

Tuesday, August 20

9:30	All Move-In 9:30 – 4:30 Welcome Reception Dinner Lehman Lawn 5pm-8pm Rain Location: under library overhang Activities: dodge ball/ volleyball/ ultimate Frisbee
4:30	
5:00	
5:30	
6:00	
6:30	
7:00	
7:30	

Wednesday, August 21

	Consultant	HelpDesk	RCA	Advanced	
9:00	Breakfast (Altschul Atrium) – Bagels/Danishes/Coffee/Tea				
9:30	Welcome/Introductions				
10:00	LCC Duties Sevi & MET -- LCC	HD Procedures & Rules (Shuly) – Conference Rm	RCA duties (Hannah) - 401 ALT		
10:30					
11:00	Courseworks (Pankaj) -- Sloate Rm	Servers, Novell, Authentication, usernames & pwds (Darin & Shuly) – 401 Alt	Project Teams/ Workshops/ Bulletin Articles (Hannah) – Conference RM		
11:30	Utilities (Sevi & Phoebe) – LCC & WW				
12:00				RCA Resources (Hannah) -- 401 ALT	
12:30				Telecomm (George Minsk) -- Conference Rm	
1:00	Lunch (Altschul Atrium) 1pm-2pm – Pizza				
1:30					
2:00	Word/ Excel (Akinyi & Riffat) – LCC	Inventory & Data Transfer (Esther) – WW	Computer Hardware Basics (Shelby +) -- Conference Room		
2:30		Printing, network & local & DOS (Darin & Andrew) – WW			
3:00	FTP/Fetch Unix (Sevi & Riffat) – LCC	Courseworks (Pankaj) – Sloate Rm			
3:30					
4:00					
4:30					
6:00	Optional Evening Activities: Meet @ 6pm Barnard Hall				
6:30	Option 1: Yoga @ Riverside Park South (Fish Table), 68 th Street. Free. 6:30pm				
9:00	Option 2: Sunset walk @ Riverside. Free. 7:00p				

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Thursday, August 22

	Consultant	HelpDesk	RCA	Advanced
9:00	Breakfast (Altschul Atrium) – Cereal			
9:30	Geri Perret from OCD, contracts, rules etc. / Meet the Librarians			
10:00	Netscape, Lexis Nexis (Library)	Corrupted files, scandisk, different Os (Safora & Shuly) -- WW	Lab Maintenance (Hannah & Darin) -- LCC	
10:30				
11:00	Printing/quota/vac/forward LCC	Eudora, SSH, Ebear (alumni email, hands on) -Daria & Shuly -- WW	Element K (Ritu) -- 401 ALT	
11:30				
12:00	ASK US NOW/ JSTOR (Cynthia Johnson) – Library Alcove	Element K (online training) (Ritu) -- 401 ALT	Windows Networking & Troubleshooting/ Networking Basics (Amber) -- WW	
12:30				
1:00	Lunch (Altschul Atrium) – Josh’s Place			
1:30				
2:00	Element K (Ritu) -- LCC	Viruses/ copyright violation/ Hacked computers, Related BLAIS procedures (Megan & Hannah) -- 401 ALT		
2:30				
3:00	Scanner/Photoshop Riffat & Sevi -- LCC	MACs (Andrew, Shenequa, Shelby) -- WW	Windows NT/2000/ME/ 9x/XP Tips (Amber) -- 401 ALT	
3:30		Palm Pilots (Akinyi) WW		
4:00	Troubleshooting corrupted files/Scanner Photoshop/FTP Sevi & Riffat -- LCC	Helprtrac for new HD General Symptoms & Solutions (Kat & Shuly) WW	Questions & Answers with new RCA’s (Hannah & RCA’s TBD) -- Conference Rm	Linux for returning RCA’s (Amber) -- 401 ALT
4:30				
6:30	Optional Evening Activities: Meet 6:30 @ Barnard Hall			
9:00	Option 1: Chamber Music of the World: George Kahumoker @ Lincoln Center Outdoors. Free. 7pm Option 2: Disco Party @ Central Park, The Plaza at Charles A. Dana Discovery Center, Fifth Ave + 110 th Street. Dance Lessons 6-7pm. Dancing 7-8:30pm. Free			

