

Other Important Info

What is the Emergency Notification System?

Bloomsburg University has a system for communicating emergency information to the campus community. Your participation as a faculty member is voluntary. You can receive notification by cell phone, email, or both. Standard charges from your cell phone provider apply. To learn more visit [Emergency Notification System](#).

Do I need a Library Card?

Your university identification card is your library card and you can activate it at the circulation desk at the library.

What is a compressed schedule?

During inclement weather or other emergencies, the university will sometimes declare a compressed schedule, in which classes begin later than normal and last a shorter amount of time. [The schedule is available here](#).

Announcements would be made on [BU Today](#) page or you can sign up for [BU Alerts](#) to your email, phone, or other devices.

If I am traveling to attend conference or other university-related activity or taking students on field trips, what do I need to know and do?

The university still has a fleet of vehicles intended for frequent use and reserved for certain departments or organizations on campus. So begin by asking your department about those options. In fall 2011, Bloomsburg University released new policies for "[Enterprise Vehicle Rental and New Travel Information](#)," which you should review before making travel plans to fulfill professional responsibilities.

If travelling for professional reasons, faculty members need pre-approval. This form is known as the **Travel Approval Request (TAR)** and requires several signatures in advance, so plan ahead. Upon completion of the travel, faculty submit a **Travel Expense Request (TER)** form; you will be asked to provide documentation, receipts, and secure several signatures. These forms can be accessed through the Finance and Business Office [Travel Information Page](#).

If you would prefer not to use a personal vehicle, the University has arranged for faculty to rent a vehicle through Enterprise Car Rental. Use the Enterprise link provided on the [Procurement Department website](#). Faculty may also use their personal vehicles and be compensated. To determine your mileage, [click here](#).

Where do I locate the University Catalog?

The official University catalog can be accessed through the Registrar's [Faculty Resource Page](#).

How do I locate and reserve rooms for special events, review sessions, computer labs and the like?

The answer to this question depends upon what your intended purpose is. For one time events to be held in classrooms and computer laboratories, contact [Facilities Scheduling](#). To reserve Mitrani Hall in Haas Auditorium or Gross Auditorium in Carver Hall, contact the [Director, Randall Presswood](#).