

Rensselaer Polytechnic Institute  
School of Humanities, Arts & Social Sciences  
AY 2016–17

# HOW DO I?

A Quick Guide to Getting Things Done in HASS

**For HASS forms, policies, etc., please visit: [hassinfo.rpi.edu](http://hassinfo.rpi.edu)**

HASS website - [www.hass.rpi.edu](http://www.hass.rpi.edu)  
Facebook - School of Humanities, Arts and Social Sciences at Rensselaer  
Twitter - @RPI\_HASS

***\*\*\* Emergency Numbers \*\*\****

**Campus Public Safety**  
**x 6611 or 6656**  
**(518-276-6611 or 6656)**

**To call off-campus from a campus phone, dial 9 first**  
Troy Police Department - (518) 270-4411  
Troy Fire Department - (518) 270-4471  
**OR DIAL 911 (9-911 FROM CAMPUS PHONE)**

**NOTE:** If you call 911 from a CELL PHONE,  
immediately tell the operator what city you are calling from  
and what type of emergency you have.

**Campus Maintenance Emergencies**  
**FIXX – x 2000 (518-276-2000)**

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# HOW DO I?

## 1) GENERAL

### ❖ Contact a departmental or program Administrative Assistant

Call or email during business hours (Monday–Friday, 8:30 a.m.–5:00 p.m.)

- **Arts, GSAS:**

Beth Dennis, West Hall 107

x 4778 (518-276-4778) / dennib@rpi.edu

- **Associate Deans:**

Anne Borrero, Sage Labs 3504

x 6413 (518-276-6413) / borrea2@rpi.edu

- **Cognitive Science:**

Paula Monahan, Carnegie 312

x 6472 (518-276-6472) / monahp@rpi.edu

- **Dean's Office:**

Emily Moorefield, Sage Labs 5304

x 6575 (518-276-6575) / mooree3@rpi.edu

- **Communications & Media, Economics, Science & Technology Studies:**

Judi Reeves, Sage Labs 3504

X 6390 (518-276-6390) / reevej3@rpi.edu

### ❖ Look up a faculty or staff office / phone number

- **HASS only:** [hassinfo.rpi.edu](http://hassinfo.rpi.edu) >Administrative Services >Staff Directory (PDF directory of all HASS faculty and staff titles, offices, phones, emails.)

- **Any RPI employee or student:** RPIInfo ([www.rpinfo.edu](http://www.rpinfo.edu)) / Directories

### ❖ Schedule a meeting with an Associate Dean

Contact the HASS Associate Deans directly via email:

- **Undergraduate Affairs:** Mike Kalsher / [kalshm@rpi.edu](mailto:kalshm@rpi.edu)

- **Graduate Studies:** Curtis Bahn / crb@rpi.edu

#### ❖ **Schedule a meeting with the Dean of HASS**

Call or email **Emily Moorefield**, x 6575 (518-276-6575) / mooree3@rpi.edu

#### ❖ **Get immediate help with a building or maintenance problem**

Contact Environmental Services / FIXX x 2000 (518-276-2000) / fixx@rpi.edu

For non-emergency or routine repairs, please contact your department admin.

#### ❖ **Get emergency or after-hours help on campus**

- Public Safety x 6611, 6656 (518-276-6611 or 6656)
- Troy Police Department – (518) 270-4411
- Troy Fire Department – (518) 270-4471

OR DIAL 911 (If calling from a campus phone, dial 9 first)

**NOTE:** If you call 911 from a CELL PHONE, immediately tell the operator what city you are calling from, and what type of emergency you have.

#### ❖ **Access first aid supplies or drugstore items**

- HASS Dean's Office (Sage Labs 5304) keeps a simple first aid kit (band-aids, ice packs, etc.) and a small supply of aspirin, Tylenol, etc.
- The Bookstore in the Student Union (re-opening October 2015) will probably also carry drugstore items such as allergy and cold medications.

