

Common Department of Kinesiology Faculty Requests – 2023

Process	Key Contact	Process	Timeline
Adding Students	KINE Staff E: kinestudent@csuchico.edu	Send email including course number, section, course registration number (4 digits) and students to be added (first and last name, student ID number)	Adds are typically processed 48-72 hours after being received
Copy Requests	KINE Staff E: kinestudent@csuchico.edu	Use assigned copy code to make copies. If you can't print from your computer, please contact ITSS (x4357). Send color copy and special requests to kinestudent@csuchico.edu .	Allow 24-48 hours. Note longer delays at busy times of semester.
Class and/or Office Hours Cancellation	KINE Staff E: kinestudent@csuchico.edu P: 6373	Send email including: a) class or office hours affected, b) day/time, c) did you email students, d) alternate assignment. Announce cancellation to your students via Canvas as soon as possible. KINE office will post cancellation signs.	Please inform office as soon as possible
Equipment Requests	Nigel Solece E: kineequipment@csuchico.edu P: 4399 O: SGYM 102A	Send email (kineequipment@csuchico.edu) or visit Shurmer Equipment room (SGYM 102A) to fill out an equipment request. Specify course, equipment and quantity needed, and desired pickup day and time.	Request equipment at least 24 hours in advance
Computer Issues (Office)	ITSS P: 4357(HELP)	Go to: https://support.csuchico.edu/TDClient/Home/	Immediate
Computer Issues (Classroom)	Classroom Technology Services E: classroom@csuchico.edu P: 5475	To submit a service request or for Smart Classroom Equipment instruction go to: http://www.csuchico.edu/classrooms/index.shtml	Immediate
Room Reservation Requests	KINE Staff E: kinestudent@csuchico.edu	Send email including: a) day, b) time, c) title of meeting/event, d) number of participants, and e) specific room preference/needs	Requests should be made at least 7 days (14 days for special events) in advance of meeting.
Key/Card Access	KINE Staff E: kinestudent@csuchico.edu	Send email outlining: a) room, b) time frame of access needed, c) purpose of room access. Key shop is open 12:30-2:30	Requests should be made at least 7 days in advance of meeting
Accident/Injury Report	Student Assistant (front desk) KINE Office (Yolo 243)	Complete an injury report form detailing the course, student(s) involved, type of injury, etc. Return completed form to Yolo 243.	Immediately after class

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Professional Development Spending Requests	Danielle Windom E: dwindom@csuchico.edu P: 6374	Prior to spending professional development funds, complete the following form: https://www.csuchico.edu/vpaa/assets/documents/professional-dev-request-form.pdf . Send the completed form to Danielle.	Varies by request.
Travel Requests (State Funded or Unfunded)	Danielle Windom E: dwindom@csuchico.edu P: 6374	For state (or unfunded) funded travel complete a travel request via Concur: https://www.csuchico.edu/ap/cte/concur.shtml <i>Prior to submitting</i> notify Danielle via email of your Concur request. Submit your request after notification via Concur. For reimbursement, within five days of returning upload all receipts to Concur and notify Danielle via email prior to submitting, or take all receipts to Danielle for uploading.	Submit a minimum of 30 days prior to trip
Travel Requests (Foundation Funded)	Danielle Windom E: dwindom@csuchico.edu P: 6374	For foundation funded travel complete a travel approval request: https://www.csuchico.edu/cse/assets/documents/bas/travel_approval_advance_request.pdf . Email the unsigned form to Danielle to be routed for signatures. You must also complete a travel request via Concur: https://www.csuchico.edu/ap/cte/concur.shtml <i>Prior to submitting</i> your Concur request notify Danielle via email. Submit your request <i>after</i> notification via Concur. For reimbursement, provide Danielle with all receipts within five days of returning.	Submit a minimum of 30 days prior to trip
Field trips/Risk Management	Danielle Windom E: dwindom@csuchico.edu P: 6374	For faculty leading students on a University related field trips, off-campus activities, or bringing individuals to campus for field trips complete an activity assessment form: https://www.csuchico.edu/risk/activities/off-campus.shtml#acc-1fdae11-2 for forms and instructions. Faculty must also complete a travel requests in Concur as previously described.	Request should be made 10 days in advance for online; paper form at least 5 days in advance
ISA Processing (pay, training, timesheets)	Cassie Shelton E: chshelton@csuchico.edu P: 6807	Work with your ISA to ensure they submit their time sheet accurately and timely (end of each month). Once processed by the KINE office you will receive an email requesting your signature to verify student hours worked.	Sign timesheets within 48 hours of receiving email indicating they are ready