



News from CSU East Center



November 3, 2009

Hello East Center Faculty,

We hope you've had a great fall semester.

Reminders:

- ❖ **NO CLASSES**
 - Wednesday, November 11, 2009
 - East Center will be open from 8am-5pm.
- ❖ **Student Course Evaluations**
 - Please check your East Center mailbox.
 - Evaluations are due the 12th week of the semester.
 - Have a student return completed evaluations to East Center, Suite 200 or the drop off box after hours for proper return to your department.
- ❖ **Thanksgiving Break**
 - November 26-29
 - No Saturday Classes
- ❖ **Please remind your students that a book buyback will be held December 10 & 11 from 4pm-6pm at East Center.**
 - A chance to get CASH for textbooks!
 - CSU bookstore will accept any current college textbook regardless of where it was purchased.
 - Please bring a CSU ID or some form of identification.
- ❖ **Finals Week**
 - December 7-12
- ❖ **Grades**
 - Grades need to be submitted via the web.
 - Please refer to the website: <http://www.csuohio.edu/enrollmentservices/registrar>.
- ❖ **Are you interested in teaching a course (different or the same) at East Center?**
 - Let your department know and ask to teach it at East Center.

Thank you for teaching at CSU East Center. We hope to see you again soon.

Best Wishes,

East Center Staff