



Dear Colleague,

Welcome to the University of Dayton!

We are delighted that you are joining us, and encourage you to direct your efforts and talents toward helping us to realize our vision of becoming a Catholic leader in higher education.

The University of Dayton focuses on the development and education of the whole person. UD is a special place where you will be challenged to develop your own ideas, learn about your individual talents and determine how to use these gifts to serve others and affect the lives of our students. That is the power of our Catholic, Marianist heritage!

These are exciting and changing times at the University of Dayton. All of life is about change, and one of the most challenging areas of change is adapting to a new work environment. We hope to make your transition easier through our comprehensive employee orientation process that you are beginning today.

We are a close, caring community where faculty, staff, and students make friends for life, and learn that the offices, classrooms, worship spaces, and quiet places extend into the world beyond the boundaries of UD's campus.

Again, welcome to UD! We hope that you will find that the people you meet and the work you do here will be rewarding and enriching.

Sincerely,

Daniel J. Curran
President



Dear Colleague:

In the name of the Marianist family at the University of Dayton, welcome!

We welcome you to the community where scholarship, leadership and service enrich this educational enterprise. In the Marianist tradition teaching is directed to the student's mind and heart. We educate for the formation of the whole person who brings God-given talents to the improvement of life for the human family and the planet. This is a place where scholarship is linked to leadership and service.

Over your time at the University of Dayton, you will hear of the Marianist Family, the Marianist Mission and Marianist values. Most especially you will hear about the brothers and priests, who have upheld the dream and mission of the university. It all began in 1850 when four members of the Society of Mary, a priest, a teacher, a cook and a gardener, founded the university. However, you need to know that the Marianist Family extends beyond them. Those men have been joined by scores of dedicated men and women, lay and religious, whose contributions of scholarship, the advancement of the human spirit and service have written the rich history of the University of Dayton.

The Marianist Family is a growing part of the larger UD community. We are faculty, staff, students and administrators. From our varied positions and faith commitments, we bring our talents and gifts to enhance the Catholic and Marianist characters of the University. We believe that the art and discipline of reasoned conversation enriches our lives and the lives of the UD community. We believe that professing a value oriented life brings depth and richness to the challenges the human community faces in the 21st century.

Welcome to our community of dialogue, to the educational milieu, to the University of Dayton.

Sincerely,

Rev. James F. Fitz, SM.
Rector



WELCOME TO THE UNIVERSITY OF DAYTON!

This orientation manual is designed to help you adjust quickly to your new environment at the University of Dayton. As part of the orientation process, it contains information you need immediately, and may serve as a reference tool in the months to come.

The University of Dayton New Employee Orientation Program comprises:

- Benefits Orientation
- Orientation Manual
- Orientation Session
- An introduction to our Catholic and Marianist heritage, including a welcome dinner

The overall objective of any orientation program is to provide you with access to useful information and resources you need to do your job, and reduce the time it takes for you to become productive as a new employee. More specifically, the objectives of this Orientation Program are to:

1. Communicate the history, vision and mission of the University of Dayton as a Catholic and Marianist university.
2. Assist you in adapting to the expectations of your new environment.
3. Familiarize you with benefits programs.
4. Instill a sense of belonging and pride as a University of Dayton employee.

Thank you in advance for your contribution to our students and our community!

Troy W. Washington
Vice President, Office of Human Resources

Note: We will do everything possible to keep the information in this manual up-to-date. However, for official information, please consult the HR website at <http://www.udayton.edu/hr/> for HR policy information, and individual UD departments or web addresses for the latest changes in their areas.

Please contact Celine O'Neill about updates to the manual at coneill1@udayton.edu

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EMPLOYEE ORIENTATION CHECKLIST

Within 1 Week after Start Date

What You Need to Do	Resource	Completed
<ul style="list-style-type: none"> ▪ Ensure your new hire paperwork is submitted to Human Resources prior to your start date <p>* Reminder: Please refer to page five of the Form I-9 for "Lists of Acceptable Documents." The Form I-9 must be certified by an HR Representative. *</p>	Click the following link: New Hire Paperwork	
<ul style="list-style-type: none"> ▪ Obtain a UD Identification Card (FlyerCard) by following the steps below: <ul style="list-style-type: none"> a) Obtain authorization from the Office of Human Resources b) Obtain a FlyerCard from the Campus Card Services Office 	Employment Specialist, St. Mary's Hall, room 118, ext. 9-2779	
	Powerhouse, room 102, ext. 9-2456.	
<ul style="list-style-type: none"> ▪ Verify your e-mail username and password (if applicable) 	UDit at 9-3888	
<ul style="list-style-type: none"> ▪ Obtain 2 week temporary parking permit on first day ▪ Purchase permanent permit within 14 days 	Parking Services, College Park Center, 1 st floor, ext. 9-2128	
<ul style="list-style-type: none"> ▪ Review telephone instructions 	Green pages of UD Campus Directory	
<ul style="list-style-type: none"> ▪ Attend benefits orientation & complete benefits paperwork 	Benefits Specialist will contact you	

Within 2-4 Months after Start Date

What You Need to Do	Resource	Completed
<ul style="list-style-type: none"> ▪ Attend orientation session 	You will receive an e-mail/memo with a copy to your supervisor	

Within 6 Months after Start Date

You will be Invited to Attend	Completed
<ul style="list-style-type: none"> ▪ Catholic and Marianist welcome dinner 	

COMMON NEW EMPLOYEE QUESTIONS AND CONTACT INFORMATION



The information provided below is a brief summary of some common questions that new employees have, and how to access the appropriate resources.

If you need:

Academic Calendar

Contact:

Green pages of UD Campus Directory or at the [Registrars website](#).

Arts/Entertainment tickets

x 9-2545, Kennedy Union Box Office

Beverages (specialty)

The Blend in the Ryan C. Harris Learning Teaching Center (LTC), *The Blend Express* in the Atrium of Miriam Hall
The Galley, located on the ground floor of Kennedy Union, is a gourmet coffee shop that also serves ice cream and pretzels.

