

## Common Department of Kinesiology Faculty Requests – 2023

Process	Key Contact	Process	Timeline
<b>Adding Students</b>	Student Assistant E: <a href="mailto:kinestudent@csuchico.edu">kinestudent@csuchico.edu</a>	Send email outlining your course number, section, course ID/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
<b>Copy Requests</b>	Student Assistant E: <a href="mailto:kinestudent@csuchico.edu">kinestudent@csuchico.edu</a>	Use assigned copy code to make own copies. If you can't print from your computer, please call ITSS. Special requests are sent to Print Services. If you need color copies email <a href="mailto:kinestudent@csuchico.edu">kinestudent@csuchico.edu</a>	Please allow 24-48 hours
<b>Class and/or Office Hours Cancellation</b>	Student Assistant E: <a href="mailto:kinestudent@csuchico.edu">kinestudent@csuchico.edu</a> P: 6373	Send email outlining: a) class or office hours, b) day/time, c) did you email students, d) alternate assignment. Announce cancellation to your students via Blackboard email as soon as possible. KINE office will post cancellation signs.	Please inform office as soon as possible
<b>Equipment Requests</b>	Nigel Solece – Equipment Manager E: <a href="mailto:kineequipment@csuchico.edu">kineequipment@csuchico.edu</a> P: 4399 O: SGYM 102A	Either send email ( <a href="mailto:kineequipment@csuchico.edu">kineequipment@csuchico.edu</a> ) or visit Shurmer Equipment room (SGYM 102A) to fill out an equipment request. Specify course, equipment needed, and desired pickup time.	Request equipment at least 24 hours in advance
<b>Travel Request/Professional Development reimbursement</b>	Danielle Windom E: <a href="mailto:dwindom@csuchico.edu">dwindom@csuchico.edu</a> P: 6374	Submit a Travel Request Approval Form: <a href="https://www.csuchico.edu/fin/_assets/documents/forms/ap-travel-request-approval-1-19-secure.pdf">https://www.csuchico.edu/fin/_assets/documents/forms/ap-travel-request-approval-1-19-secure.pdf</a> Note: It is important to complete this form for liability purposes even if you aren't getting reimbursed. For more info go: <a href="http://www.csuchico.edu/kine/Faculty-FAQ.shtml#Traveling">http://www.csuchico.edu/kine/Faculty-FAQ.shtml#Traveling</a>	Submit prior to trip (30 day pre-approval required for international travel)  Submissions processed once a week (Wednesdays)
<b>Room Reservation Requests</b>	Student Assistant E: <a href="mailto:kinestudent@csuchico.edu">kinestudent@csuchico.edu</a>	Send email outlining: 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 in advance of meeting. * Special events request at least 14 days in advance
<b>Key/Card Access</b>	Student Assistant E: <a href="mailto:kinestudent@csuchico.edu">kinestudent@csuchico.edu</a>	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

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<b>Computer issues (office)</b>	ITSS P: 4357(HELP)	Go to: <a href="https://support.csuchico.edu/TDClient/Home/">https://support.csuchico.edu/TDClient/Home/</a>	Immediate
<b>Field trips/Risk Management</b>	Danielle Windom E: <a href="mailto:dwindom@csuchico.edu">dwindom@csuchico.edu</a> P: 6374	For Faculty and/or staff leading students on a University related field trip or On/Off-Campus activity, go to: <a href="http://www.csuchico.edu/risk/waiverprogram.shtml">http://www.csuchico.edu/risk/waiverprogram.shtml</a> for forms and instructions. Travel forms may also be required for attending faculty/staff.	Request should be made 10 days in advance for online; paper form at least 5 days in advance
<b>Computer issues (classroom)</b>	Classroom Technology Services E: <a href="mailto:classroom@csuchico.edu">classroom@csuchico.edu</a> P: 5475	To submit a service request or for Smart Classroom Equipment instruction go to: <a href="http://www.csuchico.edu/classrooms/index.shtml">http://www.csuchico.edu/classrooms/index.shtml</a>	Immediate
<b>Reimbursement (non-Professional Development)</b>	Danielle Windom E: <a href="mailto:dwindom@csuchico.edu">dwindom@csuchico.edu</a> P: 6374	Send email outlining type of expense, purpose, and approximate amount, <i>prior to purchase</i> , to determine if Petty Cash, Direct Pay, Hospitality Expense, or Requisition. <u>Prior approval is required</u> . For more information go to: <a href="http://www.csuchico.edu/fin/forms.shtml#forms--pcs">http://www.csuchico.edu/fin/forms.shtml#forms--pcs</a>	Request must be made <i>prior to purchase</i> for proper reimbursement. Please allow 30 days for reimbursement. Must be for current fiscal year
<b>Accident/Injury Report</b>	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 front desk (Yolo 243)	Immediately after class
<b>ISA Processing (pay, training and Timesheets)</b>	Cassie Shelton E: <a href="mailto:chshelton@csuchico.edu">chshelton@csuchico.edu</a> 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 you sign the timesheets and verify student hours worked.	Sign timesheets within 48 hours of receiving email indicating they are ready
<b>Student Exam Makeup</b>	Student Assistant E: <a href="mailto:kinestudent@csuchico.edu">kinestudent@csuchico.edu</a>	Drop off the exam at the KINE front desk prior to test taking. Be sure to specify time limits, use of notes, calculator, etc. Office staff will collect and file the exam for your pickup.	Tuesday 9-11 AM and Wednesday 1-3 PM 2-4pm (or by appointment)