#### ❖ **Notify someone if I am late for or unable to attend work / teach**

- **Faculty:** Contact your department administrative assistant
- **Staff:** Notify Kim Osburn (osburn@rpi.edu)

#### ❖ **Find out if campus is closed or classes are delayed due to weather or an emergency**

Go to: [http://www.rpi.edu/dept/public\\_safety/campus/weather.html](http://www.rpi.edu/dept/public_safety/campus/weather.html)

You may also subscribe to RPI Alert: <http://alert.rpi.edu/>

## 2) KEYS / CARD ACCESS

### ❖ Get a key to my office or classroom

Contact Anne Borrero, Sage Labs 3504 / x 6413 (518-276-6413) / borrea2@rpi.edu  
Allow several days for new keys to be issued.

### ❖ Get card access to a key card-controlled space for me or my students

Go to [hassinfo.rpi.edu](http://hassinfo.rpi.edu) > Card Access Request Form (writeable PDF). Please make sure all columns (except Key Code) are completed for all requestees. Email completed form to Anne Borrero - borrea2@rpi.edu. Allow several days for new access to be set up.

### ❖ Get help if I'm locked out of my office or a classroom

Contact your department Administrative Assistant or the Dean's Office (x 6575).

## 3) PARKING

### ❖ Open a parking gate (Temporary – for a delivery, etc.)

Contact Ethan Coppenrath (x 2814 / Sage Labs 2408) or Greg Palmer (518-276-2788 / Sage Labs 2406) for use of a transponder ("wand") that can be used to open certain parking gates.

### ❖ Obtain a guest parking permit

**Please note: Guest parking permits require five (5) business days to be processed with the Parking and Transportation office.** Email the request to Anne Borrero - borrea2@rpi.edu

For emergency requests, contact Emily Moorefield - mooree3@rpi.edu / x 6575.

## 4) OFFICE

### ❖ Report a maintenance problem in my office or building

Requests for services such as lightbulb replacement, heat or A/C problems, etc., should be submitted using the FIXX online request form - <http://fixx.rpi.edu>

For immediate assistance, contact FIXX at x 2000 (518-276-2000) or [fixx@rpi.edu](mailto:fixx@rpi.edu)

### ❖ Get help with my computer

Contact Information Services (IT):

- Mark Maiello (Sage Labs 2402 / x 3729 / [maielm@rpi.edu](mailto:maielm@rpi.edu))
- Ethan Coppenrath (Sage Labs 2408 / x 2814 / [coppee@rpi.edu](mailto:coppee@rpi.edu))
- Josh Cherry (Sage Labs 2406 / x 8366 / [cherrj2@rpi.edu](mailto:cherrj2@rpi.edu))

### ❖ Report a problem with a phone

Contact Ethan Coppenrath (Sage Labs 2408 / x 2814 / [coppee@rpi.edu](mailto:coppee@rpi.edu))

### ❖ Report a problem with a copier, printer, fax machine, or access code

- Mark Maiello (Sage Labs 2402 / x 3729 / [maielm@rpi.edu](mailto:maielm@rpi.edu))
- Ethan Coppenrath (Sage Labs 2408 / x 2814 / [coppee@rpi.edu](mailto:coppee@rpi.edu))

### ❖ Order or modify furniture for my office

Many items can be replaced with furniture already on hand. Requests for new office furniture purchases require prior budget approval from the HASS Business Office.

First, check with your department administrative assistant (faculty) or administrative supervisor (staff) regarding existing stock of furniture.

If nothing in stock, contact the HASS Business Office to request new furniture:

- Tim Austin ([austint@rpi.edu](mailto:austint@rpi.edu))
- Tracy Paul ([pault@rpi.edu](mailto:pault@rpi.edu))

### ❖ Have my office cleaned

Trash is emptied from offices every weekday. If your office needs additional or special cleaning, please contact Environmental Services/FIXX (x 2000 / [fixx.rpi.edu](http://fixx.rpi.edu)) or Emily Moorefield, HASS Dean's Office ([mooree3@rpi.edu](mailto:mooree3@rpi.edu) / x 6575).



### ❖ Request that an item in my office be moved or removed

Moves require five (5) business days advance notice. Please contact your departmental admin assistant (faculty) or your administrative supervisor (staff).

### ❖ Request painting or carpeting for my office

Requests for office painting and/or new carpeting require prior budget approval from the HASS Business Office, and may take 3–5 weeks to schedule and complete.