Bus tokens and passes

Bookstore, Marianist Hall

Campus Calendar

<http://calendar.udayton.edu>

Cash a check

Bursar's Office, St. Mary's Hall, room 103

Child care

Bombeck Family Learning Center
x 9-2158

Computer training

- E-mail
- Office suite
- Other applications

UDIT: Technology Skill Enhancement
<http://www.udayton.edu/udit/#6>

Food

Kennedy Union, Marycrest, The Emporium in Marianist Hall, Virginia Kettering Residence Hall, and 1700 S. Patterson

To move or remove furniture

x 9-3913, Central Receiving

Flyer Spirit Shop

226-7567, University Place

Hardware or software assistance

x 9-3888, UDiT

Human Resources information

St. Mary's Hall, Room 118, x 9-2541 or visit:
<http://www.udayton.edu/hr/>

If you need:**Contact:**

To mail something internally	Ask someone in your department about + 4 zip codes and campus mail envelopes.
To mail something externally	Campus post office, Marianist Hall
Maintenance/repairs	x 9-3710, Facilities Management or http://www.udayton.edu/facilities/work_request.php
Money machines (ATMs)	Kennedy Union, Campus South, College Park Center, Marianist Hall, Marycrest Hall, the RecPlex, Virginia Kettering Hall, 1700 S. Patterson & UD Arena
Parking permit	x 9-2128 Parking Services, College Park Center, 1 st floor
Modify personal information in the <u>on-line</u> campus directory	http://address.udayton.edu
Phone operator	x 9-1000, Kennedy Union Information Center
President's web page	http://www.udayton.edu/president/
Snow emergency	Stay tuned to local radio and TV stations to learn about University weather-related closings
Sports schedules	Green pages of UD Campus Directory or http://www.daytonflyers.com
Sports tickets	UD Arena Ticket Office at x 9-4433 or http://www.daytonflyers.com/tickets/info/
Telephone Instructions	Green pages of UD Campus Directory
Travel Office	x 9-4554, Kennedy Union
UD News	http://www.udayton.edu/news/index.php
UD web page	http://www.udayton.edu
Voice Mail Box	x 9-4040, Telecommunications



DEFINITIONS OF UNIVERSITY TERMS

Advancement: The Advancement Division comprises four major activities: advancement services, alumni relations, development and public relations.

Bursar: At the Office of the Bursar students make payments, cash checks, review their student accounts, pay telephone bills, add money to their Flyer Express card, and come for help to understand their student accounts. Employees may also cash checks at the Office of the Bursar (see section 5 of this manual).

Campus One Card: This is the official faculty and staff identification card for access to library privileges and the Physical Activities Center (PAC). The card is also used for access to a Flyer Express account should an employee elect to open one. The Campus One Card/Dining Services Office is located in room 102, Powerhouse.

Campus Ministry: Inspired by the University's Marianist tradition, Campus Ministry strives to form persons and communities in a lived faith, expressed in worship, in caring and compassionate community, and in commitment to justice and service, especially to those marginalized by society. While it offers many opportunities for students to develop their spirituality, faculty and staff are encouraged to be involved in the programs as well. In addition, some retreats, lunchtime programs, and support groups are designed and offered specifically for faculty and staff.

Enrollment Management: By definition, Enrollment Management is a process that influences the size, shape and characteristics of a student body by directing institutional efforts in student marketing, recruitment and admission, as well as pricing and financial aid. At UD, the Enrollment Management division encompasses the offices of undergraduate admission, international admission, marketing, scholarship and financial aid, registration and registrar.

Provost: The Senior Vice President for Educational Affairs and Provost provides management and leadership for the University's education affairs, information technology, and enrollment management, which includes the admission program and student financial aid. This individual is responsible for the overall management of the University in the absence of the President.

Rector: The Rector of the University of Dayton is a member of the Society of Mary. The brother or priest who fills this position is charged with nurturing the Marianist character of the University.

Registrar: The Registrar's Office's responsibilities include the registration of all students, class lists and student academic records, grades, and transcripts.

UDit: UDit is the central, campus-wide information technology team that serves the information technology needs of students, faculty and staff.

UDRI: The University of Dayton Research Institute provides a full-time staff of over 300 professionals, technicians and administrative personnel to support contract research on interdisciplinary, mission-oriented problems for sponsors in government, industry, and elsewhere in the public sector. The University of Dayton Research Institute serves as a coordinating center for the research activities of the University, and provides a bridge between the academic and technical sectors of the University community within its five major research focus areas: materials and processes, manufacturing, environment science and engineering, aerospace/automotive, and information systems.



