**School of General Arts & Sciences**

**Help! Who does what?**

| Category | Sub-category | Where to find information?/Who can help? |
| --- | --- | --- |
| Academic Achievement Letters | | |
|  | Dean’s letters to students (GPA greater than 3.6) | Cristina Sad |
| Academic Awards | | |
|  | Awards Logistics | Cristina Sad |
|  | Contact with donors / fundraising | Advancement Office |
| Access to Shared Drive | | |
|  | Request access to shared drive | Cristina Sad |
| Communication with Coordinators and Faculty |  |  |
|  |  | Cristina Sad/Silvana Macdonald/Sandra Dupret |
| AODA |  |  |
|  | Accessibility Centre Affinity Website | Copy and paste the following link after you log into the Portal:  <https://department.flemingcollege.ca/accessibility-centre/faculty-3/>  Also listed on the GAS Affinity website under Faculty Resources / Links to other pages |
|  | Missing marks | Cristina Sad |
|  | Probation lists | Cristina Sad |
|  | Appeals Stage 2 to the Dean | Cristina Sad |
| Computer |  |  |
|  | Add a printer | Evolve: Staff/Human Resources/ Employee Groups / Academics (scroll down to Faculty Resources (click on the link)/ How-To Guides  Copy and paste the following link (You need to be logged onto the Portal):  <https://department.flemingcollege.ca/faculty-development/faculty-resources/helpful-information-2/helpful-information/> |
|  | Email / computer problems | Contact [itsupport@flemingcollege.ca](mailto:itsupport@flemingcollege.ca) |
| Contracts | | |
|  | For Chair’s signature | Silvana Macdonald |
|  | Signed Teaching Contracts and SWFs | Send to Workloading Officer Barb Flowers or put in Silvana’s mailbox in the School Office |
| Course Outline help |  |  |
|  | Course Outline help | Cristina Sad |
| D2L |  |  |
|  | I can’t access, see my classes, see students | Alana Callan or Terry Greene |
| Exception Reports/ Timesheets / Expenses/ PD Applications | | |
|  | Exception / Expense Reports (Form) | Evolve: **Staff** tab (scroll down to Financial Forms & Guidelines) |
|  | Timesheets (Form) | Located in HR (B3112)  School Office (B3325) |
|  | Invoices / Timesheets / Expense Reports / PD Requests / VISA that require coding and subsequently sent to Chair’s signature | Drop off in Silvana Macdonald’s mailbox in the School Office (B3325). |
|  | Invoices / Timesheets / Expense Reports / PD Requests / VISA that require coding and subsequently sent to Dean’s signature | Drop off in Silvana Macdonald’s mailbox or in the School Office (B3325). |
| Field Placement |  |  |
|  | Forms | Cristina Sad |
| Forms and Guidelines |  |  |
|  | Links to various forms and guidelines  (i.e. Academic, Financial forms, and Administrative forms; and Telephone, People Soft, Course Outlines guides, etc.) | Affinity website / Faculty Resources / Forms & Guidelines |
| Internet / Affinity Website | | |
|  | Affinity website postings and updates | Cristina Sad |
|  | Problems downloading programs from internet i.e. software updates | [itsupport@flemingcollege.ca](mailto:itsupport@flemingcollege.ca) |
| Invoices |  |  |
|  | Coding | Cristina Sad / Silvana Macdonald |
| Marks / Grades | | |
|  | Ongoing grades/ marks are posted in D2L | Log on to D2L |
|  | Final Marks are entered directly into the Portal. They are **NOT** uploaded from D2L. | Wait for email from the Registrar’s Office with instructions and deadlines. |
| Meetings |  |  |
|  | Books rooms for meetings | Fill out the online form on the Physical Resources website. Copy and paste this link when logged into the Portal:   1. **Sutherland Room Bookings**   <https://department.flemingcollege.ca/facilities/sutherland-campus-2/sutherland-room-bookings/>   1. **Frost Room Bookings**   <https://department.flemingcollege.ca/facilities/frost-campus-2/room-bookings/> |
|  | Teleconference booking | Cristina Sad |
|  | Books meetings with the Chair and Dean | Cristina Sad |
|  |  |  |
| Microsoft Office, Outlook tutorials | | |
|  | Microsoft Office / Outlook Tutorials and many more | Portal: Resources tab / Services / Lynda.com  Or contact Cristina Sad for immediate help |
| Office moves, new extension, furniture moves, boxes moves | | |
|  | Office Moves, new extension, email and keys/access cards | Cristina Sad |
|  | Furniture moves | Cristina Sad |
|  | Boxes and files moves | Cristina Sad |
| Open House |  |  |
|  | Open House (AV equipment booking/tables/ room/special requests) | Cristina Sad |
| Professional Development | | |
|  | PD Forms | Evolve: Human Resources Department Affinity website or copy and paste the following link when you log into the Portal:  <https://department.flemingcollege.ca/hr/staff-development/professional-development-sabbaticals/> |
|  | PD Requests | Silvana Macdonald |
|  | PD Expenses | Silvana Macdonald or School Office Attn. Cristina Sad |
| Photocopier / Photocopier Room | | |
|  | Fixes photocopier jams/problems | itsupport@flemingcollege.ca or contact Cristina Sad for immediate assistance |
|  | Order paper for photocopier | Cristina Sad |
|  | Photocopier more than 20 pages (Frost and Brealey) | Send work order to [duplicating@flemingcollege.ca](mailto:duplicating@flemingcollege.ca) |

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| Purchase Requisitions (must be pre-approved by Chair/Dean) |  |  |
|  | Purchase Requisitions | Cristina Sad (You MUST have pre-approval from the Dean, Silvana Macdonald, before requesting any purchase) |
| Supplies | | |
|  | Office supplies | Office Supply Cabinet in B3325 (Cristina Sad’s office) |
| Travelling (must be pre-approved by Chair/Dean) | | |
|  | Hotel booking | 1. Faculty researches hotel availability and cheapest rate 2. Book time with Cristina Sad to pay for hotel online |
|  | Flight booking | 1. Faculty researches flight availability and cheapest rate 2. Book time with Cristina Sad to pay for flight online |
|  | Car rental | Complete car rental form on Affinity School website. |
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