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TODAY

TOMORROW

SATURDAY

- [#SaxonFriday](#)

**PCC Mailroom - Hours Changing, Revised 3/23/20**

Until further notice, the open hours at the Powell Campus Center Mailroom for pick up or drop off of packages will be limited to Monday - Friday from 11AM - 1PM. Both FedEx and UPS pick up and drop off will still occur during this time. Pick up of mail is limited to students residing on campus and those functions deemed 'essential'. That is, the mailroom is not open for general business activities.

Please call x2666 if you have any questions.  
Thank you.

Submitted by: Melissa Badeau

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**Checking Voicemail/Forwarding Your Phone**

Find instructions on how to check your office voicemail from off-campus or temporarily forward your office phone to another number.

Link: [Checking Voicemail/Forwarding Your Office Phone](#)

Submitted by: Jodi Bailey

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### How to ensure that supplier/contractor invoices are received and processed

Due to the Governor's order, the only people permitted on campus are those deemed as essential personnel. Based on that, we understand that the majority of people are not able to go to campus and retrieve their mail. We ask that anyone expecting invoices from suppliers reach out to those suppliers and ask that they email copies of invoices to [businessofc@alfred.edu](mailto:businessofc@alfred.edu) to ensure that they are processed.

Please contact Amanda Azzi or Melissa Badeau if you have questions or need additional information.

Submitted by: Melissa Badeau

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### Student Accounts Office Encourages Direct Deposit

The Student Accounts office is working diligently to ensure all students receive anticipated refund checks at the earliest possible opportunity. We are encouraging all students expecting future account refunds now more than ever to establish direct deposit to ensure your funds are in your hands as soon as possible. Please follow the attached link for further direction on establishing direct deposit if you have not done so already. Please direct any questions to [stuacct@alfred.edu](mailto:stuacct@alfred.edu).

Link: [Receiving Your Refund; Student Accounts](#)

Submitted by: Cory Bennett

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### Procurement Office - We're still here to help!

The Procurement Team is working remotely; however, we are available via email and Skype during regular office hours (8 - 4:30). We are here to help with all of your purchasing needs and have relationships with suppliers that could provide significant savings for your department and the University.

If you do have a quotation and need an order placed, requisitions can be emailed to [procurement@alfred.edu](mailto:procurement@alfred.edu). Please make sure that you have all signatures required for the FOAP (Fund, Org, Account, Program) listed on the requisition when you submit the form.

If you have any concerns or questions, please reach out to Melissa Badeau, Director of Procurement, at [badeau@alfred.edu](mailto:badeau@alfred.edu).

We look forward to assisting you!

Attachment: [Procurement Presentation](#)

Attachment: [Requisition Form](#)

Submitted by: Melissa Badeau

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### **Gali Greenspan: Holding Pattern**

Dates: Thursday, March 12 - Friday, April 3

Public Reception: Thursday, March 19 from 5:00 pm - 8:00 pm

Location: Cohen Gallery

Submitted by: SOAD Events

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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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### **Support Alfred Village Businesses**

With fewer people in town, don't forget to patronize our local shops.

The Collegiate is open for take-out 7am - 8pm daily

Terra Cotta is open for take-out 7:30 am - 8 pm daily

Duke's Main St Pizza is open for take-out & delivery 11 am - 8 pm daily

Little Sicily Pizza's temporary hours are 11 am - 2 pm Mon-Wed; 11 am - 7 pm Thurs & Fri; 4 - 8 pm Sat & Sun

Alfred Pharmacy is open 9 am - 5 pm Mon-Fri

Uncle Alfred's Sub Shop is open. Contact Ellen Odell after 11 am at 607-587-9070

Tinkertown Hardware is open 7 am - 5 pm Mon-Fri and 9 am - 5 pm Sat. They are currently selling paper products, water, gloves and disinfectant cleaners.

Submitted by: Jodi Bailey

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### **Get Your #AlfredU Campus Virtual Background**

Missing campus? Use these great photos of Alfred University to spruce up your Zoom meeting background! It's almost like being on campus.

Link: [Get a Virtual Background](#)

Submitted by: Jodi Bailey

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### Health and Fitness Tip- Sleeping

These Health and Fitness tips revolve around tips for a better night of sleep. During these stressful times and the readjustment period sleeping schedules can be off, here are some tips to get you back on track!

Attachment: [Health and Fitness Tips- Sleep](#)

Submitted by: Jamie Wilcox

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### Library 24 Hour Study Rooms Closed

The 24 Hour Study Rooms in Herrick and Scholes are closed.

Students in need of computers to complete coursework and assignments should go to:

<https://deployment.alfred...>

Library Services are still available. Librarians are available to answer questions and assist with research.

For more information please go to: <https://libguides.alfred....>

Submitted by: Mechele Romanchock

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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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### AAUW Start Smart Salary Negotiation Workshop will be postponed

The AAUW Start Smart Salary Negotiation Workshop that was scheduled for Friday, April 3rd will be rescheduled in the fall. Please feel free to reach out to Professor Mary McInnes at [mcinnes@alfred.edu](mailto:mcinnes@alfred.edu) with any questions.

Submitted by: Tiffany Horton

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