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TODAY	TOMORROW	THURSDAY
		· Last Day to Withdraw from a course, cancel Pass/Fail, select or cancel Audit in a course that meets all semester

Graduating in May

Congratulations on all your hard work this semester, especially due to the many challenges we are currently facing. Please continue that hard work to be sure you will graduate and earn your diploma in May.

All students in any semester are required to apply to graduate. If you expect to graduate in May please submit your application if you have not done so already. Submit your application electronically to **registrar@alfred.edu**.

The applications have a question about attending commencement - please be sure to mark whether you plan to attend or not. Commencement will be December 19 this year.

For anyone who has applied already you will get communication later in the semester asking you to reconfirm your choice to attend the now December 19 commencement and to confirm where you would like to have your diploma mailed.

There is always light at the end of the tunnel and though things may be done differently we are still proud to see each of you earn your diploma for your future endeavors.

When you open the link for the graduation application. The form is still in a web browser. Be sure to actually downloaded it to your device then fill in, sign, save it and then email to registrar's office.

Link: **Graduation Application**

Submitted by: Tammy Jursza Williams

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Attention: Work Study and Graduate Assistant Supervisors

If your students job function is a tutor or grader and your department still needs the student to work HR needs a completed Telecommuting Form. This form should be started by the student and sent to the Supervisor for completion. The completed forms should be received no later than 4/8/2020 at 12:00pm EST. Please send all forms to Kayleigh Jones, HR Generalist.

If the student is Work Study and we do not receive a telecommuting form, we will assume that your student is no longer working.

If you have a graduate assistant who has a stipend and they are no longer working, please contact Kayleigh Jones so we can terminate their position appropriately.

The students should also view the Telecommuting Policy which can be found by visiting
https://my.alfred.edu/hum...

Attachment: **Student Telecommuting Form**

Submitted by: Kayleigh Jones

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Advisement and Registration Fall Semester 2020

To: Undergraduate students

The class schedule for Fall Semester 2020 can now be viewed on BannerWeb.

The advisement period for Fall registration begins Monday April 13.
Registration begins at 8:00 am on April 20 (available each day from 8:00 am to midnight).

The day on which you first gain access to Fall Semester registration depends on your class standing for registration purposes, which is determined by your total earned hours to date plus the number of credit hours "in progress" (which means AU credit hours being taken in Spring Semester).

Registration Dates for Fall Semester 2020:
(*NOTE: Class Standing for registration purposes includes earned hours and in-progress hours)
   Seniors (90+ credits): Begins Monday, April 20
   Juniors (60-89 credits): Begins Wednesday, April 22
   Sophomores (30-59 credits): Begins Friday, April 24
   First Years (0-29 credits): Begins Tuesday, April 28

Link: **Registration Information**

Submitted by: Pontus Niklasson

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ITS Help Desk Social Distancing Procedures

For ITS Assistance please refer to the following options

Email us: **helpdesk@alfred.edu**
- Our Team is monitoring our ticketing queue during normal office hours

- Your request will be prioritized and handled in the usual manner

Call us: 607-871-2222
- Our Team is able to receive Help Desk calls from our remote locations
- Your request will be prioritized and handled in the usual manner

Onsite appointments will be limited and must meet criteria
- If hands on assistance is needed an appointment to schedule a Technician is required by emailing the Help Desk at **helpdesk@alfred.edu**

Refer to ITS Resources Available During Coronavirus (COVID-19) **https://my.alfred.edu/inf...**

Link: **ITS Resources**

Submitted by: Judy Linza

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ITS Resources Available During Coronavirus (COVID-19)

Review this guide for tools to work remotely, how to forward your phone, online faculty support and teaching plans, find out where software for classes and on-campus resources are available, who to ask for help, communication tools and much more.

- Emergency Online Faculty Support
- - Emergency Teaching Plans
- Tools Supported by Information Technology Services
- Software Availability
- Other Tools
- Computer Resources
- Phone
- Who to Ask for Help

Link: **ITS Resources**

Submitted by: Judy Linza

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Open Position - Research Account Specialist

Please see the link below for more information on the open Research Account Specialist position.

Link: **Research Account Specialist Position**

Submitted by: Mercedes D'Amato

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Submitting Grade Changes

Please remember that grade changes are submitted through BannerWeb. There is a link on your Faculty menu called "Grade Change Form". There you will find instructions, be able to download a form, and have a link to upload the completed form. Never email a grade change form. Step by step instructions attached.

