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## What's Happening?

[More Events...](#)

TODAY	TOMORROW	FRIDAY
8:20 MS/GS Thesis Defense - Peter Wachtel	8:30 Right-to-Know Training (Mandatory) plus BBP and FE	
8:00 Performance: Equipoise	10:20 PhD/MSE Thesis Defense - Michelene Miller	
9:00 Art Opening: First Annual 'Jacob's Leaving Alfred'	1:00 Holiday Art Bazaar	
	Develop Tools & Strategies to Assess Student Learning	

### Ignore Requests to Verify Your E-mail Account

Please IGNORE any e-mail message you may have received that asks you to verify your E-mail user name and E-mail password.

These "phishing" e-mails are not sent by staff at Alfred University and are not official requests by e-mail or network administrators.

Please be advised that Alfred University ITS will never ask for your user name and/or password via e-mail.

If you have inadvertently responded to a "phishing" e-mail, please change your password immediately. To change your password, go to: <https://security.alfred.e...>

If you have any additional questions or concerns, please contact the Help Desk at 607-871-2222.

Regards,

Adrian Morling  
Manager of Network Services  
Information Technology Services  
Alfred University

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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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### **PCC Mailroom Lunch Hours**

The PCC Mailroom will begin closing at lunchtime from noon-1 p.m. beginning Monday, Dec. 15, 2008 through Friday, Jan. 16, 2009. On Monday, Jan. 19 the Mailroom will return to its normal hours.

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### **Undergraduate Students - Financial Aid Application Procedures for 2009-10**

The AU Financial Aid Application and filing instructions for the 2009-10 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.

If you had an expected graduation date for December 2008 or May 2009, a financial aid application was not placed in your mailbox. If you plan to return to AU for the 2009-10 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.

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### **PCC Mailroom Hours over Holiday Break**

The PCC Mailroom will be open Dec. 31, 2008 from 9 a.m. - 1 p.m. This is the only day the PCC Mailroom will be open over the Holiday Break. Please use the side entrance of PCC through the loading dock area.

The Mailroom will re-open on Monday, Jan. 5, 2009 and return to normal hours of operation from 8:30 a.m. - 4:30 p.m.

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### **Time/Attendance Reports for Exempt Employees**

Reminder:

Exempt Employees - Approved attendance reports are to be forwarded to Human Resources Services no later than 5 days after the end of the month.

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### **AU Logotype and Style Manual Now Online!**

The Communications Office gets many requests for the official Alfred University logotype for print, Web, and other purposes. For the convenience of the campus community, we have created several different downloadable formats, including jpegs, PDFs and eps files, along with instructions and guidelines for usage.

Simply go to [our.alfred.edu](http://our.alfred.edu), go to the "Faculty/Staff" link and look for AU Logotype & Style Manual on the drop down menu.

(The AU Logo files link is <http://our.alfred.edu/aut...>)

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### **Congratulations to December Graduating Students!**

Please take a minute to fill out the Career Development Center's graduate survey. Whether you have your plans settled or not (e.g., employment or 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 information 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: <http://www.alfred.edu/cdc/forms/gradsurvey/>

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### **Faculty/Staff Bookstore Appreciation Sale**

The Faculty/Staff Holiday Bookstore Appreciation sale will be THIS Thursday & Friday 12/11& 12/12. We will also offer the sale Friday 12/19. Take advantage of 20% OFF storewide\* merchandise, 25% OFF all Jansport sweatshirts, 50% OFF 2009 wall calendars, plus much more.

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### CA\$H for your textbooks

Sell your textbooks BEFORE going home for break. Get 50% back for books being used again (we must have the order from the professor). We buy back books NO MATTER where you purchased them. AU BOOKSTORE- NOW-December 13

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### Pool Closing for Break

The pool will close for break after the afternoon swim on Saturday, Dec. 13. Regular hours will continue until then. The pool will resume open swim hours on Tuesday, Jan. 20.

Current open/lap swim hours are as follows:  
weekdays: 11:45 a.m.-1:15 p.m. and 8-10 p.m.  
weekends: 3-5 p.m.

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### Student Learning Assessment Webinars

The Assessment Committee and the Faculty Development Committee, with support from the Provost, are arranging to broadcast three Webinars on Student Learning Assessment featuring Linda Suskie, Vice President, Middle States Commission on Higher Education.

Everyone is invited to attend, and every University program engaged in Student Learning Outcomes Assessment should send at least one representative to the Webinar(s) most relevant to their program.

Please RSVP with the names of the attendees and the Webinars they plan to attend to Judy Scott ([scottja@alfred.edu](mailto:scottja@alfred.edu)) by Tuesday, Nov. 18, 2008.

The details for each Webinar are attached. If you have any questions, please contact Nancy Evangelista or Nancy Furlong, Co-Chairs of the Student Learning Assessment Committee.

Snacks will be provided.

Attachment: [Student\\_Learning\\_Assessment\\_Webinars.doc](#)

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### Art Opening on Wednesday Night

First Annual "Jacob's Leaving Alfred" show & sale  
new ceramic work by Jacob Gallant Raeder  
opening @ 9 p.m. on Wednesday 12.10.08  
Apt B at The Ballet Academy on Main St.

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### Holiday Art Bazaar

You are invited to the Holiday ART BAZAAR  
Thursday  
Dec. 11  
1-5 p.m.  
Harder Hall Lobby

## HANDMADE ARTS & CRAFTS

This is your opportunity to support art students and give unique gifts to friends and family!

jewelry\*ceramics\*glass\*photos\*prints\*drawings\*paintings\*knits\*etc.

.... a plethora of bargains, art & love

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## Dance Performance

Equipoise  
a new dance  
choreography by layla marcelle mrozowski  
music by jackson hoose  
set by jacob raeder

Wednesday at 8 p.m. in harder Hall Lobby

the piece is only about 7 minutes long so please be prompt.

Attachment: [poster](#)

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## ITS Winter Institute for Faculty

Information Technology Services will be hosting a series of computer training sessions on Jan. 11, 12, and 13. Faculty may sign up for as many or as few workshops as they like. All sessions will have an instructional focus.

Available Workshops:

Turning Point Student Response System  
Tuesday, 1/13/09, 11 a.m. - 12:30 p.m.  
Wednesday, 11/14/09, 3 - 4:30 p.m.

Blackboard Course Management - Intensive  
Monday, 1/12/09. 11 a.m. - 12:30 p.m.

Multipoint Interactive Video Conferencing  
Tuesday, 1/13/09, 9 - 10:30 a.m.

Turnitin.com Anti-Plagiarism Tool  
Monday, 1/12/09. 2-3:30 p.m.

Microsoft Word 2007  
Monday, 1/12/09, 9 - 10:30 a.m.  
Wednesday, 1/14/09, 1 - 2:30 p.m.

Microsoft PowerPoint 2007  
Tuesday, 1/13/09, 2 - 3:30 p.m.

Creating Personal Websites  
Wednesday 1/14/09, 9 a.m. - noon

If you would like to attend one of the Winter Institute sessions, please contact Meghanne Freivald at 871-2363 or via e-mail.

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## Notice of Open Position - Coordinator, Diversity Programming

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Coordinator, Diversity Programming  
10-Month Position  
Center for Student Involvement  
Powell Campus Center  
Link: [Coordinator, Diversity Programming](#)

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### Ride Board

Break is coming up, search for a ride to hitch onto, or post a ride that you can offer to someone else to hitch onto. Better than flying stand-by!  
Link: [Ride Board](#)

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