

Office Policies

2009

Procedures	Person Responsible	Notes										
Absences	John Griggs (513-2288) Nicole Dahlke (513-2292)	<ul style="list-style-type: none"> - Inform John Griggs &/or Nicole Dahlke ASAP - Provide your own substitute <p>* if unavailable to find sub, inform class 24 hours in advance.</p>										
Activity Reports (Faculty)	Charlene Wallace (513-2293)	Submitted in April.										
Building Issues	Charlene Wallace (513-2293)	Water, lighting, air condition, elevator, house keeping										
Burn Boxes		SEE Confidential Boxes										
Class roll distribution		MyPack Portal										
Classroom Instruction Issues	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">Spring & Fall Semesters</td> <td style="padding: 5px;">John Griggs (513-2288)</td> </tr> <tr> <td style="padding: 5px;">Summer Sessions</td> <td style="padding: 5px;">Harvey Charlton (513-2291)</td> </tr> </table>	Spring & Fall Semesters	John Griggs (513-2288)	Summer Sessions	Harvey Charlton (513-2291)	Issues with students, teaching questions						
Spring & Fall Semesters	John Griggs (513-2288)											
Summer Sessions	Harvey Charlton (513-2291)											
Coffee/Tea Maker	Janice Gaddy. (513-7339)	Coffee & Tea maker available in SAS Hall room 4102. -50 cents a cup. -You must provide your own cup.										
Confidential Boxes	Nicole Dahlke (513-2292)	Formally known as Burn Boxes.										
Computer Support		<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">PC:</td> <td style="padding: 5px;">Support@math.ncsu.edu Joel Cason (513-6315)</td> </tr> <tr> <td style="padding: 5px;">MAC:</td> <td style="padding: 5px;">Support@math.ncsu.edu Adam Attarian Seyma Shabbir (515-3157) Joel Cason (513-6315)</td> </tr> </table>	PC:	Support@math.ncsu.edu Joel Cason (513-6315)	MAC:	Support@math.ncsu.edu Adam Attarian Seyma Shabbir (515-3157) Joel Cason (513-6315)						
PC:	Support@math.ncsu.edu Joel Cason (513-6315)											
MAC:	Support@math.ncsu.edu Adam Attarian Seyma Shabbir (515-3157) Joel Cason (513-6315)											
Contracts and Grants	Brad Priser (513-2295)	Pre and post awards										
Copy Machine	Nicole Dahlke (513-2292)	For codes, instructions, jams, paper										
Course Scheduling	Carolyn Gunton (515-2270)											
Department Head's calendar	Charlene Wallace (515-2293) Frankie Stephenson (backup) (513-2294)	Appointments										
Effort reports (TEARS)	Frankie Stephenson (513-2294) Brad Priser (513-2295)											
Emergency, Fire, Ambulance	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">Emergency:</td> <td style="padding: 5px;">911</td> </tr> <tr> <td style="padding: 5px;">Non-Emergency:</td> <td style="padding: 5px;">919-515-3000</td> </tr> </table>	Emergency:	911	Non-Emergency:	919-515-3000							
Emergency:	911											
Non-Emergency:	919-515-3000											
Equipment	Seyma Shabbir (515-3157) Carolyn Gunton (Backup) (515-2270) Equipment Instructions: Department of Mathematics Home Page → "Faculty/Staff Resources" → "Frequently Asked Questions" → under "Equipment Instructions"	Available for Checkout: <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">Cables</td> <td style="padding: 5px;">microphone/speakers</td> </tr> <tr> <td style="padding: 5px;">Calculators - Financial -TI-92 Plus</td> <td style="padding: 5px;">Projectors</td> </tr> <tr> <td style="padding: 5px;">Camcorders</td> <td style="padding: 5px;">Remotes</td> </tr> <tr> <td style="padding: 5px;">Cameras</td> <td style="padding: 5px;">TV/VCR</td> </tr> <tr> <td style="padding: 5px;">Laptops</td> <td style="padding: 5px;"></td> </tr> </table>	Cables	microphone/speakers	Calculators - Financial -TI-92 Plus	Projectors	Camcorders	Remotes	Cameras	TV/VCR	Laptops	
Cables	microphone/speakers											
Calculators - Financial -TI-92 Plus	Projectors											
Camcorders	Remotes											
Cameras	TV/VCR											
Laptops												

Office Policies

2009

		<ul style="list-style-type: none"> - Math Faculty, Staff or Grad students ONLY. - Give 24 hours notice
Evaluations	Nicole Dahlke (513-2292) John Griggs (513-2288)	
Fax Machines	Nicole Dahlke (513-2292)	For codes, instructions, paper Cover Page: http://www.math.ncsu.edu/comp_admin/forms/faxcoversheet.pdf
FedEx	Janice Gaddy (513-7339) Nicole Dahlke (Backup) (513-2292)	Address: Department of Mathematics 2311 Stinson Drive SAS Hall room 2108 Campus Box 8205 Raleigh, NC 27695-8205
Final Grade Report	Nicole Dahlke (513-2292)	All Grad. Students or anyone leaving NCSU must turn in final grades at the end of a semester.
Financial Math	Di Bucklad (513-2298) Jeff Scroggs (513-7817)	http://www.math.ncsu.edu/finmath/
Flower Fund	Nicole Dahlke (513-2292) John Griggs (Backup) (513-2288)	
Forms		Department of Mathematics Home Page → “Faculty/Staff Resources” → “Forms and Requests” <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
Frequently asked questions		Department of Mathematics Home Page → “Faculty/Staff Resources” → “Frequently Asked Questions”
Grade change forms	Di Bucklad (513-2298)	Top Drawer of File Cabinet in 2108
Graduate students	Denise Seabrooks (513-2296) Steve Campbell (515-3300) Ernie Stitzinger (515-3258) Financial Math: 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/
Keys	Charlene Wallace (513-2293) Frankie Stephenson (Backup) (513-2294)	
Lost & Found	Nicole Dahlke (513-2292) Di Bucklad (Backup) (513-2298) or Seyma Bennett (Backup) (515-3157)	SAS Hall 2108
Mail	Carolyn Gunton (513-2270)	Departmental Incoming/Outgoing mail in 3151 Non-Departmental Outgoing mail: Can be dropped off at the USPS

