



## Welcome to Fall Semester at East Center!



Dear CSU Faculty,

East Center is a great place to teach and we will help you in anyway possible. Please stop in the Administrative Suite the first day of class so we can say hello and acquaint you with East Center.

In order to prepare for the semester we ask that you please:

- Fill out the attached contact/technology forms (using the typewriter tool in the right upper corner) and send them back.
- Provide East Center with a copy of your syllabus.
- Locate your mailbox for your copy code and other vital information.

### Reminders:

- First week of classes:
  - Enjoy the free snacks and giveaways!
- Do you want to borrow library books?
  - Library books can be picked up and returned from East Center.
    - Note: Pickup location does not matter when returning books.
- CLOSED: Monday, September 7, 2009 for Labor Day.
- Copy machine available in the Administrative Suite
- 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.
- A faculty lounge is located in the Administrative Suite with computer access and printing ability.

A faculty resource guide containing important information about East Center and fall semester is attached as well. You can find out more about East Center on our webpage at [www.csuohio.edu/eastcenter](http://www.csuohio.edu/eastcenter). See you soon!

East Center Staff

P.S. If you could not open the attachments they will be provided to you at the front desk on your first day of class.