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**What's Happening?**[More Events...](#)

TODAY	TOMORROW	FRIDAY
12:00 <a href="#">Art &amp; Design, All School Meeting</a>	10:00 <a href="#">Alfred University Blood Drive</a>	12:20 <a href="#">January Women's Studies Roundtable</a>
		<a href="#">Kerry Kautzman - January Women's Studies Roundtable</a>
		6:00 <a href="#">Women's Basketball Game</a>
		8:00 <a href="#">Men's Basketball Game</a>
		<a href="#">'Nick and Nora's Infinite Playlist'</a>
		10:00 <a href="#">Music: The Oxford Collapse with The Demos</a>
		11:00 <a href="#">'Nick and Nora's Infinite Playlist'</a>

## Meal Plan Changes for Spring 2009 Semester

The deadline for meal plan changes for the spring 2009 semester is Friday, Jan. 23 at 4 p.m. Students must come to the Office of Residence Life to change their meal plan.

The office is open Monday - Friday, 8:30 a.m.-noon and 1-4:30 p.m.

No changes can be made after the deadline.

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## Web Time Entry for Grad Students and Their Supervisors

Since the fall implementation of Web Time Entry for our grad students, we have made some changes to enhance the functionality of submitting your timesheets which should make this process more user-friendly to our grad students and their supervisors.

Some reminders; **all grad students are required to submit their time worked even when they are receiving a stipend.** Timesheets are legal documents which reflect the amount of time you are physically working to receive your paycheck. Please make sure the hours reported are an accurate account of hours and days worked during a pay-period. You also must submit your web timesheet in accordance with the bi-weekly pay-period timesheet deadlines. Automated Emails will continue to be sent as reminders.

Beginning this semester, for the grad students, we have changed the method of entering time from entering "in and out" to reporting hours worked per day. The web time sheet will look the same but when you enter a day, you no longer go to the "Time in and Out" screen; instead a box appears above the timesheet labeled "HOURS" to enter the number of hours you worked that day. You may still use the copy function to copy to other days if you worked the same hours on other days in the pay-period. Not only is this easier but if your supervisor requests that you do so, you can even submit timesheets with 0 hours worked if you did not work during a pay-period. Some supervisors have mentioned that they would like a timesheet turned in even if the student didn't work. That way they know that the student truly didn't work instead of wondering if the student simply forgot to enter their time and submit.

Also this semester, a change was made to the period of time and frequency of your stipend payments. This change was necessary to allow the Web time sheets to be available for the true dates of the academic semester. What this means is the ability to submit web timesheets throughout the entire semester now. If timesheets are not available for you to view, please remember that timesheets "appear" when paperwork from Financial Aid and/or your supervisor is processed. At the beginning of the semester, this may take some additional time and might not be there right at the beginning of the first pay-period. If it is still not available when it is time to submit, contact [payroll@alfred.edu](mailto:payroll@alfred.edu) .

We hope you enjoy the new functionality. The updated instructions are below. If you have any questions; contact [costello@alfred.edu](mailto:costello@alfred.edu) .

Link: [Student Web Time Entry](#)

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## Be Considerate: Winter Parking on Campus

Once again winter has found Alfred and with that the parking problems that go along with it. I would like to ask everyone parking a vehicle on campus to park in an orderly fashion. A number of vehicles have been taking more than one space causing a bad situation. Please, when you're parking your vehicle think of the others that need to park with you. Thank you for your cooperation.

John M. Dougherty  
Chief, Office of Public Safety  
Alfred University  
One Saxon Drive  
Alfred, New York 14802  
(607) 871-2108  
(607) 871-2616 fax

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### Business Students - ENGL 200 Business Writing

Are you looking for an engaging liberal arts class that has a business focus? Need to fulfill your creative discipline? Consider this course which includes the following topics.

- \*Business Correspondence: Letters and Memorandums
- \*Informal Report: Profile of a Prospective Corporate Business Partner
- \*Job Application Documents
- \*Proposal and Analytical Report: Ethics and Responsibility

- \*Questions - please e-mail Dr. Cox [coxt@alfred.edu](mailto:coxt@alfred.edu).
- \*Class meets Mondays & Wednesdays, 3:20-5:10 p.m.

