

Alfred Today

Tuesday, August 22, 2006

Alfred Today is a campus-wide listing of announcements for the Alfred University Campus which runs Monday-Friday while school is in session; it will be sent as needed during campus breaks. Please use the form created for listing announcements. It is really quite simple. There is a link to the form in the [MyAU](#) and [OurAU](#) menus under Submit Content. It can also be found [here](#). Announcements must be received no later than 2 p.m. the day before the item is to be used. Items may be used twice within the same week, but must be sent twice. Submissions are subject to editing and will be screened for appropriateness.

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Webmail users [click here>>](#)

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Publications request form now on line

Because of staffing changes in the Office of Communications, we have launched an online publications request form, available at the link below. The form may also be reached by going to our.alfred.edu, selecting "Faculty and Staff," then "Services," then "Office of Communications."

The form will appear as a series of 13 questions on separate screens. Please complete all required fields.

If you have questions, please call the Office of Communications at 2103, or e-mail mclay@alfred.edu or goetschius@alfred.edu

Link for more information: http://forms.alfred.edu/communications/soundings_auth/index.cfm

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Letters to faculty from Special Academic Services

In the past, our office has distributed letters to all students who have self-identified as having some type of disability. The students have been strongly encouraged to give these letters to their adviser and professors during the first week of classes each semester. We will continue this practice for all returning students.

In response to faculty requests, we will implement a new procedure for new, first-time freshmen who have given me consent. I will be e-mailing the letter directly to the adviser and to faculty as soon as the student registers for classes. As always, I am not allowed to indicate the student's specific disability.

The letter is intended to alert you to the fact that the student has a disability and qualifies for accommodations. It asks that you work with the student in further developing his or her learning strengths and in helping to provide the appropriate accommodations. In the e-mail letters regarding new, first-time freshmen, I have tried to give slightly more specific information about each student. It is my hope that the student will take the time to meet with you and discuss his/her disabilities, learning strengths, and needs in more detail.

If at any time you have concerns or questions regarding a student or their accommodations, please

do not hesitate to contact me.

Please keep in mind that not all new, first-time freshmen have given me permission to send out these letters. Also, all information that you receive regarding students with disabilities is confidential.

I hope that you find this process to be helpful.

Thank you.

Dr. Terry Taggart

Director, Special Academic Services

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Springtime in Paris

Global Perspectives: Paris. This 2-credit travel course will be offered in Spring 2007. The class will spend two weeks in Paris in May after learning about the history, art and culture of the City of Lights during the semester in Alfred. The class is open to all students and will be taught in English. Some knowledge of French is however recommended.

For more information, contact:

Office of International Programs

607.871.2269

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Statutory Procurement Office has moved

The Statutory Procurement Office has relocated to Greene Hall. The phone numbers for Donna Sturdevant and Ellen McLaughlin remain the same at 871.2483 and fax 871.2161. As always, you can e-mail, fax or drop off your requisitions to our office. To visit us, enter Greene Hall using the righthand door from Main Street; we are inside the hallway on the left hand side.

Feel free to stop over and see our new offices. We will be having an Open House on Friday, Sept. 1. More details to follow on this.

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