

CLASSROOM EQUIPMENT AT EAST CENTER

Classrooms

Each classroom is equipped with:

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

To further assist you in the teaching process, East Center also has laptops available for your use upon request.

Assistance

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 need assistance. Please knock on the suite door after 8 pm.

For any additional requests, please inform:

Jane Stiefvater-216-802-3003

OR

Brandie Blankenship-216-802-3000

**PLEASE LEAVE ANY BORROWED
EQUIPMENT IN YOUR CLASSROOM**

University Holidays

Classes will not be held on the following days:

MLK Day-January 18

President's Day-February 15

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.

Children

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

East Center Administrative Hours:

Monday-Thursday: 8am-8pm

Friday: 8am-5pm

Saturday: 8am-3:30 pm

The student lounge closes 15 minutes before the administrative suite. Please schedule breaks before this time.



Faculty Resource Guide Spring 2010

*Cleveland State University
East Center
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Solon, OH 44139
P: 216-802-3000
F: 216-802-3009
eastcenter@csuohio.edu
www.csuohio.edu/eastcenter*

Welcome to CSU East Center

Thank you for teaching at CSU East Center and helping to make education more convenient for our students. Our goal is for you to have a pleasant and hassle-free experience at East Center working or meeting with students. If you have any questions, please visit the Administrative Suite or contact us.



SERVICES AT EAST CENTER

Parking

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

Textbooks

All faculty textbook orders are placed through your respective departments.

Mail/Mailboxes

East Center has a courier service that delivers and picks up campus mail daily. Your mail will be placed in your mailbox, which is located behind the front desk in the Administrative Suite. Students may also leave papers, tests, and notes here. PLEASE CHECK YOUR MAILBOX REGULARLY.

Library Books

Books that are borrowed from the Michael Schwartz Library may be delivered to or dropped off at East Center. Search for your book on <http://scholar.csuohio.edu> and follow the prompts. In the location field, choose East Center and your book will arrive 48-72 hours after you receive an email from the Michael Schwartz Library notifying you of its arrival. Please bring your CSU ID to pick it up.

Technology

Copy Machine: The copy machine is located in the Administrative Suite. You will need a copy code which can be found in your mailbox or you may ask an East Center staff member.

Note: Students pay 10 cents per copy.

Computers: There are 3 computers located in the Faculty Lounge with free printing access.

Wireless Access: 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 in the Administrative Suite, visit the IS&T website, or call IS&T at 216-687-5050.

Student Presentations: East Center is happy to assist with student presentations by loaning laptops. Tech assistance is also available. Please let us know 24 hours in advance if equipment is needed.

Faculty Lounge/Vending

A faculty lounge is located within the Administrative Suite. It is equipped with:

- Three computers with free printing
- A campus/local phone
- A microwave oven and refrigerator

Coffee and vending is available in the Student Lounge. If you have any difficulties with the machines in the lounge please let us know.

Test Distribution

Fill out a test instruction sheet and leave East Center with your test and we will administer your test for you. The student will be placed in a quiet area and we will check on him/her periodically.

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.

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 next to the VCR/DVD player showing correct placement of furniture.

Evaluations

Academic departments should send your class evaluations through campus mail to East Center. We will put them in your mailbox when they arrive. Please have a student return them to the Administrative Suite or in the drop off box after hours.

CampusNet

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

Online Grading

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



Please see the back for our hours and weather closing information.