



August 2009

Dear CSU West Center Student,

***Welcome to Cleveland State University's
West Center Fall 2009 Semester***

We are excited that you are part of our Cleveland State University extended community. Our goal is for you to have a pleasant, trouble-free learning experience and environment. Please feel free to contact any member of the West Center staff with comments, suggestions, or concerns you may have.

Student Services Offices – Room 312

Phone: (216) 875-9600
Email: westcenter@csuohio.edu
In Person: Monday-Thursday 8:00 a.m. to 8:00 p.m.
Friday 8:00 a.m. to 5:00 p.m.
Saturday 8:00 to 3:30 p.m. (Closed July 18 – August 15)
(See our website for semester break and holiday hours)

CampusNet – your online student source to:

- add/drop classes
- manage your account
- view/print your schedule and grades
- request transcripts
- forward campus mail
- and other student business

Please familiarize yourself with this website by clicking the “*CampusNet*” link from our homepage www.csuohio.edu. To obtain a password, please call IS&T at (216) 875-5050.

Email Updates

We will keep you up-to-date on services and new developments at the West Center via email. Please be sure to check your CSU email account or forward it to an email account you regularly use which can be done through the *CampusNet* system.

Paying for your Classes

You will receive an invoice in the mail that can be paid by check, money order, or credit card. Please be advised that a 2.9% service charge is assessed for credit card payments. The Office of Treasury Services accepts MasterCard, Discover or American Express only for tuition payments.

Mobile Campus – Laptop Loaner Program

For more details, visit us in Room 312 for details about this program after the first week of classes.

Computer Access

Five computers and a printer are available for your use on the third floor in Room 312. You need your CSU ID number as well as your *CampusPass* to access the computers. Printing is limited to 2000 copies. WoWnet (wireless access) is available at the West Center. Please visit www.csuohio.edu/ist/wownetindex.shtml for more wireless network information.

Advising

Advisors for various programs can be scheduled at the West Center. Please call (216) 875-9600 or visit us in Room 312 to schedule an appointment.

Library Services

Library books from the CSU Library can be delivered to/dropped off at the West Center. This is how it works:

- Visit <http://scholar.csuohio.edu> to search for books
- If the status of the desired book is available, click on “request.”
- Fill in all the required information and choose West Center as the pick-up location
- An email confirmation will be sent to you
- Your book should arrive at the West Center with 48-72 hours of the email confirmation
- Bring your Viking Card (CSU ID) to Room 312 at the West Center to pick up your book

Your VikingCard (CSU Student Identification)

Apply for your VikingCard to receive student discounts, library and Mobile Campus services. A West Center staff member will be available to take your picture and application for your student ID. Please bring:

- a valid Photo ID – either a drivers license, passport or military ID
- a copy of your current registration (available on CampusNet)
- a smile!

Your VikingCard will be available for pickup at the West Center in Room 312 within one week after your photo is taken.

Student Lounge -- Room 210

- Copy machine -- \$.10 per copy
- Vending machines – snacks, soda and coffee/hot chocolate
- Information updates via the Student Lounge bulletin boards

Children

Please do not bring your children to campus. The facilities are designed for adults and all equipment and space is for the use of CSU students only.

Smokers

Smoking is only permitted outdoors. Please use the ashtrays to dispose of your smoking materials. Burning butts can easily blow into the mulched areas and cause fires.

Contact Information

Please feel free to contact any of our staff for any additional questions or concerns. In order to best assist you, call our main line at (216) 875-9600 for any urgent matters.

Terri Hradek, Assistant Director	(216) 875-9640 or t.hradek@csuohio.edu
Nancy Erhardt, Services Coordinator	(216) 875-9636 or n.erhardt@csuohio.edu
Daphne Durda, Admin. Coordinator	(216) 875-9600 or d.p.durda@csuohio.edu

Thank you for choosing Cleveland State University West Center. We look forward to helping you achieve your educational goals.

Sincerely,

The Cleveland State University
West Center Staff