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

TODAY	TOMORROW	WEDNESDAY
4:00' <a href="#">Bard-a-Thon'</a>	6:00 <a href="#">Women's Basketball Game (A)</a>	7:00 <a href="#">Women's Basketball Game (H)</a>
7:00 <a href="#">Global Awareness Roundtable - Peru</a>	8:00 <a href="#">Men's Basketball Game (A)</a>	
	8:30 <a href="#">International Folk Dancing</a>	

**Last Day to Add**

Monday, Jan. 26 is the last day to ADD a Spring Semester course (other than B-Block courses). Plan to complete your registration on BannerWeb no later than Monday.

Jan. 26 is also the last day to DROP A-Block courses.

Follow the link, below, to see the complete academic calendar for this year:

Link: [http://www.alfred.edu/academic\\_calendar/docs/2008-](http://www.alfred.edu/academic_calendar/docs/2008-)

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**University Relations Closing**

The University Relations Division will be closed on Tuesday, Jan. 27, from noon until 2 p.m. This will

include locations in both The Fasano House and Greene Hall.

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### **Color Photocopier Available on Campus**

Color copying is available in Office Services, located in Greene Hall on the first floor.

Please call x2698 for Mary Schaumberg for a quote on copy costs. Discounts are available.

You may send your copying requests on a printing request form (attached) electronically through e-mail to Mary Schaumberg or Sue Peck to have your copy jobs processed.

Attachment: [Print\\_Request\\_form\\_2007.pdf](#)

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### **Federal Express Contract**

Office Services and Procurement Services have teamed up to offer the best FedEx pricing to the University.

We have partnered with FedEx through a contracted agreement for the best rates for priority, standard, and ground. This contract will be a big savings to the University (72% of current dollars spent).

The departments that don't have an account already may contact Procurement Services to set up an account for your department or you may send your Federal Express mail to Office Services for processing.

Any questions please call Procurement Services for account setup and/or Office Services to process your FedEx out-going shipment at 871-2698.

Note: You must use the appropriate FedEx account to receive the discounted rates.

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### **More Web Time Entry Reminders**

Please be reminded that all undergrad and grad students are now required to do Web Time Entry. Paper timesheets will only be allowed if a processing or timing error on BannerWeb prohibits the student from entering the actual hours worked on the correct days. If paper timesheets need to be submitted, they will be processed in the next available payroll.

Timing is critical for entry, submission and approval of electronic time sheets. If deadlines are ignored or missed, timesheet hours are not pulled into payroll to be processed. We have created automated e-mails which are generated to all students and approvers to remind you of these impending deadlines.

Timesheets are LEGAL DOCUMENTS which require the student to report his/her actual hours worked and it is the supervisor's responsibility to verify that the information is accurate. Also, remember that if you are required to enter time in and time out and you leave and return to work on the same day (such as your lunch hour), you must record it as such. Labor laws require that hourly workers take at least one half-hour break if working more than six hours in one day. HR and Payroll are required to respond to inquiries from agencies, insurance companies, and auditors and our information is based on time sheet reporting.

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### **Time/Attendance Reports for Exempt Employees**

Reminder:

Exempt Employees - Approved attendance reports are to be forwarded to Human Resources Services no later than 5 days after the end of the month.

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### Be Considerate: Winter Parking on Campus

Once again winter has found Alfred and with that the parking problems that go along with it. I would like to ask everyone parking a vehicle on campus to park in an orderly fashion. A number of vehicles have been taking more than one space causing a bad situation. Please, when you're parking your vehicle think of the others that need to park with you. Thank you for your cooperation.

John M. Dougherty  
Chief, Office of Public Safety  
Alfred University  
One Saxon Drive  
Alfred, New York 14802  
(607) 871-2108  
(607) 871-2616 fax

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### Bard-a-Thon in Alfred!