Contact the HASS Business Office for budget approval:

- Tim Austin (austint@rpi.edu)
- Caitlin Watts (Manager / wattsc@rpi.edu)

Once approved, contact your department administrative assistant (faculty) or administrative supervisor (staff) to schedule painting/carpet replacement.

## 5) MAIL & COPIES

### RPI POLICY ON MAIL TO FOREIGN DESTINATIONS

For ALL items being mailed or shipped to non-US addresses, regardless of carrier, sender must fill out Office of Export Control (ECO) form and email this form, along with a copy of the shipping label showing sender and recipient address, to the Office of Export Control: [exportcontrol@rpi.edu](mailto:exportcontrol@rpi.edu).

The Export Control form is available on HASSInfo, under Documents >Forms >Export Control Office Foreign Mail form, or from your department admin.

**Please be aware that the sender is legally responsible for the contents of all mail sent to foreign destinations under his/her name, even if packed by someone else. Verify the contents of any and all packages being sent out under your name if prepared by anyone else.**

### ❖ Send out items by US Mail

Work-related first class mail may be sent using RPI meter stamp; bring item to your department admin.

- CARNEGIE, place item(s) to be mailed under faculty mailboxes.
  - SAGE LABS, bring item(s) to be mailed to Room 3504 / Anne Borrero
  - WEST HALL, bring item(s) to be mailed to Room 107 / Beth Dennis;
- After business hours**, place addressed items in West Hall 101, mailbox labeled, "Beth Dennis / Main Office."

#### ❖ Send out items by FedEx, UPS or DHL

**Fedex:** If you have FedEx packaging (envelope or box) and shipping form (airbill), pack item and fill out airbill. Leave account number area blank. If you do NOT have Fedex packaging/airbill, contact your department admin.

**UPS, DHL:** Pack item and fill out UPS/DHL form if you have it, or attach complete, legible TO/FROM address information.

- CARNEGIE, place item(s) to be mailed under faculty mailboxes.
  - SAGE LABS, bring item(s) to be mailed to Room 3504 / Anne Borrero
  - WEST HALL, bring item(s) to be mailed to Room 107 / Beth Dennis;
- After business hours**, place addressed items in West Hall 101, mailbox labeled, "Beth Dennis/ Main Office."

#### ❖ Copy, scan or fax documents

Copying materials for classes is the responsibility of each faculty member. If you need help with a large copy job, you MUST give your department admin at least two (2) business days notice.

- CARNEGIE – Copy machines, which can also scan, are in Carnegie 311A; also Sage 2300A. General fax is located on the third floor. For confidential fax, please see Paula Monahan in Carnegie 312.
- SAGE – Copy machines, which can also scan, are on the 2nd floor, Sage 2300A, and 3rd floor, room 3508. Fax machine is in Sage 3508.
- WEST – During office hours, bring documents with printing instructions to the Arts Main Office, West Hall 107, or email to Beth Dennis, dennib@rpi.edu. After hours, leave documents and instructions in Beth Dennis' mailbox, West Hall 101.

All copy jobs must include Title of work, name of instructor, number of pages to be copied, number of copies, specify double or single sided, and page size if different from 8.5 x 11.

**West Hall Fax machine** is located in the Arts Main Office, West Hall 107. Instructions on how to fax are posted next to the machine.

**Scanning** – For black & white scans, use Ricoh machine in West Hall 101. Instructions for scanning are posted next to the machine. For color, provide scanning instructions with scanning materials to Beth Dennis.

#### ❖ **Print out documents in color**

- CARNEGIE – Color Printer is located in Carnegie 311A.
- SAGE – Color printer is on the 2nd floor, Sage 2300A; see Information Services, Mark Maiellero (Sage 2402) for access to or assistance with the color copier.
- WEST – During office hours, bring documents with printing instructions to the Arts Main Office, West Hall 107, or email to Beth Dennis, dennib@rpi.edu. After hours, leave documents and instructions in Beth Dennis' mailbox location in West Hall 101.

#### ❖ **Print out oversize documents**

For large-scale printing in color or black and white, contact Ethan Coppenrath, x 2814.

