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## What's Happening?

[More Events...](#)

TODAY	TOMORROW	FRIDAY
9:00 <a href="#">Tai Chi Master is Back in Alfred!</a>	9:00 <a href="#">Tai Chi Master is Back in Alfred!</a>	9:00 <a href="#">Tai Chi Master is Back in Alfred!</a>
<ul style="list-style-type: none"> <li>· <a href="#">McLane Gym &amp; Fitness Center Closures 5/13-5/19</a></li> </ul>	4:45 <a href="#">Zumba@ Fitness Classes</a> <ul style="list-style-type: none"> <li>· <a href="#">McLane Gym &amp; Fitness Center Closures 5/13-5/19</a></li> </ul>	<ul style="list-style-type: none"> <li>· <a href="#">McLane Gym &amp; Fitness Center Closures 5/13-5/19</a></li> </ul>

### Seniors Return Your Mailbox Key

Graduating seniors are required to return their mailbox key to the PCC Mailroom by Friday, May 17 to avoid a non-refundable charge. You must return it directly to the mailroom.

If you are attending Graduate School here at AU you must let the mailroom clerk know or your box may be re-assigned in the Fall.

Submitted by: Susan Peck

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### Mailbox Over the Summer

If you plan on staying in Alfred after this semester ends and want to keep your PCC Mailbox open then you must let the PCC mailroom clerk know before graduation weekend or your mail will be forwarded to your permanent address on file.

If you have any questions please contact the PCC Mailroom at x2666.

Submitted by: Susan Peck

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### **PCC Mailroom Summer Hours/Noon-12:30 p.m.**

The Powell Campus Center Mailroom will be on summer hours from 8 a.m. - 3:30 p.m., closing from noon-12:30 p.m. daily, beginning Monday, May 20. If you have any questions please contact the Mailroom at x2666.

Submitted by: Susan Peck

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### **Year-end Cut-off Dates for Business Areas**

#### **BUSINESS OFFICE:**

JULY 12 - All transactions such as corrections, transfers, budget adjustments, year-end accruals, etc. submitted for fiscal year 2012-13.

#### **OFFICE AND PROCUREMENT SERVICES:**

MAY 17 - All requisitions are due for fiscal year 2012-13.

JUNE 28 - All merchandise must be received for fiscal year 2012-13.

#### **ACCOUNTS PAYABLE:**

JUNE 28 - All merchandise must be received and services performed and invoiced to the University for fiscal year 2012-13.

JULY 10 - The cutoff date for travel expense forms that account for travel through June 30th for fiscal year 2012-13.

JULY 12 -All June 30 invoices must be received for fiscal year 2012-13

#### **UNIVERSITY ONE CARD RECONCILIATION FOR JUNE:**

JUNE 21 - Last day for purchases on credit card for fiscal year 2012-13.

JULY 10 - Card holder review & paperwork submitted to card manager.

JULY 12 - Card manager approve & paperwork submitted to Program Administrator.

For additional detail please visit the following link to our website.

Link: [EOY Notice](#)

Submitted by: Susan Peck

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### **Congratulations to All Graduating Students!**

Please take a minute to fill out the Career Development Center's graduate survey. If you have already secured employment or are enrolled in graduate school, we'd like to hear about it. The CDC uses this information to understand the job and grad school market for AU students. The info is confidential and

is not reported in a personally identifiable way.

If you have questions about the survey or need career assistance of any kind, please contact us at 871-2164 or [cdc@alfred.edu](mailto:cdc@alfred.edu)

Link: [Graduate Survey](#)

Submitted by: Susan Meacham

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### Cohen Gallery Extended Hours

Week of May 6, along with regular open hours, we will be open:

Friday, May 10: 3-6 .pm.

Saturday, May 11: 2-5 p.m.

Week of May 13, we are open the following hours only:

Friday, May 17: 10 a.m.-5 p.m.

Saturday, May 18: Noon-3 p.m.

Submitted by: Shelly Grant

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### Summer School 2013/Financial Aid

If you plan to take summer classes at AU and are a current financial aid recipient, we are providing you the following information to help you determine if you may have financial aid eligibility applicable to summer enrollment.

In most cases, the availability of financial aid for summer school is limited and not the same as during the academic year.

Attachment: [Summer School 2013 Financial Aid Details](#)

Submitted by: Catherine Schnurle

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### Summer Community Service Positions - Town of Almond

The Financial Aid Office is now accepting applications for Summer Federal College Work Study positions. To be eligible to apply you must meet the following criteria:

- Matriculated Student at Alfred University,
- Expected to enroll for the 2011-12 academic year,
- Filed a Free Application for Federal Student Aid for 2011-12, and
- Eligible for Federal College Work-Study.

If you are interested in applying you must contact Mrs. Crandall at the Office of Student Financial Aid, located in Alumni Hall. Telephone number is 607.871.2159.

AVAILABLE POSITIONS:

- Village of Almond - Community Improvement and General Maintenance

Submitted by: Elena Wallace

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### **AU Summer Programs for Kids!**

Summertime will soon be here! If you are beginning to think about constructive ways to keep your kids or grandkids occupied this summer, I encourage you to check out the wide variety of academic programs, sports camps, and day camps offered right here on campus.

A list of this year's programs, along with information regarding discounts for the children and grandchildren of AU faculty and staff, is attached.

Please note that most of our residential programs now have a commuter option for local students.

For further information, please visit the Summer Programs Web site. (Some programs are already full, as indicated on the attached, but many are still accepting campers.)

Link: [Summer Programs Webpage](#)

Attachment: [Updated List of Summer Programs](#)

Submitted by: Melody McLay

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### **TIAA-CREF Consultant on Campus**

You're invited! Jason Sciotti, Individual TIAA-CREF Consultant, will be conducting one-on-one, 45-minute, individual retirement counseling sessions on Thursday, June 6, and Wednesday, June 19, in the Human Resources Conference Room in Greene Hall. Let him help you make financial decisions that are right for you.

To schedule an appointment with Jason, Non-Statutory employees should call TIAA-CREF at 1.877.209.3144 and Statutory employees should call TIAA-CREF at 1.800.732.8353; remain on the line for assistance.

Submitted by: Kim Wyant

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### **Smartdata Uploading**

Do you need to convert an email or other documents to PDF? Do you need to combine two PDFs together?

If you do not have Adobe Acrobat Pro X, the ITS department has provided PDF Binder (free software for all) to allow you to convert emails to PDF and combine two or more PDFs together. This software will assist anyone who wants to go "green" or anyone who has an AU One Card. For instructions to download PDF Binder, please see the attachment.

If you have any issues using or downloading the software, please contact Patty Crast at x2222.

Attachment: [How\\_to\\_Use\\_PDF\\_Binder\\_on\\_PC.pdf](#)

Submitted by: Kathy Price

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### **Free: Straight-Cut, End Tab Folders & Labels**

Office & Procurement Services in Greene Hall has red, straight-cut, end tab folders available to anyone who would like them. We also have alpha and numeric labels available for the taking. Stop on by during normal office hours. Questions? Call us at 871-2483.

Submitted by: Cheryl Foster

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