On Monday, Jan. 26, at 4 p.m., Alfred University's Theatre Department, interested students, and community members will participate in "Bard-a-Thon," an annual event produced by the Fairbanks Shakespeare Theatre (FST), in Fairbanks, AK. Actors in Alfred and in Fairbanks will join forces to read AU's upcoming spring production of "THE TRAGEDY OF KING LEAR," via speaker phone. People from around the world can listen in via an audio stream link live broadcast through FST's Web site (<http://www.fairbanks-shak...>).

Anyone interested in reading, or being in the room as others read, enthusiastically will be welcomed to join in. Please come to MPAC room 210 at 3:30 p.m. on Monday.

The complete Bard-a-Thon begins Jan. 24 with its opening celebration beginning at 8 p.m. EST with the first play ("Othello") reading starting at midnight. The event concludes with "ROMEO and JULIET" on Feb. 1.

The entire schedule can be seen and downloaded at the FST Web site.

Bard-a-Thon in Alfred is in conjunction with a weeklong visit by British director Graham Watts, the Theatre Department's guest artist, who this past week has held an "Acting Shakespeare" workshop and conducted auditions for "KING LEAR," which he will be directing later in the Spring.

Link: <http://www.fairbanks-shakespeare.org>

Attachment: [Bard-a-Thon\\_publicity.doc](#)

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### Global Awareness Roundtable - Peru

Sophie Westacott  
Monday, Jan. 26, 2009  
Knight club Campus Center @ 7 p.m.

Sophie will talk about her observations and experiences of Peru, specifically the Sacred Valley, where she spent a semester as a teaching intern.

"It's a fascinating society, an interesting blend of Incan, Spanish colonial, and Western cultures. The mountains preserve a great deal of history and

warp time in a surreal way. The landscape is dramatic, the food unbeatably bland, and the music persistently Huayno."

Sophie's talk will include pictures of life in the highlands, and she will bring artifacts from the area.

The Global Awareness Roundtable is a monthly event designed to introduce the Alfred community to a variety of cultures from around the world. This informal gathering gives our international faculty, students, and alumni the opportunity to introduce participants to countries as diverse as Japan, Guatemala and Tunisia.

Students who have lived, studied or worked abroad also share their experiences and observations. Presentations cover a wide range of topics including history, traditions, art, music and food.

If you are interested in participating or have any questions please contact Zakia Robana @ 871-2880.

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### **Bergren Forum - Jan. 29, 'Diversity in the Supermarket Aisle'**

The Bergren Forum sponsored by the Division of Human Studies and The College of Liberal Arts and Sciences will be meeting at 12:10 p.m. on Thursdays in the Nevins Theatre, Powell Campus Center.

Bring a brown bag lunch; coffee and tea are complimentary.

Speaker: Dan Napolitano

Topic: "Diversity in the Supermarket Aisle"

Diversity in the Supermarket Aisle: Discover the stories behind consumer products found on your supermarket shelves as the history of Aunt Jemima, Uncle Ben, Chiquita Banana, Juan Valdez, and others are revealed. You'll never shop the same way again.

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### **Student Senate President and Vice President Petitions Available**

Petitions are available on the Student Senate office door. If all the copies are taken, please e-mail [senate@alfred.edu](mailto:senate@alfred.edu) for more to be put out. Deadline for submission of a petition is 10 a.m. on Tuesday, Feb. 17.

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### **AU-Florence**

Please see the attached flyer regarding a wonderful opportunity to study in Florence this summer. Attachment: [Florence\\_Poster\\_2.pdf](#)

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### **Visiting Artists/Speakers Series - Eve Andree Laramee**

Laramee has been exploring the mutable, triadic relationship among art, science, and nature for over 20 years

Location: Holmes Auditorium, Harder Hall

Event Date(s): 02/09/2009

Time: 5:00 PM - 7:00 PM

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### **Blood Drive - We exceeded our goal!**

Thanks to everyone who participated in the blood drive, including the donors, volunteers, and moral-support providers to nervous donors.

Our goal was to get 90 usable pints of blood. We had 95 presenting donors, 103 productive units (309 lives saved), and 39 people who donated double red-cells. 17 were first-time donors - thank you!

The next blood drive is March 24, sponsored by AU's Human Resources Office.

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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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