#### ❖ **Report a problem with a copier, printer or fax machine**

Contact Mark Maiellero (Sage 2402 / x 3729) or Ethan Coppenrath (Sage 2408 / x 2814).

## 6) CLASSROOM

#### ❖ **Request a specific room for a class, or a classroom change**

Go to [hassinfo.rpi.edu](http://hassinfo.rpi.edu) >Administrative Services >Classroom Requirement Form. This takes you to an Excel spreadsheet. Download and Save-As with your name and the semester for which you are requesting a room (i.e., Lee Adams, Fall 2015). When

completed, return the form to Anne Borrero (x 6413 / borrea2@rpi.edu). If you have questions about how to complete this form, please contact Anne Borrero.

**PLEASE NOTE:** Faculty must submit this form **before the start of each new semester** if requesting a specific classroom.

❖ **Get access to a classroom if I'm locked out**

Contact your department administrative assistant or the HASS Dean's Office (Sage 5304 / x 6575).

❖ **Request specific IT assistance for a class**

IT requests for HASS-owned classrooms should be sent **two (2) weeks in advance of the start of the new semester** to [hasshelp@rpi.edu](mailto:hasshelp@rpi.edu). Please be sure to include your course name, number and section and send your request.

Typical IT requests include:

- Student access to printing resources (graphics courses)
- HASS file server class shares (lab/studio courses)

Rensselaer LMS course sites must be requested specifically through their website at <http://webforms.rpi.edu/lms-course-request>.

For non-HASS (Registrar's Office/RO rooms), requests for classroom audio/visual resources are placed through MultiMedia Services by visiting <http://mms.rpi.edu/>.

If you are not sure whether your classroom is HASS- or RO-owned, please contact Anne Borrero (x 6413/borrea2@rpi) or Emily Moorefield (x 6575 / mooree3@rpi).

❖ **Access, borrow, or get help with audio-visual or computer equipment**

Contact Information Services, Sage Labs 2nd floor – Mark Maiellero (Sage 2402), Greg Palmer (Sage 2404), Josh Cherry (Sage 2406), Ethan Coppenrath (Sage 2408) or John Grady (Sage 1112).

❖ **Report a problem with the heat, A/C, or cleaning and maintenance in a classroom**

Contact your department administrative assistant or the HASS Dean's Office (Sage 5304 / x 6575).

#### ❖ Report theft or vandalism

Contact Kim Osburn in the HASS Dean's Office (x 6576 / osburk@rpi.edu) immediately. If after hours, please call Public Safety (x 6611 Emergency, x 6656 Non-emergency, 24 hours), and email Kim Osburn.

## 7) BOOKS & SUPPLIES

#### ❖ Order books for my class or research

- Faculty: For desk/exam copy, please provide the ISBN number, title & author of book, and FOAPAL (business office charge code) if applicable to your department admin assistant.
- Admin Staff: Books can be ordered using OSCAR, via Complete Book with approval from Tim Austin (austint@rpi.edu) or Caitlin Watts (wattsc@rpi.edu) in the HASS Business Office.

#### ❖ Obtain or order office supplies

Most office supplies are already on hand; contact your department administrative assistant. For special items, provide your dept admin with the Office Max item #, quantity and price. Admin staff must also verify with the HASS Business Office that departmental budget supports the purchase.

#### ❖ Order business cards

Please contact your department admin assistant.

## 8) TASKS

#### ❖ Complete Digital Measures

See Anne Borrero, Sage 3504 (x 6413/borraa2@rpi.edu) for help with Digital Measures.

**❖ Book work-related travel**

All work-related travel and hotel arrangements must be made through RPI's travel agency, Direct Travel – 1-802-655-8866 or cttravel@dt.com.

**❖ Reconcile work-related expenses in Concur**

Most work-related expenses are submitted for payment via the Concur online system. You must attach a scan/pdf of the receipt for each expense.

For a Concur tutorial, please visit the RPI website, [www.rpi.edu](http://www.rpi.edu), under Finance >Forms and Policies >Training Presentations >Concur Training Demonstrations.

