

Welcome!

We are happy that you are part of our Cleveland State University extended community. Our goal is for you to have a pleasant and trouble-free teaching experience at CSU's West Center.

The following information will explain the CSU West Center facility and services. If you have any questions, comments, or suggestions please feel free to contact us.

West Center:

The West Center Administrative Office has many resources available to faculty. The West Center staff is always available to answer any questions and provide you with assistance.

Location: 26202 Detroit Road
Suite 312
Westlake, Ohio 44145

Phone: (216) 875-9600
Fax: (216) 875-9650
Email: westcenter@csuohio.edu

Website: <http://www.csuohio.edu/westcenter>



Visit our Facebook Page at
"Cleveland State University West Center"
for news and events at the CSU West Center

Parking:

Free parking is available in the West Center building parking lot.

Faculty Lounge:

- Located within the Administrative Offices in Room 312
- Computers and a printer available for faculty use
- A microwave and refrigerator are available
- Coffee is available in the Student Lounge, 2nd floor
- Copy machine is available in the Faculty Lounge
- Campus and local phone service

Faculty Mailboxes

Each Faculty member is assigned a mailbox at the West Center. Faculty mailboxes are located in Room 312 outside of the Faculty Lounge within the Administrative Offices. Mailboxes are used to communicate information from downtown to the West Center. Please check your mail box regularly. **The West Center has courier service that delivers and picks up campus mail daily.**

Copy Machine

The copy machine is located in the Administrative Office in Room 312. **Your departmental access code will be included in your class folder which you will receive on the first day of classes.**

Online Grading

Grades need to be submitted via the web. Please refer to the following website:

<http://www.csuohio.edu/enrollmentservices/registrar>

Evaluations

Academic departments should send your class evaluations through U.S. mail or campus mail to the West Center to your attention. These will be placed in your mailbox when they arrive.

Room Configuration

If you need to rearrange the tables and chairs in your classroom, please return all the furniture to its original position at the end of the class session.

Library Services

For your convenience, library books from the CSU Library can be delivered to you at the West Center.

- Visit <http://scholar.csuohio.edu> to search for books
- If the book is available, click on "request"
- Complete all required information and choose the "West Center" as your pick-up location. An email confirmation will be sent to your CSU email address
- Your book should arrive at the West Center within 48-72 hours from receipt of the email.
- Please bring your CSU Viking ID to Room 312 to pick up your materials

Text Books

All textbook orders for your class must be placed through the respective department prior to the semester start.

Classroom Technology at CSU West Center

Each classroom is equipped with:

- Projection Screen
- LCD projector
- VCR/DVD player
- Overhead projector
- Cables for laptop and internet connection

The following is also available for your use upon request by submitting an **Equipment Request Form**:

- Laptop computer
- Wireless mouse
- TV/VCR/DVD Player

Equipment Request forms:

<http://www.csuohio.edu/westcenter/documents/facultyequipmentform.pdf>. Email completed form to westcenter@csuohio.edu or fax to (216) 875-9650.

CSU West Center provides **on-site technical support** during all classes. The Technician will deliver, set-up and pick up all equipment requested for your classroom. Technical support personnel are available in Room 101 on the First floor of the West Center should you experience any difficulty with the equipment.

If you need any additional technical support or equipment requests, please inform:

- Nancy Erhardt - 216-875-9636
- Terri Hradek - 216-875-9640
- Daphyne Durda - 216-875-9600
- Or email us at: westcenter@csuohio.edu

**Please notify us if any
Borrowed Equipment in
Your Classroom is ready for
Pick Up by a Technician**

University Holidays

Classes will not meet on the following University holidays:

- Labor Day – September 7
- Columbus Day – October 12
- Thanksgiving – November 26 through 29

Emergency/Weather Closing Policy

A copy of emergency procedures for the West Center is located in all classrooms and emergency exit doors. Check CSU <http://www.csuohio.edu/> homepage: for the latest closing information. Be sure your account information in Campus Net (email, cell phone, etc.) is updated for CSU Alerts.

A phone message will also be placed on our main phone line, (216) 875-9600 if we are closed due to an emergency or weather conditions.

Cleveland State University West Center Administrative Office Hours

Monday-Thursday 8:00 a.m. - 8:00 p.m.
Friday 8:00 a.m. - 5:00 p.m.
Saturday: 8:00 a.m. – 3:30 p.m.

***Think you might be late or
have to cancel your class?***

Call us at:
(216) 875-9600



**Faculty
Guide
Fall 2010**

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