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TODAY

TOMORROW

SATURDAY

- [Commencement 2019](#)

GENERAL COMMENCEMENT CEREMONY INFORMATION:

Please note, the following information does not apply to the AUNY graduating students. Those students will have a separate ceremony on June 14th in Brooklyn, NY. AUNY students will receive separate information regarding this ceremony.

- * All approved graduating students and students on the walk-list through the University Registrar's Office, will each be allotted five tickets for attendance to the annual Commencement Ceremony.
- * Faculty, members of the graduating class, and all other staff partaking in the ceremony will not need a ticket.
- * Tickets will be available starting Monday, April 22 - Friday, May 17, 2019 for approved graduates in the Powell Campus Bookstore on the second floor of the Powell Campus Center.
- * Those requesting additional tickets have the option of being placed on a list. On May 13, prior to the Commencement Ceremony, a review of any remaining tickets will be conducted and those tickets will be divided and distributed evenly amongst the requests. Placement on this list is not a guarantee of additional tickets.
- * Students and guests may park in any valid parking spot the day of the ceremony. Shuttles, starting at 8:00 am until 1:30 pm, will be running from several locations to assist you with getting to the McLane Center and returning to your vehicles.
- * Guest seating opens at 8:30 am. Please arrive early to locate parking and be seated prior to the start of the ceremony at 10 am.
- * Any person occupying a seat must present a ticket for admittance. There is no standing room area in the McLane Center for guests without tickets.
- * For those without tickets, an overflow area will be available in Holmes Auditorium, Harder Hall, where a live streaming video of Commencement will play.
- * A live stream video of Commencement will be available on the Alfred University website.
- * Children under the age of 3 years old who will sit in a lap during the entire ceremony do not require a ticket. Please note, due to strict fire regulations, strollers and car seats may not be taken into the McLane Center.
- * Guests with disabilities: seating on the floor (rather than bleachers) is available and guests may enter at the lower level of the McLane Center. We encourage you to make prior arrangements with Bonnie Dungan, Director of Summer and Parent Programs at dunganbj@alfred.edu or (607) 871-2612 should you require special assistance.
- * Cell phones and other electronic equipment must be turned off or muted.
- * Due to fire regulations, guests are not permitted in the aisles during the ceremony at any time.
- * Professional photographers will be taking photos of the graduates as they receive their diplomas.

Submitted by: Meghan Dwyer

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Cap & Gown Pick-up

Remember to pick up your cap & gown for graduation BEFORE Saturday, May 18 at the AU Bookstore! Congratulations graduates!

Submitted by: Marcy Bradley

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Fire Alarm Testing

Please be advised we will be doing fire alarm testing during the week of May 20.

Thank you,
Physical Plant

Submitted by: Kelly Moore

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Summer Hours 2019

The University will henceforth observe a summer work schedule beginning the Monday following commencement and concluding the second Friday in August. For this year, summer hours will begin on Monday, May 20 and will continue through Friday, August 9.

While most University employees will be working according to the Administrative Office hours, some department schedules may vary. Please speak with your supervisor for your department's schedule.

Administrative Office Hours: 8:00 am - 3:30 pm (with a half hour lunch)
Maintenance, Grounds and Custodial: No schedule change

Additional Information:

- On the door of your office, please post summer office hours
- Please change your voice mail message to indicate your specific summer hours, as may be appropriate
- Any questions regarding payroll/timesheets, please contact the Payroll Department

Submitted by: Kayleigh Misner

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Powell Campus Center Mailroom Mail Keys

Congratulations to the graduating seniors! Please remember to return your mailbox key and give us your forwarding address. Best of luck in your future.

Submitted by: Debra Campbell

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Non Returning Students-Mailbox Keys

If you are not planning on returning to Alfred University for the fall semester please remember to return your mail key and give us your forwarding address. Thank you!

Submitted by: Debra Campbell

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Hometown Permission Form

In order to have activities and achievements publicized we need to have a permission form on file for the student involved. If you have not done so please fill out the Hometown Permission Form and return it to Jen Guarasci, Office of Communications, Greene Hall, 2nd Floor. Or you may email it to guarascij@alfred.edu.