Specific content is on the left side of the screen, listed under **Flash Interactive Simulations**. To review a specific topic, simply click on that topic and the instructions will appear in a new window.

**❖ Get reimbursed for approved work-related expenses**

Per the RPI Office of Finance and the HASS Business Office, faculty **MUST** provide itemized, dated receipts for all work-related expenses, including travel, hotel stays, equipment, etc. **NO REIMBURSEMENT** will be made without proper receipts. Before making any purchase, verify approval and budget with your department head.

For cash reimbursement of minor purchases, submit a cash reimbursement request at the HASS Business Office. For help with Concur or reimbursement, please contact Tim Austin in the Business Office (x 2208 / austint@rpi.edu).

**❖ Change faculty bio information or photo on the HASS website**

Contact Dean Button (x 6928 / button@rpi.edu).

**❖ Send an announcement to the HASS-All email list**

Please send announcements for all HASS faculty and staff to Kim Osburn (osburk@rpi.edu), who will review, approve, and send the email, usually the same day. Please note that HASS-All goes only to HASS faculty and staff, not students.

### ❖ Obtain access to pianos

Arts department degree majors, Music minors, and others may access pianos for practice with the permission of the Arts department. Please see the Piano Access Policy on [hassinfo.rpi.edu](http://hassinfo.rpi.edu), under Documents > Policies.

## 9) MEETINGS AND EVENTS

### RPI POLICY ON OFF-CAMPUS MEETINGS AND EVENTS

- Per Rensselaer policy, there is no reimbursement of expenses for events (including class meetings) held off-campus.
- The legal drinking age in New York State is 21. Alcohol may not be served on or off campus to anyone under 21. Alcohol may not be served at any RPI event where 20% or more of the attendees are under age 21. An event (on- or off-campus) is defined as any gathering for a specific purpose where there are more than six (6) people in attendance and alcohol is present. It is expected that all Rensselaer faculty, administrators, and students will comply with State laws related to alcohol.

### ❖ Schedule / Organize a HASS Event

Please see “Submitting News and Event Requests” on HASSInfo. If you experience technical problems, please contact Josh Cherry (x 8366 / [cherrj2@rpi.edu](mailto:cherrj2@rpi.edu)) or [hasshelp@rpi.edu](mailto:hasshelp@rpi.edu)

### ❖ Make a meal reservation at Russell Sage Dining Hall (RSDH)

Call RSDH at x 6209 (518-276-6209). If the meal is an approved departmental or HASS expense, see your department admin or the HASS Business Office to obtain an account number (FOAPAL) on which to charge it.

### ❖ Submit News items to HASS website, Facebook or Twitter

Email info/links to Emily Moorefield, [mooree3@rpi.edu](mailto:mooree3@rpi.edu).

**❖ Reserve a room for a meeting or event**

Within HASS: Contact Anne Borrero ( x 6214 / borrea2@rpi.edu)

Across campus: The new Rensselaer Online Guide for events, Rooms and Service (RoGERS - <http://mms.rpi.edu/rogers>) provides complete information on all available public spaces on campus.

**❖ Reserve the 5th floor Dean's Lounge for an event**

Contact Emily Moorefield (x 6575 / mooree3@rpi.edu).

**❖ Order food for a meeting or event**

First, check with your department head (faculty) or administrative supervisor (staff) to confirm that there is funding to cover food for your event, and the amount available.

To order from Sodexo (official RPI catering service), review the menu options online at: <https://rpicatering.catertrax.com> (Flavours by Sodexo at Rensselaer). Once you have made your choices, please see your department admin to place the order.

If you prefer to use a different caterer than Sodexo, such as Thunder Mountain Curry, please ask your department administrative assistant for options and help with ordering. Orders placed with non-approved vendors may not be reimbursable, so be sure to check with your department admin before placing any orders.

**❖ Obtain audio-visual equipment or a laptop for a meeting**

Contact Information Services, Sage Labs 2nd floor (John Grady, Mark Maiellero, or Greg Palmer) with the time, date and location of your meeting and the equipment you will need.

**❖ Use Skype or the conference call service**

Contact your departmental admin in advance of your meeting, to make sure the Skype or conference call accounts are available on the date/time of your meeting.