

Department of Mathematics	
SAS Hall	
<a href="http://math.sciences.ncsu.edu">http://math.sciences.ncsu.edu</a>	
Emergency Number: 911	Non-Emergency Number: 919-515-3000
<b>Activity Report:</b> Due by February 15	Deidre Hartley: SAS 4148
<b>Building Issues:</b> Facilities or Housekeeping	Andrea Hoch: SAS 2108
<b>Classroom Instruction:</b> Absences, grade changes, placement tests, registration and teaching evals	Molly Fenn (Fall/Spring) SAS 2108 Luke Castle (Summer): SAS 3238 Andrea Hoch (Back-up): SAS 2108
<b>Computer/IT Support and Home Use Equipment:</b> <a href="https://wp.math.ncsu.edu/it/get-help/">https://wp.math.ncsu.edu/it/get-help/</a>	Imraan Khan: SAS 2107
<b>Contracts and Grants:</b> Pre-award email:cos_preaward@ncsu.edu Post-award email: mbleskos@ncsu.edu	Adrian Blue: SAS 5109A
<b>Copier/Printing Supplies:</b> Help with access codes, printing supplies and paper jams	Andrea Hayes Pennix: SAS 4138
<b>Department Head's Calendar</b>	Deidre Hartley: SAS 4148
<b>Effort Reports/TEARS</b>	Jennifer Williams: COX 312
<b>Exam Disposal:</b> To be destroyed	Andrea Hoch: SAS 2108
<b>Fed Ex</b>	Andrea Hayes Pennix: SAS 4138 Brendae' Hughes (Back-up): SAS 4110
<b>Flower Fund:</b> Hospitalization of employees/Birth and Funerals of immediate family members	Andrea Hayes Pennix: SAS 4138
<b>Graduate Programs:</b> AMA and MA Programs: <a href="https://math.sciences.ncsu.edu/graduate">https://math.sciences.ncsu.edu/graduate</a> Biomathematics Program: <a href="http://bms.math.ncsu.edu">http://bms.math.ncsu.edu</a> Financial Mathematics Program: <a href="http://financial.math.ncsu.edu">http://financial.math.ncsu.edu</a>	Bojko Bakalov (AMA and MA): SAS 3116 Kevin Flores (BioMath): COX 406D Tao Pang (Financial Math): SAS 4116 Le To (Graduate Services): SAS 4126 Brendae' Hughes (Back-up): SAS 4110
<b>Honors Program:</b> <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>	Min Kang: SAS 2107
<b>Keys</b>	Deidre Hartley: SAS 4148
<b>Lost and Found</b>	Found in the Tutoring Center
<b>Mail:</b> Department incoming/outgoing mail	Deidre Hartley: SAS 4148
<b>Parking:</b> \$10 a day (verify funding) TA or AP104 required for visitor	Andrea Hayes Pennix: SAS 4138
<b>Payroll Information:</b> Go to MyPack Portal, Employee Self Services	Brendae' Hughes: SAS 4110

<b>Registration and Enrollment</b>	Molly Fenn: SAS 2108 Andrea Hoch: SAS 2108
<b>Room Reservations:</b> 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
<b>Scholarly Reassignment(Sabbatical):</b> Initial Requests contact the department head Forms and questions contact Brendae' <a href="https://policies.ncsu.edu/regulations/reg-05-20-24">https://policies.ncsu.edu/regulations/reg-05-20-24</a>	Brendae' Hughes: SAS 4110
<b>Surplus:</b> Computer equipment or furniture going to surplus	Imraan Khan: SAS 2107 Alan Porch( Back-up): SAS 4144
<b>Syllabi</b>	Andrea Hoch: SAS 2108
<b>Tea Fund</b>	Andrea Hayes Pennix: SAS 4138
<b>Telephones:</b> Phone problems, voicemail issues or repairs	Andrea Hayes Pennix: SAS 4138
<b>Telephone List</b>	Brendae' Hughes: SAS 4110
<b>Textbook Desk Copies</b>	Andrea Hoch: SAS 2108
<b>Transfer Credit:</b> Credits transferred from other universities	Maitreyee Kulkarni: SAS 4230
<b>Travel Authorizations/Reimbursement:</b> Authorizations/reimbursements are done in MyPack Portal Must be approved 2 weeks in advance <a href="http://controller.ofa.ncsu.edu/travelcenter/">http://controller.ofa.ncsu.edu/travelcenter/</a>	Adrian Blue (Grant Funds): SAS 5109A Andrea Hayes Pennix (Non-Grant Funds): SAS 4138
<b>Tutoring:</b> Graduate students scheduling TC contact Faye Simon Math Graduate students who want to be added to Tutors For Hire List contact Brendae'	Faye Simon: SAS 3242 Brendae' Hughes: SAS 4110
<b>Undergraduate Programs:</b> <a href="https://math.sciences.ncsu.edu/undergraduate">https://math.sciences.ncsu.edu/undergraduate</a>	Alina Duca: SAS 2108
<b>Visas:</b> Require 120 days notice (30days for dept. processing and 90 days for OIS processing) Verify funding prior to request	Brendae' Hughes: SAS 4110
<b>Visitor's Office Space:</b> Verify funding and register at least 2 weeks prior to arrival	Andrea Hayes Pennix: SAS 4138
<b>Web Assign</b>	Jenn Burt: Remote
<b>WolfTime:</b> Time management is accounted via WolfTime in MyPackPortal	Brendae' Hughes: SAS 4110
<b>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.</b>	