

## **ITS START OF SCHOOL INFORMATION FOR FACULTY, STAFF, AND STUDENTS**

The following information is provided by ITS to inform the Aquinas Community of the new technology available for fall 2006 and to update you on the changes made in current technology since the spring 2006 End of Semester Notice.

The first portion of this document is general information for all students, faculty, and staff. Following there is an individual section with topics related to faculty and staff and another section pertaining to just students.

### **INFORMATION FOR STUDENTS, FACULTY, AND STAFF**

Summer 2006 Technology Projects  
 Computer Re-image/Replacement  
 Colleague and BudgetManager Users – Critical Information  
 T.A.P. (Technology Access and Presentation)  
 Elimination of the 3 ½ Inch Floppy Drive  
 Student Email Account Policy Information  
 Student Computer Account Deletion  
 Hardware and Software Requests and Purchasing  
 Ad-Aware for Home Computers  
 Discipline Specific New Software and Upgrades  
 AUP (Acceptable Use Policy)  
 The Aquinas Online Knowledge Base  
 Burning CDs – New Software  
 ITS Help Desk Information  
 Duplex and EconoMode Printing  
 Responsible Computing Video

### **INFORMATION FOR STAFF AND FACULTY**

Faculty Laptops  
 ELM Passwords – Now Used to Access Colleague  
 Faculty Essentials  
 Faculty and Staff Email Information  
 New Employee Orientation Session

**August 28, 2006**

Password Acquisition Procedure for Students

### **INFORMATION FOR STUDENTS**

Computer Account Access Keys/Passwords  
 Returning Student's Passwords  
 ResNet  
 Student Computer Lab Hours  
 Lab Printing Fees  
 CourseConnect  
 Cook Carriage House Technology  
 Student Essentials

### **INFORMATION FOR STUDENTS, FACULTY, AND STAFF**

#### **Summer 2006 Technology Projects**

The Summer 2006 Technology Projects document located at <http://www.aquinas.edu/technology/Summer2006TechnologyProjects.htm> and is updated regularly. Please access this document for status on any of the summer technology projects.

For staff and faculty who received a new computer this summer, please be aware that the computer contains a DVD-ROM combo player. For further information, see the [Using a DVD Drive](#) article found in the Aquinas Online Knowledge Base at <http://campus.aquinas.edu/its/help/index.php/Using DVD Drive>

#### **Computer Re-image/Replacement**

All College computers have been re-imaged, and those on the network now use the Windows XP operating system. An information sheet was attached to each computer with detailed information about the changes to the standard Aquinas configuration. Please refer to this sheet if you have any questions. The information is also available online in the Online Knowledge Base article [When your Machine Is Re-Imaged/Replaced](#) (this article is available on-

campus only at  
[http://campus.aquinas.edu/its/help/index.php?title=Summer\\_2006\\_Re-image/Replacement\\_Changes#Contents](http://campus.aquinas.edu/its/help/index.php?title=Summer_2006_Re-image/Replacement_Changes#Contents)

### **Colleague Users –**

As a result of one of the summer ITS projects, logging in to Colleague now requires an ELM password. In addition, a new way of accessing the database, called User Interface (UI), is now being implemented and a complete transition is scheduled for mid-October.

Please watch ACORN for information about upcoming training sessions, however if you are in urgent need of an individual training session, please contact the ITS Help Desk at 632-2050. Budget managers, please be aware that additional steps are now required to access the BudgetManager program. Please follow the steps below if you have not accessed the program since the server upgrade in early June.

