

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

Emergency Number: 911, Non-Emergency Number 919-515-3000		
Procedure	Contact / Office	Notes
Activity Reports	Brendaé Hughes 4110	Due by February 15
Building Issues	Andrea Hoch 2108 Alan Porch: back-up 4144	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 Nia Okoh 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: cos_preaward@ncsu.edu Post-award email: mbleskos@ncsu.edu
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	Bernadette Allen 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 – Device Request

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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	AMA and MA Programs: https://math.sciences.ncsu.edu/graduate/ Biomathematics Program: http://bma.math.ncsu.edu/ Financial Mathematics Program: http://financial.math.ncsu.edu/
Honors Program	Min Kang 4114	https://math.sciences.ncsu.edu/undergraduate/undergraduate-programs/math-honors-program/
Home Use Equipment	Imraan Khan 2107	https://wp.math.ncsu.edu/it/get-hel p/ Set-up an appointment for check-out
Keys	Bernadette Allen 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	Alan Porch 4144 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 MyPack Portal , Employee Self Service
Registration and Enrollment	Molly Fenn 2108	For issues with enrolling in Fall/Spring classes
Room Reservations	Andrea Hoch 2108 Alan Porch: back-up 4144	For reserving classrooms for non-class use <ul style="list-style-type: none"> • Conference room: 3282 • Meeting rooms: 3134 or 4134 • Seminar room: 4201
Scholarly Reassignment (Sabbatical)	Brendaé Hughes 4110	For initial requests contact the Dept. Head, for forms and questions contact Brendaé Hughes https://policies.ncsu.edu/regulation/reg-05-20-24
Surplus	Imraan Khan 2107 Alan Porch: back-up 4144	For computer, equipment or furniture going to surplus
Syllabi	Andrea Hoch 2108	https://math.sciences.ncsu.edu/faculty-and-staff/resources/academicresources/teaching/
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 help@ncsu.edu
Telephone List	Alan Porch 4144 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 MyPack Portal Must be approved two weeks in advance NCSU travel policies: http://controller.ofa.ncsu.edu/thetravelcenter/
Tutoring	Seyma Shabbir 2105 Brendaé Hughes 4110	Graduate students who would like to schedule the MMC for tutoring, contact Seyma Graduate students who would like to be added to the Tutors for Hire list, contact Brendaé
Undergraduate Programs	Alina Duca 2108 Sara Brennan 2108	https://math.sciences.ncsu.edu/undergraduate/
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	Alan Porch 4144	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 MyPack Portal

Note that all staff work hybrid schedules with some days onsite in SAS Hall, and other days remote- staff are always available by email, chat, and phone regardless of onsite schedules.

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

Contact	Position	Phone	Email
Allen, Bernadette	Executive Assistant	513-2293	ballen5@ncsu.edu
Bennett-Shabbir, Seyma	Teaching Technician Webmaster/MMC	515-3157	bennett@ncsu.edu
Brennan, Sara	Undergraduate Program Support Specialist	513-2298	slbrenna@ncsu.edu
Burt, Jennifer	Teaching Technician	*****	jlgeorge@ncsu.edu
Chertock, Alina	Department Head	515-3200	acherto@ncsu.edu
Duca, Alina	Undergraduate Director	515-1875	anduca@ncsu.edu
Fenn, Molly	Assistant Department 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
Kang, Min	Director- Math Honors Program	515-7891	mkang2@ncsu.edu
Khan, Imraan	IT Systems Programmer/Analyst	515-6315	support@math.ncsu.edu
Kurtz, Leslie	Transfer Officer Director of Summer School	513-2111	lakurtz@ncsu.edu
Leskosky, Mary	Accounting Technician-Grants	515-0665	mbleskos@ncsu.edu
Lloyd, Alun	DGP- Biomathematics	515-0696	alun_lloyd@ncsu.edu
Maultsby, Bevin	Distance Ed (DE) Administrator	515-1876	bmaults@ncsu.edu
Pang, Tao	DGP- Financial Mathematics	513-2110	tpang@ncsu.edu
Porch, Alan	Business Officer	513-2294	laporch@ncsu.edu

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