

Accessing the Online East Center Semester Schedule

- 1.) Go to www.csuohio.edu
- 2.) Click on Quick Links
- 3.) Click on Class Schedule
- 4.) Choose the term (semester), graduate or undergraduate, and East Center
- 5.) Hit Search

This shows the list of classes that have been scheduled for that semester. You can access the downtown campus, and other extended campus locations by following the same procedures.

If you begin your search early, keep checking the website, as changes and additions may be made for several weeks.

Undergraduate Course Catalogs can be found online at:

<http://www.csuohio.edu/undergradcatalog/>.

Graduate Course Catalogs are available online at:

<http://www.csuohio.edu/gradcollege/catalog/>.

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



Student 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. Our goal is for you to have a pleasant and trouble-free learning experience and environment. 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.

Academic Advising

Wondering what classes you need to take to fulfill your degree requirements? Advising is available to current and prospective students. To make an appointment, call East Center at 216-802-3000 or email us at eastcenter@csuohio.edu.

Disability Services

East Center is handicap accessible and provides disability services to those in need. Please visit the front desk or call 216-802-3000 for more information.

Placement Testing

English placement tests may be taken at East Center by appointment only. An appointment must be made at least 24 hours in advance. The math placement test does not require a proctor and can be accessed online from any computer. For further details or to make an appointment, please call East Center at 216-802-3000.

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.

Campus Email

As a CSU student, you will be assigned a CSU email address. It is important that you check this account regularly for official communications from East Center and the main campus. Remember, you can have your CSU email forwarded to another email account. This can be done through CampusNet.

Purchasing Textbooks

Three convenient options exist for the purchase of textbooks:

1. Purchase downtown at the CSU Bookstore
2. Purchase online from the CSU Bookstore for home delivery—log on to www.csuohiobookstore.com, and search by course. There is a \$8.00 shipping and handling fee for this option.
3. Purchase online from the CSU Bookstore for pick-up at East Center. Log on to www.csuohiobookstore.com, search by course and choose East Center for pick-up. There is no shipping and handling charge with this option.

Refunds may be made at the bookstore or shipped to the bookstore at the customer's expense. Please bring your receipt.

Book Buyback

A book buy back is held every semester on the Wednesday and Thursday of finals week from 4:00 to 6:00 p.m. in the Administrative Suite. You will receive CASH for any current college textbook regardless of where it was purchased. All you need are your textbooks and your CSU ID.

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 or call us at 216-802-3000 if you want to know if your book has arrived.
- Bring your Viking ID to Suite 200 at East Center to pick up your book.

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

Come to the Administrative Suite to fill out an application and get your picture taken. Within two weeks or less your card will be ready for pick up at East Center.

RTA Pass

You can fill out the U-pass form and receive your sticker at East Center in about 5 minutes. All you need is your CSU ID. This will give you access to all RTA routes. Solon's route is located on Melbury Ave. and Station St. (41A/C)

Note: Students who do not take any courses downtown have not been charged the \$25.00 RTA fee. Your account will be charged after your request for a pass.

Student Lounge and Computer Access

Vending machines, microwave, and informational updates as well as 7 computers and a printer are in the lounge for student use.

If you experience problems with any equipment, please come to the Administrative Suite. System Care technicians are located here and will be happy to assist you.

After hours, vending machines are available downstairs.

Laptop Loaner Program

East Center has 5 laptops available for use within East Center. Please see a staff member in the Administrative Suite to sign one out.

Wireless Connection

Wireless access is available at East Center through WPA (Wi-fi Protected Access) Enterprise. To access it, you must have a wireless card, CSU ID & password, and go through the configuration process. For help, see System Care at East Center, visit the IS&T website, or call IS&T at 216-687-5050.

Printing and Copying

Printing is available in the student lounge for your convenience. Please print responsibly and limit your printing to school related items. There is no charge for printing. Copying is available in the Administrative Suite for 10 cents a page.

Class Presentations

If you plan to use any equipment/technology for a class presentation, please let us know at least 24 hours in advance.