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## What's Happening?

[More Events...](#)

TODAY	TOMORROW	FRIDAY
3:30 <a href="#">Performance of Contact Improvisation</a> · <a href="#">Final Exams begin</a> · <a href="#">Summer School Registration</a>	4:00 <a href="#">Annual Credit Union Meeting here on AU campus</a> · <a href="#">Equestrian Show</a> · <a href="#">Summer School Registration</a>	5:30 <a href="#">Retirement Party for Myers Hall faculty members</a> · <a href="#">Equestrian Show</a>

### ITS Helpdesk Office hours: 8:30 a.m.-4:30 p.m.

The ITS Helpdesk Office hours return to 8:30 a.m.-4:30 p.m. starting Tuesday, May 1. As a reminder, we are located in room 108 of the Science Center and the phone number is 2222.

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### New - CDC Online Appointment Request Form

The Career Development Center is pleased to announce a new online appointment request form.

Simply click on the "Need to Schedule an Appointment" link on the Career Development Center Web site; complete the online request form.

Every effort will be made to process requests within one business day.

Link: [Career Development Center Web Site](#)

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### Buy and Sell Board

Have an item you want to buy or sell. Check out the buy and sell board by using the link below.

Link: [Buy and Sell Board](#)

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### Credit Union vacation checks ready for pick-up

Vacation checks are now printed and available in the credit union office. If they are not picked up by the close of business on Friday, May 4, they will be sent out by U.S. mail Friday afternoon. Thank you.

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### Need a publication designed/printed?

The Office of Communications offers design services to the campus community for major publications. If you or your office/department requires a major publication to be designed/printed, please send your request to:

<http://forms.alfred.edu/c...>

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### Only seniors required to return mailbox keys

All graduating seniors who have a mailbox at the Powell Campus Center Mailroom are required to return their mailbox key to the mailroom by Friday, May 11, 2007 or they will be charged a non-refundable fee of \$10.

Only seniors are required to return their mailbox key to the mailroom at the end of the semester.

Congratulations Seniors!

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### Students staying over the summer -- Mailbox keys

Any student staying over the summer who has a mailbox at the Powell Campus Center Mailroom must register with the Mailroom Clerk at the Mailroom by Friday, May 11, 2007 to continue to receive mail. Otherwise the box will be closed and mail will be forwarded to the home address.

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### Confusion with mailbox key returns

Only graduating seniors will be required to return their mailbox key to the PCC Mailroom to avoid a non-refundable fee.

Undergraduate students may keep their mailbox keys over the summer and until they graduate.

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### **Payroll announces Banner Direct Deposit feature**

To: Faculty, Staff, and Students:

The Business Office is pleased to announce a new feature to those employees who are using payroll direct deposit in Banner. Effective May 4, your payroll advice will be sent to you in an e-mail replacing the current printed version. This secure e-mail will contain all the information you need to open the password protected banner payroll direct deposit advice.

Receiving your direct deposit electronically has many advantages. Not only will you be saving trees because it is paperless; you also have immediate access, you no longer need to pick it up from an office, and you can file it on your computer if you wish.

If you do not have an active campus e-mail account, please request one by using the attached form: <http://contribute.alfred.....> Complete your name and the e-mail section, submit it to Human Resources and they will process your request.

Please note that direct deposit e-mails will be sent to official AU campus assigned accounts only. In addition to an e-mail account, you will need Adobe Acrobat Reader to view the attachment. You may download the Adobe Reader software from: <http://www.adobe.com/prod....>

Should you have a question concerning this new process, you can contact Tammy Raub x2168, Theresa Gunn x2482, or Mary Kelly x2909. The payroll office would like to take this opportunity to remind you of the benefits of using direct deposit; safer than a check (can't be lost or stolen), no trips to the bank and it may save you monthly service fees depending on your financial institution. If you are not currently using direct deposit and would like to take advantage of it, please stop in the Payroll Office located in Greene Hall to sign up.

We encourage everyone to take advantage of direct deposit if you currently aren't doing so, and for those who are we hope you enjoy this new convenience.

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### **There's still time to enroll in summer classes!**

It's not too late to register for summer classes. An updated course list is attached.

For the most current course information please access the Summer 2007 schedule in Banner.

If you have any general questions about Summer School and/or non-art summer courses please contact us at 607.871.2612.

If you have questions about summer art courses please call the School of Art & Design at 607.871.2412.

Questions about summer housing may be directed to the Office of Residence Life at 607.871.2186, and for financial aid information, please contact the Financial Aid Office at 607.871.2159.

Link: [BannerWeb](#)

Attachment: [Summer Course List updated 4-30-07](#)

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### **Summer Programs for high/pre-high schoolers**

We have a full schedule of summer programs planned for high school and pre-high school students, including academic programs in astronomy, creative writing, entrepreneurial leadership, theater and girls' leadership as well as sports camps in basketball, swimming, tennis and Western or English-style riding.

Please see the attached list for program descriptions, dates, times, ages, enrollment deadlines, prices, faculty/staff discounts and other information.

For further information, please visit the summer programs Web site.

Link: [Summer Programs Website](#)

Attachment: [Summer Programs List](#)

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### **Summer Glass: Electroforming/lampworking**

First session class May 14-June 9

Register for this one-of-a-kind, intensive class teaching the versatile techniques of torch blown and sculpted glass combined with electroplated, copper, gold and silver.

Call Mark for details: 716.913.3674/ 4 credits, additional studio or elective, Course# 32075 art 300-08

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### **Annual Credit Union meeting to be on AU Campus**

Alfred Allegany Federal Credit Union Members:

Our annual meeting will be held on Thursday, May 3, 2007, at 4 p.m. in Howell Hall on the Alfred University Campus.

There will be three positions open on the board of directors. We will elect people for those positions, have a short report on the business of the credit union, and even have time for some food.

Please spread the word to your colleagues and especially those that do not regularly come to campus. Encourage new members to come!

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### **Diversity Leadership Program; Win scholarships**

Monster is sponsoring a series of Diversity Leadership Programs during the summer of 2007 at the following locations:

July 6-8:

San Francisco (Saint Mary's College)

Los Angeles (Cal Poly Pomona University)

July 13-15:

Atlanta (Agnes Scott College)

Chicago (Saint Xavier University)

July 20-22:

Tampa (Eckerd College)

New York-I (Hofstra University)

July 27-29:

Philadelphia (Villanova)

Aug. 3-5:

Baltimore/D.C (Towson University)

Dallas (University of Texas at Arlington)

Aug. 10-12:

New York II (St. Johns University)

More than \$90,000 in scholarships were awarded during the 2006 programs.

Application deadline is May 25, 2007. Space is limited so early application is encouraged.

Link: [Monster Diversity Leadership Program](#)

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