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## What's Happening?

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TODAY	TOMORROW	SUNDAY
2:00 <a href="#">Fiat Lux!</a> · <a href="#">#SaxonFriday</a>	1:00 <a href="#">Virtual Accepted Students Day</a>	

## ITS Help Desk Social Distancing Procedures

For ITS Assistance please refer to the following options

Email us: [helpdesk@alfred.edu](mailto:helpdesk@alfred.edu)

- Our Team is monitoring our ticketing queue during normal office hours
- Your request will be prioritized and handled in the usual manner

Call us: 607-871-2222

- Our Team is able to receive Help Desk calls from our remote locations
- Your request will be prioritized and handled in the usual manner

Onsite appointments will be limited and must meet criteria

- If hands on assistance is needed an appointment to schedule a Technician is required by emailing the Help Desk at [helpdesk@alfred.edu](mailto:helpdesk@alfred.edu)

Refer to ITS Resources Available During Coronavirus (COVID-19) <https://my.alfred.edu/inf...>

Link: [ITS Resources](#)

Submitted by: Judy Linza

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### Enroll in Direct Deposit Today

As we prepare to assess Room and Board credits to eligible students' accounts, we remind you that EFT (Direct Deposit) is the preferred method of refund for AU. Direct Deposit will allow AU to expedite delivery of any funds due. If you do not have direct deposit information on file and are due a refund, a paper check will be mailed to your off-campus address. To obtain the necessary form providing Direct Deposit authorization please visit the link below and then click 'Enroll in Direct Deposit Today'. This form should be faxed or mailed to the Student Service Center before Thursday, April 30, 2020.

Fax: 607-871-2347

Mail: Alfred University, Attn: Student Service Center, 1 Saxon Drive, Alfred, NY 14802

As an added level of security Student Accounts will email all those who provide this form to confirm its legitimacy.

Thank you,  
Student Accounts

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

Submitted by: Cory Bennett

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### Fall and Summer Textbook and Supply Orders Due

Reminder: Please submit your Fall AND Summer 2020 textbook orders along with course supply needs. You can email them to [bradlemk@alfred.edu](mailto:bradlemk@alfred.edu) or [sm549@bncollege.com](mailto:sm549@bncollege.com) OR submit them through FacultyEnlight on the bookstore website. FacultyEnlight can also help you with book information and requesting desk copies. Please submit your orders as soon as possible. Thank you!

Link: [alfred.bncollege.com](http://alfred.bncollege.com)

Submitted by: Marcy Bradley

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### Summer Orientation Goes Virtual

Due to the COVID-19 outbreak and the uncertainty before us for the summer, Summer Orientation sessions will be virtual. Details are being addressed and an announcement regarding the platform, schedule, etc. will be coming shortly.

Submitted by: Nadine Shardlow

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### Professional Boundaries Between Supervisors and Employees Training

This is the eighth training in a 9 month series targeted at any AU employee who has supervisory roles in their department. This training can also be especially helpful for any staff who support the supervisors in their department.

This training will encompass: setting boundaries, acceptable work behavior, how to be the manager,

how to address employees, and what you should do to document employee behavior

Supervisors who may be new in their rolls or need a refresher are encouraged to come.

This training will be held on April 24, 2019 from 11:15 am - 12:00 pm via Zoom Meeting, info below.

Join Zoom Meeting:

<https://alfredu.zoom.us/j...>

Meeting ID: 386 204 099

Password: 106362

Link: [HR Website](#)

Attachment: [Flyer for Supervisor Training](#)

Submitted by: Kayleigh Jones

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### **Professional Non-Exempt and Non-Exempt (Hourly Paid) Employees**

We care about the health and well-being of our staff and recognize the need to have time away from work duties. Working beyond the end of the scheduled workday is not expected and Non-exempt employees should not be performing university related work after hours (any time outside of the employee's assigned workday, such as evenings and/or weekends), including but not limited to, initiating or responding to texts, phone calls, or emails. State and Federal law requires that the University maintain accurate and complete records of all time worked and pay employees who are not exempt from premium overtime for all hours worked during the payroll week. It is the responsibility of the supervisor to ensure that work is not performed after hours or off the clock. Any staff who fail to properly record hours or who continue to work outside of the scheduled workday or workweek may be subject to disciplinary action.

