

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

Emergency Number: 911, Non-Emergency Number: 515-3000

Procedure	Person Responsible	Notes
Activity Reports	Linda Balazich 4148 SAS	Faculty submits by February 15
Building Issues	Andrea Hoch 2108 SAS  Linda Balazich- back up 4148 SAS	Problems with water, lighting, air conditioning, elevator, housekeeping, etc.
Classroom Instruction	Molly Fenn: Fall/Summer Sessions 2108 SAS  Leslie Kurtz: Summer Sessions 3240 SAS  Nia Okoh 2108 SAS	Absences, grade changes, final grades, placement tests, registration, 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 3138 SAS	<a href="mailto:support@math.ncsu.edu">support@math.ncsu.edu</a>  For website assistance, please see Seyma
Contracts and Grants	Vacant 4136 SAS	Post award email: <a href="mailto:cos_research@ncsu.edu">cos_research@ncsu.edu</a> Pre award email: <a href="mailto:cos_preaward@ncsu.edu">cos_preaward@ncsu.edu</a>
Copier and Printing Supplies	Andrea Hayes Pennix 4138 SAS	Printer/Copier 3117 and 3153 SAS  Wolf copy access codes  Report jams/problems to Andrea
Department Head's Calendar	Linda Balazich 4148 SAS	To schedule appointments with the Department Head
Effort Reports - TEARS	Vacant 4136 SAS	See Contracts and Grants for email contacts.

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Equipment Checkout	Seyma Shabbir 2105 SAS	Available for Checkout: Adaptors, laptops, camcorders, projectors, cameras, clickers  Note: some items not available 2020-21
FedEx/UPS	Andrea Hayes Pennix 4138 SAS	Please verify funding prior to request.
Flowers Fund	Andrea Hayes Pennix 4138 SAS	Flowers and/or cards are sent for birth, death, hospitalizations of immediate family members.  Contribution checks payable to: NC State Sciences Foundation
Graduate Students	Seth Sullivan: 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 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	Brendae' 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
Lost & Found	Seyma Shabbir 2105 SAS	2105 SAS for lost/found items
Mail	Linda Balazich 4148 SAS	Departmental incoming/outgoing mail 3151 SAS  Personal outgoing mail use mailbox located on the corner by Poe Hall or post office on Oberlin Road

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Material (confidential)	Andrea Hoch 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 and Enrollment	Molly Fenn 2108 SAS	Fall/Spring issues with enrolling in classes  Enrollment Form: <a href="http://go.ncsu.edu/MathEnrollment">http://go.ncsu.edu/MathEnrollment</a>
Room Reservations	Andrea Hoch 2108 SAS  Linda Balazich- back-up 4148 SAS	Classrooms for non-class use Conference room: 3282 SAS Meeting rooms: 3134 or 4134 SAS Seminar room: 4201 SAS
Scholarly Reassignment/ (Sabbatical)	Brendaé Hughes 4110 SAS	Initial request should be with Dept. Head, forms and questions are handled by 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	Computers, equipment or furniture to be surplus
Syllabi	Andrea Hoch 2108 SAS	Copies are located in 2108 SAS Hall  <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>
Tea Fund	Andrea Hayes Pennix 4138 SAS	Checks made payable to: NC State Sciences Foundation
Telephone Repairs/Voicemail Issues	Andrea Hayes Pennix 4138 SAS	Phone problems/repairs: <a href="mailto:help@ncsu.edu">help@ncsu.edu</a>

Procedure	Person Responsible	Notes
Telephone list	Linda Balazich 4148 SAS	<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	Andrea Hoch 2108 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 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 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>
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	Linda Balazich 4148 SAS	Visitors must register at least 2 weeks prior to arrival. Please verify funding prior to visitor request.  Note: no visitor offices currently available
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.
WebAssign Help	Jenn Burt  Seyma Shabbir- back up 2105C	<a href="mailto:support@webassign.net">support@webassign.net</a>

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

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	513-2293	<a href="mailto:chertock@ncsu.edu">chertock@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>
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>
Vacant	Accounting Technician Contracts and Grants Specialist	515-0665	
Vacant	Graduate Services Coordinator- FM	513-2291	

