

## **Welcome to the College of Education! New Faculty FAQs**

Please visit the College website at <http://education.unlv.edu/> and your Department website: <http://education.unlv.edu/departments.html> as these sites may answer many of your questions.

### **Frequently asked questions:**

#### **1. How do I get an e-mail account?**

Contact the Campus Computing Services, Office of Information Technology at 895-0777 or go to <http://newuser.unlv.edu>. Tell them you are a faculty member and OIT will come and set it up.

#### **2. Where do I get office and classroom keys?**

You can get keys from your Department secretary.

#### **3. Where do I get an office phone number?**

You can get your phone and phone number from your Department secretary.

#### **4. How do I get on the College list server?**

Go to Young Bok Kim ([young.kim@unlv.edu](mailto:young.kim@unlv.edu)), Technology Administrator for the College. He can be reached at 895-3762 or through email. You can also email Katrina Switalski at [katrina.switalski@unlv.edu](mailto:katrina.switalski@unlv.edu)

#### **5. What are my University benefits?**

Human Resource is located at CSB 237. Benefits phone # is 895-3504 to set up an appointment.

#### **6. Where can I get a class list?**

You can get your class list from your Department secretary.

#### **7. Who can I go to when I have questions about WebCampus?**

WebCampus is a learning tool that many faculty members use for on-line discussions, calendar features, and assignments. Contact the Computing Resource Center:

Phone: 702-895-0777

Email: [IThelp@unlv.edu](mailto:IThelp@unlv.edu)

Location: CBC-B113

Hours: Monday - Friday: 8am - 5pm, Saturday - Sunday: Closed

More questions? Visit the WebCampus Headquarters at

<https://webcampus.nevada.edu/webct/entryPageIns.doweabt>

#### **8. Where can I get a computer?**

All new tenure track faculty will receive a new computer. There are no funds for Adjunct or Part-time faculty computers. You should check with your Department Chair to request computer equipment.

**9. Where do I go to get a Marlock card to get into the classrooms?**

You can ask your department secretary for a Marlock card if needed. The Marlock card is a key that looks like a credit card. It can open secure doors such as the COE building and computer labs.

**10. How do I get a parking permit?**

You can now purchase your permit online at The Permit Store and type "UNLV" to access your options for our campus. <http://parking.unlv.edu/index.html> Or you may contact the University Department of Public Safety: Parking & Traffic Division  
Telephone: 702 895-1300 Office Hours: 8:00 am - 5:00 pm Monday to Friday

**11. What is the standard College meeting schedule?**

The College holds full faculty meetings approximately four times per year: one at the beginning and one at the end of each semester. We also have College committee meetings. You can access all College and College Committee meeting dates at:  
<http://education.unlv.edu/calendars.html>

**12. Where do I find a copy of the College by-laws?**

College By-laws can be accessed from the College Information webpage located at:  
[http://education.unlv.edu/third/faculty\\_info.html](http://education.unlv.edu/third/faculty_info.html)

**13. How do I get a Rebel Card and why do I need one?**

The RebelCard is the official identification card for all members of the UNLV campus community. But the card is much more than an ID. For example, you can use your RebelCard to check out books at the library and as a debit card to pay for food at various on-campus dining facilities. You can get additional information at:

RebelCard Services Center  
Moyer Student Union, Room 160  
(702) 895-2351  
[idcard@unlv.nevada.edu](mailto:idcard@unlv.nevada.edu)

**14. What are the extra benefits provided to University employees and whom do I contact in order to take advantage of them? (e.g. Cell phone service)**

You can find helpful information online at: UNLV Employee Benefits:  
<http://hr.unlv.edu/Benefits/>  
Benefits phone # is 895-3504.

**15. Where do I get supplies for my office or teaching?**

Please check with your Department Secretary for all supply needs.

**16. What technology is available for teaching and where do I get technology for teaching?**

We currently have four laptop carts with Windows and Mac wireless laptops. We also have laptops, projectors, cameras and other items available for checkout. See the Tech

Reservation page at: <http://131.216.58.222/> Young Bok Kim is the COE Tech support person: You can reach Young at 895-3762 or email: [young.kim@unlv.edu](mailto:young.kim@unlv.edu)

**17. Will I be provided with a mentor?**

Your Department Chair will assign you an official mentor to aid in your transition to UNLV and Las Vegas.

**18. What is a good resource for entertainment events in the Las Vegas valley?**

One good source of Las Vegas information is online at <http://www.lasvegas.com> Of course, you could also ask other faculty members.

**19. How do I get reimbursements for travel or other official expenses.**

If you have approved expenses, Sharleen Sherry in the Department Office will assist you with the paperwork. You can reach Sharleen in the Dept. Office or at 895-1540.

**Additional Information:**

1. List of Important telephone numbers and contacts for people new to Las Vegas:
  - a. Order Telephone Service
  - b. Order Gas and Electric
  - c. <http://www.movetolasvegas.com> has links for utilities.