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## What's Happening?

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## TODAY

- [Registration Begins for Fall Semester 2020](#)

## TOMORROW

3:00 [Town Hall Tuesdays](#)

## WEDNESDAY

## Changes to COVID-19 Pay Code

\*\*Change Effective 4/12/2020\*\*

This communication is to notify everyone of a change in reporting of time under the COVID19 code. Effective Sunday, April 12 and for all days thereafter, any hours that an individual is scheduled to work but has not worked in a week will require the use of vacation time, personal day or floating holiday, to the extent they are available.

This is a change from the guidance that has been in place for the last three weeks, up to and including April 11, when such time that was scheduled but not actually worked had been coded as COVID19.

The COVID19 pay code is only to be used to account for time that cannot be worked due to a quarantine ordered by a State Health Agency, and only individuals directly notified by Human Resources will be able to input time using that code. Please feel free to contact the Human Resources Department with any questions regarding this change.

Submitted by: Kayleigh Jones

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## **Advisement and Registration Fall Semester 2020**

To: Undergraduate students

The class schedule for Fall Semester 2020 can now be viewed on BannerWeb.

The advisement period for Fall registration begins Monday April 13.

Registration begins at 8:00 am on April 20 (available each day from 8:00 am to midnight).

The day on which you first gain access to Fall Semester registration depends on your class standing for registration purposes, which is determined by your total earned hours to date plus the number of credit hours "in progress" (which means AU credit hours being taken in Spring Semester).

Registration Dates for Fall Semester 2020:

(\*NOTE: Class Standing for registration purposes includes earned hours and in-progress hours)

Seniors (90+ credits): Begins Monday, April 20

Juniors (60-89 credits): Begins Wednesday, April 22

Sophomores (30-59 credits): Begins Friday, April 24

First Years (0-29 credits): Begins Tuesday, April 28

Link: [Registration Information](#)

Submitted by: Pontus Niklasson

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## **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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## **Taxable Gifts and Awards Form**

With the awards season right around the corner, HR wants you to know that for all gifts whether they are non-cash gifts or cash equivalents for students needs to be accounted for using the Taxable Gifts and Awards Form.

This form that is linked below should be completed in its entirety and sent to HR for processing.

Link: [Taxable Gift Form](#)

Submitted by: Kayleigh Jones

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### Support Alfred Village Businesses

With fewer people in town, don't forget to patronize our local shops.

Terra Cotta is open for take-out 7:30 am - 6 pm M-F; 8:30 am - 6 pm Sat & Sun  
Duke's Main St Pizza is open for take-out & delivery for lunch & dinner until 8 pm daily  
Uncle Alfred's Sub Shop is open 11 am - 6 pm including most Saturdays. Closed Sun  
The Rogue Carrot is open 10 am - 6 pm M-F. Weekends Noon - 5 pm  
Stearn's Poultry is open 8 am - 5 pm M-F, 10 am - 5 pm Sat  
Sunny Cove Organic Farm Store is open 2 - 6 pm Tues & Fri; 10 am - 2 pm Sat. Order online [sunnycovefarm.com](http://sunnycovefarm.com)  
Jara Farms is open 8 am - 6 pm M-F, 8 am - 5 pm Sat. Closed Sun. Offering donuts, yeast, lettuce, eggs, leeks and carrots  
Alfred Pharmacy is open 9 am - 5 pm Mon-Fri curbside service only  
Tinkertown Hardware is open 7 am - 5 pm M-F and 9 am - 5 pm Sat

Submitted by: Jodi Bailey

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### Years of Service Recognition

The Employee Recognition Committee would like to announce Years of Service dates for the month of April 2020. The Committee will be observing years 1, 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50.

At Alfred University, we realize that our employees are our greatest asset, and we are delighted to honor your dedicated service and commitment to this organization. It is our employees who uphold our principles, demonstrate our vision of working for a better future for our University, deliver on our customer promise and make us the passionate organization we are today.

The success of our organization is a direct result of your efforts and dedication. Your commitment to quality and personal and professional integrity is the differentiating factor that sets us apart from our competition.

On behalf of Alfred University, it is with great pride and admiration that we congratulate you on this service anniversary milestone.

Celebrating 1 Year of Service:

April 21- Shannon Brown- HEOP Counselor- Opportunity Programs  
April 22- Michael Bush- Custodian- Maintenance  
April 29- Michael Kozlowski- Executive Director- Marketing & Communications

Celebrating 5 Years of Service:

April 20- Trevor Pierce- Glass Studio Technician- Sculpture/Dimensional Studies  
April 21- Jeffrey Danaher- Director, Major Gifts- University Advancement  
April 27- Crystal Henshaw- Administrative Assistant- University Provost

Celebrating 15 Years of Service:

April 25- Shelia Decker- Accounts Payable Clerk- Business Office

Celebrating 20 Years of Service:

April 10- Mary McAllister- Secretary to the Corporation- President's Office

Submitted by: Kayleigh Jones

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### Summer Employment Opportunities

Looking for something fun and rewarding to do over the summer? We are currently accepting applications for camp counselors and summer work crew positions. Browse summer job openings on Handshake now and join our team this summer!

