

**Who to Contact for Help**  
**Department of Mathematics**  
<http://math.sciences.ncsu.edu>

<b>Emergency Number: 911, Non-Emergency Number 919-515-3000</b>		
<b>Procedure</b>	<b>Person Responsible</b>	<b>Notes</b>
Activity Reports	Linda Balazich 4148 SAS	Due by February 15
Building Issues	Andrea Hoch 2108 SAS  Linda Balazich: back-up 4148 SAS	For problems with water, lighting, air conditioning elevator, housekeeping, etc.
Classroom Instruction	Molly Fenn: Fall/Spring Sessions 2108 SAS  Leslie Kurtz: Summer Sessions 3240 SAS  Nia Okoh 2108 SAS	For inquiries about absences, grade changes, final grades, placement tests, registration, and teaching evaluations  If absent, provide your own substitute and inform Molly Fenn or Nia Okoh as soon as possible  If unable to find a sub, inform class 24 hours in advance
Computer Support	Imraan Khan 2107 SAS	For website assistance, please see Seyma
Contracts and Grants	Vacant 4136 SAS	Pre-award email: <a href="mailto:cos_preaward@ncsu.edu">cos_preaward@ncsu.edu</a> Post-award email: <a href="mailto:cos_research@ncsu.edu">cos_research@ncsu.edu</a>
Copier and Printing Supplies	Andrea Hayes Pennix 4138 SAS	Printer/Copier 3117 and 3153 SAS  For help with access codes, printing supplies, paper jams
Department Head's Calendar	Linda Balazich 4148 SAS	For scheduling appointments with the Department Head
Effort Reports TEARS	Vacant 4136 SAS	See Contracts and Grants for contact info
Equipment Checkout	Seyma Shabbir 2105 SAS	Available for checkout:  Adaptors ▪ laptops ▪ camcorders ▪ projectors ▪ cameras ▪ clickers  Some items are not available in 2020-2021

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Fed Ex	Andrea Hayes Pennix 4138 SAS  Brendaé Hughes: back-up 4110 SAS	Please verify funding prior to request
Flowers Fund	Andrea Hayes Pennix 4138 SAS	To send flowers for hospitalizations of employees, and for births and funerals of immediate family members  Contribution checks payable to: NC State Sciences Foundation
Graduate Students	Seth Sullivant: AMA and MA 3114 SAS  Alun Lloyd: Biomathematics 4224 SAS  John Craig: Graduate Services 4126 SAS  Tao Pang: Financial Math 4116 SAS	AMA and MA Programs: <a href="https://math.sciences.ncsu.edu/graduate/">https://math.sciences.ncsu.edu/graduate/</a>  Biomathematics Program: <a href="http://bma.math.ncsu.edu/">http://bma.math.ncsu.edu/</a>  Financial Mathematics Program: <a href="http://financial.math.ncsu.edu/">http://financial.math.ncsu.edu/</a>
Honors Program	Min Kang 4114 SAS	<a href="https://math.sciences.ncsu.edu/undergraduate/undergraduate-programs/math-honors-program/">https://math.sciences.ncsu.edu/undergraduate/undergraduate-programs/math-honors-program/</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	Brendaé Hughes 4110 SAS	After hours, contact Public Safety if you are locked out of your office
Library	Andrea Hoch 2108 SAS	Math Library 1109 SAS  Currently closed
Lost and Found	Seyma Shabbir 2105 SAS	2105 SAS for lost and found items
Mail	Andrea Hayes Pennix 4138 SAS  Brendaé Hughes: back-up 4110 SAS	Department incoming/outgoing mail 3151 SAS  Personal outgoing mail, use the mailbox located on the corner by Poe Hall or the post office on Oberlin Road

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Material (confidential)	Andrea Hoch 2108 SAS	For materials to be destroyed/recycled
Parking	Andrea Hayes Pennix 4138 SAS	Parking is \$10 a day, please verify funding TA or AP104 required for visitor parking
Payroll Information	Brendaé Hughes 4110 SAS	Go to <a href="#">MyPack Portal</a> , Employee Self Service
Registration and Enrollment	Molly Fenn 2108 SAS	For issues with enrolling in Fall/Spring classes
Room Reservations	Andrea Hoch 2108 SAS  Linda Balazich: back-up 4148 SAS	For reserving classrooms for non-class use <ul style="list-style-type: none"> <li>▪ Conference room: 3282 SAS</li> <li>▪ Meeting rooms: 3134 or 4134 SAS</li> <li>▪ Seminar room: 4201 SAS</li> </ul>
Scholarly Reassignment (Sabbatical)	Brendaé Hughes 4110 SAS	For initial requests contact the Dept. Head, for forms and questions contact Brendaé Hughes  <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  Hien Tran: back-up 4146 SAS	For computer, equipment or furniture going to surplus
Syllabi	Andrea Hoch 2108 SAS	Copies are located in 2108 SAS Hall  <a href="https://math.sciences.ncsu.edu/faculty-and-staff/resources/academicresources/teaching/">https://math.sciences.ncsu.edu/faculty-and-staff/resources/academicresources/teaching/</a>
Tea Fund	Andrea Hayes Pennix 4138 SAS	Checks made payable to: NC State Sciences Foundation
Telephone	Andrea Hayes Pennix 4138 SAS	For phone problems, voicemail issues, and repairs  <a href="mailto:help@ncsu.edu">help@ncsu.edu</a>
Telephone List	Linda Balazich 4148 SAS	

