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What's Happening?[More Events...](#)

TODAY	TOMORROW	FRIDAY
12:00 Retention Update	10:00 Blood Drive	4:00 3/29 W. Lacrosse AWAY @ Nazareth - 4pm
1:00 Supervisor Training Opportunity	12:10 Bergren Forum - Planning and Zoning in Alfred	8:00 Film: 'Zero Dark Thirty'
4:00 3/27 W. Lacrosse HOME vs. Hilbert - 4pm	12:20 Pre-Health Advisory Workshops	9:00 Open Mic Comedy: Girls Got Jokes
7:00 Foreign Language Placement Exam	5:00 Public Lecture by Kiki Smith	11:00 Film: 'Zero Dark Thirty'
· 3/27 Track @ Alfred State	6:00 The Dream Share Project	· Exhibition of New-realism Paper-cuts
	6:30 Mental Health Movie Night	

May Graduates, Remember: Order Regalia This Week

Time is running out May graduates. Remember to order graduation regalia this week to avoid late fees. Stop in the bookstore or call x2350 to order regalia. There is a \$20 late fee after Thursday, March 28.

Submitted by: Marcy Bradley

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Updated Travel Policy (Effective April 1)

In order to maintain an accountable plan under IRS rules and avoid taxation of reimbursements made to employees, Alfred University is required to ensure all travel conforms to certain guidelines. An updated policy will go into effect on April 1st and can be found on the business office webpage following the link below.

Link: [Travel Policy](#)

Submitted by: Giovina Lloyd

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MasterCard Changes Coming

We're making some changes to the MasterCard administrative process. To allow individuals time to become familiar with the new program features, beginning with the next reconciliation cycle you will have the option to scan and upload receipts in the Smartdata system or submit hardcopy receipts with your statement.

For those who have found the scanning option convenient, please continue to use it. If you elect to upload your receipts you will not need to submit hard copies with your monthly statement. Rather, you should retain your receipts until you have been notified by Office and Procurement Services that your information has been verified. You will still need to print your statement, initial it, and send to your card manager.

If you elect not to upload your receipts during this transition period, you must continue to attach all receipts to your statement and submit. Missing receipt forms should still be completed and submitted in paper form due to the necessity of signatures.

We will review the process again in August and it is our hope that cardholders will be more comfortable with this new Smartdata system feature.

[Please note that original receipts for travel charged to the MasterCard must still be attached to the Travel Expense Report and sent to the business office.]

We have also worked with the Chase Program Team to find alternatives to using personal information on the card application. Effective immediately we will begin to replace your Social Security number with your Banner ID number. Since we must continue to request verification information, we will use month and date of birth (ie: April 1 would be 0401) in lieu of mother's maiden name. The cardholder will be responsible for knowing this information should they have a need to contact the card issuer (JP Morgan Chase) directly, or should the card issuer need to contact the cardholder.

To transition to this new setup, current cardholders should update their information using the revised application available on the Office and Procurement Services website or by requesting one directly from our office.

For your convenience, we have also attached the new application form to this notice. The revised form will replace the one on file, which will be appropriately discarded (shredded) upon updating with the new data. New cardholders can obtain a copy of the revised form as instructed above.

Please note that Alfred University is liable to JP Morgan Chase for all charges made on the MasterCard. By obtaining a MasterCard an individual's personal credit will not be impacted.

Attachment: [MC_Application_\(Rev_0313\).pdf](#)

Submitted by: Susan Peck

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Foreign Language Placement Exam Today!

Wednesday, March 27
114 Seidlin Hall
7 p.m.

Exams are given in French, German and Spanish.

Who needs to take the Placement Exam?

- * Students who have taken more than two years of a language in high school and who intend to take the same language at AU must take the exam.
- * Students who are bilingual or native speakers or who have spoken the language at home.
- * Students do NOT need to take the exam if they did not study a language previously or if they are planning to take a different language in college.
- * Students who wish to demonstrate proficiency in another language should contact Dr. Kerry Kautzman about procedures.

Please remember to bring your student ID and a #2 pencil.

Submitted by: Michele Gaffney

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Retention Update

Looking for an update on our ongoing retention efforts? Justin Cornelius, Kathy Woughter, and Earl Pierce will talk with Support Staff and ATS members in Nevins from 12-1 P.M. on March 27. Attend the presentation and you will receive a coupon for one free fountain drink or any size coffee with purchase at Cyberfresh. Orders need to be made through the Kiosk. Coupons will be handed out prior to the presentation starting at 11:30 A.M. so you can order before or after the presentation. Come join us and bring any questions you may have.

Submitted by: Jodi Bailey

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Supervisor Training Opportunity Today

A supervisor training event will be held in the Nevins Theater this afternoon, March 27, 2013 from 1-2. The topic is "Giving a Successful Performance Review" and will cover the why, when and what of the A-U performance management process.

