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Campus News August 9, 1996

La Salle University

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CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

August 9, 1996

TO: All Campus Departments

FROM: Noel E. Sullivan
Assistant Director, Financial Aid

DATE: August 5, 1996

RE: Position Available Forms for Federal Work Study and
Budget "03" Student Workers for 1996-97.

If your office needs Federal Work Study and/or Budget students for the 1996-97 academic year, please complete the necessary position available forms and return them to the Financial Aid Office. Once the completed forms are received in our office, the work study supervisor will receive a Policy and Procedure pamphlet concerning the hiring and supervision of work study students.

Also, I would like to remind you of a service that we will be providing to students during the 1996-97 academic year. The Financial Aid office will keep a listing of Budget "03" jobs available in our office so that when students inquire about these types of jobs we will be able to point them in the right direction. The Financial Aid Office will not be responsible for the placement of these students, but instead will serve merely as a source of information.

Please try to return the position available forms to our office as soon as possible. If you have any questions please do not hesitate to contact me at ext. 1070. Thank you.

Campus News is distributed weekly to foster communication and encourage information sharing among University departments. Articles submitted are the responsibility of their authors alone and do not imply an opinion on the part of La Salle University or the Department of Mail and Duplicating Services.

FEDERAL WORK STUDY POSITION AVAILABLE SEPTEMBER 1996

DEPARTMENT: _____

SUPERVISOR: _____ PHONE EXTENSION: _____

LOCATION: _____

Best time to reach the supervisor: _____

Estimated # of students needed: _____

Estimated # of hours per week each student would work: _____

*** JOB DESCRIPTION ***

In order to meet your needs for work study students, this form must be completed and returned to:

Financial Aid Office

BUDGET POSITION AVAILABLE SEPTEMBER 1996

DEPARTMENT: _____

SUPERVISOR: _____ PHONE EXTENSION: _____

LOCATION: _____

Best time to reach the supervisor: _____

Estimated # of students needed: _____

Estimated # of hours per week each student would work: _____

**** JOB DESCRIPTION ****

In order to meet your needs for budget students, this form must be completed and returned to:

Financial Aid Office

EVENING EXPLORER

News & Information For La Salle University Students and Faculty



It's that Time of Year Again!

Continuing Studies is in the process of putting together the first edition of *The Evening Explorer* for the 1996 Fall semester. This will be mailed to all registered evening students before the first week of classes.

Evening students need to hear from you!

Evening students will need information regarding office hours, deadlines, procedures for parking stickers, ID cards, paying bills, etc., etc., etc.

If you have relevant information for the evening students, I would appreciate it if you would contact me either by phone, campus mail, or e-mail by **Friday, August 16** so that your info. can be included in the first edition.

A good way to communicate!

The Evening Explorer will be published bi-weekly during the Fall and Spring semesters by Continuing Studies and distributed to the students in the classrooms. If during the year, you feel the evening students need to be made aware of important dates, changes in procedures, or whatever, please do not hesitate to contact me.

Thank you for your help in meeting the needs of our La Salle students!

Kevin M. Cawley
Evening Explorer Editor
x1943
cawley@lasalle.edu

Information Technology Training Schedule

August 9, 1996

All classes begin at 9:00 AM in Wister Hall computer classroom (on the lower level).
Please bring a formatted blank 1.44 floppy disk with you. [Click here for course descriptions.](#)

Week of August 12:

Monday 12th- File Management/FTP with Ray Cardillo

Tuesday 13th- Word Level 2 with Herb Ramirez

Wednesday 14th- Introduction to Windows with Ray Cardillo

Week of August 19:

Monday 19th- Word Level 3 (mail merge) with Ray Cardillo

Tuesday 20th- Excel Introduction with Herb Ramirez

Wednesday 21st- Word Level 4 with Herb Ramirez

Week of August 26:

LOTUS NOTES MAIL TRAINING BEGINS

For the next few weeks we will be training *exclusively* in Lotus Notes Mail. Each seat in a given class will be assigned as accounts are configured. Regular training will resume as needed in mid-September.

In order to facilitate the need for more focused training we will be allocating seats by organization, instead of on a first-come-first-served basis. The director of each department or organization should ensure that those seats are filled with an appropriate participant. We request that if you intend not to fill a given seat that you contact us.

Please contact Ray Cardillo at ext. 1875 for all questions, reservations, or to request a training topic not covered by our sessions.