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TODAY	TOMORROW	THURSDAY
11:00 Presidential Inauguration Viewing	12:00 Art & Design, All School Meeting	10:00 Alfred University Blood Drive
6:00 Women's Basketball Game		
Language Placement Exam		
8:00 Presidential Inauguration Discussion		

Language Placement Exam

Every student who wants to take Spanish, French, or German at Alfred University and has taken this language in high school must take this exam. Those students who want to place out of the language requirement, or at least the first semester of the requirement, also need to take it.

Bring a #2 pencil and student ID card. If you have any questions please contact Dr. Cecilia Beach at fbeach@alfred.edu.

Location: Perlman 112

1/20/09

6-7:15 p.m.

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Ignore E-mails Asking for Your Username and Password

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.edu>... 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

Link: [Click here to change your password](#)

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Spring Semester Web Time Entry Reminders

It is imperative that the hiring paperwork be completed BEFORE the student begins working to ensure that the timesheet appears on the Web for entry of hours. Timesheets only appear on the Web if jobs have been entered for the student into Banner.

Payroll can only enter jobs if the work study green cards are signed and returned to the Financial Aid Office and/or the non-Work Study Student Payroll Authorizations are completed (form available at link below).

All approvers and proxies must be granted security privileges to view their students' timesheets. If you are new to this process, a code called a "TIME SHEET ORG" must be assigned to you.

Contact costello@alfred.edu for creation of your code. This code is what attaches you as the approver to the student worker and allows you to view and approve the web time sheets.

When a student is hired, payroll must know who will be approving the timesheet. This can be accomplished by entering the "time sheet org" of the approver in the corresponding field on the Payroll Authorization form or including it on the green card.

Link: [Non-Work Study Student Payroll Authorization Form](#)

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Annual Conflict of Interest Form

The Link and Attachment below will take you to the University's Conflict of Interest form and policy. We encourage you to read the policy in order to familiarize yourself with the language as well as the intent.

In order to be in compliance with the laws and regulations associated with the receipt of state and federal funds (OMB Circular A-110, Item C42), the University is required to have you complete this form.

As a University with highly respected academic and research programs, it is important that we adhere to this regulation. By disclosing any possible conflicts of interest we may have which could potentially impair our judgment in the decision making process associated with carrying out our responsibilities, we continue to assure the government of the integrity of our programs.

To ensure that we meet the compliance regulations as monitored by our auditing firm, it is important that you complete the form. Please return the completed form signed by your supervisor to the Office of Human Resources in Greene Hall by Monday, Feb. 27, 2009.

Thank you very much for your assistance.

Link: [Conflict of Interest Form](#)
Attachment: [AU Conflict of Interest Policy](#)

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Inauguration Broadcast and Discussion - Jan. 20

How will you remember this day - just another first day back to classes, or historic? Join the Alfred community in recognizing the significance of the 2009 Presidential Inauguration by viewing the ceremony starting 11 a.m. on the big screens in Nevins and Holmes. At 8 p.m. there will be a panel discussion in Nevins.

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Business Students - ENGL 200 Business Writing

Are you looking for an engaging liberal arts class that has a business focus? Need to fulfill your creative discipline? Consider this course which includes the following topics.

- *Business Correspondence: Letters and Memorandums
- *Informal Report: Profile of a Prospective Corporate Business Partner
- *Job Application Documents
- *Proposal and Analytical Report: Ethics and Responsibility

- *Questions - please e-mail Dr. Cox cox@alfred.edu.
- *Class meets Mondays & Wednesdays, 3:20-5:10 p.m.

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Blood Drive Thursday, Jan. 22

Sooner or later, most of us will face a time of great vulnerability in which we will need blood. Why not donate on Thursday, Jan. 22, any time from 9 a.m. until 4 p.m.? Your donation will take between an hour and 75 minutes. This blood drive is co-sponsored by Student Affairs and the Support Staff Council.

In general, you are eligible if you are at least 16 years of age, weigh at least 110 lbs., are in good health, and have not donated in the last 56 days (111 for double red cell donors).

If you would like an appointment, please sign up using the Web site below. WALK-INS ARE WELCOME TOO!

Can't donate, but still want to help? We need volunteers too. Please contact studentaffairs@alfred.edu to find out about volunteering some time.

Consider being a blood donor or volunteer on Jan. 22. Thanks!

Link: [AU's blood drive donation site](#)

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Buy Your Official Class Ring!

On Monday and Tuesday, Feb. 16 & 17, 2009, from 10 a.m. - 3 p.m. the Balfour representative will be available in the Powell Campus Center Lobby for purchase of official class rings.

Eligibility includes second semester sophomores through graduate students and alumni. Rings will be delivered at the April 26 Official Class Ring Ceremony at 3 p.m., location to be announced.

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Pound for a Pint

On Thursday, Jan. 24, every person who shows up at the Knight Club to give blood between 10 a.m. and 4 p.m. will get a coupon for a free pound of Dunkin Donuts coffee. Thanks for supporting the blood drive!

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Intramural Saturday Sessions - Sign Up Now!

Intramural Sports is hosting an all new Winter Saturday Session. We will have indoor teams of Men's and Coed Soccer (6v6), Basketball (3v3), and Volleyball. Games will take place between the hours of Noon and 4 p.m. in McLane, working around other varsity sports.

Please e-mail your roster and team name to millerst@alfred.edu, or put it in the drop box on the first floor of McLane. Rosters are due by Wednesday, Jan. 28 with a hopeful start date of Saturday, Jan. 31.

This will keep you active through the winter. SIGN UP NOW!
Link: millerst@alfred.edu

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Kerry Kautzman - January Women's Studies Roundtable

Kerry Kautzman, the director of Alfred University's Women's Studies Program and associate professor of Spanish, will be presenting at the January Women's Studies Roundtable. Professor Kautzman's topic will be: "Porn and Purity in America."

The roundtable will be on Friday, Jan. 23, 2009, from 12:20-1:10 p.m., in the Knight Club, Powell Campus Center. All roundtables are free and open to the public.

If you are interested in presenting at a roundtable or have any questions about the roundtables, please contact Sandra Singer at fsinger@alfred.edu

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AU Dance Team Try-outs

AU Dance Team Try-outs will be held this week on January 21st & 22nd from 6-8pm in Miller room 300. Please bring a copy of your schedule. Any questions please contact Steph at audanceteam@alfred.edu

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AU Habitat for Humanity Spring Break Trip

Information Meeting:
Sunday, Jan. 26, 2009
Kenyon-Allen Rm. (2nd floor of Powell)
7 p.m.

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Alfred University Blood Drive

Thursday, Jan. 22, 2009

10 a.m. to 4 p.m.

At The Knight Club

Please sign up to donate at www.alfred.givesblood.org

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