THE UNIVERSITY OF DAYTON IN SUMMARY

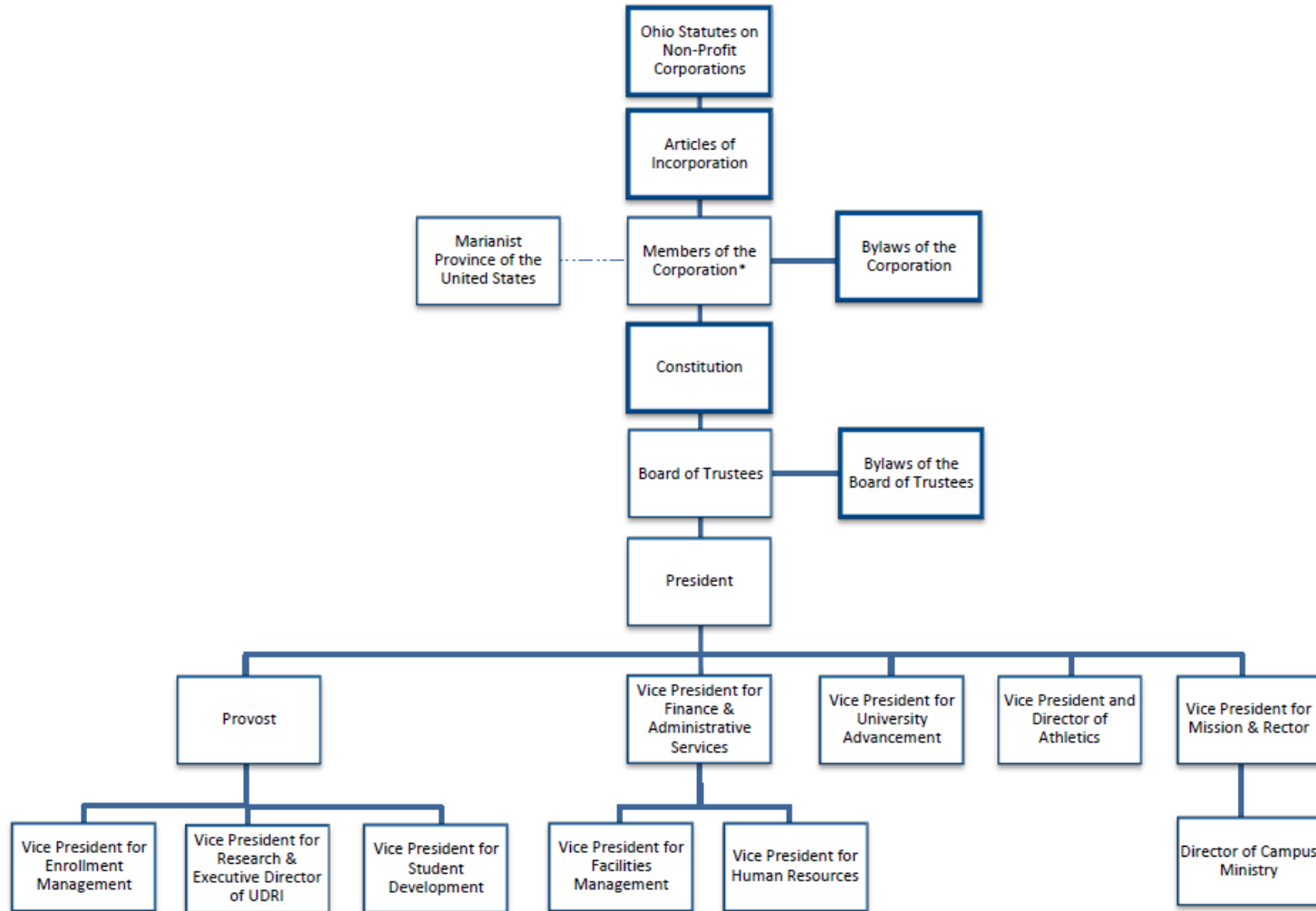
- The University of Dayton is a private, coeducational school founded in 1850 and directed by the Society of Mary (the Marianists), a Roman Catholic teaching order. It is among the nation's largest Catholic institutions of higher learning.
- In 1849, Father Leo Meyer and Brother Charles Schultz, the first Marianist missionaries to America, journeyed from Europe to Cincinnati, where they intended to establish a base for the order in this country. A cholera outbreak prompted a move to Dayton where, in 1850, John Stuart offered to sell Fr. Meyer his property, Dewberry Farm.
- On March 19, 1850, Father Meyer purchased the 125-acre farm (he renamed it, "Nazareth"), which included vineyards, orchards, a mansion, and various farm buildings. Nazareth became the first permanent foundation of the Society of Mary in the western hemisphere.
- In July of 1850, St. Mary's School for Boys opened its door to fourteen primary students from Dayton, and in September, the first boarding students arrived. Fr. Meyer was administrator, Brother Maximin Zehler was teacher, Brother Schultz was cook, and Brother Andrew Edel was farmer-gardener.
- College preparatory classes were started in 1861, and in 1882, the institution was empowered to confer collegiate degrees under Ohio law.
- The Chapel of the Immaculate Conception was built in 1869. St. Mary's Hall was completed in 1870, and was, at that time, the largest building in Dayton.
- In 1935, female students were admitted to the University for the first time, and two years later, the University became fully co-educational.
- The University of Dayton is ranked among the top ten national Catholic universities in the country, and is a top-tier national university, according to the 2011 issue of America's Best Colleges from U.S. News and World Report.
- The Princeton Review included UD in its 2011 guide, The Best 373 Colleges, and named it a "best college." UD was one of 150 schools profiled in the first edition of The Best Midwestern Colleges.
- The University of Dayton was named to the 2009 President's Higher Education Community Service Honor Roll, the highest federal recognition a college or university can receive for its commitment to volunteering, service-learning and

civic engagement. Of the 742 schools on the honor roll, the University of Dayton is listed among the top 15 percent, earning a designation of "distinction."

- The University of Dayton Research Institute was formally organized in 1956 to provide a full time staff capable of supporting campus research on interdisciplinary, mission-oriented problems for sponsors in government, industry and elsewhere in the public sector. UDRI has excelled in advanced materials engineering, aerospace technologies, structural physics and much more. UDRI topped \$1 billion in sponsored research in 2003.
- The University of Dayton is the largest private university in Ohio, with over 70 undergraduate majors, over 50 masters' programs, and 8 doctoral programs.
- UD was the first in the country to offer an undergraduate degree program in human rights.
- The University's beautiful 373-acre campus, recognized with a "Medallion Award" by the American Society of Landscape Architects, comprises more than 60 academic, recreational, athletic, and administrative facilities.
- Approximately 10,000 students, which include 6,600 full-time undergraduates and over 3,000 graduate students, receive instruction from over 400 full-time faculty members.
- The University of Dayton has five academic divisions: the College of Arts and Sciences, the School of Business Administration, the School of Education and Allied Professions, the School of Engineering, and the School of Law. In addition, the University of Dayton Research Institute (UDRI) is an important partner in advanced technology education, and the Graduate School offers a variety of master's and doctoral level programs that enhance the quality and reputation of UD's undergraduate programs.
- UD boasts one of the world's largest campus ministry programs. It sponsors 30 student-run service clubs; spring break-out trips, retreats, and a certificate program in community service. Outside the classroom, more than 1,000 students perform some sort of scheduled service each year.

Legal and Organizational Chart

The University of Dayton



THE CATHOLIC AND MARIANIST SPIRIT AT THE UNIVERSITY OF DAYTON



The University of Dayton is a Catholic and Marianist institution. Its strong reputation is built on vision and values. The vision is that each one of us is called individually and corporately to be a community of faith, and to recognize the innate value of all disciplines, activities, and persons.

Catholic education is a freeing process. It aims to provide insight on how to live and a context for this living. Thus, we explore alternatives to the assumptions of the culture, ask questions as to what makes life meaningful, look at choices in decisions to be made and deal with issues for living in a pluralistic society. We strive to explore these dimensions and enable members of the campus community to integrate faith, life and culture.

Who are the Marianists? The Marianists trace their history to the communities of faith formed in the aftermath of the French Revolution. Father William Joseph Chaminade, Adele de Batz de Trenquellon and Marie Therese Charlotte de Lamourous gathered men and women (married and single) and clergy in communities of faith with the mission of transforming the world. From these groups grew religious congregations: The Society of Mary (S.M.) is composed of brothers and priests and the Daughters of Mary Immaculate (F.M.I.) are sisters. They live in small communities on campus and in the student neighborhood, sharing prayer and meals and actively participating in student life, in and out of the classroom.

These vowed members serve as some of the University's faculty, staff, and administrators. These congregations, together with lay Marianists on campus, compose what is known as the Marianist Family.

As a Marianist institution, the University of Dayton is characterized by:

Family Spirit. Friendly - it's the first word people chose to describe the University Dayton. It's the lasting impression visitors form of campus. The welcoming environment at the University of Dayton stems from the Marianist spirit present throughout the campus. There is more, however, to the Marianist spirit than friendliness. The Marianist spirit is embodied in a commitment to community - and to helping to educate individuals within a caring community.

The commitment to community is a vital part of the University of Dayton's tradition and educational mission. This mission is implemented by reaching out to members of the campus community from all religious backgrounds, challenging individuals to lead lives of leadership and service, and to grow in faith.

