

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

**Phone:** (216) 875-9600  
**Email:** [westcenter@csuohio.edu](mailto:westcenter@csuohio.edu)  
**In person:** Room 312

### **Building Access (Summer Hours only)**

Administrative Office (Room 312): Monday – Thursday 8:00 a.m. – 8:00 p.m.  
Friday 8:00 a.m. – 5:00 p.m.  
Saturday 7:30 a.m. – 3:30 p.m.

Classroom Access: Monday – Thursday 7:30 a.m. – 10:00 p.m.  
Friday 7:30 a.m. – 5:00 p.m.  
Saturday 7:30 a.m. – 5:00 p.m.

*(The front door on the first floor opens at 7:30 a.m. everyday, and it locks automatically at 10:00 p.m. Monday through Thursday, 5 p.m. on Fridays, and 3:30 p.m. on Saturdays)*

### **Faculty Lounge**

- Located on the third floor, room 308
- Computer access
  - You may print your documents to the network printer located in the reception area
  - Please bring a USB memory device (i.e. Flashcard), 3.5" Floppy disk, or CD if you want to edit or save your documents. If you are choosing to save your work on the hard drive, please be aware that every machine is "wiped clean" at the end of each semester.
- Telephone local access

### **Copy Machine**

- Located on the third floor, room 312
- If you forget your code, please ask any staff member for your faculty access code

If your students need to duplicate materials, please make them aware of the copy machine in the student lounge.

### **Mailboxes**

Mailboxes are located in room 312. They are used to communicate important information from the West Center staff to faculty members and are also used by students to communicate information to their instructors. Please check your mailbox regularly.

If you wish to leave students' projects, papers or tests for them to pick up, please feel free to contact a staff member in room 312. We will be happy to keep them in a safe place. Any items that have not been picked up within the following semester of your class will be mailed back to your downtown campus department.

## **Campus Mail**

is picked up daily and is located next to the mailboxes.

## **Classroom Set-Up**

If your teaching preference calls for the rearrangements of tables, please return all furniture to its original configuration at the end of your class session.

## **Classroom Technology**

Each classroom is equipped with an overhead projector, a VCR, and a LCD projector.

If you need a laptop, cables, or training on equipment, please contact us at (216) 875-9600, or [westcenter@csuohio.edu](mailto:westcenter@csuohio.edu) one week prior to your special requests.

If you experience technical difficulties before, or during class, please contact either

- Systemcare, Inc. on the first floor of the building, Suite 100C, or
- Dial ext. **9600** from a campus phones located in the first and second floor student lounges, and the second floor hallway by the elevator.

Please also report any malfunctioning equipment to System Care, Inc., so we can make any necessary repairs.

All equipment will be picked up by tech support after your class.

## **Campus Phones**

Telephones in the first and second floor lounges and the second floor hallway have access only to other campus extensions.

**Emergency Phones** are located on the second and third floor next to the elevator and will connect you to the Westlake Police department.

If you are using a campus phone, please dial 8 – 911 and disclose your location (West Center, 26202 Detroit Road, Westlake).

## **On-line Grading**

This is the only way to submit your grades. Please refer to [www.csuohio.edu/registrar/webgrading.html](http://www.csuohio.edu/registrar/webgrading.html) for instructions.

## **Children**

Please do not bring children to campus (including extended campus sites). The facilities have been designed for adults, and all the equipment and space is for the use of our CSU students.

## **Contact Information**

Please feel free to contact any of our staff for additional questions or concerns.

In order to best assist you, call our main line (216.875.9600) for all urgent matters.

Terri Hradek, Assistant Director

(216) 875-9640 or [t.hradek@csuohio.edu](mailto:t.hradek@csuohio.edu)

Nancy Erhardt, Services Coordinator

(216) 875-9636 or [n.erhardt@csuohio.edu](mailto:n.erhardt@csuohio.edu)

Daphne Durda, Admin. Coordinator

(216) 875-9600 or [d.p.durda@csuohio.edu](mailto:d.p.durda@csuohio.edu)

8/5/2009