

Where to Go for Help
 Department of Mathematics
<http://math.sciences.ncsu.edu/>

Emergency Number: 911		Non-Emergency Number: 515-3000
Procedures	Person Responsible	Notes
Activity Reports (Faculty)	Lexy Baracca (4148 SAS)	- Submit reports by March 15
Building Issues	Carolyn Gunton (2108 SAS) Lexy Baracca (4148 SAS– backup)	-Problems with water, lighting, air condition, elevator, housekeeping, etc.
Classroom Instruction	Fall/Spring Session: Molly Fenn (2108 SAS) Summer Sessions: Leslie Kurtz (3240 SAS) Nia Okoh(2108SAS)	- Absences, grade change, final grade reports Placement Test questions, registration issues, teaching evaluations; - If absent--- - Inform Molly Fenn and/or Nia Okoh ASAP - Provide your own substitute - If unable to find sub, inform class 24 hours in advance.
Computer Support	Kirk Main (3138 SAS)	- support@math.ncsu.edu For website assistance, please see Seyma
Contracts and Grants	Georgia Webb (4136 SAS)	- Post Award Administration
Copier & Printing Supplies	Andrea Hayes Pennix (4138 SAS)	-Printer/Copier locations (3117 or 3153 SAS) -Wolfcopy access codes-send ID number to Andrea. -Report jams/problems to Andrea
Department Head's Calendar	Lexy Baracca (4148 SAS) Alan Porch (4144 SAS-backup)	-Appointments with the Dept. Head.
Effort Reports (TEARS)	Georgia Webb (4136 SAS)	-Question concerning the Effort Report
Equipment Checkout	Seyma Shabbir (2105 SAS)	Available for Checkout: -Adaptors -Laptops -Camcorders -Projectors -Cameras -Clickers
FedEx/UPS	Andrea Hayes Pennix (4138 SAS)	Please verify funding prior to request.

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Flower Fund	Andrea Hayes Pennix (4138 SAS)	-Notify Andrea Hayes Pennix if flowers or cards are needed. -Contribution checks payable to: NC State Sciences Foundation - Department sends flowers for death/birth/hospitalization of immediate family members.
Graduate Students	Applied Math and Math Programs: Seth Sullivant (3114 SAS) DGP BioMathematics Program: Alun Lloyd (4224) DGP John Craig (4126 SAS) Grad Services Financial Math Program: Tao Pang (4116 SAS) DGP Susan Rodzik (3136 SAS)-Grad Services	-AMA and MA Programs: https://math.sciences.ncsu.edu/graduate/ -BioMath Program: http://bma.math.ncsu.edu/ -Financial Math: http://financial.math.ncsu.edu
Honors Programs	Min Kang (4114 SAS)	http://www.math.sciences.ncsu.edu/honors/
Home Use Equipment	Kirk Main (2107 SAS)	- https://wp.math.ncsu.edu/it/get-help/ Set-up an appointment for check-out
Keys	Lexy Baracca (4148 SAS) Alan Porch (4144 SAS-backup)	-After hours, contact Public Safety if you are locked out of your office.
Library	Carolyn Gunton (2108 SAS)	- Math Library (1109 SAS)
Lost & Found	Seyma Shabbir (2105 SAS)	- 2105 SAS for lost/found items.
Mail	Lexy Baracca (4148 SAS)	-Departmental Incoming/Outgoing Mail (3151 SAS) -Personal Outgoing mail: use mailbox located on the corner of Poe Hall or Post Office on Oberlin Road
Material (Confidential)	Carolyn Gunton (2108 SAS)	-Materials to be destroyed/recycled
Parking	Andrea Hayes Pennix (4138 SAS)	-Verify funding. Parking is \$10 a day. - TA or AP104 required for visitor parking
Payroll Information:	Brendaé Hughes (4110 SAS)	Employee Self Service: MyPack Portal → Employee Self Service

