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TODAY	TOMORROW	SUNDAY
1:00 <a href="#">Men's &amp; Women's Swim Meet</a>  · <a href="#">Instructional Technology Workshop</a>		1:00 <a href="#">Men's &amp; Women's Swim Meet</a>

**PCC Mailroom Package Notification**

The PCC Mailroom has a new package scanning system. Once the packages are scanned into the system an e-mail will automatically be sent to your Alfred e-mail address. There will no longer be any package pickup cards put in your mailboxes. The e-mail will ask you to print the page or write down the package information and bring it along with your Alfred identification to the PCC Mailroom.

All this information is required to pick up your package(s). You will receive an e-mail for each package that you receive.

Please make sure you bring all the information for all of your packages with you to the mailroom.

[back to top](#)[Send Email Reminder](#)**CDC Closed Today**

The Career Development Center office is closed all day today for a retreat. We apologize for any inconvenience.

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Go to [www.whywaitforbooks.com](http://www.whywaitforbooks.com) to order your textbooks and save 25% on USED books. We will

have your books boxed & ready for your pick up. Hurry USED books are going fast!  
Link: [www.whywaitforbooks.com](http://www.whywaitforbooks.com)

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### NY Times Newspaper Subscription Available

Get the NY Times newspaper Monday-Friday for just \$.45 daily! Spring semester subscriptions for \$30.60 are now available at the AU Bookstore. Papers arrive daily for pick up @ the bookstore after 2 p.m. SIGN UP today. Subscription runs Jan. 23-May 2

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### Office Equipment Available

The CDC has some unneeded supplies and old equipment looking for another home. Please contact Susan at x2165 for details on the following: HP Black Toner for HP LaserJet Printer 4550; HP Drum Kit for 4550 printer; HP Deskjet printer 660C; and a worn executive chair.

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### 'Alfred Today' Training Sessions Please Attend

The Alfred Today administrators will host two training sessions for all users - Tuesday, Jan. 22 and Wednesday, Jan. 23. Both sessions will be at noon in the Staff Training Center, Howell Hall.

You will learn how to:

- 1) Eliminate confusion of what is an "event" and what is an "announcement"
- 2) How to determine whether to include students in your message
- 3) Understand the difference between an Alfred Today announcement and an Our.alfred.edu announcement
- 4) Place things on the calendar, months in advance

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### Faculty/Staff Training Opportunity

The Counseling & Student Development Center and Residence Life are collaborating with the University of Buffalo Counseling Center to provide faculty and support staff with training on how to talk to distressed and potentially self-harming students.

Questions, Persuade, Refer (QPR) training will be offered on Saturday, 1/19/08 at 11 a.m. in Nevins. The 90-minute workshop will be led by two UB psychologists who are certified QPR trainers. The workshop is free and space is limited. A few spaces are still available.

If you are interested in reserving a place, please RSVP to the Counseling & Student Development Center at [csdc@alfred.edu](mailto:csdc@alfred.edu) asap.

This training is especially set up for faculty and support staff. If you have questions, please contact the CSDC at x2300.

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### Please Forward Your Alumni Award Nominations!

The Alumni Council and University Relations Office is collecting suggestions for nominations for the following categories of Alumni Awards:

AU Alumni Award for Distinguished Achievement  
AU Alumni Award for Distinguished Service  
Abigail Allen Award for Service to Women  
Lillian T. Nevins Award for Lifetime Service to AU  
AU Honorary Alumnus/a Recognition Award

We have many deserving alumni for these awards and enjoy recognizing these alums at the awards ceremony during Reunion Weekend.

The nomination deadline is Friday, Jan. 25. Please forward your completed nomination forms to the Alumni Office at the Welcome Center, attn: Anne Cornell. Feel free to call 871.2144 or e-mail [alumni@alfred.edu](mailto:alumni@alfred.edu) with any questions. Thank you!

Link: [Alumni Awards Information and Nomination Form](#)

Attachment: [Alumni Awards Nomination Categories and Form](#)

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### **New Printing Clerk in Office Services**

Office Services has a new printing clerk, Mary Schaumberg, who has taken over both the printing and the mailing clerk positions. Please send all of your printing and mail requests to Mary Schaumberg, [schaummd@alfred.edu](mailto:schaummd@alfred.edu). If you have any questions please call her at 871.2698.

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