

Where To Go For Help
 Department of Mathematics
<http://www.math.ncsu.edu/>

Emergency Number: 911		Non-Emergency Number: 515-3000
Procedures	Person Responsible	Notes
Absences	John Griggs (513-2288) Julia Reynolds (513-2292)	- Inform John Griggs and/or Julia Reynolds ASAP - Provide your own substitute - If unavailable to find sub, inform class 24 hours in advance.
Activity Reports (Faculty)	Charlene Wallace (513-2293)	Submitted in April.
Building Issues	Charlene Wallace (513-2293) Frankie Stephenson (513-2294)	Please notify Charlene or Frankie if there is a problem with water, lighting, air condition, elevator, housekeeping, etc.
Classroom Instruction Issues	Fall/Spring: John Griggs (513-2288) Summer Sessions: John Franke (515-2381)	Issues with students, teaching questions
Coffee/Tea Maker	Janice Gaddy (513-7339) for problems or coffee/tea supplies	Coffee & Tea maker is available in SAS 4102 -50 cents a cup. -You must provide your own cup.
Computer Support		PC: Support@math.ncsu.edu Matt Haught (513-6315) MAC: Support@math.ncsu.edu Seyma Shabbir (513-3157) Matt Haught (513-6315)
Contracts and Grants	Jennifer Williams (515-0665)	Pre and post awards. Jennifer is located in SAS 3136.
Copy/Fax/Scan Machine	Julia Reynolds (513-2292)	Copier is located in SAS 3153. Please see Julia Reynolds in SAS 2108 for copier code, instructions, jams or paper
Course Scheduling	Carolyn Gunton (515-2270)	
Department Head's Calendar	Charlene Wallace (515-2293) Frankie Stephenson (513-2294)	Please call Charlene or Frankie if you need an appointment with the Dept. Head.
Effort reports (TEARS)	Jennifer Williams (515-0665) Frankie Stephenson (513-2294)	If you have a question about your effort report, please contact Xiaolin Wang (513-1000).

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Equipment Checkout	Seyma Shabbir (515-3157) Carolyn Gunton (515-2270) Equipment Instructions: Department of Mathematics Home Page → “Faculty/Staff Resources” → “Frequently Asked Questions” → under “Equipment Instructions”	Available for Checkout: -Cables - microphone/speakers -Calculators -Projectors -Financial -TI-92 Plus -Camcorders -Remotes -Cameras -TV/VCR -Laptops - Math Faculty, Staff or Grad students ONLY. - Give 24 hours notice
Evaluations	Julia Reynolds (513-2292) John Griggs (513-2288)	
FedEx	Janice Gaddy (513-7339) SAS 4136 Caroline Williams (513-2295) SAS 4138	Address: Department of Mathematics 2311 Stinson Drive 2108 SAS Hall Campus Box 8205 Raleigh, NC 27695-8205
Final Grade Report	Julia Reynolds (513-2292)	All Grad Students or anyone leaving NCSU must turn in final grades at the end of a semester.
Financial Math Program	Di Bucklad (513-2298) Jeff Scroggs (513-7817)	http://www.math.ncsu.edu/finmath/
Flower Fund	John Griggs (513-2288) Caroline Williams (513-2295)	Notify Dr. Griggs or Julia Reynolds in SAS 2108 if flowers or card is needed. Give flower fund contribution to Caroline Williams in SAS 4138.
Forms		Department of Mathematics Home Page → “Faculty/Staff Resources” <ul style="list-style-type: none"> - Equipment Request - Activity Reports (Faculty) - Lap top/Projector Check out - Summer Pay - Take home request form - Text book ordering - Time Sheets - Travel reimbursement form

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Frequently Asked Questions		http://www.math.ncsu.edu/comp_admin/questions.php
Grade Change Forms	Di Bucklad (513-2298)	My Pack Portal or go to SAS 2108
Graduate Students	Denise Seabrooks (513-2296) Steve Campbell (515-3300) Ernie Stitzinger (515-3258) Financial Math Program: Di Bucklad (513-2298) Jeff Scroggs (513-7817)	Admissions and application process, room assignments, advising MS and PhD http://www.math.ncsu.edu/grad/prospective.php Financial Math: http://www.math.ncsu.edu/finmath/
Honors Programs	Sandra Paur (515-2598)	http://www.math.ncsu.edu/honors/
Equipment Inventory	Carolyn Gunton (515-2270)	Please see Carolyn in SAS 2109 to fill out form if you wish to take equipment/computers home.
Keys	Charlene Wallace (513-2293) Frankie Stephenson (513-2294)	Please see Charlene (SAS 4148) or Frankie (SAS 4144) if you are locked out of your office. If after hours, contact Public Safety.
Library	Carolyn Gunton (515-2270)	Math Library is located in SAS 1109.
Lost & Found	Julia Reynolds (513-2292) Di Bucklad (513-2298) or Seyma Shabbir (515-3157)	Send students to SAS 2108 for lost/found items.
Mail	Carolyn Gunton (513-2270) Julia Reynolds (513-2292)	Departmental Incoming/Outgoing Mail: 3151 SAS Non-Departmental Outgoing mail: Can be dropped of at the USPS drop box located on the corner of Poe & Leazar Hall or at the post Office located on Horne Street across Hillsborough Street.
Material to be burned/destroyed	Julia Reynolds (513-2292)	Please see Julia in SAS 2108 if you have documents that need to be burned/shredded/destroyed.
Newsletter (Undergraduate)	Julia Reynolds (513-2292) Jeff Scroggs (515-7817)	View Newsletters: http://www.math.ncsu.edu/undergrad/newsletter/

