

**Department of Mathematics**  
**SAS Hall**  
<http://math.sciences.ncsu.edu>

<b>Emergency Number: 911, Non-Emergency Number 919-515-3000</b>		
<b>Procedure</b>	<b>Contact / Office</b>	<b>Notes</b>
Activity Reports	Linda Balazich 4148	Due by February 15
Building Issues	Andrea Hoch 2108  Linda Balazich: back-up 4148	For problems with water, lighting, air conditioning elevator, housekeeping, etc.
Classroom Instruction	Molly Fenn: Fall/Spring Sessions 2108  Leslie Kurtz: Summer Sessions 3240  Sara Brennan 2108	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 Sara Brennan as soon as possible  If unable to find a sub, inform class 24 hours in advance
Computer Support	Imraan Khan 2107	For website assistance, please see Seyma
Contracts and Grants	Mary Leskosky 4153	Pre-award email: <a href="mailto:cos_preaward@ncsu.edu">cos_preaward@ncsu.edu</a>  Post-award email: <a href="mailto:mbleskos@ncsu.edu">mbleskos@ncsu.edu</a>
Copier and Printing Supplies	Andrea Hayes Pennix 4138	Printer/Copier 3117 and 3153  For help with access codes, printing supplies, paper jams
Department Head's Calendar	Linda Balazich 4148	For scheduling appointments with the Department Head
Effort Reports TEARS	Mary Leskosky 4153	See Contracts and Grants for contact info
Equipment Checkout	Seyma Shabbir 2105  Math IT	Available for checkout: Adaptors • camcorders • projectors • cameras • clickers  Laptops and – <a href="#">Device Request</a>

Procedure	Contact / Office	Notes
Fed Ex	Andrea Hayes Pennix 4138  Brendaé Hughes: back-up 4110	Please verify funding prior to request
Flowers Fund	Andrea Hayes Pennix 4138	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 Programs	Seth Sullivant: AMA and MA 3114  Alun Lloyd: Biomathematics 4224  Le To: Graduate Services 4126  Brendaé Hughes: back-up 4110  Tao Pang: Financial Math 4116  Susan Uy: Financial Math Program Specialist 3136	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	<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	<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	Linda Balazich 4148  Brendaé Hughes: back-up 4110	After hours, contact Public Safety if you are locked out of your office
Lost and Found	Seyma Shabbir 2105	2105 for lost and found items

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Mail	Linda Balazich 4148  Andrea Hayes-Pennix: back-up 4138	Department incoming/outgoing mail 3151  Personal outgoing mail, use the mailbox located on the corner by Poe Hall or the post office on Oberlin Road
Material (confidential)	Andrea Hoch 2108	For materials to be destroyed/recycled
Parking	Andrea Hayes Pennix 4138	Parking is \$10 a day, please verify funding TA or AP104 required for visitor parking
Payroll Information	Brendaé Hughes 4110	Go to <a href="#">MyPack Portal</a> , Employee Self Service
Registration and Enrollment	Molly Fenn 2108	For issues with enrolling in Fall/Spring classes
Room Reservations	Andrea Hoch 2108  Linda Balazich: back-up 4148	For reserving classrooms for non-class use <ul style="list-style-type: none"> <li>▪ Conference room: 3282</li> <li>▪ Meeting rooms: 3134 or 4134</li> <li>▪ Seminar room: 4201</li> </ul>
Scholarly Reassignment (Sabbatical)	Brendaé Hughes 4110	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  Alan Porch: back-up 4146	For computer, equipment or furniture going to surplus
Syllabi	Andrea Hoch 2108	<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	Checks made payable to: NC State Sciences Foundation

Procedure	Contact / Office	Notes
Telephones	Andrea Hayes Pennix 4138	For phone problems, voicemail issues, and repairs  <a href="mailto:help@ncsu.edu">help@ncsu.edu</a>
Telephone List	Linda Balazich 4148  Brendaé Hughes: back up 4110	
Textbooks	Andrea Hoch 2108	For teaching instruction
Transfer Credit	Leslie Kurtz 3240	For credits transferred from other universities
Travel Authorizations and Travel Reimbursement	Mary Leskosky: Grant funds 4153  Andrea Hayes Pennix: Non-grant funds 4138	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  Brendaé Hughes 4110	Graduate students who would like to schedule the <a href="#">MMC</a> for tutoring, contact Seyma  If you need online/virtual tutoring, email <a href="mailto:ncsumathtutors@ncsu.edu">ncsumathtutors@ncsu.edu</a>  Graduate students who would like to be added to the <a href="#">Tutors for Hire</a> list, contact Brendaé
Undergraduate Programs	Alina Duca 2108  Sara Brennan 2108	<a href="https://math.sciences.ncsu.edu/undergraduate/">https://math.sciences.ncsu.edu/undergraduate/</a>
Visas	Brendaé Hughes 4110	Visitors needing visas require 120 days notice 30 days for dept. processing 90 days for OIS processing  Please verify funding prior to visitor request

Procedure	Contact / Office	Notes
Visitors' Office Space	Linda Balazich 4148	Visitors must verify funding and register at least two weeks prior to arrival. Long term visitor space will be approved by Hien Tran.
WebAssign Help	Jenn Burt  Seyma Shabbir: back-up 2105	
WolfTime	Brendaé Hughes 4110	Time management is accounted via WolfTime in <a href="#">MyPack Portal</a>

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

Contact	Position	Phone	Email
Balazich, Linda	Executive Assistant	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>
Brennan, Sara	Student Services Specialist	513-2298	<a href="mailto:slbrenna@ncsu.edu">slbrenna@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>
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	Director- Math Honors Program	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>
Leskosky, Mary	Accounting Technician Contracts and Grants Specialist	515-0665	<a href="mailto:mbleskos@ncsu.edu">mbleskos@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>
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>

Roberts, Patrick	Career Services Director Financial Mathematics	515-4358	<a href="mailto:probert2@ncsu.edu">probert2@ncsu.edu</a>
Sullivant, Seth	DGP- AMA/MA	515-3258	<a href="mailto:smsulli2@ncsu.edu">smsulli2@ncsu.edu</a>
To, Le	Graduate Services Coordinator	513-2296	<a href="mailto:lto@ncsu.edu">lto@ncsu.edu</a>
Tran, Hien	Associate Department Head	515-8782	<a href="mailto:tran@ncsu.edu">tran@ncsu.edu</a>
Uy, Susan	Program Specialist Financial Mathematics	513-2291	<a href="mailto:smuy@ncsu.edu">smuy@ncsu.edu</a>