1. Change your current ELM password
  - Go to [www.aquinas.edu/elm](http://www.aquinas.edu/elm)
  - Click on the "wrench" icon
  - Enter your username and current password
  - Under "Select an Option" click on "Change Password"
  - Take note of the password guidelines on the left
  - Enter your current ELM password
  - Enter your new ELM password twice
2. Log into Colleague using SSH or the new User Interface
3. Log out of Colleague
4. Open Budget Manager and login with your new ELM password

**You will need to complete steps 2 and 3 every time your ELM password is changed.**

### **T.A.P. (Technology Access and Presentation)**

Our T.A.P. project is expanding! These 2006 installations are in addition to the original T.A.P. units that were installed during the summer of 2004 and 2005. The following additional rooms and classrooms now have permanent T.A.P. units installed to help meet your technology needs:

Grace Hauenstein Library (2)  
GIS LAB in AH 117

**No reservations are needed through the ITS department for the movable carts in Albertus Hall, Art and Music Center, Emeritus College, Cook Carriage House, Field House, Holmdene, the Grace Hauenstein Library, or in Performing Art Center, because they are reserved internally at the main office in those buildings.**

Please note: If you need to reserve the following equipment, please call extension 5070:

1. Pack n Go System – laptop and projector (3 available)
2. Computer Lab (AB 319 or AB 315)
3. Document Cameras (5 available)

### **Elimination of the 3 ½ Inch Floppy Drive**

Diskettes are relatively inexpensive, easy to use, and moderately dependable. However, as presentations, photos, and even data files become larger and larger, the diskette has become obsolete. Computer manufactures are responding to this trend by phasing out the 3 ½ inch floppy drive. Aquinas began its elimination of the 3 ½ inch floppy drive during the summer of 2005. Currently, the computers without 3 ½ inch floppy drives are located in labs and offices around campus. About 1/3 of the computers in offices still have floppy drives.

In order to accommodate students who do not have access to other storage options on their home computers, ITS has five USB floppy drives that can be loaned out for use in AB 355/357. In order to checkout one of these drives, an Aquinas student ID will be required.

Storage media such as the CD-R, CD-RW, and USB drives that have a capacity of many times the amount of a diskette are now available at most stores that sell computer supplies, including the Aquinas Bookstore. See the [Data Storage Device document](http://campus.aquinas.edu/its/help/articles/data%20storage%20devices.htm) (<http://campus.aquinas.edu/its/help/articles/data%20storage%20devices.htm>) in the Aquinas Knowledge Base (available on-campus only) for information about the types of storage devices available and when to use which one.

Lab assistants in AB350 will have CD-Rs (\$1) and CD-RWs (\$1.50) available for purchase\* by students.

\*Beginning fall 2006, all CD and printing fees in ITS labs must be paid for using funds on the student's Aquinas Student ID. Lab assistants in

ITS labs will not accept cash and printouts will be held until payment is received. Payment options include Commuter Cash or Bookstore Vouchers which are only available using a student ID card. Currently, funds can be added to the card by visiting the Food Service office in Wege Center, room 202.

From 12 to 1 p.m. and after 5 p.m. on business days and during weekend hours lab assistants will have access to a limited supply of CDs. If you would like to purchase a large number of CDs, please visit during regular business hours.

### **Student Email Account Policy Information**

Every Aquinas College student is assigned an Internet email account. It is, therefore, the policy of the College when disseminating official College business information electronically to use College-assigned accounts.

Further, it is the responsibility of students to check their College-assigned email accounts regularly. If a student uses another account as his/her primary account, then mail sent to the College-assigned address should be forwarded to that primary account. Initializing this procedure can be accomplished by following instructions provided

<https://mailbox.aquinas.edu/help/forwarding/forwarding.html>.

While faculty and staff are encouraged to direct all electronic messages to a student's College-assigned email account, this policy does not preclude the sending of information to multiple individual student accounts.

This College policy is maintained by the College Relations department and is available online at: <http://www.aquinas.edu/computer/studentaccess.html#policy>

### **Student Computer Account Deletion**

During Fall Break 2006 ITS administrators will disable the accounts and delete the stored data/email of **non-registered students and graduated students who are no longer registered for classes**. Please note: Stored data/email includes documents (files) that are stored on the F:\ drive, Internet Explorer favorites, and email messages in the Mailbox account. If students require assistance in copying any network access files to a USB drive or CD-R, please contact the ITS Help Desk at 616 632-2050.