This would include performances, dean's list announcements or any special project you are involved in.

Attachment: [Hometown Permission Form](#)

Submitted by: Jen Guarasci

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Enroll Today for MostArts Workshops

Special one day workshops are offered for children and adults during the festival- Space is Limited, so enroll Today!

Clay Workshops Monday, July 8, morning & afternoon
Master Gardener Workshop Tuesday, July 10 afternoon
Playing With Words -Creative Writing -by the Daily or Week (July 8-12)
Chinese Guzheng Workshop Thursday July 11 afternoon
Food Sculpture & Brunch Tuesday, July 9 morning
Cooking Class & Dinner Tuesday, July 9afternoon

Special Piano Recital- with Joaquin Achucarro- free and open to the public
Free Event Sat. July 13 - Village Band Concert at 1:00 Village Band Stand
3:00 High Tea and Poetry Reading with Jason Gray

For detailed information and Registration visit www.alfred.edu/MostArts

Link: [MostArts](#)

Submitted by: Lisa Lantz

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MostArts Festival Tickets and Workshops are On Sale Now !

The Magic Returns July 7-13 and Tickets for the 2019 MostArts Festival are on Sale! Visit our new website for more information about soloists, workshops, and more: www.alfred.edu/MostArts

Link: <http://www.alfred.edu/MostArts>

Submitted by: Lisa Lantz

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Music Lessons Available- beginners to advance

Students, Faculty, Staff & Community- Private Lessons are available: Piano, Guitar, Strings, Brass, Woodwinds, Percussion, Guzheng, & Voice. Email Lisa Lantz, LANTZ@alfred.edu for more information or look on Banner.

Link: <https://www.alfred.edu/academics/undergrad-majors-minors/music.cfm>

Submitted by: Lisa Lantz

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Support Alfred University by shopping on Amazon

When you shop at AmazonSmile, Amazon will donate to Alfred University. Support us every time you shop.

Link: [Smile.Amazon.com](https://www.amazon.com/smile)

Submitted by: Jodi Bailey

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Summer Male Camp Counselor

The office of Summer Programs is searching for Male Camp Counselors to work our summer camps. If you are interested in being a male camp counselor please contact the office of Summer Programs at summerpro@alfred.edu by May 17th!

Submitted by: Emma McDowell

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HIPAA Regulations

Do you know what HIPAA stands for? Do you know what HIPAA protects?

HIPAA is the acronym for the Health Insurance Portability and Accountability Act that was passed by Congress in 1996. HIPAA requires the protection and confidential handling of protected health information.

The HIPAA Privacy regulations require health care providers and organizations, as well as their business associates, to develop and follow procedures that ensure the confidentiality and security of protected health information (PHI) when it is transferred, received, handled, or shared. This applies to all forms of PHI, including paper, oral, and electronic, etc. Furthermore, only the minimum health information necessary to conduct business is to be used or shared.

As a Supervisor if you become aware that your employee needs time away from work due to a medical condition for themselves or their family members, the employee does not have to disclose what that medical condition is to you. You should refer them to Kayleigh Misner, in Human Resources, for proper handling of Family Medical Leave Act, Short Term Disability, and/or Paid Family Leave.

If the employee shares that they are needing time off for surgery to you, as their Supervisor, under the HIPAA laws you have no right to share that with anyone else, besides Human Resources. That is a breach of HIPAA confidentiality and can be punishable by law. If it is in email form, you should not forward the email on to anyone else, including your boss, only Human Resources should receive this email.

You cannot discuss with your other employees that the employee will be off for surgery, unless the employee explicitly tells you that you may discuss it with the team. Of course, if the employee wishes to discuss his/her own medical information with others, that is not an employer violation.

Link: [HIPAA Notice](#)

Submitted by: Kayleigh Misner

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Music Lessons

The Department of Music at Alfred University offers a variety of music lessons for Voice, Guitar, Piano, Drums, Percussion, Strings, Brass, and Woodwinds.

There are beginning lessons which are 30 minutes a week and only \$300 a semester. And there are advanced lessons, 60 minutes a week and \$600 a semester. Cost for lessons can be added to your tuition.