Attachment: **Submitting Grade Changes on BannerWeb**

Submitted by: Tammy Jursza Williams

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CAS: Remote tutoring, Writing Center, & Disability Services Update

The Center for Academic Success (CAS) will be using Microsoft Teams to provide academic support and disability services for the remainder to the semester. Changes, updates, and access procedures for various services can be viewed on our website.

Link: **The Center for Academic Success Service Updates**

Submitted by: Liz Shea

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Daily Ask me Anything Virtual Career Counseling Available

"Ask me Anything" Virtual Career Counseling Sessions from Handshake. AMA sessions will take place every weekday from April 1 - 17, at Noon PST/3pm EST. Amanda Baker, Director of the Alfred University Career Development Center, will be co-hosting on April 15!

Link: **More information on the Blog**

Submitted by: Amanda Baker

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Turner Gallery Accepting Proposals

The Turner Gallery is currently closed but the team is working virtually this semester. The show- or shows must go on! The Gallery is accepting proposals for the next cycle of exhibitions in the next academic calendar.

How to Apply:

Robert C. Turner Gallery Proposal Checklist
Fall Semester 2020

FALL 2020 SHOW APPLICATION DEADLINE: APRIL 18, 2020, 9:00 am

1. Please read all instructions thoroughly.
2. Application can be found in the OneDrive:
link text:
https://alfred0my.sharepo...

3. Download, read and sign the following documents found in the One Drive:
a. R.Turner-Contract-Policies Procedures
b. R.C.Turner-Application
c. Once filled out save each document as a PDF to your device, and Title each document as "Showtitle_Fall2020".

4. Selecting your photos:
a. A minimum of 5 High Resolution images in Jpeg format must be submitted.
b. Label each image with "YourName_ShowTitle_Image#".

5. Submitting your documents and images:
a. Save all documents as PDF!
b. Open the folder labeled "Turner Proposal Submissions Fall 2020"
c. Create a NEW folder within that folder and title it "Yourname_Showtitle_Fall2020"
d. Upload your Contract, Application, and Photos into your folder
e. Makes sure you include finished artworks, mockups, and floorplans layouts or other relevant visual material into this folder.

If there are any questions please contact the gallery email at **turnergallery@alfred.edu**.

Link: **AUConnect Announcement**

Submitted by: SOAD Events

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Admissions Office Opportunities for Prospective Students & Parents

The admissions office is excited to be offering a number of opportunities for prospective students and families to connect with us virtually in the coming weeks!

Town Hall Tuesdays from 3:00 pm - 4:00 pm - Q & A Virtual Video Webinars:
April 7-Financial Aid at AU
April 14-Residence Life and Dining Services at AU
April 21-Athletics at AU with Paul Vecchio, Athletic Director
April 28-Career Development at AU
May 5-Academic Support Services at AU
May 12-Financial Aid at AU
May 19-Student Activities, Diversity and Community at AU
May 26-Conversation with President Zupan

Fiat Fridays:
Join us any time between 2:00pm- 4:00 pm each Friday between April 3- May 15 and get your AU questions answered by an Admissions Counselor and current student.
Virtual Accepted Student Day event on Saturday, April 25th from 1:00 pm - 3:00 pm
Thanks in advance to each of you who continue to support our recruitment efforts- we couldn't do it without you! A special thanks to President Zupan for hosting our inaugural event this past Monday with over 100 participants! Be sure to check out our Virtual Visit Page for a current calendar of events, including our Virtual Tour.

Link: **Virtual Visit Page**

Submitted by: Janet Lynch

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HR Tip of the Month

Did you know that AU offers an Employee Assistance Program called NexGen EAP? NexGen EAP is your confidential EAP, Work/Life, Wellness, and Health Advocacy benefit provided by AU at no cost to you. You and your eligible family members can trust the NexGen EAP services to address your total wellbeing for accessing counseling services to maximizing work/life balance to assistance navigating your health plan to providing personalized wellness resources.

Services:
-Counseling Services
-Child/Elder Care Resources
-Legal and Financial Consultations
-Virtual Concierge

-Individualized Wellness Resources
-Health Advocacy

To take advantage of these resources please visit our HR page to learn more about enrolling.
https://my.alfred.edu/hum...

Linked Below is information as it relates to COVID-19 from NexGen EAP.

Link: **Coronavirus Info Packet**

Submitted by: Kayleigh Jones

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