

# HAPPY SUMMER FROM EAST CENTER



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Assistant Director



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Operations Coordinator



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## 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](http://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).



# Student Resource Guide Summer 2011

Cleveland State University  
East Center Campus

34055 Solon Rd.  
Solon, Oh 44139  
P: 216-802-3000  
F: 216-802-3009

[eastcenter@csuohio.edu](mailto:eastcenter@csuohio.edu)  
[www.csuohio.edu/eastcenter](http://www.csuohio.edu/eastcenter)

# Welcome to CSU East Center Campus

## STUDENT SERVICES AT EAST CENTER

### Parking

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

### Academic Advising

Unsure of 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](mailto:eastcenter@csuohio.edu).

### Books

**Purchasing:** Books may be purchased on main campus at CSU Bookstore, online for home delivery (\$8 shipping), or online for East Center delivery (no shipping) if purchased before the first week of class.

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

**Library:** 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 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.

### Vending

Located in the student lounge and downstairs. Please see the Administrative Suite if you have any problems with the machines in the lounge.

### Technology

**Copy Machine:** A copy machine is available in the Administrative Suite for 10 cents per copy.

**Computers:** There are 7 computers and a printer with up to 2000 pages of free printing for every semester in the Student Lounge available for student use. Check your print balance at <https://printbalance.csuohio.edu/>.

**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 perform the configuration process. For help, visit System Care in the Administrative Suite, visit the IS&T website, or call IS&T at 216-687-5050.

**Laptop Loaning:** East Center has 7 laptops available for use within East Center. Please bring your CSU ID and another photo id to the Administrative Suite to sign one out.

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

### Viking Card

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. Please bring a photo id and know your CSU ID number.

### RTA Pass

This pass will give you access to all RTA routes. Solon's route is located on Melbury Ave. and Station St. (41A/C) Just bring your CSU ID.

*Note: Students who do not take any courses downtown will be charged the \$25 RTA fee.*

### 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.

### 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 through CampusNet.