Contact Dustin Woodard at Woodard@alfred.edu for details.

Sign up for MUSC 101-108 or 301-308.

Submitted by: Dustin Woodard

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Instrumental Ensembles

The Department of Music at Alfred University has three instrumental ensembles that are looking for new members. All are welcome to join whether you are a student, faculty, staff, or community member. No auditions necessary, and instruments are available if you do not own your own.

If you would like to join or have any questions please contact the director of the ensemble:

MUSC 275 - University Symphony Orchestra

Dr. Lisa Lantz (lantz@alfred.edu)

MUSC 274 - Jazz Ensemble

Dr. Raul Barcenes (Barcenes@alfred.edu)

MUSC 273 - Concert Band

Dr. Raul Barcenes (Barcenes@alfred.edu)

Submitted by: Dustin Woodard

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HR Tip of the Month

Did you know that if you need to be off for more than three days due to your own personal illness or a family member's illness that leave will need to be reported to the Human Resources office? Even if you have enough sick/family sick time to cover the leave, it still must be reported. Any leaves that are foreseeable need to be reported to the HR Office 30 days before leave. Anything that may come up that was not foreseeable, needs to be reported immediately to Human Resources.

Your leave could qualify as Family Medical Leave (FMLA), Short Term Disability, and/or the New York State Paid Family Leave (PFL). To determine which leave you qualify for and how much time you have in your banks, contact Kayleigh Misner in the Human Resources office to discuss your options.

Finding the right forms are easy, please visit the updated HR website <https://my.alfred.edu/hr/...> to view any forms that may be necessary for your leaves. There is also general information on the website that relates to the leaves and gives you an outline of what they can be used for.

Submitted by: Kayleigh Misner

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New System for the AU Libraries

The AU Libraries are pleased to announce an upcoming systems migration in early July that will improve services to the campus. A new library services platform, called Alma, manages all of the libraries' back-office functions, including circulation, the acquisition and cataloging of print and electronic resources, and resource sharing within SUNY.

The library staff have been working over the last year to prepare for this transition. While we expect disruptions to be minimal, we appreciate your patience and understanding as we make this upgrade.

Library patrons will have access to an improved public search interface called Primo which has several new features:

- * Mobile-friendly design
- * An integrated search of physical and print materials at both Scholes and Herrick (videos, articles, books, databases, etc.)
- * The ability to save favorite searches or articles as well as manage personal accounts for renewals and other circulation functions
- * The ability to search across the collections of all SUNY Libraries (and beyond) with links to request materials for inter-library loan

If you have any questions, please feel free to ask any of the librarians: <https://libguides.alfred...>

Link: [Librarian Contact](#)

Submitted by: Laurie Lounsberry McFadden

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Senior Week- Senior Art Show Reception 5:30 pm - 7:30 pm

Enjoy an evening of art, Alumni, and Everything AU. Browse through Harder Hall, taking in the creativity of some of your most talented classmates. Mingle with AU's Board of Trustee members and local alumni while enjoying complimentary beverages and hors d'oeuvres. Sponsored by Alumni Engagement. Open to all seniors.

Submitted by: Marcy Bradley

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Senior Week Event- The Last Laugh 8:00 pm, Knight Club

Everyone is invited to SAB's sponsored event featuring comedian Neko White. Open to all seniors!

Submitted by: Marcy Bradley

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Job Opening

Click the link for details as it relates to the open Dean of Students position.

Link: <https://www.alfred.edu/jobs-at-alfred/viewpost.cfm?ID=8443>

Submitted by: Tamara Green

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Job Opening

Please see the link below for information on the Part-Time Mental Health Counselor position.

Link: <https://www.alfred.edu/jobs-at-alfred/viewpost.cfm?ID=8445>

Submitted by: Tamara Green

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Don't miss a Minute of the Magic- MostArts Tickets and Workshops on Sale !