Educate the Whole Person. Marianist education at the University of Dayton is committed to developing the physical, psychological, intellectual, moral, spiritual, and social qualities of each person. This approach connects the heart and the mind of the individual. This spirit invites people to affirm our commitment to a common search for truth and the dignity of the human person. These efforts are characterized by collaborative efforts and a dedication to competence and civility. Due to the residential character of the University, life both in and outside the classroom becomes an integral part of the educational experience. All members of the campus community have a role in the creation of an environment in which all are respected and supported.

Service. The Marianist spirit affirms a vision of education that includes a social awareness that is expressed through service. Members of the campus community have a dual role of being both educator and student. Regardless of position, each member of campus community is engaged in learning to build community while modeling the multitude of ways to be in service to one another. The Marianist spirit at the University of Dayton challenges all members to serve others, work for justice and lead change.

OFFICE OF HUMAN RESOURCES

<http://www.udayton.edu/hr/>

Function	Point of Contact / Location	Phone
General Personnel Concerns	Lee Jackson Morgan Director, Labor and Employee Relations St. Mary's Hall, Rm. 315 +4 Zip 1649	937-229-1284
Employment, Risk Management	Jennifer Duwel Employment Manager St. Mary's Hall Rm. 118 +4 Zip 1614	937-229-2722
Learning and Organizational Development	Celine O'Neill Manager, Learning & Organizational Development St. Mary's Hall, Rm. 315 +4 Zip 1649	937-229-4895
Benefits Administration	Beth Schwartz Benefits Manager St. Mary's Hall Rm. 112 +4 Zip 1614	937-229-2538
Benefits Coordination	Teresa Hanson Benefits Coordinator St. Mary's Hall Rm. 118 +4 Zip 1614	937-229-4036
Wage and Salary Administration, Job Classifications	Tony Linz Compensation Manager St. Mary's Hall Rm. 118 +4 Zip 1614	937-229-1440
Information Management	Noyra Valentin Director, HRIS St. Mary's Hall Rm. 315 +4 Zip 1649	937-229-2526
	Jessica Brown HRIS Analyst St Mary's Hall Rm. 315 +4 Zip 1649	937-229-3224

Function	Point of Contact / Location	Phone
HR Operations	Steven Perucca Manager, HR Operations St. Mary's Hall Rm. 118 +4 Zip 1614	937-229-2289
	Lisa Santiago Data Support Specialist St Mary's Hall Rm. 118 +4 Zip 1614	937-229-2546
	Anita Harris St. Mary's Hall Rm. 112 +4 Zip 1614	937-229-2539
	Teshia Ligon Compensation Support Specialist St. Mary's Hall, Rm. 315 +4 Zip 1649	937-229-5382
	Debbie Mantia Data Support Specialist St. Mary's Hall, Rm. 118 +4 Zip 1614	937-229-2543
	Charity Whitfield Employment Specialist St. Mary's Hall Rm. 118 +4 Zip 1614	937-229-2779
	Gail Setziol Administrative Secretary/ Receptionist St. Mary's Hall, Rm. 118 +4 Zip 1614	937-229-2541
	Leocadie Mukaneza Sr. Secretary, Records St. Mary's Hall, Rm. 118 +4 Zip 1614	937-229-2556
Employee Wellness	Theresa Gilbert Wellness Coordinator St. Mary's Hall, Rm. 118 +4 Zip 1614	937-229-2743

Office of the Vice President	Troy W. Washington Vice President St. Mary's Hall, Rm. 307 +4 Zip 1649	937-229-2554
	Andrea Zavakos, PhD Assistant Vice President St. Mary's Hall, Rm. 315 +4 Zip 1649	937-229-4027
	Kate Henry Assistant to the Vice President, Administrative Associate St. Mary's Hall, Rm. 307 +4 Zip 1649	937-229-2554

BENEFITS CONTACT INFORMATION

University of Dayton
Office of Human Resources
229-2541
TDD# 229-4473

UD Payroll Office
229-2949

UDRI Payroll Office
229-3951

Bombeck Family Learning Center
229-2158

RecPlex
229-2731

PROVIDER CONTACTS

Anthem Customer Service
1-800-552-9159
Express Scripts (Mail Rx)
1-866-216-5449

Superior Dental Care
1-800-762-3159

EyeMed Vision Care
1-866-723-0513

MyCafeteria Plan Flexible Spending
Phone 865-6500
Fax 865-6502

TIAA-CREF –General
1-800-842-2776
Individual counseling
1-877-209-3138

McGohan Brabender Customer Care Team
937-260-4300

Fidelity Investments Program
1-800-343-0860
TDD# 1-800-259-9743

Unum
1-800-421-0344

Employee Assistance
1-888-267-8126

CNA
1-800-266-2904

Avada Audiology
800-586-4714

Express Scripts
1-866-216-5449

INTERNET ADDRESSES

Office of Human Resources
www.udayton.edu/hr

Office of the Provost
www.udayton.edu/provost/

Anthem Blue Access PPO
www.anthem.com

Superior Dental Care
www.superiordental.com

EyeMed Vision Care
www.eyemedvisioncare.com

MyCafeteriaPlan-Flex Spending
www.mycafeteriaplan.com

TIAA-CREF
www.tiaa-cref.org

Fidelity Investments
www.fidelity.com

Employee Assistance Program
www.lifeworks.com

Wellness Program
www.udayton.edu/~facwell/

Tuition Exchange Program
www.tuitionexchange.org

Unum
www.unum.com

UNIVERSITY LEARNING OPPORTUNITIES

TUITION REMISSION**/ASSISTANCE

Employees who work at least 35 hours per week for at least 9 months per year, or who work at least 1500 hours per year on a regularly scheduled basis are eligible for 100% remission of the educational cost (tuition plus fees) for both undergraduate and graduate courses up to 18 credit hours per academic year with no more than 6 credit hours in either the fall or spring semester.

When admitted according to University of Dayton admission standards, your dependents are eligible for undergraduate tuition assistance according to the following schedule:

Less than 2 years of eligible service:	0% of tuition
2 years but less than 3 years of eligible service:	50% of tuition
3 years but less than 4 years of eligible service:	75% of tuition
4 or more years of eligible service:	100% of tuition

Dependents will pay 5% of the educational cost which represents fees and surcharges.

** Please see the benefits handbook at the HR website (http://www.udayton.edu/hr/employee_resources/handbooks.php) for complete information.

CONTINUING EDUCATION

The University offers many learning opportunities for employees in addition to for-credit courses that are covered through tuition remission. Personal and professional enrichment programs are available to qualified staff with the approval of their supervisors through the use of continuing education funds.

Some areas that provide training and enrichment through non-credit programs include:

- School of Business
 - The Center for Leadership & Executive Development
 - Center for Portfolio Management (RISE Symposium)
- School of Engineering
 - Center for Competitive Change
- College of Arts & Sciences
 - Special Programs and Continuing Education

Information on programs is generally communicated by e-mail or through an interoffice mailing.