Office Policies

2009

		drop box located on the corner of Poe & Leazar Hall or at the Post Office located on Horne Street across Hillsborough Street from Patterson Hall. SEE FedEx for information about FedEx shipping.								
Newsletter	Nicole Dahlke (513-2292) Jeff Scroggs (515-7817)	View past Newsletter volumes at: http://www.math.ncsu.edu/undergrad/newsletter/								
Office Staff Management	Frankie Stephenson (513-2294)									
Office Supplies	Nicole Dahlke (513-2293) Di Bucklad (513-2298)									
Payroll Information:		<p style="text-align: center;">MyPack Portal → Employee Self Service Employee Self Service</p> <ul style="list-style-type: none"> - Biweekly: Nicole Dahlke/Frankie Stephenson - EPA: Charlene Wallace - Grad. Students: Denise Seabrooks - Grants: Brad Priser - Research Assistants: Denise Seabrooks - SPA: Frankie Stephenson - Summer School: Nicole Dahlke/Frankie Stephenson/Charlene Wallace 								
Placement test Questions	Harvey Charlton (513-2291) John Griggs (Backup) (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		<table border="1"> <tr> <td>Paper:</td> <td>Nicole Dahlke (513-2292)</td> </tr> <tr> <td>Printing Issues:</td> <td>support@math.ncsu.edu Joel Cason (515-6515) Seyma Shabbir (515-3157)</td> </tr> <tr> <td>Toner:</td> <td>Janice Gaddy (513-7339)</td> </tr> </table>	Paper:	Nicole Dahlke (513-2292)	Printing Issues:	support@math.ncsu.edu Joel Cason (515-6515) Seyma Shabbir (515-3157)	Toner:	Janice Gaddy (513-7339)		
Paper:	Nicole Dahlke (513-2292)									
Printing Issues:	support@math.ncsu.edu Joel Cason (515-6515) Seyma Shabbir (515-3157)									
Toner:	Janice Gaddy (513-7339)									
Registration Issues	John Griggs (513-2288)									
Room Reservation		<table border="1"> <tr> <td>Classrooms</td> <td>Carolyn Gunton (515-2270)</td> </tr> <tr> <td>Conference Room (3282)</td> <td>Charlene Wallace (513-2293) Frankie Stephenson (Backup) (513-2294)</td> </tr> <tr> <td>Meeting Rooms (3134 & 4134)</td> <td>Carolyn Gunton (515-2270)</td> </tr> <tr> <td>Seminar Room (4201)</td> <td>Carolyn Gunton (515-2270)</td> </tr> </table> <p style="text-align: center;">Reserve a room at least 24 hours in advance</p>	Classrooms	Carolyn Gunton (515-2270)	Conference Room (3282)	Charlene Wallace (513-2293) Frankie Stephenson (Backup) (513-2294)	Meeting Rooms (3134 & 4134)	Carolyn Gunton (515-2270)	Seminar Room (4201)	Carolyn Gunton (515-2270)
Classrooms	Carolyn Gunton (515-2270)									
Conference Room (3282)	Charlene Wallace (513-2293) Frankie Stephenson (Backup) (513-2294)									
Meeting Rooms (3134 & 4134)	Carolyn Gunton (515-2270)									
Seminar Room (4201)	Carolyn Gunton (515-2270)									
Summer School Surplus	Harvey Charlton ((513-2291) Carolyn Gunton (515-2270)	Computers, equipment, furniture								
Student work assistants	Frankie Stephenson (513-2294)									

Office Policies

2009

Syllabi	Nicole Dahlke (513-2292)	Department of Mathematics Home Page → “Faculty/Staff Resources” → “Update your Personal Information” And in SAS Hall 2108
Tea Fund	Charlene Wallace (513-2293)	
Telephone list	Nicole Dahlke (513-2292)	Online at: Department of Mathematics Home Page → “Faculty/Staff Resources” → “2009 Departmental Phone Listing and aliases”
Text Book Ordering	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” → “Forms and Requests”
Transfer Credit	Harvey Charlton (513-2291)	
Travel authorizations	Loek Helminck (515-7720) Hien Tran (515-8782)	Must be approved at least 2 weeks in advance.
Travel reimbursements:	Janice Gaddy (513-7339) Brad Priser (513-2295)	NCSU TRAVEL POLICIES Department of Mathematics Home Page → “Faculty/Staff Resources” → “Forms and Requests”
Tutoring		Want to sign up to tutor: http://www.math.ncsu.edu/comp_admin/forms/tutoring.html Tutor for Hire: Department of Mathematics Home Page → “Courses and help” → “Tutors for hire”
Undergrad Program	Di Bucklad (513-2298)	http://www.math.ncsu.edu/undergrad/
Visitors	Charlene Wallace (Office Space & VISAs) (513-2293) Brad Priser (Reimbursements) (513-2295)	Office Space (1 week notice)
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)	

This chart can also be found at:

<http://www.math.ncsu.edu/>
“Faculty/Staff Resources” → “Who do I see for help?”