The Magic Returns July 7-13 and Tickets for the 2019 MostArts Festival are on Sale! Visit our new website for more information about soloists, workshops, and more: www.alfred.edu/MostArts

Link: <http://www.alfred.edu/MostArts>

Submitted by: Lisa Lantz

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MostArts "Young Pianist Competition" Finalists Announced- Tickets on Sale

Don't miss the extraordinary talents of the 2019 "Young Pianist Competition" Finalists at this season's MostArts Festival. Tickets on Sale at www.alfred.edu/MostArts

Link: <https://www.alfred.edu/about/news/pressreleases/viewrelease.cfm?ID=21195>

Submitted by: Lisa Lantz

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Gibbs Fitness Center Closed Saturday 5/18 for Commencement

Gibbs Fitness Center will be Closed Saturday, May 18 for Commencement. Summer hours will resume on Sunday, May 19, and are listed below:

Gibbs Fitness Center Summer Hours:

Monday - Friday 6:00 am - 6:00 pm

Saturday: 12:00 pm - 4:00 pm

Sunday: Closed

Joyce Walton Center:

Monday - Friday 10:00 am - 2:00 pm

Saturday: 12:00 pm - 4:00 pm

Sunday: Closed

Submitted by: Tony Aquilina

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Chemical Waste Removal

The spring/summer chemical waste removal will occur during May 2019. Both hazardous and non-regulated waste will be accepted.

All chemical waste must be received in your respective Central Accumulation Area (CAA) no later than Thursday, May 30, 2019. All colleges (Harder Hall, McMahon, and Myers CAAs) contact EHS x 2190/2196 for receipt of your hazardous and non-regulated waste.

Completed Hazardous Waste and Non-Regulated Waste Log Forms MUST be sent to EH&S no later than Thursday, May 30th and may be mailed (117 Myers Hall), faxed to x2086, or scanned and e-mailed to: envhealthsafety@alfred.edu. The hazardous waste packers must have this information prior to packing in order to obtain required approvals from the disposal facility.

All Satellite Accumulation Area labels MUST be filled-out completely with EPA# for respective college, building name, Room # or area name, start date, initials, chemical name(s) of constituents in the accumulation container with volume or weight, and waste characteristics prior to receipt in Central Accumulation. Note: Per EPA regulations you have only 72 hours from an SAA full date to transfer the container to the proper CAA. SAA containers must be capped or sealed with container lid, have clean exterior, and SAA label easily legible. If you have any questions contact Dean Perry.

All Satellite Accumulation Areas must be empty prior to May 30th, with a notation to that effect made on your submitted May 2019 Satellite Accumulation Area Weekly Inspection sheet. Reminder: Any SAA's which collect waste during the summer and are not empty over the summer must have the weekly inspection log maintained and submitted to EH&S on a weekly basis.

Hazardous and Non-Regulated Waste Log Forms are available at my.alfred.edu/ehs/ under the heading "EHS Forms".

Link: [EHS Web Site](#)

Submitted by: Dean Perry

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Graduation Cap Decorating

Stop in the Center for Student Involvement between 9:00 am and 3:00 pm Friday, May 17 to decorate your cap for graduation. Supplies will be provided.

Submitted by: Eliza Ordway

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Job Opening

Please see the link below for information on the Executive Assistant to the Vice President of Student Affairs position.

Link: <https://www.alfred.edu/jobs-at-alfred/viewpost.cfm?ID=8446>

Submitted by: Tamara Green

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Job Opening-Procurement Services

Please link below for information on this opportunity

Link: [Procurement Support Assistant](#)

Submitted by: Mark Guinan

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B & B at the Brick during MostArts !

Do you know someone looking for a place to stay during the MostArts Festival. Consider the MostArts B & B at the historic Brick. Single or double rooms available- package includes festival tickets, gourmet breakfast, access to campus activities and more: <https://www.alfred.edu/mo...>

Link: [MostArts Lodging](#)

Submitted by: Lisa Lantz

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Concerts, Workshops, Exhibitions and More! MostArts Festival July 7-13

The Magic Returns July 7-13

Tickets for the 2019 MostArts Festival are on Sale! Visit our new website for more information about soloists, workshops, and more: www.alfred.edu/MostArts

Link: <https://www.alfred.edu/MostArts>

Submitted by: Lisa Lantz

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