I am trying to get a contract course created but the faculty mentor's name is not listed. What is wrong?

Two things need to be in place for a faculty member to appear in the contract course search feature.

1. An email address needs to be listed in the campus directory for the professor. The departmental directory updater (listing available here – http://www.directory.ucla.edu/updaters.php) can be contacted to make this adjustment. Once the directory listing is created, MyUCLA will get the information after the next nightly update. These are performed Monday through Thursday night only.

2. The professor must have an active teaching appointment. This can be verified by the department's academic personnel administrator. If there is no appointment for the professor, the student will need to look for another faculty mentor.

Questions about this process can be directed to the Undergraduate Education Information Technology Help Desk at 310-206-4525.

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