

Where Do I get Information About...

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| 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?file_name=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 X6080 |
| 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 |

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| IT Requests | Report a technical problem to IT. https://mayday.westmont.edu/index.php | Information Technologies | |
| Mail/Post Office Services | To purchase stamps, mail delivery questions or to ship items (FedEx, UPS). http://www.westmont.edu/offices/post_office/ | Document Services | X6077 |
| Maintenance & Repair(facilities) | To alert the Physical Plant office to a problem and/or to submit a 'Work Order' call or go to http://www.westmont.edu/offices/physical_plant/work_order.html | Physical Plant | X6015 |
| Campus Scheduling - EMS | 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. http://www.westmont.edu/offices/it/cns/help-desk.html | IT | |
| Off-campus Housing Rental Listings | For information on available 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 |
| Organization Chart | http://www.westmont.edu/offices/president/documents/OrgChartSep2011.pdf | | |
| *PC Computer Support | For PC troubleshooting . http://www.westmont.edu/offices/it/cns/help-desk.html | IT | |
| Parking Permits | To obtain a faculty/staff parking permit . | Public Safety | X6043 |
| Payroll | For forms and questions on timecards, paychecks, pay dates, etc. | Payroll Office | X7024 |
| Physical Plant- Facilities | Dept that encompasses bldg. maintenance, security, grounds, building trades and transportation. | Physical Plant | X6015 |
| Purchasing | For large purchases and equipment. http://Westmont.edu/Procurement | Procurement | X6849 |
| Reprographics | Copy jobs, special projects, binding, equipment repair, training, codes for copier and fax, to order paper and toner. http://reprograymond.homestead.com/ | Document Services | X6078 |
| *Staff ID Cards | Used to check out library books and attend Athletic & cultural events free of charge, and provide other discounts. IT makes them. | IT | X6095 |
| Staff Employee Handbook | https://www.westmont.edu/offices/human_resources/on_campus/handbook/toc.html | | |
| Staff Employment | Information regarding staff openings and the recruitment/application process. http://www.westmont.edu/offices/human_resources/ | Human Resources | X6101 |

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| Student Employment | For information about employment opportunities for students, on and off-campus. 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/ | Housing | X6037 |
| *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://webapps.westmont.edu/cgi-bin/WebObjects/facstaff.woa/2/wo/ab4xstplj6butMvxHiTZRM/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/Reserveavehicle.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 | 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!**