

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.	Records	X6060
Audio Visual Equipment	To schedule training or reserve equipment.	Equipment Mgmt. Office	X6183
Business Office- Finances	How to use Vendorlink to process A/P requests, how to process expense reimbursements, etc.	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, and dates for Staff Chapel	Campus Pastors Office	X6170
Campus Tours & Maps	The Admissions office schedules tours daily.	Admissions	X6200
Copy Services	Contact Reprographics department for copying and related services	Reprographics- Document Services	X6078
Custodial Requests	For special cleaning needs	Custodial Services	X6181
Facility Reservations	To reserve a venue, call or go to http://www.westmont.edu/faculty_staff/pages/calendar/	Conference Center	x6045
Faculty Forum	Faculty mtg. that takes place every Thursday at noon. For more information, contact the Academic Dean's Office http://www.westmont.edu/offices/provost/	Academic Dean's Office	X6007
Food Services (Sodexo)	For information on Sodexo Food Services, how to have an event catered, hours of operation, etc.		X6081
Catering			X6080
Dining Commons	This is name of the student cafeteria.		X4936
The Study	This is a faculty/staff grill next to the DC.		
Munch Money	A debit system for charging your food on your ID card for campus dining		
Keys	To have a key made or to get help with a lock.	Public Safety	X6043
Mail/Post Office Services	To purchase stamps, mail delivery questions or to ship items (FedEx, UPS).	Document Services	X6077
Maintenance & Repair (facilities)	To alert to office to a problem and/or to submit a 'Work Order' call or go to http://workorder.westmont.edu/	Physical Plant	X6015
Campus Scheduling - Master Calendar	To check availability of venues, to reserve a room or to find out when events are scheduled on campus. http://www.westmont.edu/faculty_staff/pages/calendar/index.html	Conference Services	X6045
Mac Computer Support**	For Mac troubleshooting	Info. Technology	X7211
Off-campus Housing Rental Listings	For information on off-campus housing and/or how to post an off-campus rental	Housing	X6037
Office Supplies	For ordering information and how to contact Corporate Express, Staples or Office Depot. http://www.westmont.edu/offices/procurement/OfficeSupplies.html	Procurement	X6849
PC Computer Support**	For PC troubleshooting	Info. Technology	X7211
Parking Permits	To obtain a parking permit	Public Safety	X6043
Payroll	For questions on timecards, paychecks, etc.	Payroll Office	X7024
Physical Plant	Dept that encompasses maintenance, security, grounds, building trades and transportation	Physical Plant	X6015
Public Safety	For emergencies, to report a crime, traffic control	Public Safety	X7222
Purchasing	For large purchases and equipment	Procurement	X6849
Reprographics	Copy jobs, special projects, binding, equipment repair, training, codes for copier and fax.	Document Services	X6078
Staff ID Cards**	Used to check out books and attend Athletic & Cultural events free of charge. IT makes them.	Info. Technology	X6095

Student Shuttle Services	To obtain a shuttle schedule & maps, or to access Dial-A-Ride (appt. only reservations for students) http://www.westmont.edu/offices/physical_plant/shuttle-schedule.html	Transportation	X6096
Bookstore	Sale of textbooks & other books, office supplies, snacks and College logo merchandise	Bookstore	X6064
Telephone Service	Obtain a phone, request repairs, Voicemail Training** http://www.westmont.edu/offices/telecom/	Telecommunications	X7299
Telephone Directory	To obtain a copy of faculty/staff or student directory http://www.westmont.edu/offices/telecom/documents/Spring08Fac-StaffQRCard.pdf	Telecommunications	X7127
Safety and Security	To report an emergency	Public Safety	X6043
Vehicle Rental/Reservation	To reserve a campus vehicle for use off-campus	Transportation	X6096
We-Mail – Faculty/Staff	To submit information to the faculty/staff monthly publication	Public Affairs	X6051
Newsletter			
Work Orders	See ‘Maintenance and Repair’	Physical Plant	X6298

****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!**