### **Hardware and Software Requests and Purchasing**

Department heads and budget managers must coordinate all hardware and software purchases for on-campus use with ITS administrators. \*

Please be aware that the deadline for orders placed through the annual Refresh Plan is **February 15th**. This can be accomplished using the following procedure:

1. Staff/Faculty wishing to purchase hardware or software for on-campus use must fill out a request form. This form can be accessed on-campus via the [Intranet](#) at:

- Hardware -

[http://campus.aquinas.edu/its/forms/hardware\\_request.html](http://campus.aquinas.edu/its/forms/hardware_request.html) - Software -

[http://campus.aquinas.edu/its/forms/software\\_request.html](http://campus.aquinas.edu/its/forms/software_request.html)

2. One of these forms must be completed and authorized by the department head or Vice President and submitted to the Director of Information Technology & Services for approval.  
3. ITS administrators will analyze the feasibility of the request as it relates to the current hardware standards and infrastructure of the College network. A prompt response will be issued to the requesting department, stating whether or not the request can be met and providing any alternate solutions.

4. If technically feasible, the request must undergo analysis for financial feasibility (unless funds are already available). This process will involve ITS, the department initiating the request, and possibly the Office of the Vice President for Operations/Finance. This process will assign funding sources for the request, either internal or external. Please be aware that the deadline for orders placed through the annual Refresh Plan is **February 15th**.

5. Finally, a purchase order will be initiated by ITS to the selected vendor, following established college purchasing procedures. Once the hardware or software is received from the vendor, ITS administrators will coordinate its implementation with the requestor. Please be aware that the deadline for orders placed through the annual Refresh Plan is **February 15th**.

\*Software purchased as reference media for stand-alone (non-networked) use in the Library must be purchased following established Library purchasing and storage procedures. However, ITS must still be notified to allow for proper documentation of all Aquinas software titles.

Additional information is available at: College Software Management Policy -

<http://www.aquinas.edu/computer/about/software.html>

Business Office Manual – H:\employee\Business Office\Policy Manual and Forms\Business Office Manual.doc

### **Ad-Aware® for Home Computers**

Many internet sites that you visit will place malicious software, commonly referred to as adware or spyware, on your computer. Having spyware on your computer may disrupt your ability to use your computer in a normal fashion or connect to ResNet.

**If your personal computer is not protected** a free edition of Ad-Aware is available for download at <http://www.lavasoftusa.com>. This link is also available on the Aquinas ResNet page (<http://www.aquinas.edu/computer/resnet>) by scrolling down to the Antivirus & Security section. Aquinas provides instructions for setting up Ad-Aware on your computer, downloading available program updates, and scanning your computer.

### **Discipline Specific New Software and Upgrades**

The following programs have been purchased or upgraded and are now available in all Aquinas computer labs:

- ArcGIS v9.1
- Audacity v1.2.4b
- E-Sword v7.7.7
- GradeQuick v10
- Inspiration 10
- Microsoft Visual Studio 2005
- Pro Series 2005
- Quickbooks Pro 2006
- SPSS v14

### **AUP (Acceptable Use Policy)**

The AUP for faculty, staff, students, and guests is available online at

<http://www.aquinas.edu/computer/aup.html>.

Guests will need to sign the AUP agreement before using College resources.

### **The Aquinas Online Knowledge Base**

The Aquinas Online Knowledge Base has been updated and is available on the Aquinas Intranet (on-campus only) at

<http://campus.aquinas.edu/its> for students (in the labs), faculty, and staff. The Knowledge Base has information about the standard network applications including Microsoft Office XP, Pegasus (including the Spam Control documentation), MailBox, Internet Explorer, Calendar Express, CourseConnect, Contribute,

Windows XP, MyAQ, Ad-Aware, and T.A.P. Please make use of this valuable resource.

### **Burning CDs with CD Burner XP Pro**

All Aquinas College leased computers are now equipped with re-writable CD-ROMs.

