

CSU EAST CENTER NEWS

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

GREETINGS

East Center is a great place to teach and accomplish any task. If there is anything we can help you with please let us know. Please stop by the Administrative Suite anytime during our administrative hours and we will acquaint you with East Center.

INFORMATION

➤ Do you want to borrow library books?

- Library books can be picked up and returned at East Center.
 - Note: Pickup location does not matter when returning books.

➤ CLOSED

- Monday, January 18, 2009 for MLK Day.

➤ Copy machine

- Available in the Administrative Suite

➤ Mailboxes

- Please remember to check your mailboxes located behind the front desk in the Administrative Suite for:
 - Campus Mail
 - East Center Reminders
 - Flyers

➤ Need tech assistance?

- System Care is located in the Administrative Suite.
- If your students plan on using equipment for a class presentation please try to notify us 24 hours in advance.

➤ Faculty Lounge

- A faculty lounge is available in the Administrative Suite at East Center with:
 - Computer Access
 - Printing Ability
 - Working Tables
 - Microwave

➤ Do you have a student who needs to take a test in a quiet area?

- Send it to East Center
- Fill out the test instructions form at www.csuohio.edu/eastcenter/faculty_services.html and send it to eastcenter@csuohio.edu with the test. (Please use the typewriter tool to fill out the form)

➤ Check out newspapers located in the lobby, Student Lounge, and Faculty Lounge.

- Cleveland Stater
- Crain's Business
- Solon Times
- and more...

EVENTS

➤ First Week of Classes:

- Snacks and soda available in the Student Lounge. Help yourself.