Link: [7 Ways to Improve Work-Life Balance When You Work at Home](#)

Submitted by: Kayleigh Jones

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### **MUSIC Courses and Lessons available to ALL Students**

Details:

AU Music Department Fall Courses

Take a Course or Study an Instrument or Voice

Private Lessons available to ALL Students from Beginners to Advanced: Guitar, Piano, Strings, Winds, Brass, Percussion, Voice and the Chinese Guzheng

Courses and Ensembles for credit- No prerequisites

MUSC 110 Music Appreciation

MUSC 120 Fundamentals of Music & Technology

MUSC 200 Music and Gaming

MUSC 225 Music History: Medieval to Mozart

MUSC 130 Beginning Piano

MUSC 132 Beginning Voice Class

MUSC 133 Music of the Guzheng

Ensembles are Free Overload credits

Open to All Students and Community members:

MUSC 271 University Chorus

MUSC 272 Chamber Singers

MUSC 273 Concert Band  
MUSC 274 Jazz Ensemble  
MUSC 275 Symphony Orchestra  
MUSC 279 AU PEP Band  
MUSC 279 Chamber Music

NO Auditions, and Instruments are available- Contact Raul Barcenes: [Barcenes@alfred.edu](mailto:Barcenes@alfred.edu)  
Lisa Lantz: [Lantz@alfred.edu](mailto:Lantz@alfred.edu)

Submitted by: Lisa Lantz

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### Online Learning and Working from Home: Strategies, Tools, and Resources

Developing learning skills is very important to being an effective college student, especially in an online learning environment. You don't have to figure it out on your own! CAS has created a Canvas course available to all Alfred University students that has strategies, tips, tricks, and resources regarding how to be an effective, self-directed learner.

Link: [Strategies, tools, and resources to help you be an effective online learner](#)

Submitted by: Sarah Pratt

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### MS/MSE Thesis Defense - Connor Budziszewski

We are pleased to announce that Connor Budziszewski will be defending his M.S. in Materials Science and Engineering thesis titled: Effects of Pre-existing Surface Flaws on Chemical Strengthening of SLS Glass on Friday, April 24, 2020 from 12:30 pm - 1:30 pm.

David's defense will be handled remotely. If you would like to view David's defense, please email me at [grovel@alfred.edu](mailto:grovel@alfred.edu)

Attachment: [Abstract - C. Budziszewski](#)

Submitted by: Laura Grove

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### Virtual Undergraduate Research Forum 2020

Yes, you read it right. The Undergraduate Research Forum is going to happen. This will be a VIRTUAL Undergraduate Research Forum. More information will be coming out. So check you email in the next coming days.

Tuesday May 5, 2020  
1:00 pm - 3:00 pm

Deadline to submit abstracts is May 1, 2020.  
NO EXCEPTIONS!!

You will still need to submit your abstract using the URF Abstract Submission Form 2020. See attachment below.

If you have any questions please contact Shannon Yocum at [yocum@alfred.edu](mailto:yocum@alfred.edu)

Attachment: [2020 URF Abstract Submission Form](#)

Submitted by: Shannon Yocum

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### **Art History at AU : Meeting for current and prospective BS degree students**

Date: Tuesday, April 28, 2020

Time: 4:00 pm

Art History at AU : Meeting for current and prospective BS degree students

Join Art History faculty, Corey Fecteau BA '01/ BS '15 and Greg Lastrapes BS/BFA '19 to talk about: the degree and minor, nuts and bolts, internships and careers.

If interested, email Meghan Jones ([jonesmm@alfred.edu](mailto:jonesmm@alfred.edu)) for the Zoom ID and password.

Submitted by: SOAD Events

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### **Online Delivery Training for Faculty Teaching Online this Summer**

Online Course Delivery Training is available to all faculty who are planning to teach online during summer school. This training is intended to provide guidance for standard (non-emergency) online course development and best practices.

The following sessions are available:

Monday, April 27 from 1:00 pm - 2:30 pm

Tuesday, April 28 from 10:00 am - 11:30 am

Wednesday, April 29 from 2:00 pm - 3:30 pm

If you are available to participate in one of these sessions, please contact Meghanne Freivald to request the meeting link. If you are unavailable during the scheduled times but would like to participate, additional times can be arranged by appointment.

Submitted by: Meghanne Freivald

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