

Campus Fax Directory

2016/2017



Send corrections, deletions or additions to:

HelpdeskIS@collegeofthedesert.edu

Campus FAX Directory 2016/17

<u>FAX #</u>		<u>FAX #</u>	
----- A -----			
Academic Skills Center	776-7423	Arts & Sciences,	776-7310
Administrative Services	773-2570	Assessment Testing	862-1330
Admissions & Records	862-1379	ASCOD Executive Office	776-7279
ATTEc (Alt Transp, Tech & Energy)	776-7229	Athletic Counselor	NO FAX #
Alumni Association	636-7983	Athletics/Kinesiology	862-1362
Applied Sciences & Business	776-7229		
----- B -----			
Bond Projects	776-7263	Bursar Office	568-7522
Bookstore	346-8714		
----- C -----			
CalWORKS	776-7245	Communications	776-7418
CARE	862-1354	Community Ed (PaCE)	837-9657
Career/Transfer Center	862-1382	Counseling Office	862-1330
Chaparral (Campus News)	862-1338	CSEA	776-0148
Child Development Center	776-7262		
----- D -----			
DSPS	862-1329		
----- E -----			
Early Childhood Education	568-7505	EVC - Mecca/Thermal	396-2719
EDGE Program	NO FAX #	EOPS/CARE	862-1354
EVC - Indio	342-8659	ESLN (Non-Credit)	773-2505
----- F -----			
Faculty Resource Center	862-1346	Fiscal Services	341-8678
Financial Aid	776-7338	Foundation	341-1172
----- G -----			
GED	773-2505		
----- H -----			
Health Sci. & Education	776-7414	Human Resources	773-5877
Health Services	776-7472		

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FAX #		FAX #	
-----I-----			
Indio Campus	342-8659	Institutional Research	NO FAX #
Information Technology Svcs	346-4217	Intensive English Academy	862-1361
Institutional Advancement	773-2570	International Education	862-1361
Institutional Effectiveness (IEESP)	NO FAX #		
-----K-----			
Kinesiology/Athletics	862-1362	-----L-----	
		Library	568-5955
-----M-----			
Mailroom	776-7273	Math & Science	NO FAX #
Maintenance & Operations	346-9171	Mecca/Thermal Campus	396-2719
Marks Art Gallery	773-2562	MESA	776-0145
-----N-----			
New Horizons	776-7229	Non-Credit Programs	773-2505
-----P-----			
Parking (Bursar Office)	568-7522	Public Relations Office	773-0862
PaCE (Community Ed)	837-9657	Public Safety Office	636-7975
President's Office	341-9732		
-----R-----			
Research (Institutional)	NO FAX #		
-----S-----			
Stadium (Football)	776-7475	Student Health Services	776-7472
Student Life	862-1341	Student Success & Student Learning (3SL)	776-7437
-----T-----			
TASC (Tutoring & Academic Skills Centers)	776-7423	Transfer/Career Center	862-1382
Title V (HSI & Co-Op)	NO FAX #	TRIO Programs	776-7247
-----U-----			
Upward Bound	776-7247	-----V-----	
		Veterans Resource Center	423-6630
-----W-----			
Work Experience	776-7336		

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TELEPHONE QUICK TIPS

FORWARDING

To forward calls to another extension:

- At idle phone, press **CFwdALL** softkey
- Dial the destination extension

To cancel forwarding:

- Press **CFwdALL** softkey

To forward your calls directly into voicemail:

- At idle phone, press **CFwrddALL** softkey
- Press (**Messages**) key

HOLD

To place a call on hold:

- Press **Hold** softkey
- Hang up handset

To reconnect with the call:

- Lift handset
- Press Resume softkey or the line key

TRANSFER

To transfer a call to another extension:

- Press **Trnsfer** softkey
- Dial other extension
- Announce the call, if you like
- Press **Trnsfer** softkey

To retrieve the original call if no one answers:

- Press **EndCall** softkey
- Press **Resume** softkey

To transfer a call directly to a colleague's voicemail box:

- Press **Trnsfer** softkey
- Press ***_** key
- Enter mailbox number
- Press **Trnsfer** softkey

TECHNICAL ASSISTANCE

Media / Phone / Computer – Dial Ext. 1300

Email: HelpdeskIS@collegeofthedesert.edu

Login & Create Work Order: <https://ithd.collegeofthedesert.edu>

EMERGENCY

Life Threatening: DIAL 911

All others emergencies: Call Campus Security – dial Ext. 2111