GETTING STARTED: HELPFUL PHONE NUMBERS FOR 2007-2008

CLASSROOM/RESEARCH NEEDS

Bookstore, Sayles-Hill
Textbook Manager: Brendon Etter, x4164
Email: better@acs.carleton.edu
Book orders for personal/professional use:
Tripp Ryder, x7840
Email: tryder@acs.carleton.edu
Office supply questions and special orders:
Julie Daley, x4147
Email: jdaley@acs.carleton.edu
Assistant Manager / Computer Needs:
John Ruhland, x4149
Email: jruhland@acs.carleton.edu
Caps/Gowns, regalia: Carleen Thurnblad, x4148
Email: ctturnbl@acs.carleton.edu
Printing and Mailing Services, Leighton 128
Printing/duplicating: Loretta Springer x4186
Classroom Technologies - PEPS:
Service request line x7070,
Service request Email: classrooms@carleton.edu
Classroom Technologies Coordinator:
Jim Pierret, x7006
Perlman Center for Learning and Teaching (LTC), Willis Hall
Coordinator: Chico Zimmerman, Email: czimmerm, x4191
Assist. to the Coordinator: Jennifer Cox Johnson
Email: jcoxjohn, x4192
Laurence McKinley Gould Library
College Librarian: Sam Demas, Email: sdemas, x4267
Collection development: Kathy Tezla,
Email: ktezla, x5447
Reference & instruction: Carolyn Sanford
Email: csanford, x4266
Reference Liaisons: Reference desk: x4264
Arts, film, cinema: Matt Bailey, email mbailey, x7670
Humanities: Heather Tompkins, email: hbtompkx, x7172
Languages, literature: Iris Jastram, ijastram, x7105
Sciences: Charles Priore, email: cpriore, x4415 and
Ann Zawistoski, email: azawisto, x7671
Social sciences: Kristin Partlo, email: kpartlo, x7668
Reserve Reading: Vonnie Otte, email: votte, x4272
Registrar, Laird 7
Room reservations: Ann May, x4289
Registration and grades: Evelyn Johnson, x4288

COMPUTERS: Information Technology Services
Computing Assistance, ITS Rapid Response: x5999
Academic Technologists:
Carly Born, Languages & Literature: x7010
Doug Foxgrover, Natural Sciences: x4037
Paula Lackie, Social Sciences & Humanities: x5607
Joann Martyn, Arts, Performance, Recreation: x4707
Andres Phelps: Technical Assoc. in Network Systems:
Email: phelps@carleton.edu

HUMAN RESOURCES AND BUSINESS OFFICE

Human Resources, Strong House
Benefits: Linda Laughlin, x5989
Payroll Specialists & Faculty Dev. Accounts
Barbara Harden, Leighton 110, x4176
Julie Vossen, Leighton 110, x4283

CUSTODIAL/FACILITIES
Custodial Services: x4133
Maintenance/Facilities: x4133
For more information on these services, consult the online directory: http://www.carleton.edu/campus/facilities/.

RECREATION/FREE TIME

Acting in the Community Together (ACT), Sayles-Hill 162
Service learning & community service opportunities
ACT Coordinator: Laura Reihle-Merrill x4028
Campus Activities, Sayles-Hill 150
Student Organizations, program planning, general information
Director: Robin Hart Ruthenbeck, x4155
Open Gym Hours
Rec Center: x4487
Cowling: x4431
West Gym: x4159
Ticket Reservations for Theater/Concerts: x4471
Events Calendar: www.carleton.edu/calendar
Gao Hong, Performance Activities Coord.: x4475

SECURITY SERVICES, Sayles-Hill 205
Emergencies: x4444
Non-emergencies: x4452

MAIL, FAX, PRINTING and PHONE SERVICES

Mailing Services, Leighton 128
UPS/USPS/Faxing: Nancy Sweeny, x4187
Faculty can receive Faxes at (507) 646-4204
Printing Services, Leighton 128
Printing/duplicating: Loretta Springer x4186
Post Office, Sayles-Hill 101
Post Office Supervisor: Julia H. Burmesch, x5428
Email: jburmesch@acs.carleton.edu
Telecommunications, Laird 6
Problems with voice mail or with your phone:
Telecommunications office, x5422

ROOM RESERVATIONS:

Classrooms:
Noel Ponder, Campus Scheduler: x7185
Headley House (guest rooms, meeting space)
Charlene Hamblin, Dean of the College Office: x4311
Alumni Guest House (guest rooms):
Melissa Thomas, College Relations: x4309