

SUMMER 2011 FACULTY NEWS

Cleveland State University East Center * 34055 Solon Rd. * Solon, OH 44139
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Greetings

East Center is a great place to teach and we are willing to help you in any way possible in order to make your teaching experience at East Center an excellent one. We are located on the second floor of the Centre Pointe building across from Bob Evans.

Please read the important information and reminders below that pertain to you as faculty and remember to stop by the Administrative Suite your first day so we can say hello.

Information

Contact & Equipment Forms

- If you have not returned your contact and equipment forms that were sent to you via email, please do so as soon as possible. The forms are also available at www.csuohio.edu/eastcenter/facultyservices.

Technical Assistance

- If you have indicated a request on your equipment form, System Care will set up the equipment **30 minutes before** your class starts and will be here to assist you.
- For any other technical assistance, System Care is located in the Administrative Suite. *Please knock on the door of the Administrative Suite if it is closed.*
- For additional requests or student use of equipment for a class presentation, please notify us **24 hours in advance**.
- Please see the Faculty Resource Guide to view the equipment available in every classroom.

Course Textbooks

Course textbooks are ordered by your department. Please contact them if you have any problems.

Faculty Mailboxes

Please remember to check your mailbox located behind the front desk in the Administrative Suite for: campus mail, East Center reminders, and your copy code.

Copy machine

A copy machine is available in the Administrative Suite. Your copy code is located in your mailbox.

Library books

Library books may be borrowed from the **CSU Michael Schwartz Library** and delivered to East Center.

- Visit <http://library.csuohio.edu/>
- Search for your book
- Choose to have it delivered to East Center

Please note that when returning library books to East Center, the original pickup location (Michael Schwartz Library, West Center, etc.) is not significant.

Faculty Lounge

Located in the Administrative Suite with computer access and printing ability.

CLOSED

Monday, May 30, 2011 for Memorial Day

Monday, July 4, 2011 for Independence Day

Events

Snacks for the Summer

Snacks will be available in the student lounge the first week of classes.