

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)	Vacant (4148 SAS)	- Submit reports by March 15
Building Issues	Carolyn Gunton (2108 SAS) Vacant (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	Imraan Khan (3138 SAS)	- <a href="mailto:support@math.ncsu.edu">support@math.ncsu.edu</a>  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	Vacant (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) <small>*items may not be available in Fall 2020</small>	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 Vacant (3136 SAS)-Grad Services	-AMA and MA Programs: <a href="https://math.sciences.ncsu.edu/graduate/">https://math.sciences.ncsu.edu/graduate/</a>  -BioMath Program: <a href="http://bma.math.ncsu.edu/">http://bma.math.ncsu.edu/</a>  -Financial Math: <a href="http://financial.math.ncsu.edu">http://financial.math.ncsu.edu</a>
Honors Programs	Min Kang (4114 SAS)	<a href="http://www.math.sciences.ncsu.edu/honors/">http://www.math.sciences.ncsu.edu/honors/</a>
Home Use Equipment	Imraan Khan (2107 SAS)	- <a href="https://wp.math.ncsu.edu/it/get-help/">https://wp.math.ncsu.edu/it/get-help/</a> Set-up an appointment for check-out
Keys	vacant (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	Vacant (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: <a href="#">MyPack Portal → Employee Self Service</a>
Registration Issues/Enrollment	Molly Fenn (2108 SAS)	-Fall/Spring – issue with enrolling into classes for students: -Enrollment Form: <a href="http://go.ncsu.edu/MathEnrollment">http://go.ncsu.edu/MathEnrollment</a>

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Room Reservations	Carolyn Gunton (2108 SAS) Vacant (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: <a href="https://policies.ncsu.edu/regulation/reg-05-20-24">https://policies.ncsu.edu/regulation/reg-05-20-24</a>
Surplus	Imraan Khan (2107 SAS) Alan Porch (4144 SAS) backup	-Computers, equipment or furniture to be surplus.
Syllabi	Carolyn Gunton (2108 SAS)	<a href="https://math.sciences.ncsu.edu/faculty-and-staff-resources/academic-resources/teaching/">https://math.sciences.ncsu.edu/faculty-and-staff-resources/academic-resources/teaching/</a> -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 ( <a href="mailto:help@ncsu.edu">help@ncsu.edu</a> )
Telephone list	Vacant (4148 SAS)	-Updates to printed telephone lists -Online at: <a href="#">Department of Mathematics Home Page</a> → <a href="#">People</a> or <a href="http://www.ncsu.edu/directory">www.ncsu.edu/directory</a>
Textbooks	Carolyn Gunton (2108z SAS)	-For teaching instruction
WolfTime	Brendaé Hughes (4110 SAS)	-Time management is accounted via WolfTime in <a href="http://mypack.ncsu.edu">mypack.ncsu.edu</a>
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: <a href="http://controller.ofa.ncsu.edu/thetravelcenter/">http://controller.ofa.ncsu.edu/thetravelcenter/</a>

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Tutoring	Seyma Shabbir (2105)	- Grad Students contact Seyma to schedule MMC Hours for tutoring -Tutors for Hire: <a href="http://go.ncsu.edu/mmc">go.ncsu.edu/mmc</a>
Undergraduate Program	Alina Duca (2108 SAS) Nia Okoh (2108 SAS)	<a href="https://math.sciences.ncsu.edu/academics/">https://math.sciences.ncsu.edu/academics/</a>
Visitors (Office Space)	Vacant (4148 SAS) *no visitor offices available Fall 2020	- 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)	<a href="mailto:support@webassign.net">support@webassign.net</a>

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