

Today's Headlines

December 18, 2018

Elder Publishes Article

Robyne Elder, assistant professor, Educational Leadership, and her colleagues piloted an entrance assessment for potential doctoral students during the 2017 academic year. She discussed the results in an article entitled "Using a Doctoral Program Entrance Assessment: Reflections on a Pilot Program and the Admissions Process" published in the December edition of Assessment Update.

Winter Break Hours

Winter Break Hours: Business Office and Academic Services

Business Office Winter Break Hours

Shared Services counter in Spellmann Center will be open Dec. 27 and Dec. 28, 9 a.m. – 1 p.m.

Academic Services Winter Break Hours

Academic Services will be open on Dec. 27 and Dec. 28 from 9 a.m. to 1 p.m.

Campus Mailroom Hours – Winter Break

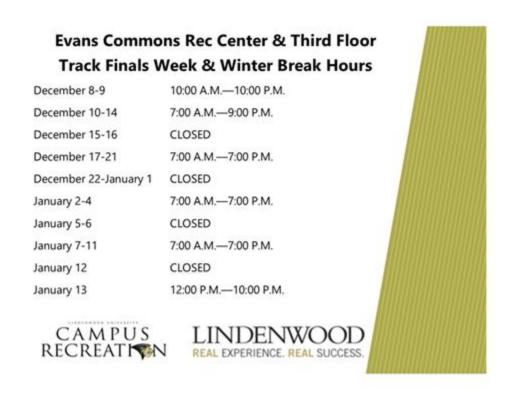
The St. Charles campus mailroom will be closed Saturday, December 22 through Tuesday, January 1 for winter break. However, limited mail services will be provided on Thursday, December 27 (dock and mailroom open 9 a.m. – 2 p.m.)

and Saturday, December 29 (dock accepting incoming deliveries 9 a.m.-2 p.m., no campus mail delivery). Normal business functions and hours will resume Wednesday, January 2 at 8 a.m. Please contact the mailroom at 627-2501 with any questions.

Food Service Hours for Winter Break

Please see the linked flier for food service hours over winter break.





Previously in The Digest

Summer Camp/Conference Facility Requests

If you are interested in hosting a camp or a conference on campus this summer, please view the <u>Summer Facility Request Guidebook</u> and then submit a proposal to <u>Samantha Kennedy</u> no later than March 2, 2019. Proposals are handled on a first come, first serve basis so room availability is limited. Additional questions and internal pricing sheet requests can be directed to Samantha Kennedy.

Request for Computer Science Projects

As the primary part of a Computer Science course (CSC43000 -Senior Projects) that I will be teaching this Spring, students are required to work on a "real world" group programming project. In order to facilitate this, I would like to gather several potential projects from campus sources. So, if you have a potential computer

programming project, I'd like to hear about it. Some things to keep in mind: Read more

Workday Tip

Tax season is almost here! Help save paper by opting to receive your W2's electronically. All it takes is 4 simple steps.

- 1. Log in to Workday and select the pay worklet
- 2. Under my statements, click tax documents
- 3. Click *edit* under the printing election
- 4. Select receive an *electronic copy of my year-end tax documents* and submit the changes!

Once W2's become available, employees will simply need to access Workday in order to view, print, or download their W2s. Belleville employees will need to opt-in for both companies listed.

Need help? Click here! Or feel free to contact the HR Office at ext. 2577.

Student Research Conference Submissions Now Accepted

It is that time of year again, everyone: The <u>2019 Student Research Conference</u> <u>submission portal</u> is open and is accepting faculty recommendations and student submissions.

Students who are working on or who have completed original research papers or creative projects can be nominated by a faculty member to participate in the Student Research Conference. Students can either display a poster or give a presentation of their work at the conference. Read more

Events and Deadlines

• Dec. 20: Active Shooter 4E's Training, 1-4 p.m.

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