Friday, August 23

	Consultant	HelpDesk	RCA	Advanced
9:00	Breakfast (James Room) – Krispy Kreme’s			
9:30	Meet our friends across the street, ACS			
10:00	Beginning HTML Riffat -- LCC	Device Manager & Troubleshooting (Linda) -- WW	Help Trac (Shuly) -- 401 ALT	
10:30		HD & RCA Meet & Greet – Lehman Lawn		
11:00	Tips & Tricks -- LCC	HD Tickets for returning Helpdesk & voicemail -- HD Area	Mac Networking & Troubleshooting Focus on OS’s 8/9/X (Shelby & Shenequa) -- WW	
11:30				
12:00	Review Session #1 (Sevi) -- LCC	FrontPage Basics/publishing (Akinyi) -- 401 ALT	Data Transfer/ File Sharing/ Reinstalling OS’s (Darin & Esther) -- WW	
12:30				
1:00	Lunch (James Room) 1pm-2pm – Chinese			
1:30				
2:00	Review Session #2 (Sevi) -- LCC	Quota/Vacation/Forwarding Erin & Shuly -- 401 ALT		Advanced Unix (Megan) -- WW
2:30				
3:00	Frontpage (Akinyi) -- LCC	Yada Yada – Miriam -- Conference RM	Troubleshooting Printers (GA’s) -- WW	
3:30				
4:00	Lab PC/Mac Use (Andrew & Darin) -- WW/LCC	Hardware – master/slave (Linda) -- Conference RM	FrontPage (Akinyi) -- 401 ALT	
4:30				
7:00	Optional Evening Activities: Meet 7pm @ Barnard Hall Option 1: Outdoor movie: The Outsiders @ Hudson River Park Pier 25. Free. 8pm. Option 2: Check out a neighborhood (East Village, West Village). Free. 8pm.			

Monday, August 26

	Consultant	HelpDesk	RCA	Advanced
9:00	Breakfast (Barnard Dance Annex) – Combined w/ Orientation			
9:30	Orientation Responsibilities & Tasks for Assisting Incoming Students at Move-In			
10:00	Stationed at Residence Halls, HD Phones, & LCC			
10:30	Everyone must wear new AT T-Shirts on this day			
11:00				
11:30				
12:00	Lunch 12-1 pm Barnard Dance Annex			
12:30				
1:00				
1:30				
2:00				
2:30				
3:00				
3:30				
4:00				
4:30				
8:00	Optional Evening Activity: Movie @ TBA. Free. 8pm.			

Tuesday, August 27

	Consultant	HelpDesk	RCA	Advanced
9:00	Breakfast (Sulzberger Parlor) – Toast & Fruit			
9:30				
10:00	PowerPoint (Riffat) --LCC	Office Services Printing (Alan Anderson) -- WW	RCA Obstacle Course -- 401 ALT	
10:30				
11:00	Review Session #3 -- LCC	Clean up a computer (Ruby) -- WW		
11:30				
12:00		Viruses/ Ad-aware		
12:30	Consultant & RCA Meet & Greet -- Lehman Lawn	(Elisabeth) -- WW	Consultant & RCA Meet & Greet -- Lehman Lawn	
1:00	Lunch on your own			
1:30				
2:00	Jeopardy			
2:30	2pm – 4pm 401 ALT			
3:00				
3:30				
4:00				
4:30				
5:00	Dinner (Sulzberger Parlor)			
5:30	5pm – 7pm			
6:00				
6:30				
9:00	Optional Evening Activity: Team Trivia contest @ The West End. Free. 9pm-11pm.			