Submitted by: Mark Guinan

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Public Lecture by Kiki Smith

Kiki Smith

Date: Thursday, March 28

Time: 5 P.M.

Location: Holmes Auditorium, Harder Hall

Cost to Attend: Free

Sponsored By: The School of Art and Design through the Visiting Artist and Scholars Committee with funds from the Miller Excellence in the Arts Endowment

Acclaimed American artist Kiki Smith will be giving a public lecture about her work.

Submitted by: Shelly Grant

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The Dream Share Project - Encouraging Young People to Follow Their Dreams

The Dream Share Project is an inspirational documentary film that follows Chip Hiden and Alexis Irvin, two recent college graduates, on a road trip across America, as they explore how successful people have chased their dreams. The film is followed by brief workshop on identifying and following one's career goals/dreams.

When: Thursday, March 28 at 6 p.m.

Where: Kenyon-Allen (Powell Campus Center)

Link: [About the Dream Share Project](#)

Submitted by: Mark McFadden

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Flash Mob Practice with Katie Barlow

AU Alum Katie Barlow returns to teach AU students the dance moves for the upcoming B-Sensational Flash Mob. Join the practice Tuesday night, 6:30-8 in Miller PAC. The Dance performance will take place on Friday, April 12 at the Binghamton Hockey Arena, and Kevin Jacobs is coordinating a bus. Contact Kevin at link to sign up for bus.

Link: [Click to sign up for bus trip](#)

Submitted by: Dan Napolitano

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Phonathon Jobs

Flexible calling shifts.

Sundays from 1 - 4:30 p.m. and 5:30 - 9 p.m. Monday - Thursday 5:30 - 9 p.m.

Required 3 shifts per week!

Contact Victoren Hooker by phone at 901.651.8985, by email at victoren.hooker@ruffalocody.com, or following the link below.

Training is in progress.

Calling starts Sunday, March 24.

Link: [short questionnaire](#)

Submitted by: Melissa Van Winkle

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Alfred is Stronger - Health and Wellness Expo

Living a holistic and balanced lifestyle is the key to happiness. Alfred State and Alfred University are partnering to bring students and members of the community a unique opportunity to learn more about health and well-being.

This first annual conference day (April 6) is free to all, and offers a flexible schedule and stress free environment. Pressed for time? No problem! Sign up for as many, or as few, sessions that spark your interest. From yoga to rock climbing, stress management to nutrition, sexual health to professional development, there is truly something for everyone!

Earn extra credit for classes, fulfill club requirements, and enrich your sense of self by listening to area experts and internationally recognized speakers share their insights. Pre-registration is required, so sign up today!

Link: [Registration](#)

Submitted by: Steve Byrne

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ICU Game Night!

This Friday the 29th the ICU will be holding a game day! There will be a number of board games, interactive games, and video games happening. Bring your friends and make some new ones! Located in the ICU on the first floor of Powell from 3-5 p.m.

Submitted by: Institute for Cultural Unity

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WILD About Maple Syrup Rescheduled

WILD About Maple Syrup has been rescheduled to Sunday, April 7 from 11 a.m.-1 p.m. at Joel's House. Stop by for FREE pancakes and homemade maple syrup courtesy of the Forest People!

Submitted by: Kristen Kovatch

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AU Scholarship Opportunity

Scholarship - School of Engineering majors (two scholarship awards) and Childhood Education (Pre-K-6th grade) majors (one scholarship award). Application deadline is Monday, April 1, 2013.

NYS residents (residing in one of the Home Bureau's chapter counties), United States citizens, and full-time undergraduates --- you may wish to consider applying for the 2013-14 AU/New York State Federation of Home Bureaus, Inc., scholarship.

Open the attachment for more details and application.

Attachment: [Scholarship Details & Application](#)

Submitted by: Catherine Schnurle

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Looking for Student Workers for Reunion Activities, June 6-9

We are looking for 16 energetic students to work Thursday, June 6 through Sunday, June 9 to ensure our annual Alumni Reunion event is a successful one.

Among other things, students will set up, take down, and decorate event venues, as well as assist and shuttle guest alumni.

We are seeking students who will represent the University in a positive, respectful way when greeting and assisting our alumni. Students must have good verbal communication skills and be able to professionally interact with others. Students must also be reliable, trustworthy, have the ability to work independently and as part of a group, and be able to follow directions.

Preference will be given to students with a valid driver's license. Please note during these days there will be early mornings and late evenings. We will provide housing and meals for you.

This is an excellent opportunity to network with AU Alumni. We look forward to welcoming new faces to our Reunion 2013 team!

To apply, please contact Lori Wellman, Director of Alumni Engagement at: WELLMANL@ALFRED.EDU or 607-871-2528.

