Instructor Not Listed

Q: What if an instructor is not listed to assign to a class section?

A: Send an e-mail to Raelynn.Lee@unlv.edu with the following information.

1. The HR Employee ID number
   a. Obtained through the Employee ID Lookup link HR’s website http://hr.unlv.edu/
2. The Academic Organization Code for the subject the instructor will be assigned to teach.
   a. One of the places this information is listed is on the Basic Data page of Maintain Schedule of Classes component.
# UNLV Employee Number Search

![Employee ID Lookup](http://hr.unlv.edu/)

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Name</th>
<th>Department</th>
<th>Employee Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1003400</td>
<td>GAUTIER, TIM</td>
<td>INTERDISCIPLINARY DEGREES</td>
<td>ACADEMIC FACULTY</td>
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</tbody>
</table>

### Basic Data

<table>
<thead>
<tr>
<th>Course ID: 199178</th>
<th>Course Offering Nbr: 1</th>
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<tbody>
<tr>
<td>Academic Institution: University of Nevada Las Vegas</td>
<td></td>
</tr>
<tr>
<td>Term: 2015 Fall</td>
<td></td>
</tr>
<tr>
<td>Subject Area: IDS</td>
<td></td>
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<tr>
<td>Catalog Nbr: 201</td>
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</tbody>
</table>

### Class Sections

- Session: [Regular Academic Session](#)
- Class Section: 1003
- Component: LEC (Lecture)
- Class Type: Enrolled
- Associated Class: [Add Fee](#)
- Campus: UNLV
- Location: MAIN/UNLV
- Course Administrator: [Add Fee](#)
- Academic Organization: LV290
- Academic Group: LA (Liberal Arts)
- Holiday Schedule: UNLV Holiday Schedule
- Instruction Mode: WEB (Web-based)