A continuing education form must be completed at the time of registration.

Please contact your Office of Human Resources regarding this form and questions about the continuing education program and your eligibility.

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IT Training provides instructor-led and on-line computer training. On-line assessments are available to all students, faculty and staff who wish to document their skill levels. Please visit the [UDIT training website](#) for further information and course listings.
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THE CENTER FOR LEADERSHIP

The Center for Leadership provides educational programs in executive, supervisory and administrative support staff development.

Executive Development

The Center for Leadership offers a comprehensive learning curriculum for top-level UD administrators as part of our partnership in the Center. Attendance at these programs is based on a nomination (by University vice presidents and deans) process.

Supervisor Development

The Center offers supervisory learning opportunities to current and aspiring supervisors as part of the Successful Supervisor Series.

SPECIAL PROGRAMS AND CONTINUING EDUCATION COLLEGE OF ARTS AND SCIENCES

Each term, Special Programs and Continuing Education provides a special information session on available programs – both credit and non-credit – for qualified university employees (please see criteria in University Learning Opportunities). Their offerings include:

- Advising for adult learners returning to or beginning University study, including various workshops, and **FYI: A Services Guide**, to help learners choose a direction, manage time, and effectively utilize the resources available at UD.
- Workshops, seminars, short courses and teleconferences to acquire new skills.
- Certificate and license programs, such as the CPS (Certified Professional Secretary) Exam Review Course that offers Continuing Education Units (CEU).
- A variety of programs for third-age learners including the Elderhostel Senior Fellows Program for persons 60 years and older, the Osher Lifelong Learning Institute for persons 50 and older, and the Duane W. Chapman Senior Symposium.
- Mini-courses: short-term credit course often keyed to special needs and one-time events.

Please feel free to stop by the office (1700 S. Patterson), call 9-2605, or refer to the web page at http://www.udayton.edu/continuing_education/index.php

address.udayton.edu

The website <http://address.udayton.edu> houses your e-mail and contact information for the University. When you log in at the site, you may request corrections to certain demographic data including:

- Emergency contact information
- Update education information
- Preferred e-mail address
- Directory info (preferred phone number)
- Subscription options for campus listservs

NOTE: By default, all information is visible from on-campus and only your email is available to off-campus users. At this site you can specify how much information you would like publicly available. Your personal data is not available to anyone but you.

How can I change this information?

- Visit <http://address.udayton.edu>
- Click **Login** and enter your LDAP/Novell username and password [available from Miriam Hall Rm. 53 -- bring a photo ID or reset at this website by clicking **Reset Password**].
- To show/hide information visit the **Security Settings** screen and make modifications as desired. Be sure to click **Save** to keep your changes.
- On the **My Record** screen, notice that the e-mail listed at the top of the screen is your "official" address.
- Visit the **Listserv Subscriptions** screen to alter your mail reception from campus listservs.

Changes are updated nightly. Questions? Contact the Help Desk at 9-3888.

Keeping your home address information up-to-date is important!

If you need to make any changes to your home or campus address, marital status, or a name change, follow the instructions below.

Please visit http://www.udayton.edu/hr/employee_resources/hrforms.php and scroll down to the form listed under "PERSONAL DATA CHANGE", Request for Change of Personal Data Form (doc). Click the link to open that form, enter your changes, then forward your update(s) to the Office of Human Resources, St. Mary's Hall, Room 118. Campus + 1614.

If you have additional questions, please feel free to contact the Office of Human Resources at 937-229-2541 for assistance.

AUTOMATED TELLER MACHINES (ATMS)

ATMs are located in various buildings on campus:

- **Kennedy Union (outside the food court):**
 - 5/3 Bank
 - Chase
 - Day Air Credit Union
 - PNC

- **Virginia W. Kettering Residence Hall**
 - Day Air Credit Union
- **Marycrest Complex Lobby**
 - Day Air Credit Union
- **Campus South**
 - Day Air Credit Union
- **College Park Center (CPC)**
 - Day Air Credit Union
- **Rec Plex**
 - Day Air Credit Union
 - PNC
- **Marianist Hall Lobby:**
 - Day Air Credit Union
- **1700 S. Patterson:**
 - Day Air Credit Union
 - PNC

BOMBECK FAMILY LEARNING CENTER

<http://www.udayton.edu/education/cel/bombeckcenter/>

The University of Dayton's Bombeck Family Learning Center was developed to provide high quality childcare with priority being given to children of University employees and students.

The Center is licensed by the State of Ohio Department of Human Services for the care of children between the ages of six weeks and six years.

In addition to a discount for eligible employees who work at least 1,000 hours a year on a regularly scheduled basis, funds are available for tuition assistance to employees exhibiting special financial need.

For further information, call the Center at 9-2158.

BOOKSTORE

bookstore.udayton.edu

The University bookstore, located on the east end of Marianist Hall, stocks many products needed and used by the University community. The store carries:

- All required and recommended textbooks, as well as reference, technical, trade, and general books. Any books not shelved in the store can be purchased through the special order desk (at no additional cost) in the general books section of the store. Special books for your department can be ordered at 9-3374.
- Discounted (30%) New York Times Bestsellers, everyday.
- Faculty and Staff receive a 10% discount on all items in the bookstore, excluding text books, electronic items, clearance items, and gift certificates. Employee must show a valid faculty/staff ID to receive the discount.
- Personal items, gift items, snacks, drinks, magazine, local and national newspapers, and the largest selection of quality UD clothing.

The bookstore also provides such services as:

- UPS shipping
- Dry cleaning
- Film developing
- RTA bus pass and token sales
- With university requisitions, departments receive 10% off most supply and gift items.
- Text requests for classes, merchandise purchases and special services can also be processed through the Bookstore's website at <http://bookstore.udayton.edu>.

University employees can order office supplies on-line with Office Depot at <https://bsd.officedepot.com>. For details, call 9-3205.

The store accepts cash, VISA, MasterCard, American Express, Discover, FlyerExpress, and personal checks with University ID.

If you have any question, suggestions or concerns, please contact Julie Banks, the University Retail Operations Manager, at jbanks1@udayton.edu or x9-3234.

CAMPUS COMMUNICATIONS

The *Campus News Digest*, an electronic newsletter, is sent weekly to all staff and faculty, usually on Thursdays.

The *Campus Report* is published on a monthly basis for faculty and staff through the academic year.

The *University of Dayton Magazine*, which is published quarterly, has an audience of alumni, faculty, staff, benefactors and other friends of the University of Dayton.