Documentation for using CD Burner XP Pro is available on-campus as part of the Online Knowledge Base at:

[http://campus.aquinas.edu/its/help/index.php/Using\\_CD\\_Burner\\_XP\\_Pro](http://campus.aquinas.edu/its/help/index.php/Using_CD_Burner_XP_Pro)

### **ITS Help Desk Information**

Please contact the ITS Help Desk when you experience unusual or unexpected problems with Aquinas College technology. ITS administrators analyze issues based on where, when, and under what conditions a problem occurs in order to pursue a solution. The ITS Help Desk extension is 2050.

### **Duplex and EconoMode Printing**

The default printer settings for the student computer labs enable both duplex and EconoMode printing in an effort to reduce costs and conserve College resources.

Duplex printing uses both sides of a sheet of paper for printing a document and EconoMode lessens the amount of printer toner used to print documents. This does not affect the legibility of the characters printed, but will lighten their appearance.

To learn how to adopt these practices in your department see the [Duplex Printing Tips](#) Online Knowledge Base article at

[http://campus.aquinas.edu/its/help/index.php/Ways\\_to\\_Save\\_Paper\\_and\\_Cut\\_your\\_Print\\_Cartridge\\_Expenses\\_by\\_About\\_Half#Duplex\\_Printing](http://campus.aquinas.edu/its/help/index.php/Ways_to_Save_Paper_and_Cut_your_Print_Cartridge_Expenses_by_About_Half#Duplex_Printing)

and the [EconoMode Printing Tip](#) Online

Knowledge Base article at

[http://campus.aquinas.edu/its/help/index.php/Ways\\_to\\_Save\\_Paper\\_and\\_Cut\\_your\\_Print\\_Cartridge\\_Expenses\\_by\\_About\\_Half#Economode](http://campus.aquinas.edu/its/help/index.php/Ways_to_Save_Paper_and_Cut_your_Print_Cartridge_Expenses_by_About_Half#Economode)

### **Responsible Computing Video**

Have you seen the ITS Responsible Computing Video? Please visit [www.aquinas.edu/computer](http://www.aquinas.edu/computer) and under “Student Services” on the right, click on the “Responsible Computing Video” link to see a short video summarizing what NOT to do with your computer accounts. This was filmed at Aquinas and many of the stars are Aquinas students or children of Aquinas employees.

### **INFORMATION FOR STAFF AND FACULTY** **Faculty Laptops**

A personal laptop can be registered through the ResNet self-registration procedure to gain internet access using the open ports located on the T.A.P. units in and in Wege Center and the Carriage House. The self-registration instructions can be found at [www.aquinas.edu/computer/resnet](http://www.aquinas.edu/computer/resnet).

### **ELM Passwords – Now Used to Access Colleague**

As a result of one of the summer ITS projects, logging in to Colleague now requires an ELM password. Staff and faculty members may contact the ITS Help Desk in AB350 for their ELM passwords. A picture ID may be required for security purposes. ELM passwords are used for Calendar Express, CourseConnect, Colleague, MyAQ, The Moose, and for registering a personal laptop (to gain access to the internet using a personal laptop it must be registered with ResNet and connected to one of the open ports, a T.A.P. unit, or to use wireless access in the Cook Carriage House or the Grace Hauenstein Library).

### **Faculty Essentials**

A Faculty Essentials web page is available specifically to assist faculty in locating information about services and technology provided by ITS, i.e., reservations for computer equipment/labs, computer accounts, and discipline specific applications. This can be found at [www.aquinas.edu/computer](http://www.aquinas.edu/computer) by clicking on the "Faculty Essentials" link near the middle of the page.

### **Faculty and Staff Email Information**

The current staff and faculty off-campus email application is Mailbox. Mailbox offers staff and faculty features such as filtering (using whitelist and blacklist), displaying and composing HTML messages, changing themes, displaying messages in a variety of ways and additional address book functionality. You can access MailBox by visiting <https://mailbox.aquinas.edu> or through the link on the Aquinas homepage.

