit a written request for this service at least one week in advance to record a lecture that he/she feels will benefit the entire class. Contact Dedan Sims for more information.

GSM OFFICE - SUITE 2203
There is one multi–function printer and copier in Room 2203 available for use. This area contains various office and mailing supplies, a refrigerator, and a microwave. Faculty and visiting faculty have a mailbox at Gallagher Hall in Davis. Visiting faculty will only have access to a mailbox during the quarter they are teaching. Coffee, tea, hot chocolate, water and assorted snacks are also available.

PRINTING
A printer is available in Room 2203. You will need a UC Health System computing account to be able to print via the Wifi access. Please contact Dedan Sims, Instructional Operations Manager for access. Access may take up to 1 week to process.

STUDENT MAILBOXES
These are located in the GSM Office, room 2203. Faculty can either distribute assignments in class or in the mailboxes.

Note: Cross registered student’s mailboxes are located at their home campus. On-site staff are able to return items to their home campus.

GUEST SPEAKERS
All guest speakers will require a parking pass. GSM gifts are also available to give to your guest. To make arrangements for these items, please submit requests one week in advance to instructional@gsm.ucdavis.edu
MEALS

Meals are provided during weekend class schedule times. Instructors are not to change meal break times as students have been allocated the following times for meals: Fridays, 5-6 pm, Saturdays, 12-1 pm, and if scheduled Sundays, 12-1 pm.

Coffee, tea, snacks and water are provided for weeknight and weekend courses scheduled.

ACCOMODATIONS

Courtyard Marriott Sacramento Midtown
4422 Y Street, Sacramento, CA
(916) 455-6800