

# *Where Do I get Information About...*

|                                 |   |                                  |       |
|---------------------------------|---|----------------------------------|-------|
| <b>Athletic Facility Usage</b>  | Information on hours of operation for fitness center, pool, and tennis/racquetball courts.  | Athletics                        | X6010 |
| <b>Academic Calendar</b>        | Information on student and faculty holidays, events and deadlines.  | Records                          | X6060 |
| <b>Audio Visual Equipment</b>   | To schedule training or reserve equipment.<br><a href="http://www.westmont.edu/offices/emo/HowToOrder.html">http://www.westmont.edu/offices/emo/HowToOrder.html</a>   | Equipment Mgmt. Office           | X6183 |
| <b>Bookstore</b>                | Sale of textbooks & other books, office supplies, snacks and College logo merchandise<br><a href="http://www.westmontbookstore.com/home.aspx">http://www.westmontbookstore.com/home.aspx</a>  | Bookstore                        | x6064 |
| <b>Business Office -Finance</b> | How to use Vendorlink to process A/P requests, how to process expense reimbursements, etc.<br><a href="http://www.westmont.edu/offices/provost/documents/secure_docs/DeptChair/Check%20Request%20Instructions-Vendorlink.pdf">http://www.westmont.edu/offices/provost/documents/secure_docs/DeptChair/Check%20Request%20Instructions-Vendorlink.pdf</a> | Business Office                  | X7017 |
| <b>Business Cards</b>           | To order cards.   | Public Affairs                   | X6055 |
| <b>Letterhead orders</b>        | To order letterhead and envelopes for your department.  | Public Affairs                   | X6055 |
| <b>Chapel</b>                   | To obtain a Student Chapel schedule<br><a href="http://forms.westmont.edu/forms/campus_pastor/current_schedule.php">http://forms.westmont.edu/forms/campus_pastor/current_schedule.php</a>  | Campus Pastors Office            | X6170 |
| <b>Campus Tours &amp; Maps</b>  | The Admissions Office schedules tours daily.  | Admissions                       | X6200 |
| <b>Copy Services</b>            | Reprographics handles copying and related services<br><a href="http://www.westmont.edu/offices/auxiliary_services/">http://www.westmont.edu/offices/auxiliary_services/</a>   | Reprographics- Document Services | X6078 |
| <b>Custodial Requests</b>       | For special cleaning needs<br><a href="http://www.westmont.edu/offices/physical_plant/work-order.html">http://www.westmont.edu/offices/physical_plant/work-order.html</a>   | Custodial Services               | X6181 |
| <b>Facility Reservations</b>    | To reserve a venue, call or go to<br><a href="http://www.westmont.edu/faculty_staff/pages/calendar/">http://www.westmont.edu/faculty_staff/pages/calendar/</a>  | Conference Center                | x6045 |
| <b>Faculty Forum</b>            | Faculty mtg. that takes place every Thursday at noon. For more information, contact the Provost's Office<br><a href="http://www.westmont.edu/offices/provost/">http://www.westmont.edu/offices/provost/</a>   | Provost's Office                 | X6007 |
| <b>Food Services (Sodexo)</b>   | For information on Sodexo Food Services, how to have an event catered, hours of operation, etc.   |                                  | X6081 |
| <b>Catering</b>                 | This is name for the student cafeteria.   |                                  | X6080 |
| <b>Dining Commons</b>           | This is a faculty/staff grill located next to the DC.   |                                  | X4936 |
| <b>The Study</b>                | A debit system allowing you to charge food on your ID card for campus dining<br><a href="http://www.westmontdining.com/home.htm">http://www.westmontdining.com/home.htm</a>   |                                  |       |
| <b>Munch Money</b>              |   |                                  |       |
| <b>Keys</b>                     | To have a key made or to get help with a locked door.   | Public Safety                    | X6043 |

