

CLASSROOM EQUIPMENT @ EAST CENTER

Classrooms

Each classroom is equipped with:

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

East Center also has laptops, wireless access, and a mobile whiteboard available for your use upon request.

For any additional requests, please inform:

Jane Stiefvater-216-802-3003

OR

Brandie Blankenship-216-802-3000

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.

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

University Holidays

Classes will not be held on the following days:

May 30-Memorial Day

July 4-Independence Day

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.

Children

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



Faculty Resource Guide Summer 2011

Cleveland State University
East Center Campus

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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 Campus

FACULTY 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. *A book buyback will be held for students at East Center during finals week.*

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.

Test Administration

Fill out a test instruction sheet from East Center and leave it and your test with East Center staff 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.

Copying

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. *Please see East Center staff for assistance with the copier.*

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. Please see “Classroom Equipment @ East Center” for more information.

Library Books

Books that are borrowed from the Michael Schwartz Library or OhioLink 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 24-72 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. *Don't have a CSU ID? Get one at East Center, as well as your RTA pass.*

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.

Course 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 after hours put them in the drop off box outside the door.

Online Grading

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