Operating on the assumption that people do not always know how to access crucial and necessary information at NYU, we suggest constructing a site within the NYU webpage to be called Fast Facts in which key information could be found easily and quickly. This information could also be printed up on a sheet to be kept at desks, on bulletin boards, posted wherever it can be easily accessed. It will be critical to ensure that the site is regularly updated to reflect necessary changes and additions.

Some of the information that might be on Fast Facts is the following:

**NYU ACADEMIC MATTERS**
- The Class Calendar (preferably 2–3 years at a time)
- Drop/Add dates and procedures
- Registration calendar
- How to use Blackboard
- Where resources are located
- Contact information for heads of departments
- Contact information for advisors in each department
- Essential e-mail address to ask questions about classes, such as: Location, requirements, prerequisites, materials needed, etc.

**Deans’ Offices**

**NYU ADMINISTRATIVE OFFICES AND SERVICES**
- Essential e-mail and phone numbers for important offices, i.e., Bursar, Registrar, Library, Wellness Exchange, College Learning Center, Writing Center, Admissions, Alumni Affairs, etc.
- With regard to student life, e-mail and phone numbers could be included for Student Housing, Student Affairs, Student Government, Student Clubs, Student Health Service, Counseling Services, Career Services, Information Services, Directory Assistance, etc.

**LOCAL INFORMATION OF INTEREST**
- Where to eat
- Where to shop
- Addresses of local services (dry cleaning, tailor, shoe repair, etc.)
- Addresses of local banks
- Addresses of local theaters, jazz clubs, and other entertainment venues
- Denominations and addresses of local places of worship

We suggest that we invite someone from the Office of Public Affairs to suggest how to best implement this idea.