Flyer Radio is UD's student-run radio station. Located in ArtStreet in the heart of the student neighborhood, WUDR (98.1 or 99.5) offers "music in all directions". The students involved with Flyer Radio volunteer their time and gain experience in broadcasting, production, and the business aspect of radio.

<http://flyer-radio.udayton.edu/>

Flyer News is a student run newspaper published weekly at the University. It is free and delivered throughout the campus community.

Flyer TV is a student run cable station that provides closed-circuit news, sports, talk and other special programming.

CAMPUS EVENTS

Christmas on Campus

<http://www.udayton.edu/studev/studentlifeandku/coc/>

For over 30 years, Christmas on Campus has been a tradition at the University of Dayton. Each December 8, the University community opens its heart and its doors to Dayton city school children to celebrate the true meaning of Christmas. Student leaders coordinate the planning and implementation of this annual event.

UD Speaker Series

http://www.udayton.edu/provost/speaker_series/

Our Series speakers have achieved substantial national or international recognition, and they initiate purposeful and critical discussion within our community concerning critical and contemporary issues. And diversity is a key. Speakers offer different cultural, political and religious perspectives. This engages our students, faculty, staff and community in harmony with the mission of the University of Dayton.

All events are free and open to the public. No tickets required.

Marianist Heritage Celebration

Each year the University of Dayton community formally celebrates its founders and their guiding spirit. Together we celebrate our rich heritage and affirm our common hope for a future of challenge and commitment.

These events occur within the academic year. Celebrations include prayer services, award ceremonies, a UD/Marianist trivia game and other events. All members of the campus community are encouraged to attend. A calendar of events is available through the Office of the Rector, 9-4122.

CHECKS CASHED

<http://campus.udayton.edu/~bursar/>

An employee may cash one of his or her own personal checks for up to \$100.00 in one day at the Bursar's Office, cashier's window, St. Mary's Hall Room 103 upon presentation of a valid employee I.D. card. The Bursar's Office does not cash third party checks. To maintain employee confidentiality, the Bursar's Office does not cash payroll checks.

If the bank does not honor a check written for cash or for payment of services, the Bursar will assess a \$25.00 service charge plus 1% of the amount of the check.

COMPUTER STORE

campus.udayton.edu/~cstore/

The Computer Store is a campus resource provided by the University of Dayton for students, faculty and staff at the university.

The store sells both business-class PC systems and Apple Macintosh computers and equipment as well as a selection of printers, scanners and other accessories.

The University of Dayton receives academic pricing on software and the Computer Store stocks most major titles. Other programs may be special ordered.



The Computer Store is located on the ground floor of Miriam Hall, Room 43, and accepts cash, VISA, MasterCard, American Express, Discover, FlyerExpress, and personal checks with University ID.

If you have any question, suggestions or concerns, please contact Jo Fitzharris at x9-3573.

CREDIT UNION

www.dayair.org



Day Air Credit Union membership is available to University of Dayton staff, faculty, alumni and students for the purpose of providing high savings return, free checking, no minimum balance and low cost loan benefits.

Full time faculty and staff who have been employed for more than 90 days are eligible for *computer loans*. The loans are offered at the prime rate, and are repaid by payroll deduction over a maximum of 36 months. The amount that may be borrowed ranges from \$500 to \$3,000 (upon approved credit).

The Credit Union is located in Marianist Hall, room 245, 9-2126.

DINING SERVICES

<http://www.udayton.edu/diningservices/>

UD Dining Services operates three full-service dining facilities that faculty and staff may enjoy:

- The Food Court, The Runway Deli, and the Barrett and Marianist Dining Rooms are located in Kennedy Union.
- Virginia Kettering Dining Room, located on the ground floor of Virginia Kettering Residence Hall
- Marycrest Food Court, and the Crest Express are located off the main lobby of the Marycrest Complex.
- Riverview Cafe, located on the ground floor of 1700 S. Patterson.



All four full service dining rooms offer a-la-carte dining as well as carryout.

The Emporium, located in Marianist Hall, has a full service deli, as well as a convenience store. The Jury Box is another deli/ mini-convenience store located in the Law School.

The Chill, The Galley and Stuart's Landing are operations in which UD dining services has partnered with the student run Flyer Enterprises. The Chill is located in the RecPlex and offers smoothies and other low-fat/ health conscience drink and snack options. The Galley is located in The Hangar in the basement of Kennedy Union and offers ice cream, specialty coffee, soft pretzels and other snack items. Stuart's Landing is located on the first floor of Stuart Residence Hall and offers mini-convenience store options and fresh coffee.

In addition, Dining Services also offers dietetic consultation services to students, faculty and staff. Appointments with Ms. Wylan Ganote, R.D., L.D. can be made by e-mailing Ms. Ganote at wganote1@udayton.edu.

Artstreet Café is a student managed dining facility offering gourmet sandwiches, soups, salads, desserts, and specialty beverages. Visit their website at <http://flyerenterprises.com/>.

KENNEDY UNION

<http://www.udayton.edu/studev/studentlife/>

The John F. Kennedy Memorial Union, centrally located on the campus, offers a comfortable environment and a variety of services for the University community, including:

- Dining facilities
- Information desk and kiosk
- Automated teller machines
- Box Office (a Ticket Master outlet)
- UD Print & Design Copy Center
- Catering services
- Travel agency
- Student activities
- Games room
- Offices for the Student Government Association, and other student organizations
- Meeting rooms, ballroom, and Boll Theatre
- Commuter lounge (for commuter students)

Reservations for meeting rooms may be made by calling 9-3333 or by visiting room 241. For catering needs, call 9-2216.

Cultural, educational, social and recreational activities are presented in the Union regularly. Among the other attractions are recitals and concerts by students and faculty; theatrical productions; and dance ensemble performances.

PARKING SERVICES

<http://www.udayton.edu/publicsafety/parking/>

You must have a parking permit, either annual or temporary, to park on campus at any time. New employees will be assigned to a specific parking lot based on your building location by Parking Services.

Faculty and Staff permit holders may park in any single letter on-campus lot between 4:00 p.m. (except for B lot which is available after 4:15 p.m.) and 8:00 a.m. weekdays, and 24 hours-a-day weekends and University holidays (when offices are closed).

Parking permits for new employees may be purchased at Parking Services in College Park Center, 1st floor. Be sure that you have completed your first day paperwork in the office of human resources before applying for your permit. Payment may be made in cash or by check or credit card. Payroll deduction is also an option for full-time or part-time permanent employees at the beginning of the school year.

The permit is transferable by its owner from one vehicle to another but not transferable from one person to another.

Parking Services may be reached at 9-2128.

Additional Services: Motorist Assistance Program

The Motorist Assistance Program (MAP) is provided free-of-charge by Parking Services. If you are parked on University property and experience a problem with your vehicle, we can provide assistance in the following areas:

- Battery booster service
- Escort to obtain gas
- Vehicle lock out service

Contact M.A.P. at (937) 229-2121.

