Where do I Find Information About…

Athletic Facility Usage	Hours of operation for the Fitness Center, pool, and tennis/racquetball courts, etc. Campus Amenities	Athletics	X6010
Academic Calendar	Information on student and faculty holidays, events and deadlines. Academic Calendar.	Records	X6060
Audio Visual Equipment	To schedule training on usage or reserve equipment. Audio Visual Services.	Equipment Mgmt. Office	X6183
Bookstore	Sale of textbooks & other books, office supplies, snacks and College logo merchandise. Bookstore Website.	Bookstore	x6064
Business Office -Finance	How to use Vendorlink to process A/P requests, expense reimbursements, journal entries, etc. Vendorlink Instructions.	Business Office	X7017
Business Cards	To order cards.	College Communications	X6055
Letterhead orders	To order letterhead and envelopes for your department.	College Communications	X6055
Chapel	To obtain a Student Chapel schedule.	Campus Pastors Office	X6170
Campus Tours	The Admissions Office schedules tours daily	Admissions	X6200
Copy Services	Reprographics provides copying and binding services. Printing Services.	Reprographics-Document Services	X6078
Custodial Requests	For special cleaning needs. Upkeep Work Order	Custodial Services	X6181
Facility Reservations (EMS)	To reserve a venue go to EMS	Conference Services	x6045
Faculty Forum	Faculty mtg. that takes place every Thursday at noon. For details contact the Provost's Office.	Provost's Office	X6007
Mail/Post Office Services	To purchase stamps, mail delivery questions or to ship items (FedEx, UPS). Post Office	Mail Services	X6077
Maintenance & Repair (Facilities)	To alert the Physical Plant to a problem and to submit a 'Work Order' go to Upkeep Work Order	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. EMS	Conference Services	X6045

*Mac and PC Computer Support	For Mac troubleshooting. [IT support](#)	IT	X6250
Off-campus Housing Rental Listing	For information on available off-campus rental list.	Housing	X6037
Office Supplies	For ordering information and how to contact Corporate Express, Staples or Office Depot. [Procurement](#)	Procurement	X6849
Parking Permits	To obtain a faculty/staff parking permit go to the Physical Plant Office.	Public Safety	X6043
Payroll	For forms and questions on timecards, paychecks, pay dates, etc. [Payroll](#)	Payroll Office	X6024
Physical Plant- Facilities	Bldg. maintenance, security, grounds keeping, building trades and transportation. [Physical Plant](#)	Physical Plant	X6015
Purchasing	For large purchases and equipment. [Westmont	Procurement](#)	Procurement	X6849
Reprographics	Copy jobs, binding, copier/fax repair & training, codes for machines, to order paper and toner. [Reprographics](#)	Document Services	X6078
*Staff ID Cards	Used to check out library books and attend Athletic & cultural events free of charge, and other discounts. IT makes them.	IT	X6250
Staff Employee Handbook	Must have password to access handbook. [Human Resources](#)	HR	X6101
Staff Employment	Information regarding staff openings and the recruitment/application process. [Employment](#)	Human Resources	X6065
Student Employment	For information about employment, on and off- campus [Student Employment](#)	Career Development and Calling	X6031
Student Housing	For information about on and off-campus student housing. [Student Housing](#)	Housing	X6037
*Telephone Service	Obtain a phone, request repairs, phone use training [Telecom](#)	Telecommunications	X7299

Telephone Directory	To access on-line faculty/staff or student directory. Directories	Telecommunications	X7299
Public Safety/ Security	To report a safety issue or emergency.	Public Safety	X6043 X6222
Vehicle Rental/Reservation	To rent a campus vehicle for off-campus use. Transportation	Transportation	X6096
Work Orders	See 'Maintenance and Repair. Upkeep Work Order	Physical Plant	X6015

*ALL IT requests are made via   IT Help and support