

# Alfred Today

**Tuesday, August 15, 2006**

Alfred Today is a campus-wide listing of announcements for the Alfred University Campus which runs Monday-Friday while school is in session; it will be sent as needed during campus breaks. Please use the form created for listing announcements. It is really quite simple. There is a link to the form in the [MyAU](#) and [OurAU](#) menus under Submit Content. It can also be found [here](#). Announcements must be received no later than 2 p.m. the day before the item is to be used. Items may be used twice within the same week, but must be sent twice. Submissions are subject to editing and will be screened for appropriateness.

Difficulty viewing this announcement? [Click here>>>](#)

Webmail users [click here>>>](#)

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## International Programs

The Office of International Programs will be closed on Tuesday, Aug. 15, 2006, so that we can move into our new office in Allen Hall. Please stop by and see us during the first week of classes!

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## Bon Voyage to Richard Stebbins

Please come and join us on Friday, Aug. 18 as we have to say good-bye to Richard Stebbins. We'll be having cake and punch at 9:30 a.m. Hope to see you then!

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## Publications request form now on line

Because of staffing changes in the Office of Communications, we have launched an online publications request form, available at the link below. The form may also be reached by going to our.alfred.edu, selecting "Faculty and Staff," then "Services," then "Office of Communications."

The form will appear as a series of 13 questions on separate screens. Please complete all required fields.

If you have questions, please call the Office of Communications at 2103, or e-mail [mclay@alfred.edu](mailto:mclay@alfred.edu) or [goetschius@alfred.edu](mailto:goetschius@alfred.edu)

**Link for more information:** [http://forms.alfred.edu/communications/soundings\\_auth/index.cfm](http://forms.alfred.edu/communications/soundings_auth/index.cfm)

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## Letters to faculty from Special Academic Services

In the past, our office has distributed letters to all students who have self-identified as having some type of disability. The students have been strongly encouraged to give these letters to their adviser

and professors during the first week of classes each semester. We will continue this practice for all returning students.

In response to faculty requests, we will implement a new procedure for new, first-time freshmen who have given me consent. I will be e-mailing the letter directly to the adviser and to faculty as soon as the student registers for classes. As always, I am not allowed to indicate the student's specific disability.

The letter is intended to alert you to the fact that the student has a disability and qualifies for accommodations. It asks that you work with the student in further developing his or her learning strengths and in helping to provide the appropriate accommodations. In the e-mail letters regarding new, first-time freshmen, I have tried to give slightly more specific information about each student. It is my hope that the student will take the time to meet with you and discuss his/her disabilities, learning strengths, and needs in more detail.

If at any time you have concerns or questions regarding a student or their accommodations, please do not hesitate to contact me.

Please keep in mind that not all new, first-time freshmen have given me permission to send out these letters. Also, all information that you receive regarding students with disabilities is confidential.

I hope that you find this process to be helpful.

Thank you.  
Dr. Terry Taggart  
Director, Special Academic Services

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## University Relations offices move

The offices of University Relations; Alumni and Community Relations; and Development are now located in the Fasano House. The phone number is still 2144.

The Office of Communications has moved from 10 Park St. to Greene Hall; the phone number remains 2103. The Alumni Records Office and the University Relations production operation are still located in Greene Hall.

Give us a few days to get our boxes unpacked, and then stop by to see us!

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