

SANTA BARBARA CITY COLLEGE ORIENTATION LIST FOR NEW FACULTY

SERVICE	CONTACT	PHONE	LOCATION
Audio Visual	Help Desk	Ext. 2215	
Class Roster	Admissions Office	Ext. 2534/2530	SS-110
Course of Study Outline	Academic Senate	Ext. 2217	A-116B
Certificated Adjunct Faculty and Certification	Shar-Lynn Timm, Human Resources	Ext. 2715	SS-230
District Vehicle (Valid CA Drivers License)	Transportation	Ext. 2296	FO Building
Duplicating	Duplicating	Ext. 2412	Next to A-130
Evaluation Materials	Educational Programs	Ext. 2579	A-113B
Faculty Manuals	Academic Senate	Ext. 2217	A-116B
Field Trip and Guest Speaker Forms	Educational Programs	Ext. 2579	A-113B
Instructional Supplies	Check with your Department Chair		
Interlibrary Loans	Library	Ext. 2638	(Reference Librarian)
Keys for Office	Purchasing	Ext. 2362	
Lost and Found	Student Activities	Ext. 2262	CC-217
Mailboxes/Telephones (Inter-office)	College Information	Ext. 2229/4256	A-119
Nurse	College Nurse's Office	Ext. 2298/2299	SS-170
Parking Permits	Campus Security office	Ext. 2264	
Payroll/Voluntary Deductions	Payroll Office	Ext. 2386/2438	A-130
Textbook Orders	Bookstore	Ext. 2870	
Travel and Conference	Accounting Office	Ext. 2795	A-130
Typing Needs	Word Processing Center	Ext. 2356	H-318