### Quarantine Reports

You may receive an email message in Pegasus Mail from "Quarantine Report" with the subject Aquinas Mailserver Quarantine Report. You are receiving this message because an email has been marked as spam, has a virus or the address has been added to your unwanted list.

To view these quarantined message(s):

1. Login to MailBox (<https://mailbox.aquinas.edu/>) using your Novell

password.

2. You will see a highlighted message that states "Quarantined: You have 1 email in your SPAM & Virus Quarantine. Click here" -- use the "Click here" link to manage your quarantine messages.

However, if you do not access MailBox very often, you have the option to change this setting. This will allow the quarantined messages (other than messages that contain viruses) to stay within Pegasus Mail. These messages will be found in the Junk or suspicious mail folder. If you change this setting, you will no longer have to login to MailBox or ELM to view quarantined messages and you will no longer receive Quarantine Reports unless there are messages with viruses. Be sure to check your Junk or suspicious mail folder regularly and delete messages that are no longer needed or that are junk. To change this default setting, you will need to login to ELM\* (Electronic Login Manager) using your ELM password.

1. Go to <https://secure.aquinas.edu/elm>
  2. Click on the wrench
  3. Click on Modify spam/Virus filtering
  4. Scroll down to Message scoring policy
  5. Click "Mark spam but never quarantine"
- \*You will only need to login one time into ELM to change this setting. However, you may change this policy setting again at anytime.

Virus messages that have been quarantined can be deleted by following the directions below.

1. Login to MailBox (<https://mailbox.aquinas.edu/>) using your Novell password
2. In the upper left corner of the screen, click on the + symbol next to Mail to expand the list
3. Near the bottom of the list, click Quarantine
4. Along the top of the screen there will be a Select Action drop down menu. Choose Delete Viruses & Problem Message from that list
5. Click Submit
6. Any message highlighted in red or green will be deleted from the list permanently

### Mailto: Links

ITS advises you to make the following setting change in Pegasus Mail.

While working in Internet Explorer, you have the ability to click on email address links and quickly send an email message, called a mailto: link. When a mailto: link is selected, Pegasus Mail should open up an email message window. Due to the upgrade, however, this setting needs to be reset. You will need login to Pegasus Mail.

In Pegasus:

1. Click Tools, Options, then choose Hyperlinks from the left side of the screen
2. Select System Mailer
3. Click OK

Now, return to the webpage where the mailto: link is located and click once on the link, Pegasus will open a new window for an email message. When your message is completed, click Send.

### **New Employee Orientation Session**

ITS offers New Employee Orientation Sessions for all new members of the Aquinas Community. This session includes an introduction to Pegasus, including: signatures, attaching files to emails, viewing attachments sent through email, creating trays and folders, finding the usernames of other Aquinas employees and students, address books, distribution lists, and access to email from off-campus. Also an introduction to F:\, G:\, and H:\ drive storage, and the Aquinas Online Knowledge Base. The session usually lasts about an hour. Please call the Help Desk at 632-2050 to schedule a session.

### **Password Acquisition Procedure for Students**

All new students registering for the first time were sent a One-Time Access Key and instructions for retrieving their passwords through a web interface from any internet connection. For those that may have misplaced their letter, or arrive on campus without retrieving their passwords, Campus Safety, ITS, or the Library can print another notice with a new One-Time Access Key when the student provides a picture ID.

**Please be aware that if a student has not completed the “Retrieve Initial Passwords” process they will not be able to reset their passwords online without receiving a new one-time access key.**

### **INFORMATION FOR STUDENTS**

#### **Computer Account Access Keys/Passwords**

Students registering for the first time are sent a One-Time Access Key and instructions for retrieving their passwords through a web interface from any internet connection. Before passwords are issued, students will be prompted for personal identifying information which they will be able to use later as a reminder in the event they forget their password. For those students who may have misplaced their letter or

arrive on campus without retrieving their passwords, Campus Safety, ITS, or the Library can print a new One-Time Access Key when the student provides a picture ID. Please Note: Since this is a new One-Time Access Key, it will supersede the previous notice.

