

Where To Go For Help
 Department of Mathematics
<https://math.sciences.ncsu.edu/>

| Emergency Number: 911 | | Non---Emergency Number: 515-3000 |
|------------------------------|--|---|
| Procedures | Person Responsible | Notes |
| Absences | Molly Fenn (513-2288) | <ul style="list-style-type: none"> - Inform Molly Fenn and/or Di Bucklad ASAP - Provide your own substitute - If unavailable to find sub, inform class 24 hours in advance. |
| Activity Reports (Faculty) | Lexy Baracca (513-2293) | 4148 SAS Hall - Submitted in April |
| Building Issues | Carolyn Gunton (515h 2270) Lexy Baracca (513-2293)-backup | 2109 SAS Hall – Carolyn 4148 SAS Hall – Lexy Any problems with water, lighting, air condition, elevator, housekeeping, etc. |
| Classroom Instruction Issues | Fall/Spring Session: Molly Fenn (513-2288) Summer Sessions: Leslie Kurtz (515-2111) | Issues with students, teaching questions or problems |
| Coffee/Tea Maker | Lexy Baracca (513-2293) | 4148 SAS Hall - Coffee/Tea supplies or problems -50 cents a cup. -You must provide your own cup. |
| Computer Support | | PC: Support@math.ncsu.edu Kirk Main (513-6315) MAC: Support@math.ncsu.edu Seyma Shabbir (513-3157) Kirk Main (513-6315) |
| Contracts and Grants | Jennifer Williams (515-0665) | 4136 SAS Hall – Pre and post awards. |
| Copy/Fax/Scan Machine | Trisha Smith-Clinkscates (513-2292) | 3117 or 3153 SAS Hall - Copiers location 2108 SAS Hall –Trisha Smith-Clinkscates for copier code, instructions, jams or paper |
| Course Scheduling | Carolyn Gunton (515-2270) | 2109 SAS Hall |
| Department Head’s Calendar | Lexy Baracca (515-2293) Alan Porch (513-2294) | 4148 SAS Hall - Lexy 4144 SAS Hall - Alan Appointments with the Dept. Head. |
| Effort reports (TEARS) | Jennifer Williams (515-0665) Meghan Kerr (513-4110) | Question concerning the effort report, contact Meghan Kerr (513-4110) |

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| Equipment Checkout | Seyma Shabbir (515-3157) Carolyn Gunton (515-2270) <hr style="width: 20%; margin-left: 0;"/> | Available for Checkout: -Cables - microphone/speakers -Calculators -Projectors -Financial -TI-92 Plus -Camcorders -Remotes -Cameras -TV/VCR -Laptops -- Math Faculty, Staff or Grad students ONLY. -- Give 24 hour's notice |
| Evaluations | Molly Fenn (513-2288) | 2108 SAS Hall |
| FedEx | Trisha Smith-Clinkscales (513-2295) 4138 SAS Hall Brendaé Hughes (513-7339) 3136 SAS Hall | Address: Department of Mathematics 2311 Stinson Drive 2108 SAS Hall Campus Box 8205 Raleigh, NC 27695-8205 |
| Final Grade Report | 2108 SAS Hall | All Grad Students or anyone leaving NCSU must turn in final grades at the end of a semester. |
| Financial Math Program | Di Bucklad (513-2298) Tao Pang (513-2110) | https://financial.math.ncsu.edu |
| Flowers | Trisha Smith-Clinkscales (513-2295) | Notify Trisha Smith- Clinkscales if flowers or card is needed. - flower fund contribution to Trisha Smith-Clinkscales. Checks made payable to NC State Sciences Foundation |
| Grade Change Forms | Di Bucklad (513-2298) | My Pack Portal or 2108 SAS Hall |

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| Graduate Students | Denise Seabrooks(513-2296) Pierre Gremaud (515-3100) Ernie Stitzinger (515-3258) Financial Math Program: Di Bucklad (513-2298) Tao Pang (513-2110) | Admissions and application process, room assignments, advising MS and PhD https://math.sciences.ncsu.edu/graduate/ Financial Math: https://financial.math.ncsu.edu/ |
| Honors Programs | Min Kang (515-2598) | https://math.sciences.ncsu.edu/undergraduate/undergraduate-programs/math-honors-program/ |
| Equipment Inventory | Carolyn Gunton (515-2270) | 2109 SAS Hall - complete form if you wish to take equipment/computers home. |
| Keys | Lexy Baracca (513-2293) Alan Porch (513-2294) | 4148 SAS - Lexy 4144 SAS - Alan After hours, contact Public Safety if you are locked out of your office. |
| Library | Carolyn Gunton (515-2270) | 1109 SAS Hall - Math Library |
| Lost & Found | Seyma Shabbir (515-3157) | 2105C or 2108 SAS Hall for lost/found items. |
| Mail | Trisha Smith-Clinkscales (513-2295) | 3151 SAS Hall: Departmental Incoming/Outgoing Mail Non-Departmental Outgoing mail: drop at the USPS drop box located on the corner of Poe & Leazar Hall or at the local Post Office on Oberlin Road |
| Material to be burned/destroyed | Di Bucklad (513-2298) | 2108 SAS Hall |
| Newsletter (Undergraduate) | Alina Duca (515-1875) | https://math.sciences.ncsu.edu/undergraduate/undergraduate-programs/undergraduate-newsletters/ |

