

## Quick Guide to Help in the Department of Mathematics

Subject	Contact
Campus Security	24 hours 7 days a week 541-322-3110
Class cancellation	Email Graduate Coordinator, Joy King, Deanne Murray, and students for assistance with emailing/notifying class
Classroom connectivity problems	[Lift phone in classroom for tech help.]
Complaint/grievance management	Associate Head, Vrushali Bokil
Computer help	Cosine Helpdesk
Conference room scheduling	Self-service, through Internal Math Web menu (login to math.oregonstate.edu)
Confidential/personal questions	Graduate Liaison, Branwen Purdy or Graduate Coordinator, Joy King or Graduate Chair, Prof. Peszynska
Copier help (paper, toner, jams)	Office staff (Deanne Murray, Lisa Rogers)
Course plan questions	Major professor Graduate Chair, or Prof. Peszynska
DAS questions	DAS office 541-737-4098
Degree change/add (MS or PhD)	Self-service, through Graduate School website (Forms / Change of Degree)
Department questions	Graduate Coordinator, Joy King
Email alias questions	Office Scheduler, Lisa Rogers
Final/Mid-term exam proctoring	Office Scheduler, Lisa Rogers
Forms (POS, Leave of Absence, GCR, etcetera)	Graduate School website under Forms
Filing Forms (graduate student)	Graduate Coordinator, Joy King
Grading policy questions	Department Head, Bill Bogley
Grading procedure questions	Office staff
Grading assignment/appointments	Assistant Head, Prof. Pohjanpelto
Graduation	Graduate Coordinator, Joy King
GTA assignments	Scheduler, Dave Wing or Department Head, Bill Bogley
Handbook questions	Major professor Graduate Chair, or Prof. Peszynska
Health insurance questions	Student Health Services
International document issues	Graduate School, or ASBC staff (Hovland 008)
Key Requests	Office Scheduler, Lisa Rogers
Locked out After Hours	Campus Security 24 hours 7 days a week 541-322-3110
Leave of absence	Major professor, Graduate Coordinator, Joy King, and Graduate school
Mail help	Office staff
Maintenance issues	Graduate Coordinator, Joy King
Midterm proctoring	Office Scheduler, Lisa Rogers
Misc. graduate program questions	Graduate Chair, or Graduate Coordinator, Joy King
Office Hours (updating online)	Self-service, through Internal Math Web menu (login to math.oregonstate.edu)

Office assignments	Office Scheduler, Lisa Rogers
Override questions	Office staff
Paycheck/direct deposit problems	ASBC staff (Hovland oo8) Chris Lewis
Paycheck questions	ASBC staff (Hovland oo8) Chris Lewis or Office Manager, Deanne Murray
Personal Issues/Counseling	CAPS (counseling and psychological services) 541-737-2131
Petitions	Graduate Chair, Prof. Peszynska & Graduate Committee
Policy/deadline questions	Graduate Coordinator, Joy King
Printer setup help	Cosine Helpdesk
Private tutor list	Office Scheduler, Lisa Rogers
Proctoring	Office Scheduler, Lisa Rogers
Program of study questions	Major professor, or Graduate Chair, Prof. Peszynska
Proper use of resources questions	Office staff
Qualifying exam signup	Graduate Coordinator, Joy King
Reimbursement questions	Office Manager, Deanne Murray
Facilities	Office Scheduler, Lisa Rogers
Room reservations/scheduling	Office Scheduler, Lisa Rogers (or, if unavailable, Joy King)
Safe Ride	Hours 7pm-2am 541-737-5000
Satisfactory progress questions	Major professor
Sick time questions/reporting	Office Manager, Deanne Murray
Summer term assignments	Department Head, Bill Bogley
Textbook checkout	Office Scheduler, Lisa Rogers
Thesis formatting help	Graduate School Thesis Editor, Julie Kurtz
Timesheet questions	ASBC staff (Hovland oo8) or Office Manager, Deanne Murray

*\*For nearly all office issues, if the appropriate office staffer is not available, another office staffer will be happy to help if you need immediate assistance.*