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### Visiting Artists/Speakers Series - Eve Andree Laramee

Laramee has been exploring the mutable, triadic relationship among art, science, and nature for over 20 years

Location: Holmes Auditorium, Harder Hall

Event Date(s): 02/09/2009

Time: 5:00 PM - 7:00 PM

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### Save Energy by Turning Off Your Computer and Printer When Not in Use

According to research computers can cost up to \$110 per year to operate. However, if you turn off your computer when you are finished using it (after you leave work) you can bring that cost down to as low as \$20 per year. That's a big savings when you think about how many computers there are on Alfred University's campus.

Let's just say that there are a minimum of 2000 computers on campus running 24/7. Multiply that by a savings of \$90 a year. We are talking about an \$180,000 savings per year! Wow, that's a lot of money!

So, for a greener Alfred, let's start turning off our computers and printers while they are not in use and save 1.8 million dimes!

Putting your computer on Standby also helps save energy and money.

To do this, follow these instructions:

Manually Putting Your Computer on Standby in Microsoft XP

1. First, save all of your work. Information in computer memory is not saved while your computer is on standby.
2. From the Start menu, select Control Panel>Performance and Maintenance>Power Options.
3. Choose the Advanced tab then choose from the drop down box "Stand by"
4. Push the Power button.

Manually Putting Your Computer on Standby on a Mac

1. Choose the apple in the top left corner of the screen
2. Click on System Preferences"
3. Choose Energy Saver
4. Choose the "Options" tab BR> 5. Make sure "Allow power button to sleep computer" is checked and exit.

## Automatically Putting Your Computer on Standby in Microsoft XP

1. Save all work before leaving your computer.
2. From the Start menu, select Control Panel>Performance and Maintenance>Power Options
3. Set the times that you want your system to go on standby, to shut off the monitor and to shut off the hard disks.
4. Click OK. Your computer will go on standby according to the schedule you have entered.

## Automatically Putting Your Computer on Standby on a Mac

1. Choose the apple in the top left corner of the screen
2. Click on System Preferences"
3. Choose Energy Saver
4. Choose a time frame for "Put the computer asleep when the computer is anctive for" and exit.

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## Concert and Jazz Bands - Not Too Late to Join!

The AU Concert Band and Jazz Band members would like to invite all wind and percussion players to join them in their first rehearsals this week.

The Concert Band meets on Tuesdays and Thursdays, 5:30-7 p.m., and the Jazz Band meets Mondays and Thursdays, 7-8:30 p.m. Both ensembles rehearse in room 302 of the Miller Performing Arts Center.

NO AUDITIONS ARE REQUIRED, and some instruments are available to rent! Contact Dr. Chris Foster, [foster@alfred.edu](mailto:foster@alfred.edu), 871-2571 for details. LOOK FORWARD TO SEEING YOU!

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## Intramural Saturday Sessions - Sign Up Now!

Intramural Sports is hosting an all new Winter Saturday Session. We will have indoor teams of Men's and Coed Soccer (6v6), Basketball (3v3), and Volleyball. Games will take place between the hours of Noon and 4 p.m. in McLane, working around other varsity sports.

Please e-mail your roster and team name to [millerst@alfred.edu](mailto:millerst@alfred.edu), or put it in the drop box on the first floor of McLane. Rosters are due by Wednesday, Jan. 28 with a hopeful start date of Saturday, Jan. 31.

This will keep you active through the winter. SIGN UP NOW!

Link: [millerst@alfred.edu](mailto:millerst@alfred.edu)

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## AU Habitat for Humanity Spring Break Trip

Information Meeting:  
Sunday, Jan. 26, 2009  
Kenyon-Allen Rm. (2nd floor of Powell)  
7 p.m.

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## Participate in 'Bard-a-Thon'

At 4 p.m., Monday, Jan. 26, in Room 210 of the Miller Performing Arts Center, Alfred University's Theater Department, interested students, and community members will have the opportunity to participate in "Bard-a-Thon," an annual event produced by the Fairbanks Shakespeare Theatre (FST), Fairbanks, AL.

Folks may also listen online at the FST Web site - [www.fairbanks-shakespeare....](http://www.fairbanks-shakespeare.com) Click on Bard-a-Thon and follow directions.

For additional details on the "Bard-a-Thon," including location for the local Jan. 26 event, contact Stephen Crosby, professor of theater, at 607.871.2566, or e-mail him at [fcrosby@alfred.edu](mailto:fcrosby@alfred.edu).