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Office Staff	Frankie Stephenson (513-2294)	
Office Supplies	Julia Reynolds (513-2292) Di Bucklad (513-2298)	Please see Julia or Di in SAS 2108 for office supplies.
Payroll Information:		<p>Employee Self Service: MyPack Portal → Employee Self Service</p> <ul style="list-style-type: none"> - Biweekly: Julia, Caroline and Frankie - EPA: Charlene Wallace - Grad. Students: Denise Seabrooks - Grants: Jennifer Williams - Research Assistants: Denise Seabrooks - SPA: Frankie Stephenson - Summer School/REU Programs: Caroline, Julia and Charlene
Pi Mu Epsilon	Alina Duca (515-1875)	
Placement Test Questions	John Griggs (513-2288)	SAT II, AP Scores Online Math Skills Test: Search “WebAssign” in the search box on the NCSU home page. Choose the first link “WebAssign Login” *Math Skills Tests is for incoming Freshman ONLY*
Printer/Paper/Toner	Julia Reynolds – SAS 2108 Matt Haught – SAS 3138 Seyma Shabbir – SAS 2105C Janice Gaddy – SAS 4136 Frankie Stephenson-SAS 4144	<p>Paper: Julia Reynolds (513-2292) Printing Issues: support@math.ncsu.edu Matt Haught (515-6515) Seyma Shabbir (515-3157) Toner Cartridge: Janice (3-7339) Frankie (3-2994)</p>
Registration Issues	John Griggs (513-2288) SAS 2108	
Room Reservations	Carolyn Gunton –SAS 2109 Charlene Wallace – SAS 4148 Frankie Stephenson – SAS 4144	<p>Classrooms: *Carolyn Gunton (515-2270) Conference Room (3282): *Charlene, Frankie or Carolyn Meeting Rooms (3134 or 4134) *Carolyn, Charlene or Frankie Seminar Room (4201) *Carolyn, Charlene or Frankie</p>

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Summer Program	John Franke (515-2381)	
Surplus	Carolyn Gunton (515-2270)	Please notify Carolyn in SAS 2109 if you have computers, equipment or furniture that needs to be surplus.
Student Help	Frankie Stephenson (513-2294) SAS 4144	
Syllabi	Julia Reynolds (513-2292)	http://www.math.ncsu.edu/faculty/index.php also located in 2108 SAS
SUM Club	Jeff Scroggs	Undergraduate Club
Tea Fund	Julia Reynolds (513-2292) Caroline Williams (513-2295)	Please notify Julia Reynolds (SAS 2108) if tea is needed. Please give tea contributions to Caroline Williams in SAS 4138.
Telephone List	Julia Reynolds (513-2292)	Online at: Department of Mathematics Home Page → “Faculty/Staff Resources” → “2010 Departmental Phone Listing and aliases”
Telephone Repairs/Voice Mail	Frankie Stephenson (513-2294)	Please notify Frankie (SAS 4144) for phone problems/repairs or voice mail requests.
Text Book Orders	Carolyn Gunton (515-2270)	Department of Mathematics Home Page → “Faculty/Staff Resources” → “Forms and Requests”
Time Sheets		Department of Mathematics Home Page → “Faculty/Staff Resources”
Transfer Credit		
Travel Authorizations	Loek Helminck (515-7720) Hien Tran (515-8782)	Must be approved at least 2 weeks in advance of trip.
Travel Reimbursements:	Janice Gaddy - SAS 4136 Jennifer Williams - SAS 3136 Caroline Williams – SAS 4138	NCSU TRAVEL POLICIES Department of Mathematics Home Page → “Faculty/Staff Resources”
Tutoring		Want to sign up to tutor: http://www.math.ncsu.edu/comp_admin/forms/tutoring.html Tutor for Hire: Math Home Page → “Courses and help” → “Tutors for hire”

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Procedures	Person Responsible	Notes
Undergraduate Program	Dr. Jeff Scroggs (515-7817) Di Bucklad (513-2298)	http://www.math.ncsu.edu/undergrad/
Visitors (Office Space & Visa's)	Charlene Wallace (513-2293)	Office Space (1 week notice)
Visitors	State Funds Reimbursements: *Janice Gaddy (513-7339) *Caroline Williams (513-2295) Grants: *Jennifer Williams (515-0665)	
Visitor Registration Form		http://www.math.ncsu.edu/forms/visitor/app/
Webassign Help	Support@webassign.net Jenn Burt (515-7909) Seyma Shabbir (515-3157)	https://www.webassign.net/ncsu/login.html
Website Assistance	Seyma Shabbir (515-3157)	
Wolfware	Seyma Shabbir (515-3157)	