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Textbooks	Andrea Hoch 2108 SAS	For teaching instruction
Transfer Credit	Leslie Kurtz 3240 SAS	For credits transferred from other universities
Travel Authorizations and Travel Reimbursement	Vacant: Grant funds 4136 SAS  Andrea Hayes Pennix: back-up 4138 SAS  Andrea Hayes Pennix: Non-grant funds 4138 SAS	All authorizations and reimbursements are handled in <a href="#">MyPack Portal</a>  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>
Tutoring	Seyma Shabbir 2105 SAS	Graduate 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 Programs	Alina Duca 2108 SAS  Nia Okoh 2108 SAS	<a href="https://math.sciences.ncsu.edu/academics/">https://math.sciences.ncsu.edu/academics/</a>
Visas	Brendaé Hughes 4110 SAS	Visitors needing visas require 120 days notice 30 days for dept. processing 90 days for OIS processing  Please verify funding prior to visitor request
Visitors' Office Space	Linda Balazich 4148 SAS	Visitors must verify funding and register at least two weeks prior to arrival  Note: Visitor offices are not currently available
WebAssign Help	Jenn Burt  Seyma Shabbir: back-up 2105 SAS	
WolfTime	Brendaé Hughes 4110 SAS	Time management is accounted via WolfTime in <a href="#">MyPack Portal</a>

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Contact	Position	Phone	Email
Balazich, Linda	Assistant to the Department Head	513-2293	<a href="mailto:lrbalazi@ncsu.edu">lrbalazi@ncsu.edu</a>
Bennett-Shabbir, Seyma	Teaching Technician 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	515-3200	<a href="mailto:acherto@ncsu.edu">acherto@ncsu.edu</a>
Collison, John	Career Services Director- FM	515-4358	<a href="mailto:jrcollis@ncsu.edu">jrcollis@ncsu.edu</a>
Craig, John	Graduate Services Coordinator	513-2296	<a href="mailto:jpcraig@ncsu.edu">jpcraig@ncsu.edu</a>
Duca, Alina	Undergraduate Director	515-1875	<a href="mailto:anduca@ncsu.edu">anduca@ncsu.edu</a>
Fenn, Molly	Assistant Department Head Classroom Coordinator	513-2288	<a href="mailto:mafenn2@ncsu.edu">mafenn2@ncsu.edu</a>
Hayes Pennix, Andrea	Accounting Technician - non grants	513-2295	<a href="mailto:adhayes3@ncsu.edu">adhayes3@ncsu.edu</a>
Hoch, Andrea	Scheduling Assistant	515-2270	<a href="mailto:amhoch2@ncsu.edu">amhoch2@ncsu.edu</a>
Hughes, Brendaé	HR Partner	513-7339	<a href="mailto:bjhughes@ncsu.edu">bjhughes@ncsu.edu</a>
Kang, Min	Associate Professor	515-7891	<a href="mailto:mkang2@ncsu.edu">mkang2@ncsu.edu</a>
Khan, Imraan	IT Systems Programmer/Analyst	515-6315	<a href="mailto:support@math.ncsu.edu">support@math.ncsu.edu</a>
Kurtz, Leslie	Transfer Officer Director of Summer School	513-2111	<a href="mailto:lakurtz@ncsu.edu">lakurtz@ncsu.edu</a>
Lloyd, Alun	DGP- Biomathematics	515-0696	<a href="mailto:alun_lloyd@ncsu.edu">alun_lloyd@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>
Sullivant, Seth	DGP- AMA/MA	515-3258	<a href="mailto:smsulli2@ncsu.edu">smsulli2@ncsu.edu</a>
Tran, Hien	Associate Department Head	515-8782	<a href="mailto:tran@ncsu.edu">tran@ncsu.edu</a>
Vacant	Accounting Technician Contracts and Grants Specialist	515-0665	
Vacant	Graduate Services Coordinator- FM	513-2291	