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### **AU Dance Team Tryouts**

AU Dance Team Tryouts will be held this week on Wednesday and Thursday, Jan. 21 & 22 from 6-8 p.m. in Miller room 300. Please bring a copy of your schedule. Any questions please contact Steph at [audanceteam@alfred.edu](mailto:audanceteam@alfred.edu)

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### **Alfred University Blood Drive**

Thursday, Jan. 22, 2009  
10 a.m. to 4 p.m.  
At The Knight Club  
Please sign up to donate at [www.alfred.givesblood.org](http://www.alfred.givesblood.org)

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### **Keep Up on Saxon Scores**

Visit the new Saxon Athletics web site for the latest news about Alfred University's sports teams!  
Link: [Saxon Athletics web site](#)

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### **Online Web Request Form**

In order to insure that requests for new Web pages or changes to existing pages are directed to the appropriate individuals and handled in a timely manner, please use our online request form.

This is the only request format that will be accepted. If you have questions regarding the form or its use please contact Webmaster, Judy Linza, at x2727 or e-mail [webmaster@alfred.edu](mailto:webmaster@alfred.edu).  
Link: [Online Web Request Form](#)

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### **Time Management Tutorial Workshop**

It's time to manage your time. There are only 168 hours in a week. Learn how to better organize and manage your time. This workshop is available for all AU students.

When: Thursday, Jan. 29 from 10:30-11:30 A.M.

Where: Scholes Library, Room 221

How do I register? E-mail [Academicssupport@alfred.edu](mailto:Academicssupport@alfred.edu) with your name.

If you have any questions, please contact Dr. Elmore @ 607.871.2153.

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### Submit an Abstract for the CIT Conference

DEADLINE FOR SUBMITTING YOUR ABSTRACT FOR CIT (Conference on Instructional Technologies) 2009 - "Engaging Minds: Innovative Teaching and Learning"

Don't miss out on your opportunity to receive a \$100 FACT Scholarship! If your abstract is accepted for presentation at CIT 2009, you'll be awarded a \$100 FACT Scholarship toward the cost of your conference registration. In addition, you'll have an opportunity to submit a full paper to be considered for publication in the Journal of Educational Technology Systems.

This year's conference theme "Engaging Minds: Innovative Teaching and Learning" is supported by six tracks:

1. Active/Student Centered Learning - Engaging Students in the Classroom
2. Translating Teaching, Learning and Assessment Research into Practice
3. New Media Publishing Paradigms
4. Teaching and Learning in Innovative Spaces (Real & Virtual)
5. Discipline-specific Technologies
6. Personal Knowledge Management & User Created Content

Abstract submissions are being accepted for the following formats: Paper, Panel, Birds of a Feather, Hands-on Demo, Workshop, and Poster. All abstracts must be received no later than Monday, January 26, 2009 to be considered for presentation.

To submit your abstract, visit the CIT website (below) and select 'Submit an Abstract'. Conference is held May 19 through 22, 2009 at SUNY Oswego.

Link: [CIT 2009](#)

Attachment: [Call for Abstracts](#)

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### Blackboard News from ITS

Information Technology Services and the Alfred University libraries are pleased to announce a Blackboard enhancement designed to provide quick access to AU's library resources.

Beginning in the spring semester, each course's menu will contain external links to the Herrick and Scholes Library websites. These links will allow faculty and students to take advantage of online library services without exiting Blackboard.

ITS is proud to partner with Herrick and Scholes Libraries to support Alfred University's academic mission.

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### Make This the Year for Losing Weight: Your New Year's Resolution!

Enjoy the holidays too much? Weight Watchers will teach you how to make healthy choices! We've had our own at-work WW program at Alfred State College, MacKenzie Conference Room at noon on Thursdays.

We hope to start a new program (\$144 for 12 sessions) this Thursday (1/22). Fifteen paid "losers" are

needed to keep one of WW top representatives coming to Alfred. Let Karen know by tomorrow if you are interested. Payment can be by cash, credit card, or check (Option: three \$48 checks dated 1/15/09 cashed a month apart).

Please take that step and join us. You will not regret it. Contact Karen Meade in the Residential Life Office at 4326 or e-mail her at [meadekm@alfredstate.edu](mailto:meadekm@alfredstate.edu)

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