Where Do I get Information About...

**Athletic Facility Usage**
Information on hours of operation for fitness center, pool, and tennis/racquetball courts.
Athletics X6010

**Academic Calendar**
Information on student and faculty holidays, events and deadlines.
http://webapps.westmont.edu/cgi-bin/WebObjects/eventsCalendar.woa/wa/insertcalendar?filename=academic_calendar.html
Records X6060

**Audio Visual Equipment**
To schedule training or reserve equipment.
http://www.westmont.edu/offices/emo/HowToOrder.html
Equipment Mgmt. Office X6183

**Bookstore**
Sale of textbooks & other books, office supplies, snacks and College logo merchandise.
http://www.westmontbookstore.com/home.aspx
Bookstore x6064

**Business Office -Finance**
How to use Vendorlink to process A/P requests, how to process expense reimbursements, etc.
http://www.westmont.edu/offices/provost/documents/secure_docs/DeptChair/Check%20Request%20Instructions-Vendorlink.pdf
Business Office X7017

**Business Cards**
To order cards.
Public Affairs X6055

**Letterhead orders**
To order letterhead and envelopes for your department.
Public Affairs X6055

**Chapel**
To obtain a Student Chapel schedule.
http://forms.westmont.edu/forms/campus_pastor/current_schedule.php
Campus Pastors Office X6170

**Campus Tours & Maps**
The Admissions Office schedules tours daily
Admissions X6200

**Copy Services**
Reprographics handles copying and related services
http://www.westmont.edu/offices/auxiliary_services/
Reprographics- Document Services X6078

**Custodial Requests**
For special cleaning needs.
http://www.westmont.edu/offices/physical_plant/work-order.html
Custodial Services X6181

**Facility Reservations (EMS)**
To reserve a venue, call or go to.
http://www.westmont.edu/faculty_staff/pages/calendar/
Conference Services x6045

**Faculty Forum**
Faculty mtg. that takes place every Thursday at noon. For more information, contact the Provost’s Office. http://www.westmont.edu/offices/provost/
Provost’s Office X6007

**Food Services (Sodexo) Catering Dining Commons**
For information on Sodexo Food Services, how to have an event catered, hours of operation, etc. This is name for the student cafeteria.
X6081

**Munch Money**
A debit system allowing you to charge food on your ID card for campus dining.
http://www.westmontdining.com/home.htm
X4936

