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## What's Happening?

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TODAY	TOMORROW	SATURDAY
6:00 <a href="#">Finals Stress Relief w/Boffer</a>		7:30 <a href="#">'Tis The Season - A Musical Gift'</a>

## Mailroom Closing During Lunch for Remainder of Semester

The PCC Mailroom will be closing from noon until 1 p.m. beginning Monday, Dec. 17, 2012 and ending Tuesday, Jan. 22, 2013.

Submitted by: Susan Peck

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## Exempt Staff - Please Do Your December Leave Report

Please make sure any outstanding Banner Monthly Leave Reports and the one for December are submitted and approved by your supervisor before you (or they) leave for Holiday break. If you used your FH and/or Personal Day during a month and the Leave Report is not approved, Banner will not accrue next years FH and Personal Day.

Getting caught up and submitting December early will ensure the accrual process of these 2 days works as it should.

Thanks in advance for your cooperation!

Submitted by: Kathy Costello

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### **Undergraduate Students - Financial Aid Application Procedures for 2013-14**

The AU Financial Aid Application and filing instructions for the 2013-14 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.

Please share this information with your parents as they will not receive a copy directly.

If you had an expected graduation date for December 2012 or May 2013, a financial aid application was not placed in your mailbox.

If you plan to return to AU for the 2013-14 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.

Submitted by: Elena Wallace

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### **Accounts Payable Check Run**

The last AP check run for calendar year 2012 will be Thursday, Dec. 20. All invoices need to be submitted to the Business Office by end of day Wednesday, Dec. 19.

Submitted by: Jodi Howe

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### **Be Alert! Keep Your Property Safe.**

Traditionally, there has been an increase in thefts the week before Winter Break on the Alfred University campus. Below you will find some tips to help you keep your property safe.

When you are in the library, residence halls, academic buildings, dining halls, or simply parking your car, keep your wallet, cell phone, and laptop with you. This is the prime time for this type of property to be stolen.

- \* Buy a laptop security cable and use it.
- \* Always close and lock your residence door even if you leave for just a minute. Insist your roommate(s) do the same.
- \* Establish rules with your roommate(s) regarding visitors (above and beyond Alfred University guest policies).
- \* Make sure your car is locked when unattended.

If you witness any suspicious activity, report it to the Office of Public Safety immediately by calling 607-871-2108 or 911.

John M. Dougherty  
Office of Public Safety at Alfred University

One Saxon Drive  
Alfred, New York 14802  
607-871-2108  
[dougherty@alfred.edu](mailto:dougherty@alfred.edu)

Submitted by: Deborah Clark

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#### **Kruson Water Shut Down**

On Monday, Dec. 17, the water in Kruson will be shut down for the day. Thank you.

Submitted by: Kelly Moore

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#### **November & December One Card Reconciliations**

In order to facilitate the preparation of mid-year financial statements and budget reports, all cardholders must have the transactions coded correctly in paymentnet and the original receipts for NOVEMBER One Card charges to your card manager by Friday, Dec. 7, 2012. The Card Managers must have all transactions approved and the paperwork to Sue Peck by Friday, Dec. 14, 2012.

Additionally, cardholders must have all transactions coded correctly in paymentnet and the original receipts for DECEMBER One Card charges to your card manager by Friday, Jan. 4, 2013. The Card Managers must have all transactions approved and the paperwork to Sue Peck by Friday, Jan. 11, 2013.

Submitted by: Susan Peck

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#### **PCC Mailroom Hours Over December Break**

The Powell Campus Center Mailroom will be open one day over the December break on Monday, Dec. 31, 2012 from 10 a.m. - 2 p.m. You can enter the side door through the loading dock area to get to the Mailroom.

Submitted by: Susan Peck

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#### **AU One Card System Upgrade**

JPMorgan Chase is eliminating support for the Visa PaymentNet system and is assisting us with our migration to their Commercial Card Classic Master Card program. This program has enhanced capabilities that will improve our One Card program.

A pilot department has been established to begin using the new Master Card. More information will be forthcoming and training will begin in December, with a roll out of the program in January 2013.

Submitted by: Susan Peck

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### January 2013 Master Card Mandatory Training

The training schedule has been set for the new Master Card Program. The mandatory training will be for cardholders as well as card reviewers (anyone that logs into the paymentnet website).

Attendance to the training is required before a credit card will be given and for access to the new MasterCard website.

Cardholders are required to turn in their current Visa cards at the training session they attend.

The trainings will take place in the Olin Building, room 214.

The dates are: Jan. 14 - 18, 10 a.m.-noon OR 1 - 3 p.m. each day. Please note, there are two sessions offered each day for you to choose the best time for you.

Please email [pecksm@alfred.edu](mailto:pecksm@alfred.edu) with the date that you will be attending the MasterCard training session.

Submitted by: Susan Peck

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### Campus Survey

Have you completed the campus survey? Your participation is vital to our study for self-improvement to maintain our university accreditation. We know your time is precious, but your willingness to help is essential and very much appreciated.

Please complete the survey by Monday, December 17th.

Submitted by: Barbara Timbrook

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### WILD Ski at Swain - Jan. 26!

Join WILD about Alfred for a trip to SWAIN SKI MOUNTAIN on the first weekend of spring semester, Saturday, Jan. 26.

\$30 gets you a lift ticket and bus ride to and from Alfred. (Additional \$21 for ski rental.) Bus leaves at 4 p.m. and will return 10:15 p.m.

Check out our WILD page to register: <http://www.alfred.edu/stu...>  
...and our facebook page for updates: <http://www.facebook.com/e...>

Link: [Click Here to Register](#)

Submitted by: Jennifer Enke

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### **Submit to the CSI: AU Get Involved Guide**

Do you have an event or activity coming up during the first half of the Spring Semester that you would like advertised in the CSI: AU Get Involved Guide?

The Center for Student Involvement (CSI) is beginning to organize events for the dates of Jan. 21 - March 8, 2013.

If you would like to submit your event, please send your announcement and any attachments of photos to [caa2@alfred.edu](mailto:caa2@alfred.edu) by FRIDAY, Dec. 14, 2012. Thank you.

Submitted by: Nancy Banker

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### **Sell textbooks Before Leaving for Break @ the AU Bookstore**

Remember to sell your textbooks @ the AU Bookstore for CA\$H BEFORE leaving for break. You get the best prices when selling textbooks back during finals week. DON'T WAIT!

Submitted by: Marcy Bradley

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### **Greetings from the Hinkle Memorial Library!**

An Exhibit of White House Christmas Cards and subsequent work will be on view at the Hinkle Memorial Library, Alfred State College, Monday, Dec. 10 through Sunday, Dec. 16.

Please stop by and take part in this rare and exciting opportunity!

Submitted by: Deborah Clark

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