Submitted by: Deborah Clark

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Smartdata Uploading

Do you need to convert an email or other documents to PDF? Do you need to combine two PDFs together?

If you do not have Adobe Acrobat Pro X, the ITS department has provided PDF Binder (free software for all) to allow you to convert emails to PDF and combine two or more PDFs together. This software will assist anyone who wants to go "green" or anyone who has an AU One Card. For instructions to download PDF Binder, please see the attachment.

If you have any issues using or downloading the software, please contact Patty Crast at x2222.

Attachment: [How_to_Use_PDF_Binder_on_PC.pdf](#)

Submitted by: Kathy Price

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Register Now for Summer Classes at AU!

This is a great time to begin thinking about taking a course or two here on campus this summer when it is warm, sunny, and green! Summer course registration has begun and will continue until classes begin, but it is wise to register as early as possible to reserve a place in the class(es) of your choice.

The summer course schedule is available on BannerWeb: <https://banweb.alfred.edu>.

Visit the Summer Sessions Website for information about registration, tuition, housing and other details and to view a PDF version of the Summer Course Schedule Booklet. Printed copies of the Booklet are available to be picked up at the Student Service Center and the Mail Room. Keep in mind, however, that changes/additions/deletions made to the schedule after it was printed will not be reflected in the Booklet.

For the most accurate, up-to-date schedule, check out the course schedule in Banner.

Please direct questions about registration and payment to the Student Service Center and questions about financial aid to the Financial Aid Office.

If you have general questions about Summer Sessions and/or non-art summer courses please contact the Office of Summer Programs at 607.871.2612 or via email to summerpro@alfred.edu.

Questions about summer art courses may be directed to the School of Art Design at 607.871.2412 or via email to johnsonc@alfred.edu.

We hope to see you on campus this summer!

Link: [Summer Sessions Website](#)

Submitted by: Melody McLay

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The Orientation Guides Want You!

Alfred University's Orientation program is designed to assist new students in becoming part of the AU community and to help them feel comfortable with academic and student life on campus.

In order to accomplish this, we rely on Orientation Guides (OG), a team of enthusiastic and knowledgeable AU students who want to make a difference for their peers. Being an OG is a volunteer position involving participation in training Aug. 19-21 and the Orientation program itself, Aug. 22-25.

Applications are due in the Center for Student Involvement, Powell Campus Center, by 4:30 p.m., Monday, April 2.

Attachment: [13_OG_application.pdf](#)

Submitted by: Patricia Debertolis

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AU Summer Programs for Kids!

The arrival of spring reminds us that summertime isn't that far away. If you are beginning to think about what your kids or grandkids will be doing this summer, I encourage you to check out the wide variety of academic programs, sports camps, and day camps offered right here on campus.

A list of this year's programs, along with information regarding discounts for the children and grandchildren of AU faculty and staff, is attached.

Please note that most of our residential programs now have a commuter option for local students.

For further information, please visit the Summer Programs Web site.

Link: [Summer Programs Webpage](#)

Attachment: [Summer Programs 2013](#)

Submitted by: Melody McLay

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Change in schedule for Zumba classes

Because of the lingering winter weather, the track and field team will still be practicing in Davis Gym the first week in April. Zumba classes will now begin on Monday, April 8.

Submitted by: Susan Goetschius

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'The Adventures of Peter Cotton Tail'

Presented by:
The Wellsville Family YMCA Children's Theatre
Thursday, March 28 at 7 p.m.
Nancy Howe Auditorium
David A. Howe Public Library
155 N. Main St., Wellsville
585-593-3410

Let area children entertain you with their rendition of "The Adventures of Peter Cotton Tail," adapted by R. Eugene Jackson.

This play is free and open to the general public.

Submitted by: Deborah Clark

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Become a Coach for Assisting in Managing Falls

Are you concerned about family members, friends or neighbors falling and becoming injured?

Do you want to help teach others about common problems that contribute to falls and simple steps to prevent them?

Are you looking for a rewarding volunteer opportunity to make a real difference in your community?

A Matter of Balance-Managing Concerns About Falls Coaches are needed to instruct A Matter of Balance classes, a proven volunteer coach program designed to help people decrease their fear of falling and increase physical activity.

Next 2-Day Training Session:

(You Must Attend Both Days)

Friday, April 12, 2013 @ 9 a.m. - 1 p.m.

&

Monday, April 15, 2013 @ 9 a.m. - 2 p.m.

David A. Howe Library

Monday Club Room

155 North Main Street

Wellsville, NY 14895

Complimentary Lunch Provided Both Days!

Pre-Registration Required by Friday, April 5, 2103 - Call Stephanie Furman at 585-593-5223 ext. 10

~ REGISTRATION IS LIMITED ~

Supported By:

Allegany County Fall Prevention Collaborative

Health Foundation for Western and Central New York

Submitted by: Deborah Clark

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