

## **GENERAL INFORMATION**

### **Math Department 2007-08**

#### **Office Staff**

**Apryl Schlueter**, *Business Administrator*, 1-3131, [apryl@math.northwestern.edu](mailto:apryl@math.northwestern.edu)

**Michael DeBonis**, *Undergraduate Program Assistant*, 1-3377, [debonis@math.northwestern.edu](mailto:debonis@math.northwestern.edu)

**Melanie Rubin**, *Graduate Program Assistant*, 1-8035, [melanie@math.northwestern.edu](mailto:melanie@math.northwestern.edu)

**Miguel Lerma**, *Computer System Administrator*, 1-8020, [mlerma@math.northwestern.edu](mailto:mlerma@math.northwestern.edu)

Office hours are 8:30-5:00 M-F

**LUNT BUILDING KEYS:** Keys can be obtained through Michael. There is a \$20 cash deposit required for visitors. Very short term visitors are not given keys.

**LUNT HALL:** If anything is in need of repair, please e-mail or call Melanie with the problem and she will get in touch with Facilities Management.

**MAIL:** Mail is picked up and delivered once daily, around 2:00 p.m. Department faculty and grad school mailboxes are set up alphabetically by last name. The left side is for permanent faculty, followed by visiting faculty. The right side is for graduate students. Outgoing mail bins are located in the office under the mail table: US MAIL for unstamped business mail; CAMPUS MAIL for mail within NU. The University mail system should not be used for personal mail. Please refrain from either sending or receiving personal mail. Mail-forwarding for summer or leaves-of-absence is handled by Melanie, who will need your forwarding addresses and dates one month before you leave. If leaving the University permanently, please change your address on all periodicals three months before you leave. As a courtesy, the staff will forward all first class mail and journals for 3 months. All other mail including catalogues, coupons etc will not be forwarded. When a package is received, the office staff will place a package slip in your mailbox. Please bring your slip to the office when you are picking up your package. We will be more than happy to assist you.

**MATH COMPUTER NETWORK:** See Miguel (Room 203) to get onto the Math department network. The 2<sup>nd</sup> floor computer lab (Room 215) is for grad students and visiting colleagues. If any problems should occur, see Miguel. Please do not remove any manuals from the lab.

**LONG DISTANCE PHONE USAGE:** A long-distance code can be obtained from Apryl via email request. Bills are distributed monthly if there are long distance charges. Graduate students who incur more than \$15 in long-distance charges and Faculty who incur more than \$25 in long-distance charges should reimburse the department. Personal calls should be reimbursed with either a check made out to the Department of Mathematics, or cash.

**PHOTOCOPYING:** New department persons will need to obtain a copier code from Michael. The copier room is open during normal office hours. If you need to do copying during off-hours, a key can be issued. The staff can assist with instruction on how to operate the machine. Please reimburse the department for personal copies (rate is currently 4 cents per copy).

**DAILY TEAS:** With few exceptions, teas are held Monday through Friday in the Commons Room at 3:45 p.m. All are encouraged to participate and bring their own mug.

**SUPPLIES:** The copier room has supplies such as paper, stationery, envelopes, pencils, pens, and chalk. If you need something that is not on the copier room shelves, a staff member can check the supplies closet for you. Michael orders supplies and generally can receive items within 24 hours. Send an email to Michael with your request.

**MATH CALENDAR:** A weekly calendar of all math talks is distributed via email to everyone. Each math seminar group has a contact person in charge of posting talks on the web. Speak with your colleagues to find out who the contact person is for your area. A copy of each week's calendar is also posted on the 2<sup>nd</sup> floor hallway bulletin board.

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**OFF-CAMPUS TRAVEL:** Please mark the dates you will be away on the marker board in the office. This is an important reference for staff and faculty.

**PARKING:** Parking permits are obtained through University police. We have day passes in the department for visiting speakers.

**BOOK ORDERS & COURSE REQUESTS:** Melanie orders books for courses. It is wise to order promptly. Melanie also acts as scheduler and handles course requests. If there is a course or a time slot you prefer, speak to her early.

**GRADES:** At the end of the quarter, grading is done on-line and new faculty will need to see Melanie prior to the end of the quarter to obtain authorization for the system. Please be sure to give her a copy of your quiz and test grades, as well as an explanation of your grade distribution if it does not fall within departmental guidelines.

**EXAMS:** Blue books for exams are stored on the shelves in the copier room. All make-up final exams will be held at one specified time each quarter. This is the only time that students will be allowed to take make-ups, and they must obtain permission from the Office of Studies to do so.

**BULLETIN BOARDS:** Lunt Hall has several bulletin boards:

- 1) At the entrance to 2<sup>nd</sup> floor Conference Room for announcements of global Math conferences
- 2) Inside the Conference Room (Room 216), to the right for graduate announcements
- 3) Across from 2<sup>nd</sup> floor main office, for NU announcements as well as Chicago area events
- 4) In the front door entrance way and front stairwell landing for undergraduate announcements

**KITCHEN:** The kitchen is located off the Commons Room. You are welcome to use the refrigerator and microwave. PLEASE clean up after you are done.

**MATH LIBRARY:** The Math Library is located on the first floor of Lunt. Library hours are 9:30-6:00 during the academic year and the library is open on a limited basis during the breaks. All faculty and math graduate students may obtain a key to the Library from the Head Librarian. The Math Library photocopier can be used with a Wildcard or coins. The Library allows Math

faculty and graduate students to sign out library journals for photocopying on the Math Department's copier. In this case, materials are to be promptly returned.

**INFORMATION ABOUT FORMER STUDENTS OR EMPLOYEES:** Occasionally representatives from various agencies may write or telephone seeking information on former students. To insure compliance with legal requirements, all such requests, written or verbal, should be referred to the Office of Legal Affairs, 491-5605. Banks, etc. also sometimes call, asking us to verify employment about current or former students. These calls should be referred to Personnel at 491-8580.