

Classroom Technology at East Center

Each classroom is equipped with:

- Screen
- LCD projector
- VCR/DVD
- Overhead projector
- Cables for laptop and internet hook-up

East Center is supported by System Care, Inc. for any technology needs. The technician will deliver, set up and pick up all equipment requested. System Care is available in the Administrative Suite should you experience any difficulty with the equipment. Please knock on the suite door after 8 pm.

For any additional technology requests, please inform:

Jane Stiefvater 216-802-3003
OR
Brandie Boyles-216-802-3000

Please notify us at least 24 hours in advance.

PLEASE LEAVE ANY BORROWED EQUIPMENT IN YOUR CLASSROOM

University Holidays

Classes will not be held on the following days:

Labor Day-September 7

Columbus Day-October 12

Veteran's Day-November 11

Thanksgiving Break-November 26 & 27

Christmas-December 25

Emergency/Weather Closing Policy

Check CSU's homepage—www.csuohio.edu for the latest closing information.

A phone message will also be placed on our main phone line-216-802-3000 if we are closed due to an emergency or weather conditions.

Emergency Procedures

Emergency procedures for East Center are located in every classroom and on every fire box.

East Center Administrative Hours:

Monday-Thursday: 8am-8pm

Friday: 8am-5pm

Saturday: 8am-3:30 pm

REMINDER: Please try to have breaks before closing time. You will not have access to the lounge or administrative suite past this time.
Thank you.



Faculty Resource Guide

Fall 2009

Cleveland State University
East Center
34055 Solon Road
Solon, Ohio 44139
216-802-3000
eastcenter@csuohio.edu
www.csuohio.edu/eastcenter

WELCOME

We are happy that you are part of our Cleveland State University extended community. East Center is a wonderful place to work, meet with students, or just relax. If you would like somewhere larger or more private to meet with a student, please let us know and we will accommodate you. Our goal is for you to have a pleasant and trouble-free teaching experience and environment. The following information will explain the CSU East Center facility and services. If you have any questions, comments, or suggestions, please feel free to contact us!

East Center

Our administrative office is a wonderful resource for any needs you may have.

Location: Centre Pointe Building
34055 Solon Road, 2nd floor
Solon, Ohio 44139

Phone: 216-802-3000

Fax: 216-802-3009

Email: eastcenter@csuohio.edu

Website: <http://www.csuohio.edu/eastcenter>

Please visit the website for up-to-date East Center hours and information.

Parking

Free parking is available in the Centre Pointe Building parking lot.

Children

Students have been advised not to bring children to campus (including extended campus sites). The facilities have been designed for adults and all the equipment and space is for the use of CSU students.

Student Presentations

If one of your students needs to use any

equipment/technology for a class presentation, please let us know at least 24 hours in advance.

Mailboxes

Faculty mailboxes are located in the main area of the administrative suite. They are used to communicate information from downtown and East Center. Students also leave papers and notes here. PLEASE CHECK YOUR MAILBOX REGULARLY.

East Center has a courier service that delivers and picks up campus mail daily.

Copy Machine

Located in the Administrative suite. YOUR DEPARTMENTAL ACCESS CODE WILL BE PLACED IN YOUR MAILBOX THE FIRST DAY OF CLASS.

If your students need to duplicate materials, please make them aware of the copy machine in the administrative suite. The charge to students for copying is 10 cents per page.

Faculty Lounge

- Located within the Administrative Suite
- Three computers are available for your use
- Printing
- Campus and local phone
- A microwave oven and refrigerator are available
- Coffee is available in the Student Lounge

Textbooks

All faculty textbook orders are placed through your respective departments.

CampusNet

By accessing Campus Net, you can view your class information and conduct business with the university. To access this user friendly site, go to the CSU homepage (www.csuohio.edu) and click on myCSU, then choose the CampusNet link. To access this site, you will need your CSU ID number and password. To obtain your password and for assistance, call 216-687-5050.

Room Configuration

If you need to rearrange the tables and chairs for your class, please return all furniture to its correct place at the end of the class session. A diagram is provided in each classroom showing correct placement of furniture.

Library Services

Library books can be ordered and delivered to East Center.

- Visit <http://scholar.csuohio.edu> to search for books
- If the book is available, click on "request"
- Complete all required information and choose East Center as the pick-up location. An email confirmation will be sent to your CSU email address.
- Your book should arrive at East Center within 48-72 hours.
- A note will be put in your mailbox when it arrives or you can call us at 216-802-3000 to see if it has arrived.

Books may also be dropped off at East Center regardless of where they were picked up.

Viking Card

You can get your CSU Viking Card at East Center!

You will need:

- A valid photo id
- Your CSU ID number

Evaluations

Academic departments should send your class evaluations through campus mail to East Center. We will put them in your mailbox when they arrive.

Online Grading

Grades need to be submitted via the web. Please visit CampusNet and go to the instructor tab.