By following the instructions, students will be able to retrieve both of their temporary passwords – one for Novell and one for ELM. ITS recommends that students change both of these passwords the first time they login. The passwords must be changed within the first 6 logins or the account will be locked.

The **Novell** password provides access to the standard network applications and discipline specific applications. The **ELM** password provides access to Mailbox, ResNet, The Moose, CourseConnect, Calendar Express, and MyAQ.

**Students now have the ability to reset one or both of their passwords by visiting <https://secure.aquinas.edu/password-dist/retrieve.php> and providing the same personal identifying information that they provided when retrieving their initial passwords.**

#### **Returning Student’s Passwords**

Returning students passwords have not been changed by ITS.

#### **ResNet**

Instructions for the ResNet Self-Registration procedure can be found on your residence facility room desk, in the Residence Life Office, or at [www.aquinas.edu/computer/resnet](http://www.aquinas.edu/computer/resnet). If you need assistance with a ResNet issue, please visit [www.aquinas.edu/computer/resnet](http://www.aquinas.edu/computer/resnet) and click on the ResNet Support Wizard. This tool will assist you in obtaining support for your ResNet computer and connection. Please Note: you will be given a case number at the end of the questionnaire -- you will need this number if and when you contact the ITS department.

#### **Student Computer Lab Hours**

Academic Building, Room 355

Monday – Thursday.....7:45 a.m. – 12 a.m.

Friday.....7:45 a.m. – 7 p.m.

Saturday.....Closed

Sunday.....1 p.m. – 12 a.m.

Please visit

<http://www.aquinas.edu/library/hours.html> for

additional lab availability in the Aquinas Library.

### Lab Printing Fees

Beginning fall 2006, all CD and printing fees in ITS labs must be paid for using funds on an Aquinas Student ID. Lab assistants in ITS labs will not accept cash and printouts will be held until payment is received. Payment options include AQ Cash or Bookstore Vouchers which are only available using a student ID card. Student IDs are available from Campus Safety. Currently, funds can be added to an ID card in the Food Service office in Wege Center, room 202. Please watch for additional information on The Moose as there may be changes to this service or funding options and locations as we work to make this system as student-friendly as possible.

### CourseConnect

To access CourseConnect, a web-based tool for course syllabi, discussion boards, forums, and online assignments and quizzes, visit <http://courses.aquinas.edu>. To log in, enter your username and your ELM password.

### Cook Carriage House Technology

Campus Life in the Moose Café has both wired and a wireless network to access the Aquinas College ResNet system for email and Internet research. Along with desktop computers, there are loaner wireless laptops available for use within the Cook Carriage House. Please see the Campus Life office for loaner information and check in/out procedures.

**Please note that printing is not available in the Carriage House, but is available in the Library and Academic Building (AB) computer labs.**

### Student Essentials

The Student Essentials web page at <http://www.aquinas.edu/computer/student> has been updated to assist students in locating information about services and technology provided by ITS, i.e., ResNet, computer labs, and computer accounts.

## ART NEWS

### Sunday, August 27-Sunday, October 1

Aquinas College Gallery Exhibit. **Aquinas College Art Department Faculty Exhibit featuring work by Dana Freeman, Madeline Kaczmarczyk, Don Kerr, Chris LaPorte, Ron Pederson, Sharon Sandberg, Steve Schousen, and H.J. Slider.** Monday-Thursday, 10:00 a.m.-7:00 p.m.; Friday, 10:00 a.m.-4:30

p.m.; Saturday and Sunday, 2:00-6:00 p.m. Aquinas Art and Music Center Gallery. Free.

