

[Submit](#)[Employment](#)[News](#)[Calendar](#)[Classifieds](#)[Spiritual Life](#)

## In This Issue

Webmail users [click here](#)

### Official News

- [Undergraduate Students - Financial Aid Application Procedures for 2013-14](#)
- [Early Deadline to Submit & Approve Timesheets Before Holiday Break!](#)
- [Students - Where Do You Want Your Payroll Checks to Go?](#)
- [Be Alert! Keep Your Property Safe.](#)

### General Announcements

- [Celebrate 12/12/12 at 12:12 p.m. Wednesday](#)
- [Herrick Library Holiday Hours](#)
- [End-of-Semester Blackboard Tip: Course Copy](#)
- [December Graduates Mailbox Key Return](#)
- [WILD Ski at Swain - Jan. 26!](#)
- [Saxon Inn Employee Special for Dec. 14, 2012](#)
- [Gas Cylinder Ordering for the End of the Year](#)
- [Submit to the CSI: AU Get Involved Guide](#)
- [Sell textbooks Before Leaving for Break @ the AU Bookstore](#)
- [Greetings from the Hinkle Memorial Library!](#)
- [Flu Shots Available Without a Rx at Alfred Pharmacy](#)

## What's Happening?

[More Events...](#)

| TODAY  | TOMORROW   | FRIDAY |
|--|--|--------|
| 6:00 <a href="#">Finals Stress Relief w/Boffer</a> | 6:00 <a href="#">Finals Stress Relief w/Boffer</a> |        |

### Undergraduate Students - Financial Aid Application Procedures for 2013-14

The AU Financial Aid Application and filing instructions for the 2013-14 academic year have been placed in your Powell Campus mailbox. Please be sure to stop by your mailbox to pick up these documents before you leave campus.

Please share this information with your parents as they will not receive a copy directly.

If you had an expected graduation date for December 2012 or May 2013, a financial aid application was not placed in your mailbox.

If you plan to return to AU for the 2013-14 academic year and did not receive an application packet, please pick one up at the Financial Aid Office. The Financial Aid Office is open 8:30 a.m. to 4:30 p.m., Monday through Friday.

Submitted by: Elena Wallace

[back to top](#)[Send Email Reminder](#)

### Early Deadline to Submit & Approve Timesheets Before Holiday Break!

Due to the Holiday Schedule, the deadline for submission and approvals of timesheets for the pay-period 12/9-12/22 has been moved up to Friday, Dec. 21.

Since the payroll period 12/9-12/22 will be paid the Friday following the Holiday, P/R will coming in during the break to process this payroll.

Timesheets that are not in approved status cannot be processed and paid on the Jan. 4 pay date. Any timesheets not submitted and approved will be paid in the next available payroll.

Thanks in advance for getting this done early!

Submitted by: Kathy Costello

[back to top](#)

[Send Email Reminder](#)

---

### Students - Where Do You Want Your Payroll Checks to Go?

Due to the Holiday break, the pay-period 11/25-12/8 (check date 12/21) and 12/9-12/22 (check date 1/4) will automatically be sent to your home address on file.

Please email [payroll@alfred.edu](mailto:payroll@alfred.edu) or stop in the Payroll Office in Greene Hall if you need to make alternate arrangements for the delivery of these two paychecks.

Submitted by: Kathy Costello

[back to top](#)

[Send Email Reminder](#)

---

### Be Alert! Keep Your Property Safe.

Traditionally, there has been an increase in thefts the week before Winter Break on the Alfred University campus. Below you will find some tips to help you keep your property safe.

When you are in the library, residence halls, academic buildings, dining halls, or simply parking your car, keep your wallet, cell phone, and laptop with you. This is the prime time for this type of property to be stolen.

- \* Buy a laptop security cable and use it.
- \* Always close and lock your residence door even if you leave for just a minute. Insist your roommate(s) do the same.
- \* Establish rules with your roommate(s) regarding visitors (above and beyond Alfred University guest policies).
- \* Make sure your car is locked when unattended.

If you witness any suspicious activity, report it to the Office of Public Safety immediately by calling 607-871-2108 or 911.

John M. Dougherty  
Office of Public Safety at Alfred University  
One Saxon Drive  
Alfred, New York 14802  
607-871-2108  
[dougherty@alfred.edu](mailto:dougherty@alfred.edu)

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)

---

### Celebrate 12/12/12 at 12:12 p.m. Wednesday

Alfred University comes together to celebrate the memorable 12:12 p.m. minute on 12/12/12 in the Powell Knight Club. As there is no precedent for how to celebrate - here's what we plan to do...

Twelve boxes, each containing 12 items, will be raffled off - you can buy 12 raffle tickets for \$1. If you win, you could choose to keep all 12 items for yourself or - in the spirit of giving - "pay forward" the other 11 items by giving gifts to friends. Join us for 12 pizzas too - while slices last.

All welcome!

Note: Look for a follow-up event on the next "aligned day" on Saturday, Jan. 1, 2101 at 1:01pm inside the Moretti Coliseum Complex.