RecPlex

<http://www.udayton.edu/studev/campusrec/index.php>

The RecPlex is a 140,000 sq. ft. state of the art facility completed in 2006. It is open to all staff and faculty who purchase a yearly RecPlex membership or use the facility for a fee per visit.

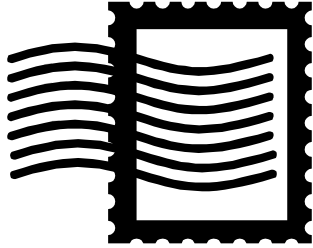
Special features of the RecPlex include:

- Main gym with 4 courts
- 3 Racquetball Courts (one convertible to squash)
- Two multi-activity courts
- Climbing wall
- “The Chill” juice bar
- Aquatic Center
 - 8 lane pool
 - Vortex leisure pool
 - Diving well with 1 meter board
 - Outdoor Sundeck
 - Sand volleyball court
- Fitness center
 - over 80 pieces of cardio equipment
 - full line of Cybex Eagle selectorized equipment
 - free weight area
- 4 lane 1/8 mile indoor track

For more information on pricing and purchasing membership cards, call 9-2731 or visit the website at <http://www.udayton.edu/studev/campusrec/index.php> .

POST OFFICE

The campus Post Office is a U.S. Contract Station, offering the services of a regular U.S. Post Office, including international and domestic overnight shipping and express courier services. It is located in Marianist Hall.



Window service is available Monday through Friday from 8:30 a.m. to 4:30 p.m.

Domestic money orders are issued but are not cashed. The Bursar's Office performs this service.

Mail for campus distribution may be dropped inside the Post Office in the slot marked "Campus Mail."

All employees are assigned a +4 zip location code. This code should be used on all correspondence for internal mailings. Using this 4-digit code will speed the mail processing.

For more information, call 9-3849.

PRINTING AND DESIGN

<http://campus.udayton.edu/~printing/>

UD Printing & Design is the official printer for the University of Dayton and the only source for university letterhead, envelopes and business cards. UDP&D also produces most of the University's graphic design, printing, copying and mailings through the following operations:

- **Graphic Design Services** - Professional and creative personnel
- **Printing Plant** - Modern offset with computer to film technology
- **Bindery Services** - Folding, collating, cutting, and booklet making
- **Mailing Services** - Digital addressing, class certification, bulk rates

UD Printing and Design is located at College Park Center, 1529 Brown St. 1st floor, campus phone number 9-4168.

The **Campus Copy Center** is a fully digital, state of the art copying facility, located in Kennedy Union on the main campus. Orders may also be placed here for UD Printing and Design services. For more information, call 9-4126

All services are available for individuals and organizations as well as University departmental use.

The logo for UD Printing & Design, featuring the lowercase letters 'udp&d' in a bold, italicized, sans-serif font. The ampersand is stylized with a thick outline.

PURCHASING SERVICES

<http://www.udayton.edu/finadmin/purchasing/>

Purchasing Services is responsible for procuring products and services for most divisions within the University.

The following forms may be accessed online:

- Check and Purchase Request Forms
- On-Campus Requisition Forms
- Entertainment/Travel Forms
- Receiving and Delivery Forms

Questions? Contact Purchasing Services at 9-2641.

ROESCH LIBRARY

library.udayton.edu

The University of Dayton Roesch Library houses the University Libraries with its book, journal, government documents and microform collections. Many databases, electronic books and journals are available 24/7 through remote access.

Employees may use the library with validated UD identification; an LDAP is required for remote access. The Libraries provide reference service, library instruction, reserves, computers, and individual and group study spaces.

Law materials are primarily located in the Zimmerman Law Library in Keller Hall.

The library's main number is 9-4221.

The Marian Library

The Marian Library, on the seventh floor of Roesch Library, is the world's largest collection of materials relating to Mary, the Mother of Jesus Christ; these include extensive art collections as well as printed and archival materials.

For more information, please see:

Roesch Library: <http://www.udayton.edu/~library>

Marian Library: <http://www.udayton.edu/~mary>

Zimmerman Law Library: <http://www.udayton.edu/~lawlib>

RYAN C. HARRIS LEARNING TEACHING CENTER

<http://www.udayton.edu/ltc/>

The Ryan C. Harris Learning-Teaching Center (LTC) is UD's laboratory for innovation in learning and teaching; it consists of four areas: Student Learning Services, Faculty and Leadership Development, Writing, Research, and New Media, and Curriculum Innovation and e-Learning (a unit of UDiT).

The LTC is an exciting space where people can gather to discover, learn, reflect, and collaborate, as well as just find a cozy spot to read, study, or socialize. From the courses taught in the Studio, our experimental classroom, to the informative seminars held in the Forum, to simply enjoying the ambiance of the LTC while sipping on some of the best drinks in town at The Blend, our very successful student-run coffee and espresso bar - there's something for everyone!



Drop by and see us on the ground floor of Roesch Library or call 9-4898 for further information.

SAFETY AND SECURITY

<http://www.udayton.edu/publicsafety/index.php>

SAFETY

The mission of the department of public safety is to provide a safe and secure environment for students, faculty, staff and all visitors and guests on campus. The following numbers may be called for assistance:

- Emergencies: 911, 9-2121, or 229-2121 (cell & non-campus phones)
- Calls for service: 9-2121
- Public Safety Business Office: 9-2131
- Parking Services: 9-2128

Staff members should be familiar with the following services and suggestions for personal safety:

1. EMERGENCY PHONE: Emergency phones are strategically placed throughout the campus and provide immediate voice contact with the Department of Public Safety Communication Center. The blue light of outdoor phones is highly visible and flashes when the emergency phone is activated. You need only to press the RED button and public safety personnel will answer.

Currently, emergency phones are located as follows:

- East side of Kettering Engineering Building
- Northeast corner of Miriam Hall
- Near the Visitor Center on L Street
- In RP-2 lot at the rear of 215 K Street
- In S-1 lot near College Park Center
- In A lot at the corner of Alberta and Stewart Streets
- In B lot
- North side of Keller Hall at the rear of 326 E. Stewart Street
- At the corner of Woodland Avenue and Alberta Street near 101 Woodland Avenue
- In RP-14 lot at the rear of 38 Chambers Street
- Stuart Athletic Field
- South side of the Science Center
- South side of McGinnis Center, near the main entrance
- Between St. Joseph and Reichard Halls
- 1700 S. Patterson (River campus) in the parking lots and in the park

2. ESCORT SERVICE: The regular staff of the department of public safety is augmented by a cadre of student police cadets who provide escort service in fully marked department vehicles after dark from any point on campus or within the residential student neighborhood to any other point within these areas. To request an escort, call ext. 9-2124.

