

FOR NEW FACULTY: USEFUL THINGS TO KNOW about SMC

Important Sources of Information

- *SMCnet* –SMC’s intranet contains useful information from many SMC departments; access requires an SMC username and password: <http://smcnet.stmarys-ca.edu>.
- *Faculty Development website* – available online at [SMCnet/faculty&staff/faculty development](#)
- *Faculty Handbook* – available online at [SMCnet/Academics/Academic VP/Provost](#)
- *Student Handbook* – available online at [SMCnet/Campus Life/Student Handbook](#)
- *SMC Fact Book* – available online at <http://www.stmarys-ca.edu/about-smc/fact-book>

Saint Mary’s ID Number

Saint Mary’s ID numbers are issued from the Human Resources Office (Filippi Hall), Mon - Fri, 8:30 am-4:30 pm. Bring “acceptable” legal document(s) (ie one passport-current or expired, OR both a driver’s license and social security card, OR see the List of Acceptable Documents for instructions), complete I-9 and W-4 forms. Call ext. 4212 a few days later for your ID number.

Saint Mary’s Photo ID Card

Saint Mary’s photo ID cards are issued by the Business Office (Filippi Hall), ask for Bernie Cox, Mon - Fri, 9:00 am-3:30 pm. No appointment necessary; bring your SMC ID number.

E-Mail Accounts

To open an email account, first personally submit all required paper work (your I-9 and W-4 forms) to HR. This information will be forwarded to Payroll. When it has been processed, Computer and Technology Services (CaTS) will set up your e-mail account and the next day will mail information (including how to activate your account) to your home address. If you have general questions about your account, call HR at ext. 4212; or for technical questions call the Help Desk at ext. 4266.

Parking Permits

Permits are required for parking in faculty/staff designated parking areas. See campus map. Applications may be picked up at the front gate or the Public Safety Administration Office (Assumption Hall West; see/call Marcy Bowie ext. 4052). Or applications may also be submitted online: <http://www.stmarys-ca.edu/about/safety/faculty.html>, with a choice of permit delivery options including pick-up at the front gate or mailing to your home or department.

Post Office Boxes, Mail Service and Deliveries

- Saint Mary’s College has its own US Post Office. Hours are 12:00-5:00, Monday-Friday.
- Faculty boxes for campus mail are located in the Mail Center next to the US Post Office. Leave completed application “Box Assignment Request” form (include campus phone extension) at the campus Mail Center. Keys may be picked up in approximately one week..
- Additional departmental mailboxes for faculty are located in most buildings adjacent to departmental offices.
- The College’s street address is: 1928 Saint Mary’s Rd., Moraga, CA 94556.
- All packages sent via UPS and Federal Express services are delivered to the SMC Warehouse (ext. 4355), at the above address. All USPS packages can be picked up at the campus Mail Center.

SMC Bookstore

A 10% discount on books and most other items is available to Saint Mary's faculty and staff. For course book orders contact Scott Devlin (textbooks@stmarys-ca.edu), or for general bookstore inquiries Michelle Daugherty (mداughter@stmarys-ca.edu).

Faculty/Staff Dining

- Café Louis is open Mon-Thur 7:30am-9 pm; Fri 7:30am-8 pm; Sat 7:30am-2pm. Closed Sun.
- The Brickpile is open Mon-Thur 11:30 am-9 pm; Fri 11:30 am-3 pm; Sat-Sun closed.
- Oliver Hall is open to faculty and staff as well as students: Mon-Fri 7:30am-7:00pm, 9:00-11:00pm; Sat and Sun 9:00am-1:30pm, 5:00-7:00pm; 9:00-11:00pm.
- Cash or "Flex Dollars," the easy, economical way to buy meals, may purchased from the Business Office or Sodexo office, and may be used in all of the above locations.

Library

- Librarians offer customized library research instruction to support course objectives. They also assist in helping to develop appropriate library assignments that will develop effective information retrieval skills and evaluation of information. To find your librarian subject specialists for instruction sessions or to request resources to be purchased for the collection, check the library's web site under "Services."
- A variety of electronic resources are available on campus and remotely which provide access to over 30,000 full-text periodicals and reference resources. To view a complete listing of databases check the library's web site under "Articles and Databases."
- Books or articles that are not available in the Library in print or electronically or via the Link+ consortium may be requested from other libraries via ILLiad, our electronic interlibrary borrowing system. To access ILLiad check the library's website under "Articles / Books Beyond SMC."
- For other information regarding Library services, please visit the web site at <http://library.stmarys-ca.edu>

Media Services

- Located on the 2nd floor of the Library, Room 208, Media Services is responsible for all instructional media (AV) equipment. To request media equipment call ext. 4233 or complete online request on CaTS website: <https://imah.stmarys-ca.edu/MRcgi/MRlogin.pl>.
- For training in the operation of media equipment contact Media Services Manager, Craig Phillips, ext. 4233.

Duplicating Services

For duplicating orders (generally more than ten copies), contact Duplicating Services, ext. 4374, in the Warehouse annex. Hours are Mon-Fri, 7:00am-5:00pm. Turn-around time varies from 24-72 hours depending on the workload. To reproduce copyrighted materials permission must be first secured from the publisher. Permission forms are available from Duplicating Services.

ATM Machine

A Bank of America ATM machine is located opposite the CILSA office, in the ground floor stairwell of the Cassin Student Union, Ferrogiaro Hall.

Cultural Resources

- Hearst Art Gallery – Gallery and Gift Shop Hours: Wed-Sun 11:00-4:30, the permanent exhibition includes works of California artist, William Keith; changing exhibitions include an annual summer landscape show and others representing a wide variety of themes and media; opportunities are available for faculty curators. For more info call ext. 4379.
- CLAM (Committee for Lectures, Art, and Music) Saint Mary's LeFevre Theatre will host six outstanding cultural performances during 2008-09, including dance, theater, and choral and orchestral music. For information call 631-4381.
- Creative Writing Reading Series - Fall 2008 series features six widely-acclaimed writers reading from their own works, evenings in the Soda Center. Sponsored by the MFA Program in Creative Writing. For information call ext. 4457.

Wellness Resources

- Madigan Gym Facilities
 - Swimming Pool, open daily 12:00-5:00 pm; check website for changes in schedule: https://smcnet.stmarys-ca.edu/athletics/rec_sports/facilities/pool-hours.pdf
 - Cardio-fitness Area (Madigan, 2nd floor), open daily 7:00 am–11:00 pm, check website: https://smcnet.stmarys-ca.edu/athletics/rec_sports/facilities/cardio.html
- Power Plant / Weight Room, facilities available when not being used by SMC teams; open hours posted at Power Plant entrance.
- Yoga – check your e-mail for the Fall schedule of weekly yoga sessions
- Meditation – check your e-mail for the Fall schedule of weekly meditation sessions in the SMC Chapel with Brother Camillus.