

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

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

Procedures	Person Responsible	Notes
Activity Reports (Faculty)	Linda Balazich (4148)	- Submit reports by March 15
Building Issues	Andrea Hoch (2108) Linda Balazich (4148 backup)	- Problems with water, lighting, air condition, elevator, housekeeping, etc.
Classroom Instruction	Fall/Spring Session: Molly Fenn (2108) Summer Sessions: Leslie Kurtz (3240) Nia Okoh (2108)	- 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)	- support@math.ncsu.edu For website assistance, please see Seyma
Contracts and Grants	Drew Pawlikowski (4136)	- Post Award Email: alpawlik@ncsu.edu - Pre Award Email: cos_preaward@ncsu.edu
Copier & Printing Supplies	Andrea Hayes Pennix (4138)	- Printer/Copier locations (3117 or 3153 SAS) - Wolf copy access codes-send ID number to Andrea. - Report jams/problems to Andrea
Department Head's Calendar	Linda Balazich (4148) Alan Porch (4144 backup)	- Appointments with the Dept. Head.
Effort Reports (TEARS)	Drew Pawlikowski (4136) See Contracts and Grants for Email Contacts	- Question concerning the Effort Report
Equipment Checkout	Seyma Shabbir (2105)	Available for Checkout: - Adaptors - Laptops - Camcorders - Projectors - Cameras - Clickers
FedEx/UPS	Andrea Hayes Pennix (4138) Brendaé Hughes (4110 backup)	Please verify funding prior to request.

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Flower Fund	Andrea Hayes Pennix (4138)	<ul style="list-style-type: none"> - Notify Andrea Hayes Pennix if flowers or cards are needed. - Contribution checks payable to: NC State Sciences Foundation - Department sends flowers for the death, birth, OR hospitalization of immediate family members.
Graduate Students	<p>Applied Math and Math Programs: Seth Sullivant (3114) DGP</p> <p>BioMathematics Program: Alun Lloyd (4224) DGP</p> <p>Le To (4126) Grad Services</p> <p>Financial Math Program: Tao Pang (4116) DGP</p> <p>Vacant (3136) GradServices</p>	<ul style="list-style-type: none"> - 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)	http://www.math.sciences.ncsu.edu/honors/
Home Use Equipment	Imraan Khan (2107)	<ul style="list-style-type: none"> - https://wp.math.ncsu.edu/it/get-help/ Set-up an appointment for check-out
Keys	Linda Balazich (4148) Brendaé Hughes (4110 backup)	<ul style="list-style-type: none"> - After hours, contact Public Safety if you are locked out of your office.
Lost & Found	Seyma Shabbir (2105)	<ul style="list-style-type: none"> - 2105 SAS for lost/found items.
Mail	Linda Balazich (4148)	<ul style="list-style-type: none"> - 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)	Andrea Hoch (2108)	<ul style="list-style-type: none"> - Materials to be destroyed/recycled
Parking	Andrea Hayes Pennix (4138)	<ul style="list-style-type: none"> - Verify funding. Parking is \$10 a day. - TA or AP104 required for visitor parking
Payroll Information:	Brendaé Hughes (4110)	Employee Self Service: MyPack Portal → Employee Self Service
Registration Issues/Enrollment	Molly Fenn (2108)	<ul style="list-style-type: none"> - Fall/Spring – issue with enrolling into classes for students - Enrollment Form: http://go.ncsu.edu/MathEnrollment

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Room Reservations	Andrea Hoch (2108 SAS) Linda Balazich (4148 backup)	<ul style="list-style-type: none"> - 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)	<ul style="list-style-type: none"> - 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	Imraan Khan (2107) Hien Tran (4146)	<ul style="list-style-type: none"> - Computers, equipment or furniture to be surplus.
Syllabi	Andrea Hoch (2108)	<p>https://math.sciences.ncsu.edu/faculty-and-staffresources/academic-resources/teaching/</p> <ul style="list-style-type: none"> - Copies are located in 2108 SAS Hall
Tea Fund	Andrea Hayes Pennix (4138)	<ul style="list-style-type: none"> - Checks made payable to: NC State Sciences Foundation
Telephone Repairs/Voicemail Issues	Andrea Hayes Pennix (4138)	<ul style="list-style-type: none"> - Phone problems/repairs (help@ncsu.edu)
Telephone list	Linda Balazich (4148) Brendaé Hughes (4110 backup)	<ul style="list-style-type: none"> - Updates to printed telephone lists - Online at: Department of Mathematics Home Page → People OR www.ncsu.edu/directory
Textbooks	Andrea Hoch (2108)	<ul style="list-style-type: none"> - For teaching instruction
WolfTime	Brendaé Hughes (4110)	<ul style="list-style-type: none"> - Time management is accounted via WolfTime in mypack.ncsu.edu
Transfer Credit	Leslie Kurtz (3240)	<ul style="list-style-type: none"> - Credits transferred from other universities
Travel Authorizations & Travel Reimbursements:	<p>Grant Funds: Drew Pawlikowski (4136) Alan Porch (4144 backup)</p> <p>Non-Grant Funds: Andrea Hayes Pennix (4138)</p>	<ul style="list-style-type: none"> - 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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Procedures	Person Responsible	Notes
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) Nia Okoh (2108)	https://math.sciences.ncsu.edu/academics/
Visitors (Office Space)	Linda Balazich (4148) Brendaé Hughes (4110)	- All visitors must register via Linda Balazich and the visitor form at least 2 weeks prior to arrival. Please verify funding prior to visitor request.
Visas	Brendaé Hughes (4110)	- All visitors that require visas required 120 days notice, 30 days for department processing and 90 days for OIS processing. - Please verify funding prior to visitor request.
Webassign Help	Jenn Burt Seyma Shabbir (2105C)	support@webassign.net

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Contact	Position	Phone	Email
Balazich, Linda	Assistant to the Department Head	513-2293	lrbalazi@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
Vacant	Career Services Director - FM	515-4358	
Duca, Alina	Undergraduate Director	515-1875	anduca@ncsu.edu
Fenn, Molly	Asst Dept Head/Classroom Coordinator	513-2288	mafenn2@ncsu.edu
Hayes Pennix, Andrea	Accounting Technician-non grants	513-2295	adhayes3@ncsu.edu
Hoch, Andrea	Scheduling Assistant	515-2270	amhoch2@ncsu.edu
Hughes, Brendaé	HR Partner	513-7339	bjhughes@ncsu.edu
Khan, Imraan	IT Systems Programmer/Analyst	515-6315	support@math.ncsu.edu
Kurtz, Leslie	Transfer Officer-Director of SummerSchool	513-2111	lakurtz@ncsu.edu
Lloyd, Alun	DGP-Biomathematics	515-0696	alun_lloyd@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
Pawlikowski, Drew	AccountingTech-Contracts & GrantsSpec	515-0665	alpawlik@ncsu.edu
Porch, Alan	Business Officer	513-2294	laporch@ncsu.edu
Sullivant, Seth	DGP-AMA/MA	515-3258	smsulli2@ncsu.edu
To, Le	Graduate Services Coordinator	513-2296	
Vacant	FM University Program Specialist	513-2291	