Attachment: [See attachment for one free raffle ticket.](#)

Submitted by: Dan Napolitano

[back to top](#)

[Send Email Reminder](#)

---

### Herrick Library Holiday Hours

Saturday, Dec. 15-Sunday, Dec. 16 CLOSED  
Monday, Dec. 17-Friday., Dec. 21 8:30 A.M.-4:30 P.M.  
Saturday, Dec. 22-Wednesday, Jan. 2 CLOSED  
Thursday, Jan. 3-Friday, Jan. 4 8:30 A.M.-4:30 P.M.  
Saturday, Jan. 5-Sunday, Jan. 6 CLOSED  
Monday, Jan. 7-Friday, Jan. 11 8:30 A.M.-4:30 P.M.  
Saturday., Jan. 12- Sunday, Jan. 13 CLOSED  
Monday, Jan. 14-Friday, Jan. 18 8:30 A.M.-4:30 P.M.  
Saturday, Jan. 19-Sunday, Jan. 20 CLOSED  
Monday, Jan. 21 8:30 A.M.-4:30 P.M.  
Tuesay, Jan. 22 Regular Hours Resume

Submitted by: Jennifer Baker

[back to top](#)

[Send Email Reminder](#)

---

### End-of-Semester Blackboard Tip: Course Copy

Are you currently teaching a course that you will be teaching again in the spring? Instructors may use Blackboard's Course Copy feature to re-use this semester's materials next semester.

If you're interested in copying your documents, tests, and assignments, please see the attached instructions.

Attachment: [BbCourseCopy.pdf](#)

Submitted by: Meghanne Freivald

[back to top](#)

[Send Email Reminder](#)

---



## December Graduates Mailbox Key Return

Please remember to return your mailbox key by Friday, Dec. 14, 2012 to avoid any non-refundable fees.

Congratulations!

Submitted by: Susan Peck

[back to top](#)

[Send Email Reminder](#)

---

## WILD Ski at Swain - Jan. 26!

Join WILD about Alfred for a trip to SWAIN SKI MOUNTAIN on the first weekend of spring semester, Saturday, Jan. 26.

\$30 gets you a lift ticket and bus ride to and from Alfred. (Additional \$21 for ski rental.) Bus leaves at 4 p.m. and will return 10:15 p.m.

Check out our WILD page to register: <http://www.alfred.edu/stu...>  
...and our facebook page for updates: <http://www.facebook.com/e...>

Link: [Click Here to Register](#)

Submitted by: Jennifer Enke

[back to top](#)

[Send Email Reminder](#)

---

## Saxon Inn Employee Special for Dec. 14, 2012

The Saxon Inn is offering a special rate to Alfred University employees on Friday, Dec. 14, 2012. Enjoy overnight accommodations and a complimentary continental breakfast.

Promotional Employee Rates:  
Deluxe room \$ 69  
Fireside Queen \$79

To make a reservation call 871-2600 or email us at [saxoninn@alfred.edu](mailto:saxoninn@alfred.edu). Be sure to mention "Employee Special" when you reserve your room.

Like us on Facebook at "Saxon Inn, Alfred University" to learn about upcoming specials and promotions.

Attachment: [Upload Failed](#)

Submitted by: Saxon Inn

[back to top](#)

[Send Email Reminder](#)

---

## Gas Cylinder Ordering for the End of the Year

The last day to order gas tanks for the year is this Wednesday, 12/12/12 at noon. The last delivery day of the year is next Monday, 12/17/12. Orders in by 12/19/12 will be delivered on Monday, 1/7/13.

For questions or concerns, please contact [procurement@alfred.edu](mailto:procurement@alfred.edu) or 607-871-2483.

Submitted by: Cheryl Foster

[back to top](#)

[Send Email Reminder](#)

---

### **Submit to the CSI: AU Get Involved Guide**

Do you have an event or activity coming up during the first half of the Spring Semester that you would like advertised in the CSI: AU Get Involved Guide?

The Center for Student Involvement (CSI) is beginning to organize events for the dates of Jan. 21 - March 8, 2013.

If you would like to submit your event, please send your announcement and any attachments of photos to [caa2@alfred.edu](mailto:caa2@alfred.edu) by FRIDAY, Dec. 14, 2012. Thank you.

Submitted by: Nancy Banker

[back to top](#)

[Send Email Reminder](#)

---

### **Sell textbooks Before Leaving for Break @ the AU Bookstore**

Remember to sell your textbooks @ the AU Bookstore for CASH BEFORE leaving for break. You get the best prices when selling textbooks back during finals week. DON'T WAIT!

Submitted by: Marcy Bradley

[back to top](#)

[Send Email Reminder](#)

---

### **Greetings from the Hinkle Memorial Library!**

An Exhibit of White House Christmas Cards and subsequent work will be on view at the Hinkle Memorial Library, Alfred State College, Monday, Dec. 10 through Sunday, Dec. 16.

Please stop by and take part in this rare and exciting opportunity!

Submitted by: Deborah Clark

[back to top](#)

[Send Email Reminder](#)

---

### **Flu Shots Available Without a Rx at Alfred Pharmacy**

Tony Graziano, R.Ph. of Alfred Pharmacy is pleased to announce that his pharmacy gives walk-in flu shots on Tuesday and/or Thursdays from 10 a.m. to 4 p.m.

He will also arrange to come to any AU office or building on a pre-arranged basis (minimum 10 vaccinations) if you have a group that would like to have him come to you.

There is no cost to AU employees covered by the BCBSWNY non-statutory plan or other participating plan. Be sure to take your insurance card with you when you go.

Submitted by: Mark Guinan

[back to top](#)

[Send Email Reminder](#)

---

[Alfred University](#) | [My AU](#) | [Our AU](#) | [Events](#) | [BannerWeb](#) | [Blackboard](#) | [News](#) | [Enews](#)