Birthday Wishes to Ana Casado (April 9th), Emily Dringenberg (April 11th), and Nathan Lackey (April 11th)!

**Announcements**

- At the April 4th University Faculty Council meeting we learned that about 40% of the OSU policies will be updated in relation to the Enterprise project over the next ~15 months. When a policy is revised, or new policies are proposed, there is a period of time during which the updated/new policy is open for feedback. The first of the changes related to the Enterprise project will be opened for comment in July, but those policies of greatest interest to faculty will not be opened for comment before the second half of August, at about the start of autumn semester. The central location for OSU policies is [http://policies.osu.edu/](http://policies.osu.edu/). Forms for commenting on changes are available through the "Policies Under Review".

- The 2019 FEH Robot Competition held on Saturday, April 6th, was covered by the local TV station, WSYX - ABC 6. The news segment appeared in the 11:00pm news on Saturday. You can check it out at [https://abc6onyourside.com/news/local/students-take-part-in-robot-competition-at-ohio-state](https://abc6onyourside.com/news/local/students-take-part-in-robot-competition-at-ohio-state)

- Grade Posting Information - Spring 2019
  - Per the Registrars deadlines finals grades are due as follows:
    - Graduating Students - Spring Semester and Session 2: Tuesday, April 30 by 5PM
    - Non-Graduating Students - Spring Semester and Session 2: Monday, May 6
  - Note, for final exams administered on the last day of exams, grades for graduating students are due by noon the following day

**Reminders**

- When reserving an EED conference room or classroom, make sure that you INVITE the room. Just listing in the location will not reserve it. You WILL get a confirmation if you’ve reserved the room correctly. Thanks!

- Need to borrow Pcard? Start & save eRequest; submit when receipt uploaded. No taxes on Pcard purchases. Amazon orders should not be put on EED’s Pcard (submit eRequest as “Standard Purchasing Request”).

- Have an upcoming trip? Submit eTravel request & obtain T# before paying for anything (registration, hotel, car rental, etc.)! Flights must be booked using CTP.

- Conference room phone number 614-292-4483
- Front desk phone number 614-292-7923

- Have a potential news story?
  o Submit Here

- If you have a small project for one of our front desk student assistants, contact Francine Butler.1091 who will assign the work requests. Please submit any requests at least a week in advance.

- Do you have a message or event you’d like to see highlighted on EED's social media platforms (e.g. Twitter, Facebook)? Email your posts to Chai Balasubramanyam.2 with “EED Social Media” in the subject line.

- Do you have an announcement or message you want to see in the next weekly email? Email the ENG-EEDFrontDesk@osu.edu with "WeeklyEmail" in the subject line.

Have a wonderful rest of the week!

THE OHIO STATE UNIVERSITY
COLLEGE OF ENGINEERING