**Keys**
To have a key made or to get help with a locked door.
http://www.westmont.edu/offices/physical_plant/KeyControl.html
Public Safety X6043
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Department</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Requests</td>
<td>Report a technical problem to IT.                                                                _WRONLY-1:625</td>
<td>Information Technologies</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="https://mydev.westmont.edu/index.php">https://mydev.westmont.edu/index.php</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mail/Post Office Services</td>
<td>To purchase stamps, mail delivery questions or to ship items (FedEx, UPS).</td>
<td>Document Services</td>
<td>X6077</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.westmont.edu/offices/post_office/">http://www.westmont.edu/offices/post_office/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance &amp; Repair(facilities)</td>
<td>To alert the Physical Plant office to a problem and/or to submit a ‘Work Order’ call or go to <a href="http://www.westmont.edu/offices/physical_plant/work_order.html">http://www.westmont.edu/offices/physical_plant/work_order.html</a></td>
<td>Physical Plant</td>
<td>X6015</td>
</tr>
<tr>
<td>Campus Scheduling - EMS</td>
<td>To check availability of venues, to reserve a room or to find out when events are scheduled on campus.</td>
<td>Conference Services</td>
<td>X6045</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.westmont.edu/faculty_staff/pages/calendar/index.html">http://www.westmont.edu/faculty_staff/pages/calendar/index.html</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Mac Computer Support</td>
<td>For Mac troubleshooting.</td>
<td>IT</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.westmont.edu/offices/it/css/help-desk.html">http://www.westmont.edu/offices/it/css/help-desk.html</a></td>
<td></td>
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</tr>
<tr>
<td>Off-campus Housing Rental Listings</td>
<td>For information on available off-campus housing and/or how to post an off-campus rental.</td>
<td>Housing</td>
<td>X6037</td>
</tr>
<tr>
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<tr>
<td>Office Supplies</td>
<td>For ordering information and how to contact Corporate Express, Staples or Office Depot.</td>
<td>Procurement</td>
<td>X6849</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.westmont.edu/offices/procurement/OfficeSupplies.html">http://www.westmont.edu/offices/procurement/OfficeSupplies.html</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization Chart</td>
<td>(INSERT LINK WHEN UPDATED)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*PC Computer Support</td>
<td>For PC troubleshooting.</td>
<td>IT</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.westmont.edu/offices/it/css/help-desk.html">http://www.westmont.edu/offices/it/css/help-desk.html</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Permits</td>
<td>To obtain a faculty/staff parking permit.</td>
<td>Public Safety</td>
<td>X6043</td>
</tr>
<tr>
<td>Payroll</td>
<td>For forms and questions on timecards, paychecks, pay dates, etc.</td>
<td>Payroll Office</td>
<td>X7024</td>
</tr>
<tr>
<td>Physical Plant- Facilities</td>
<td>Dept that encompasses bldg. maintenance, security, grounds, building trades and transportation.</td>
<td>Physical Plant</td>
<td>X6015</td>
</tr>
<tr>
<td>Purchasing</td>
<td>For large purchases and equipment. [<a href="http://Westmont">http://Westmont</a></td>
<td>Procurement</td>
<td>X6849</td>
</tr>
<tr>
<td></td>
<td>Procurement](<a href="http://Westmont">http://Westmont</a> Procurement)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reprographics</td>
<td>Copy jobs, special projects, binding, equipment repair, training, codes for copier and fax, to order paper and toner.</td>
<td>Document Services</td>
<td>X6078</td>
</tr>
<tr>
<td>*Staff ID Cards</td>
<td>Used to check out library books and attend Athletic &amp; cultural events free of charge, and provide other discounts. IT makes them.</td>
<td>IT</td>
<td>X6095</td>
</tr>
<tr>
<td>Staff Employment</td>
<td>Information regarding staff openings and the recruitment/application process.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.westmont.edu/offices/human_resources/">http://www.westmont.edu/offices/human_resources/</a></td>
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<td></td>
</tr>
</tbody>
</table>
Student Employment  For information about employment opportunities for students, on and off-campus. [http://webapps.westmont.edu/cgi-bin/WebObjects/employagreement.woa/wa/search](http://webapps.westmont.edu/cgi-bin/WebObjects/employagreement.woa/wa/search)  Office of Life Planning  X7333

Student Housing  For information about on and off-campus student housing. [http://www.westmont.edu/offices/housing/](http://www.westmont.edu/offices/housing/)  Housing  X6037

*Telephone Service  Obtain a phone, request repairs, Voicemail Training* [http://www.westmont.edu/offices/telecom/](http://www.westmont.edu/offices/telecom/)  Telecommunications  X7299

Telephone Directory  To obtain a copy of faculty/staff or student directory. [http://webapps.westmont.edu/cgi-bin/WebObjects/facstaff.woa?/wo/ab4xtplj6butMvxH1736ZRM/1.0.3](http://webapps.westmont.edu/cgi-bin/WebObjects/facstaff.woa?/wo/ab4xtplj6butMvxH1736ZRM/1.0.3)  Telecommunications

Safety and Security  To report an emergency.  Public Safety  X6043  X6222

Vehicle Rental/Reservation  To reserve a campus vehicle for off-campus use. [http://www.westmont.edu/offices/physical_plant/Reserve_a_vehicle.html](http://www.westmont.edu/offices/physical_plant/Reserve_a_vehicle.html)  Transportation  X6096

We-Mail – Faculty/Staff Newsletter  To submit information to the faculty/staff monthly e-publication.  Public Affairs  X6051

Work Orders  See ‘Maintenance and Repair’. [http://www.westmont.edu/offices/physical_plant/work-order.html](http://www.westmont.edu/offices/physical_plant/work-order.html)  Physical Plant  X6015

*ALL IT requests are best made via a MAYDAY (I.T.’s help request and trouble reporting system) on the Westmont homepage under Campus Communication and Information Technology. IT responds much faster to MAYDAY requests than voice or email!*

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