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| <b>Mail/Post Office Services</b>           | To purchase stamps, mail delivery questions or to ship items (FedEx, UPS).<br><a href="http://www.westmont.edu/offices/post_office/">http://www.westmont.edu/offices/post_office/</a>  | Document Services       | X6077 |
| <b>Campus Scheduling - Master Calendar</b> | To check availability of venues, to reserve a room or to find out when events are scheduled on campus.<br><a href="http://www.westmont.edu/faculty_staff/pages/calendar/index.html">http://www.westmont.edu/faculty_staff/pages/calendar/index.html</a>    | Conference Services     | X6045 |
| <b>Mac Computer Support**</b>              | For Mac troubleshooting<br><a href="http://www.westmont.edu/offices/it/cns/help-desk.html">http://www.westmont.edu/offices/it/cns/help-desk.html</a>   | Info. Technology        |       |
| <b>Off-campus Housing Rental Listings</b>  | For information on available off-campus housing and/or how to post an off-campus rental  | Housing                 | X6037 |
| <b>Office Supplies</b>                     | For ordering information and how to contact Corporate Express, Staples or Office Depot.<br><a href="http://www.westmont.edu/offices/procurement/OfficeSupplies.html">http://www.westmont.edu/offices/procurement/OfficeSupplies.html</a>                   | Procurement             | X6849 |
| <b>PC Computer Support**</b>               | For PC troubleshooting<br><a href="http://www.westmont.edu/offices/it/cns/help-desk.html">http://www.westmont.edu/offices/it/cns/help-desk.html</a>  | Info. Technology        |       |
| <b>Parking Permits</b>                     | To obtain a faculty/staff parking permit   | Public Safety           | X6043 |
| <b>Payroll</b>                             | For forms and questions on timecards, paychecks, Pay dates, etc.   | Payroll Office          | X7024 |
| <b>Public Safety</b>                       | For emergencies, to report a crime, traffic control  | Public Safety           | X7222 |
| <b>Physical Plant- Facilities</b>          | Dept that encompasses bldg. maintenance, security, grounds, building trades and transportation   | Physical Plant          | X6015 |
| <b>Purchasing</b>                          | For large purchases and equipment<br><a href="http://Westmont Procurement">http://Westmont Procurement</a>   | Procurement             | X6849 |
| <b>Reprographics</b>                       | Copy jobs, special projects, binding, equipment repair, training, codes for copier and fax, to order paper and toner.<br><a href="http://reprograymond.homestead.com/">http://reprograymond.homestead.com/</a>   | Document Services       | X6078 |
| <b>Staff ID Cards**</b>                    | Used to check out library books and attend Athletic & Cultural events free of charge, and Provide other discounts. IT makes them.  | Info. Technology        | X6095 |
| <b>Staff Employment</b>                    | Information regarding staff openings and the recruitment/application process.<br><a href="http://www.westmont.edu/offices/human_resources/">http://www.westmont.edu/offices/human_resources/</a>   | Human Resources         | X6101 |
| <b>Student Employment</b>                  | For information about employment opportunities for students, on and off-campus.<br><a href="http://webapps.westmont.edu/cgi-bin/WebObjects/employagreement.woa/wa/search">http://webapps.westmont.edu/cgi-bin/WebObjects/employagreement.woa/wa/search</a> | Office of Life Planning | X7333 |
| <b>Student Housing</b>                     | For information about on and off-campus student housing. <a href="http://www.westmont.edu/offices/housing/">http://www.westmont.edu/offices/housing/</a>   | Housing                 | X6037 |

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| <b>Safety and Security</b>                | To report an emergency  | Public Safety      | X6043<br>X6222 |
| <b>Telephone Directory</b>                | To obtain a copy of faculty/staff or student directory<br><a href="http://webapps.westmont.edu/cgi-bin/WebObjects/facstaff.woa/2/wo/ab4xstpIj6butMvxHjTZRM/1.0.3">http://webapps.westmont.edu/cgi-bin/WebObjects/facstaff.woa/2/wo/ab4xstpIj6butMvxHjTZRM/1.0.3</a> | Telecommunications |                |
| <b>Telephone Service</b>                  | Obtain a phone, request repairs, Voicemail Training**<br><a href="http://www.westmont.edu/offices/telecom/">http://www.westmont.edu/offices/telecom/</a>  | Telecommunications | X7299          |
| <b>Vehicle Rental/Reservation</b>         | To reserve a campus vehicle for off-campus use<br><a href="http://www.westmont.edu/offices/physical_plant/Reserveavehicle.html">http://www.westmont.edu/offices/physical_plant/Reserveavehicle.html</a>   | Transportation     | X6096          |
| <b>Work Orders</b>                        | See 'Maintenance and Repair'<br><a href="http://www.westmont.edu/offices/physical_plant/work-order.html">http://www.westmont.edu/offices/physical_plant/work-order.html</a>   | Physical Plant     | X6298          |
| <b>We-Mail – Faculty/Staff Newsletter</b> | To submit information to the faculty/staff monthly e-publication  | Public Affairs     | X6051          |

**\*\*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. They respond much faster to MAYDAY requests than voice or email!**