**NOTE:** Gallery closed Saturday, September 2-Monday, September 4.

**(Saturday, September 30: 2:00-4:00 p.m.: Aquinas College Faculty Exhibit Opening Reception.)**

## JANE HIBBARD IDEMA WOMEN'S STUDIES CENTER EVENT

### Thursday, September 7

**7:00 p.m.:** Aquinas College Jane Hibbard Idema Women's Studies Center presents *The Not-So Civil Rights Initiative: Why It's Harmful to Women, Minorities, and Families in Michigan*. Speaker: **Jean Doss, Representative, One United Michigan**. One United Michigan is a non-partisan group that is currently working to inform voters about the so-called Michigan Civil Rights Initiative which will appear on the ballot in November. Wege Student Center, Loutit Room. Free. For more information call (616) 632-2979.

## JANE HIBBARD IDEMA WOMEN'S STUDIES CENTER - FALL 2006 ON-CAMPUS EVENTS

### Thursday, August 31

**Gender Studies Club at 'Clubs and Orgs Day'**  
**Time: 10:30 a.m. to 1:30 p.m.**  
Location: Wege Mall  
Cost: Free.

### Monday, October 2

**bell hooks: "The Positive Power of Feminism"**  
**Time: 7:00 p.m.**  
Location: Fountain Street Church  
Cost: Free and Open to the Public.  
Sponsored by The West MI Women's Studies Council.

### Tuesday, October 24

**12:30 p.m.:** Aquinas College Jane Hibbard Idema Women's Studies Center presents *Women Make a Difference: An Hour with Diane Rehm at Aquinas College*. Speaker: **Diane Rehm, National Public Radio talk show host**. Aquinas College Performing Arts Center 1703 Robinson Road, S.E. Free and open to the public. For more information, call (616) 632-2979.

**Friday, December 1**

**Sister Santa Visits Aquinas**

**Time: 11:30 a.m. to 1:30 p.m.**

Location: Wege Center Cafeteria

Cost: Free.

**Thursday, March 1**

**International Women's Day**

**Women's History Month Kick-off**

International Women's Day is celebrated by women's groups around the world with its beginnings in Copenhagen, nearly 90 years ago. Professor Gross will present its history and offer bread and roses, inspired by James Oppenheim's famous poem.

**Time: 12:30 to 1:30 p.m.**

Location: Wege Center Loutit Room

Cost: Free.

**Monday, March 5**

**Student Creative Writing Contest**

In Celebration of Women's History Month Aquinas students submit their poetry, creative non-fiction, or fiction celebrating women or issues particular to women. Winners will read their work at the Aquinas Faculty Tandem Poetry. **Deadline for entries: Monday, March 5, by 5:00 p.m.**

## **CAMPUS MINISTRY LUNCHTIME LECTURE**

**Thursday, September 14**

**12:30-1:20 p.m.:** Aquinas College Campus Ministry Lunchtime Lecture Series.

***God in the Time of Stress: The Messing and the Blessing.*** Reflections by Mariam Pederson, Aquinas Associate Professor of English; Ali Erhan, Ph.D., Aquinas Director of Corporate Giving; and Aquinas Student Angie Lee.

Cosponsored by Campus Ministry and The Monsignor Charles W. Popell Ecumenical and Interfaith Fund. Wege Student Center, Loutit Room. Free.

## **AQUINAS LECTURE SERIES 2006-07**

**Tuesday, September 12**

**12:30-1:20 p.m.:** Aquinas College Lecture Series. ***Cycling: A Poetry Reading.*** Speaker: Michelle DeRose, Ph.D., Aquinas Associate Professor of English. Bring your brown-bag lunch. Aquinas College Wege Student Center Ballroom. Free.

Dan Brooks and Brent Chesley invite you to attend the 2006-07 Aquinas Lecture Series. Each presentation is on a **Tuesday at 12:30 in the Wege Ballroom.** People are invited to bring their lunches. Everyone is welcome.