DEADLINE: extended until April 30th

Don't miss out on this great opportunity...Apply today!

If interested or have any questions, feel free to email [summerpro@alfred.edu](mailto:summerpro@alfred.edu)

Link: [AU Handshake](#)

Submitted by: Summer Programs

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### Admissions Office Opportunities for Prospective Students & Parents

The admissions office is excited to be offering a number of opportunities for prospective students and families to connect with us virtually in the coming weeks!

Town Hall Tuesdays from 3:00 pm - 4:00 pm - Q & A

Virtual Video Webinars:

April 7-Financial Aid at AU

April 14-Residence Life and Dining Services at AU

April 21-Athletics at AU with Paul Vecchio, Athletic Director

April 28-Career Development at AU

May 5-Academic Support Services at AU

May 12-Financial Aid at AU

May 19-Student Activities, Diversity and Community at AU

May 26-Conversation with President Zupan

Fiat Fridays:

Join us any time between 2:00pm- 4:00 pm each Friday between April 3- May 15 and get your AU questions answered by an Admissions Counselor and current student.

Virtual Accepted Student Day event on Saturday, April 25th from 1:00 pm - 3:00 pm

Thanks in advance to each of you who continue to support our recruitment efforts- we couldn't do it without you! A special thanks to President Zupan for hosting our inaugural event this past Monday with over 100 participants! Be sure to check out our Virtual Visit Page for a current calendar of events, including our Virtual Tour.

Link: [Virtual Visit Page](#)

Submitted by: Janet Lynch

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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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## Access to the Chronicle of Higher Education

The Chronicle of Higher Education, which is providing ongoing coverage of the impact of COVID-19 on higher ed, is available in digital format through the AU Libraries.

Please use the link below to access the libraries' subscription.

Link: [Chronicle of Higher Education](#)

Submitted by: Ellen Bahr

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## MS/MSE Thesis Defense by David Carloni

We are pleased to announce that David Carloni will be defending his M.S. in Materials Science and Engineering thesis titled: Transparent Alumina Ceramics Fabricated Using 3D Printing and Vacuum Sintering on Tuesday, April 21, 2020 from 9:30 am - 11:30 am

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 - David Carloni](#)

Submitted by: Laura Grove

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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 Barcenos: [Barcenos@alfred.edu](mailto:Barcenos@alfred.edu)

Lisa Lantz: [Lantz@alfred.edu](mailto:Lantz@alfred.edu)

Submitted by: Lisa Lantz

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### Working on a paper, project or thesis?

Miss being able to walk into the library and ask a question? We miss it too! As you finish your end of semester assignments, senior project or thesis remember the libraries are still here to help.

Email [libraries@alfred.edu](mailto:libraries@alfred.edu) with questions on citations, finding resources or for help during any stage of the research process.

Librarians are also available to meet one-on-one or with small groups via Skype or Zoom.

Faculty can still work with Librarians to schedule "class visits" or to consult with students directly.

Link: <https://libguides.alfred.edu/COVID>

Submitted by: Mechele Romanchock

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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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### Attention: Time Sheets Due Monday, April 20th by Noon

This Saturday, April 18th, is the last day of the pay period for the May 1st Pay Day. Please Complete and Submit your timesheet after your last day of work this week.

Time Sheets are due by Noon on Monday, April 20th for Pay Period 9.

Pay Period 9 dates include: 4/5/20-4/18/2020 for Pay Day 5/1/20.

If you have not started your Time Sheet yet, please be sure to start and submit electronically before Noon on Monday.

\*\*\*Effective Sunday, April 12 and for all days thereafter, any hours that an individual is scheduled to work but has not worked in a week will require the use of vacation time, personal day or floating holiday, to the extent they are available.

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Link: [Entering Hours Worked via BannerWeb](#)

Submitted by: Jessica Clinger

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### Counseling Services and Health Services Available to Students

Are you a student of Alfred University in need of counseling?

The Wellness Center provides services to students only. Counseling may still be offered utilizing an online platform for students who are located in New York State, due to licensing restrictions. Exceptions for out of state students may be available if the state you are residing in allows for online counseling across state lines and can be reviewed on a case by case basis. If you would like to receive online counseling services and have not been seen this semester, contact the Wellness Center at 607-871-2400 to schedule a consult by phone. For students who were already seeking services, regardless of the state you reside, please contact your counselor via email for next steps or call the Wellness Center at 607-871-2400.

Health services is also open to students by calling the Wellness Center first at 607-871-2400.

Submitted by: Amanda Khodorkovskaya

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