Count down to your first class!!

WHAT NEW FACULTY NEED TO DO

- **Fill out payroll forms.**

  Human Resources is located in Strong House (corner of Second and College Streets). See Linda Laughlin to complete necessary forms for employment. Also, be sure you have the following forms of identification:
  A passport or driver’s license *and* a birth certificate *or* your Social Security card.

- **Activate your phone.**

  Contact Telecommunications (x5422). An instruction book for the phone system has been mailed to your office mailbox. If you have questions, contact either Telecommunications or your department assistant.

- **Locate your office/campus mailbox.**
- **Get keys to your office, classroom (if necessary), and building.**
- **Learn how to use the copy machine (see your Department Assistant).**
- **Get account numbers from your Department Assistant.**

  See your department assistant. If she is not available, a colleague or your department chair can help you.

- **Check on your textbook order.**

  The best and easiest way to order textbooks is to connect to the web site [www.collegebookstore.org/faculty](http://www.collegebookstore.org/faculty). The sooner books are ordered, the better for a timely delivery. If you have questions contact Brendon Etter, Bookstore, x4164. If you have previously ordered your textbooks, you may want to stop by the Bookstore to see where they will be available for students.

- **Consider classroom technology.**

  If you have questions about classroom technology call Jim Pierret, ITS Classroom Technologies Coordinator, at x7006 or email [jpierr@carleton.edu](mailto:jpierr@carleton.edu).

- **Prepare your course syllabus.**

  Remember to allow ample time for your syllabus to be printed! Your department assistant will be a good resource for this information.
LESS CRITICAL, BUT USEFUL INFORMATION

1. **Do I need an Identification Card?**

Yes! You will need to visit Residential Life, Severance G10, for your photo ID between 8:00 a.m. and 4:30 p.m. You should do this after you have processed all your paperwork with Human Resources (it would be most convenient after September 1). Your card will allow you to use the Library, the Rec Center, and in some cases it is your building “key.” It may also be used to charge meals at the Snack Bar and campus dining rooms. Prior to September 1, the Library will issue temporary bar codes for charging out books, and the Rec Center will not be asking for ID’s until after the first week of classes. Though most buildings stay open quite late during the academic year, you can always call Security (x4444) to have you building or office unlocked if necessary.

2. **What and who are some of the places, offices, and people I should know about on campus?**

(The optional tour at 1:15 p.m. on the day of New Faculty Orientation will include these spots.)

- **Strong House** (at the corner of Second and College Streets) is the location of **Human Resources**.
- On the south end of the “Bald Spot” is **Skinner Memorial Chapel**. The Chaplain’s office is located there, and most Convocations including Opening Convocation on September 13.
- On the East end of campus, you’ll see the new **Language and Dining Center** and across Lower Lyman Lake, is the **Carleton Recreation Center**. You certainly will want to check out the facility and watch for classes and programs offered throughout the year.
- Next to the Center for Mathematics and Computing and just North of the Goodsell Observatory, you’ll find **Boliou Hall**. This is where the Art and Art History Department is housed and where **Faculty Meetings** will take place in the auditorium on the first floor.
- Stop by to see where the **Registrar** is in **Laird Hall** (lower level, west end) and say hello to Roger Lasley and the office staff. This is where grades are processed each term, and registration is coordinated from this location. **The Dean of the College Office** and **The President’s Office** are also located on the main level of Laird. **Corporate and Foundation Relations** is located in the same wing as the President’s Office. Mark Gleason and his staff are very helpful in the process of identifying sources of external funding for your research and scholarly work.
- The building just west of Laird is the **Library**. Sam Demas, College Librarian, will host a Library orientation luncheon for new faculty on September 29 (an invitation will be forthcoming).
- West of the Library you will find Leighton Hall. In the lower level you will find the **Business Office** at the west end, and **Printing and Mailing Services** on the east end. Printing and Mailing services is where U.S. mail is picked up and UPS picks up and delivers packages. This is also where the on-campus printing center is located. You may have your syllabi printed here, but consider the required lead-time in your planning.
- The Campus Center is located in **Sayles-Hill**. Here you'll find **Campus Services**. Stephanie Huston is your source for scheduling events and reserving rooms during times outside the academic schedule. The campus **“Post Office”** is located off the main lobby. Student mail boxes, and campus mail distribution originates here. As you enter the lobby of Sayles-Hill, you will notice an **ATM** to your left, the entrance to the **Snack Bar** to your right, and the main entrance to the **Bookstore** beyond the seating area of the Snack Bar.
- Severance Hall contains the **Dean of Student’s Office**: Dean Hudlin Wagner and Associate Dean Bruce Colwell. Also in Sevy is, **Residential Life** where you’ll get your ID cards.
- Willis Hall contains the relocated **Perlman Learning and Teaching Center**: Mary Savina. The LTC has a small library of books and journals on learning and teaching.
- The **Academic Support Center** is in Scoville Hall. Kathy Evertz and staff provide academic support to meet the needs of students in a variety of ways. **The Gender and Sexuality Center** and **Intercultural Life** are located in the Lower Level, and **The Write Place** is upstairs.