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| Office Staff | Alan Porch (513-2294) | 4144 SAS Hall |
| Office Supplies | Trisha Smith-Clinkscates (513-2292) | 4138 SAS Hall |
| Payroll Information: | | <p>Employee Self Service: MyPack Portal → Employee Self Service</p> <ul style="list-style-type: none"> - Biweekly: Brendaé Hughes- - ERHA/SHRA: Brendaé Hughes - Grad. Students: Denise Seabrooks - Grants: Jennifer Williams - Research Assistants: Denise Seabrooks - Summer School: Brendaé Hughes |
| Pi Mu Epsilon | Hien Tran (515-8782) | 4146 SAS Hall |
| Placement Test Questions | Molly Fenn (513-2288) | <p>SAT II, AP Scores Online Math Skills Test: Search “WebAssign” in the search box on the NCSU home page. Choose the first link “WebAssign Login”</p> <p>*Math Skills Tests is for incoming Freshman ONLY*</p> |
| Printer/Paper/Toner | Seyma Shabbir – 2105C SAS Trisha Smith-Clinkscates – 4138 SAS | <p>Paper: Trisha Smith-Clinkscates (513-2292) Printing Issues/Toner Cartridges: support@math.ncsu.edu Kirk Main (515-6315) Seyma Shabbir (515-3157)</p> |
| Registration Issues | Molly Fenn (513-2288) | 2108 SAS |

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| Room Reservations | Carolyn Gunton – 2109 SAS Lexy Baracca – 4148 SAS (Backup) | Classrooms: *Carolyn Gunton (515-2270) Conference Room (3282): *Carolyn (Lexy-backup) Meeting Rooms (3134 or 4134) *Carolyn (Lexy-backup) Seminar Room (4201) *Carolyn (Lexy-backup) |
| Scholarly Reassignment for Faculty (Sabbatical leave) | Brendaé Hughes -3136 SAS Hall | Initial request should be through Dept Head with all forms and questions handled through Brendaé Hughes 3136 SAS Hall Guiding Policy: https://policies.ncsu.edu/regulation/reg-05-20-24 |
| Summer Program | Leslie Kurtz (515-2111) | 3240 SAS Hall |
| Surplus | Carolyn Gunton (515-2270) | 2109 SAS Hall - Notify Carolyn in if you have computers, equipment or furniture that needs to be surplus. |
| Student Help | Alan Porch (513-2294) | 4144 SAS Hall |
| Syllabi | Di Bucklad (513-2298) | https://math.sciences.ncsu.edu/faculty-and-staff-resources/teaching/ & SAS 2108 |
| SUM Club (Undergraduate Club) | Molly Fenn (515-1876) | 3230 SAS Hall |
| Teas | Trisha Smith-Clinkscales (513-2295) | 4138 SAS Hall Check can be made out to NC State Sciences Foundation |
| Telephone List | Trisha Smith-Clinkscales (513-2295) | Online at: Department of Mathematics Home Page → People www.ncsu.edu/directory |
| Telephone Repairs/Voice Mail | Trisha Smith-Clinkscales (513-2295) | 4138 SAS Hall - phone problems/repairs or voice mail requests. |
| Text Book Orders | Carolyn Gunton (515-2270) | |
| Time Sheets (all) | Brendaé Hughes 3136 SAS Hall | Time management is accounted via WolfTime in mypack.ncsu.edu |
| Transfer Credit | Leslie Kurtz (513-2111) | 3240 SAS Hall |
| Travel Authorizations | Alina Chertock or designee | Must be approved at least 2 weeks in advance of trip. |

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| Travel Reimbursements: | State Funds Reimbursements: Trisha Smith-Clinkscales (513-2295) Grant Funds: Jennifer Williams (515-0665) | NCSU TRAVEL POLICIES: https://controller.ofa.ncsu.edu/thetravelcenter/ |
| Tutoring | Grad Students will contact Seyma to schedule their MMC Hours https://math.sciences.ncsu.edu/undergraduate/courses-faq/math-multimedia-center/ | Tutors for Hire: https://math.sciences.ncsu.edu/tutors-for-hire/ |
| Undergraduate Program | Di Bucklad (513-2298) Alina Duca (515-1875) | https://math.sciences.ncsu.edu/undergraduate/ |
| Visitors – Office Space | Lexy Baracca (513-2293) | 4148 SAS Hall - Office Space is extremely limited and even with a 2 week notice we may not have space. Please use the web-based visitor form or contact Lexy. |
| Visitors-Visa's | Brendaé Hughes (513-7339) | 3136 SAS Hall -Visa's |
| Visitors (Reimbursements) | State Funds Reimbursements: Trisha Smith-Clinkscales (513-2295) Grant Funds: Jennifer Williams (515-0665) | All visitors must register via Lexy and the visitor form at least two weeks prior to arrival. Please verify funding prior to visitor request. |
| Webassign Help | Support@webassign.net Jenn Burt (515-7909) Seyma Shabbir (515-3157) | https://www.webassign.net/ncsu/login.html |
| Website Assistance | Seyma Shabbir (515-3157) | |
| Wolfware | Seyma Shabbir (515-3157) | |