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Registration Issues/Enrollment	Molly Fenn (2108 SAS)	-Fall/Spring – issue with enrolling into classes for students: -Enrollment Form: http://go.ncsu.edu/MathEnrollment
Room Reservations	Carolyn Gunton (2108 SAS) Lexy Baracca (4148 SAS-backup)	Classrooms for non-class use Conference Room (3282 SAS) Meeting Rooms (3134 or 4134 SAS) Seminar Room (4201 SAS)
Scholarly Reassignment (Sabbatical Leave)	Brendaé Hughes (4110 SAS)	-Initial request should be through Dept. Head with all forms and questions handled through Brendaé Hughes -PolicyGuide: https://policies.ncsu.edu/regulation/reg-05-20-24
Surplus	Kirk Main (2107 SAS)	-Computers, equipment or furniture to be surplus.
Syllabi	Carolyn Gunton (2108 SAS)	https://math.sciences.ncsu.edu/faculty-and-staff-resources/academic-resources/teaching/ -Copies are located in 2108 SAS Hall
Tea Fund	Andrea Hayes Pennix (4138 SAS)	-Checks made payable to: NC State Sciences Foundation
Telephone Repairs/Voice Mail Issues	Andrea Hayes Pennix (4138 SAS)	-Phone problems/repairs (help@ncsu.edu)
Telephone list	Lexy Baracca (4148 SAS)	-Updates to printed telephone lists -Online at: Department of Mathematics Home Page → People or www.ncsu.edu/directory
Textbooks	Carolyn Gunton (2108 SAS)	-For teaching instruction
WolfTime	Brendaé Hughes (4110 SAS)	-Time management is accounted via WolfTime in mypack.ncsu.edu
Transfer Credit	Leslie Kurtz (3240 SAS)	-Credits transferred from other universities
Travel Authorizations & Travel Reimbursements:	Grant Funds: Georgia Webb (4136 SAS) Non-Grant Funds: Andrea Hayes Pennix (4138 SAS)	-All authorizations and reimbursements are handled in Mypack portal. Must be approved two weeks in advance. -NCSU TRAVEL POLICIES: http://controller.ofa.ncsu.edu/thetravelcenter/

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Tutoring	Seyma Shabbir (2105)	- Grad Students contact Seyma to schedule MMC Hours for tutoring -Tutors for Hire: go.ncsu.edu/mmc
Undergraduate Program	Alina Duca (2108 SAS) Nia Okoh (2108 SAS)	https://math.sciences.ncsu.edu/academics/
Visitors (Office Space)	Lexy Baracca (4148 SAS)	- All visitors must register via Lexy Baracca and the visitor form at least 2 weeks prior to arrival. Please verify funding prior to visitor request.
Visas	Brendaé Hughes (4110 SAS)	-All visitors that require visas require 120 days notice-30 days for dept processing and 90 days for OIS processing. Please verify funding prior to visitor request.
Webassign Help	Jenn Burt Seyma Shabbir (2105C)	support@webassign.net

Contact	Position	Phone	Email
Baracca, Lexy	Assistant to the Department Head	513-2293	akbaracc@ncsu.edu
Bennett-Shabbir, Seyma	Teaching Tech/Webmaster/MMC	515-3157	bennett@ncsu.edu
Burt, Jennifer	Teaching Technician	****	jlgeorge@ncsu.edu
Chertock, Alina	Department Head	513-2293	chertock@ncsu.edu
Craig, John	Graduate Services Coordinator	513-2296	jpcraig@ncsu.edu
Collison, John	Career Services Director - FM	515-4358	jrcollis@ncsu.edu
Duca, Alina	Undergraduate Director	515-1875	anduca@ncsu.edu
Fenn, Molly	Asst Dept Head/Classroom Coordinator	513-2288	mafenn2@ncsu.edu
Gehrmann, Thomas	Accounting Tech-SAMSI	513-7436	tgehrma@ncsu.edu
Gunton, Carolyn	Scheduling Assistant	515-2270	cbgunton@ncsu.edu
Hayes Pennix, Andrea	Accounting Technician-non grants	513-2295	adhayes3@ncsu.edu
Hughes, Brendaé	HR Partner	513-7339	bjhughes@ncsu.edu
Kurtz, Leslie	Transfer Officer-Director-Summer School	513-2111	lakurtz@ncsu.edu
Lloyd, Alun	DGP-Biomathematics	515-0696	alun_loyd@ncsu.edu
Main, Kirk	IT Systems Programmer/Analyst	515-6315	support@math.ncsu.edu
Maultsby, Bevin	Distance Ed (DE) Administrator	515-1876	bmaults@ncsu.edu
Okoh, Nia	Undergraduate Program Support Specialist	513-2298	nokoh@ncsu.edu
Pang, Tao	DGP-Financial Mathematics	513-2110	tpang@ncsu.edu
Porch, Alan	Business Officer	513-2294	laporch@ncsu.edu
Rodzic, Susan	Graduate Services Coordinator-FM	513-2291	smrodzik@ncsu.edu
Sullivant, Seth	DGP-AMA/MA	515-3258	smsulli2@ncsu.edu
Webb, Georgia	Accounting Tech-Contracts & Grants Spec	515-0665	gkwebb@ncsu.edu