Oct. 3 John Hogan, "Myers-Briggs and Accounting: Time for a Change"

Oct. 31 Brenda Hennink, "Destination Alaska: A Pictorial Journey of the National Parks"

Nov. 14 Stephan Davis, "The Theological Rehabilitation of the Pharisees"

Nov. 28 Tony Guest, "A Theoretical Guide to Performing Shakespeare's Folio of 1623"

Feb. 6 Shellie Jeffries and Jennifer Dawson, "Instilling Integrity: Honor Codes and Plagiarism"

Feb. 20 Susan English, "Course Connect Best Practices"

March 27 Music Department, "Women Composers"

April 3 Brent Chesley, "Sasquatch With Golden Gloves: A Romance in Eleventh Grade"

## **ANNOUNCEMENT FROM CAMPUS SAFETY**

The Campus Safety Department welcomes all faculty, students and staff back for the new academic year!

A reminder that faculty, staff and student **parking on Aquinas Property requires a permit.** Please make sure the permits are up to date or have them renewed. The red (faculty), green (staff) and orange (commuter students) mirror tags do not expire until July, 2009. Please apply for or renew these permits as soon as possible. Resident students will be issued color-coded student permits that correspond to the student lots.

**Employees that seek special parking permits** should have supervisors endorse the request and forward them to the traffic board c/o

Campus Safety. Forms are available on the H drive  
(h:/employee/forms/campus\_safety/specialpermit).  
These are due immediately and ALL special permits are expired from previous years.

**Employees parking in the Wege (Faculty) lot will require a special permit.**

**Parking is expected to be tight this year** due to changes in the Jarecki building and more students on campus. Your co-operation is most appreciated.

**Aquinas is considered a "pedestrian campus"** and therefore stop signs and speed limits (15mph) need to be observed to assure the safety of all.

Questions regarding traffic or parking issues can be directed to the Campus Safety Office on the East side of Wege lot or at 632-2462;  
EMERGENCY ON CAMPUS= 3333.

Welcome to the Freshman class and all students, faculty and staff for the 2006-2007 academic year!

Tony Nolan/ Director/ Dept. of Campus safety

## GENERAL INFORMATION

**Thursday, August 31**  
**Gender Studies Club at 'Clubs and Orgs Day'**  
**Time: 10:30 a.m. to 1:30 p.m.**  
Location: Wege Mall  
Cost: Free.

There will be **free practice tests for LSAT, MCAT, GRE and GMAT** given on **Saturday, Sept. 9.** They will be held from **9:00 a.m. until 1:00 p.m.** To register for one of these tests, please call Dee at 632-2171 or come by AB 110 (Dean of Students Office). Pre-registration is required.

## CAREER & COUNSELING SERVICES

Welcome back to all students, staff and faculty. There is a lot of work to be done to make this year at Aquinas a great one, but everyone here at Career and Counseling services is ready and eager to help.

**We've Moved!**

That is right. **CCS is now located in the basement of the Donnelly Center on the East side of the soccer field. Our office hours are 9:00 a.m. to 5:00 p.m.** and all of our resources are still available to students and faculty alike. If you have any questions feel free to call extension 2905.

## UPCOMING EVENTS

*Accounting Seminar*  
**Tuesday August 29**  
**4:30 to 6:00 p.m.**  
Wege center Loutit Room

*Ferris Fall Job Fair*  
**Thursday October 5**  
**Noon-4:00 p.m.**  
Ewigleben sports complex

*Career Fest 2006*  
**Thursday, October 19**  
**3:00-7:00 p.m.**  
DeVos Place

*Michigan Collegiate Job Fair*  
**Friday November 10**  
**9:00 a.m.-3:00 p.m.**  
Burton Manor in Livonia

**Attention Teacher Candidates**  
Beat the rush and stop by for a quick student teacher resume review. Walk in times are on **Friday, September 8<sup>th</sup> from 9:00 a.m. to Noon** or **Monday, September 11<sup>th</sup> from 1:00 to 5:00 p.m.**

**If you are interested in an Internship for this Fall, Spring or even next summer** sign up for and information session. **Sessions are held on Wednesday's at 11:00 a.m.** Internships are great work experience and look very appealing to potential employers. Call extension 2905 or Laurretta at extension 2901 for more information.