

Instructor Advisor Table Request Form

Current Employee: Yes No

Name: _____
 Last First Middle Initial

ID Number: _____

NOTE TO INSTRUCTION OFFICE REQUESTOR: If Instructor's Employee ID number is unknown, a search in PeopleSoft must be completed prior to sending this form to Human Resources. To search, go to: PeopleSoft Home > Campus Community > Personal Information > Biographical > Names. If there is an ID number, please provide above.

If an ID number doesn't exist, then provide the last four (4) digits of the instructor's social security number.

Last 4 digits of SSN: xxx-xx-_____

Campus: ARC CRC EDC Ethan FLC SCC

Semester / Term: Fall Spring Summer

	Academic Org	Subject Area	Discipline
1			
2			
3			
4			
5			
6			

Name of Requestor: _____ Date: _____

Notes:

Upon completion, please e-mail the appropriate Human Resources Specialist:

Full Time / LTT Faculty Staff:

[Taurus Jackson](#)

Adjunct Faculty Staff (last names starting with):

A – G: [Nighina Khripunov](#)

H – Pa: [Donna Bellinger Ryan](#)

Pb – Z: [Arcelia Montes](#)