

Department of Mathematics	
SAS Hall	
http://math.sciences.ncsu.edu	
Emergency Number: 911	Non-Emergency Number: 919-515-3000
Activity Report: Due by February 15	Deidre Hartley: SAS 4148
Building Issues: Facilities or Housekeeping	Andrea Hoch: SAS 2108
Classroom Instruction: Absences, grade changes, placement tests, registration and teaching evals	Molly Fenn (Fall/Spring) SAS 2108 Luke Castle (Summer): SAS 3238
Computer/IT Support and Home Use Equipment: https://wp.math.ncsu.edu/it/get-help/	Imraan Khan: SAS 2107
Contracts and Grants: Pre-award email:cos_preaward@ncsu.edu Post-award email: mbleskos@ncsu.edu	Mary Leskosky: SAS 4153
Copier/Printing Supplies: Help with access codes, printing supplies and paper jams	Andrea Hayes Pennix: SAS 4138
Department Head's Calendar	Deidre Hartley: SAS 4148
Effort Reports/TEARS	Mary Leskosky: SAS 4153
Exam Disposal: To be destroyed	Andrea Hoch: SAS 2108
Fed Ex	Andrea Hayes Pennix: SAS 4138 Brendae' Hughes (Back-up): SAS 4110
Flower Fund: Hospitalization of employees/Birth and Funerals of immediate family members	Andrea Hayes Pennix: SAS 4138
Graduate Programs: AMA and MA Programs: https://math.sciences.ncsu.edu/graduate Biomathematics Program: http://bms.math.ncsu.edu Financial Mathematics Program: http://financial.math.ncsu.edu	Seth Sullivant (AMA/ MA and BioMath): SAS 3114 Susan Uy (Financial Math): SAS 3136 Brendae' Hughes (Back-up): SAS 4110
Honors Program: https://math.sciences.ncsu.edu/undergraduate/undergraduate-programs/math-honors-program/	Min Kang: SAS 2107
Keys	Deidre Hartley: SAS 4148
Lost and Found	Seyma Shabbir: SAS 2105
Mail: Department incoming/outgoing mail	Deidre Hartley: SAS 4148
Parking: \$10 a day (verify funding) TA or AP104 required for visitor	Andrea Hayes Pennix: SAS 4138
Payroll Information: Go to MyPack Portal, Employee Self Services	Brendae' Hughes: SAS 4110

Registration and Enrollment	Molly Fenn: SAS 2108 Andrea Hoch: SAS 2108
Room Reservations: Classrooms for non-class use Conference room: 3282 Meeting rooms: 1109,3134 or 4134 Seminar room: 4201	Andrea Hoch: SAS 2108 Alan Porch (Back-up) SAS 4144
Scholarly Reassignment(Sabbatical): Initial Requests contact the department head Forms and questions contact Brendae' https://policies.ncsu.edu/regulations/reg-05-20-24	Brendae' Hughes: SAS 4110
Surplus: Computer equipment or furniture going to surplus	Imraan Khan: SAS 2107 Alan Porch(Back-up): SAS 4144
Syllabi	Andrea Hoch: SAS 2108
Tea Fund	Andrea Hayes Pennix: SAS 4138
Telephones: Phone problems, voicemail issues or repairs	Andrea Hayes Pennix: SAS 4138
Telephone List	Brendae' Hughes: SAS 4110
Textbook Desk Copies	Andrea Hoch: SAS 2108
Transfer Credit: Credits transferred from other universities	Leslie Kurtz: SAS 3240
Travel Authorizations/Reimbursement: Authorizations/reimbursements are done in MyPack Portal Must be approved 2 weeks in advance http://controller.ofa.ncsu.edu/travelcenter/	Mary Leskosky (Grant Funds): SAS 4153 Andrea Hayes Pennix (Non-Grant Funds): SAS 4138
Tutoring: Graduate students scheduling MMC contact Seyma Math Graduate students who want to be added to Tutors For Hire List contact Brendae'	Seyma Shabbir: SAS 2105 Brendae' Hughes: SAS 4110
Undergraduate Programs: https://math.sciences.ncsu.edu/undergraduate	Alina Duca: SAS 2108
Visas: Require 120 days notice (30days for dept. processing and 90 days for OIS processing) Verify funding prior to request	Brendae' Hughes: SAS 4110
Visitor's Office Space: Verify funding and register at least 2 weeks prior to arrival	Andrea Hayes Pennix: SAS 4138
Web Assign	Jenn Burt: Remote Seyma Shabbir (Back-up): SAS 2105
WolfTime: Time management is accounted via WolfTime in MyPackPortal	Brendae' Hughes: SAS 4110
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.	