3. **UD'S AMBULANCE SERVICE:** This service is operated by Emergency Medical Technicians and is provided 24 hours a day in the event of illness or injury (ext. 9-2121).
4. **INVESTIGATIVE SERVICES:** Police officers are available 24 hours a day to handle complaints, reports of incidents and calls for service from the University community. Investigations are conducted into all allegations of misconduct, theft, and damage to person or University property. To report criminal activity or wrongdoing, contact the Public Safety dispatcher at ext. 9-2121
5. **USE OF OFFICES BEFORE OR AFTER WORKING HOURS:** While working in offices before or after normal working hours, employees are encouraged to exercise the following precautions:
- If you are working alone on campus late at night call Public Safety (ext. 9-2121).
 - Be alert. Report any suspicious activity.
 - Lock outer office doors.
 - Use escort service.
 - Park in a well-lighted area.
6. **[UNIVERSITY OF DAYTON EMERGENCY RESPONSE GUIDE](#):** The University of Dayton Emergency Response Guide has been developed by the UD Emergency Response Preparedness committee to provide the campus community with a quick reference guide explaining how to respond to various types of emergencies that might occur on campus. For more information regarding UD's Emergency Response Guide please click the blue link located above.

SECURITY OF UNIVERSITY PROPERTY AND INFORMATION

It is the policy of the University to maintain strict control over access to work locations, records, computer information, and cash or other items of monetary value. Employees who are assigned keys, given special access or assigned job responsibilities in connection with the safety, security or confidentiality of such records, materials, equipment, or items of monetary or business value will be required to use sound judgment and discretion in carrying out their duties and will be held accountable for any wrongdoing or acts of indiscretion.

Information about the University of Dayton, its students, clients or employees should not be divulged to anyone other than persons who have a right to know and are authorized to receive such information. When in doubt as to whether certain information is or is not confidential, prudence dictates that no disclosures be provided without first clearly establishing that such disclosure has been authorized by appropriate supervisory or management personnel.

This basic policy of caution and discretion in the handling of confidential information extends to both external and internal disclosure. Confidential information obtained as a result of employment with the University of Dayton is not to be used by an employee for the purpose of furthering any private interest or as a means of making personal gains. Use or disclosure of such information can result in civil or criminal penalties, both for individuals involved and for the University of Dayton.

SERENITY PINES

Serenity Pines, a terraced garden on the hill between Marycrest and Gosiger Halls, is dedicated to the memory of people who died while students, faculty or staff members at the University. Their names are inscribed on copper leaves that grow from tree branches sculpted within the garden's stone walls.

Serenity Pines was inspired by Joe Belle, the legendary administrator who served UD students for 27 years before his death in 2000.

University of Dayton Information Technology

<http://www.udayton.edu/udit/>

University of Dayton Information Technologies (UDit) seeks to help create and sustain an innovative learning environment. This department includes Curriculum Innovation and E-Learning, IT Infrastructure and AV Systems Planning, Student and Business Information Systems, System Administration and Networking, Systems Integration, and Technology Support Services (TSS), and. More information about UDit is available at <http://www.udayton.edu/udit/>

Computing Accounts:

- LDAP/Novell: access to network printers, private and shared file storage space on University servers, and many campus websites.
- UD Mail and Calendar: access to UD e-mail and calendar online at <http://porches.udayton.edu>. This account password syncs automatically with your LDAP/Novell password.

Life of accounts:

- UD students are entitled to computer accounts (e-mail, Novell storage, and access to other various computing resources) during their term of enrollment. These accounts are deleted after a student has not registered for classes in two consecutive semesters (fall, winter, or summer). Notification e-mails are sent to these accounts two weeks before they are disabled.
- UD faculty and staff accounts are assigned for the duration of employment at the university. These accounts are created/removed based on PAF forms processed through HR and are deleted (approximately) upon separation from the university.

E-mail Information:

All e-mail accounts are created in the following format: username@udayton.edu. If you would like an alternate version of your address (i.e. Bob.Smith@udayton.edu), send the request to helpdesk@udayton.edu. If the address is available, it will be added to your account.

Training and Help:

- Technology Support Services: For technology related questions and requests, call the help desk at (937) 229-3888 or visit the walk-in center in Anderson Center 28.

WALK-IN IT SERVICE DESK		
Anderson Center 28		
	(academic year hours)	(summer hours)
Monday – Thursday	8:00 am – 7:00 pm	8:00 am – 5:00 pm
Friday	8:00 am – 5:00 pm	8:00 am – 5:00 pm
Saturday and Sunday	Closed	Closed

CALL CENTER 937-229-3888		
	(academic year hours)	(summer hours)
Monday – Thursday	8:00 am – 11:00 pm	8:00 am - 10:00 pm
Friday	8:00 am – 5:00 pm	8:00 am – 5:00 pm
Saturday	Closed	Closed
Sunday	3:00 pm – 11:00 pm	Closed

- Computer Training: For computer training opportunities, visit <http://training.udayton.edu>

Special Discounts:

- Microsoft Products: You may purchase the following Microsoft Products for home use through the [UD Bookstore Tech Shop](#) (Miriam Hall 43; 937-229-3573). CDs can be installed 3 times:
 - Office 2007 \$29.95
 - Office 2010 \$39.95
 - Windows Vista Business \$29.95
 - Windows 7 (32 and 64 bit) upgrade only \$19.95
- University-Licensed Software: visit <http://udsoftware.udayton.edu> to download other university licensed applications including Spyware removal tools, and more.
- Other software is available to you at educational pricing; check with the UD Bookstore Tech Shop at (937) 229-3573 for available titles and pricing.

Useful Campus URLs:

<http://academic.udayton.edu> – Faculty course webpages
<http://address.udayton.edu> – Consolidated campus address book
<http://homepages.udayton.edu> – Faculty, staff, and student personal homepages
<http://udsoftware.udayton.edu> -- Software downloads
<http://training.udayton.edu> – Training opportunities
<https://porches.udayton.edu> – Internal campus resources, access to e-mail, calendar
<http://webadvisor.udayton.edu> – Grading and advising interface, class roster lists
<https://isidore.udayton.edu/portal> – UD’s online course management tool
<http://www.udayton.edu/hr> -- Human Resources

WORSHIP

<http://ministry.udayton.edu/>

Mass is celebrated every day, Monday - Friday at 12:05 p.m. in the Immaculate Conception Chapel.

Sunday Masses during the school year are scheduled as follows in the Immaculate Conception Chapel:

10:00 a.m.

12:00 noon

6:00 p.m.

8:00 p.m.

McGinnis Center 9:00 p.m.