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# WRIGHT STATE OF MIND!

## LAKE CAMPUS STUDENT RESOURCE GUIDE

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# TABLE OF CONTENTS

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## Getting Started

Computer Accounts.....	3
Computing and Technology Services (CaTS).....	3
Wright State Apps.....	3
Raider Connect Guides.....	4
FERPA.....	4
Wright1 Card.....	5

## Academics

Academic Calendar.....	6
Placement Testing.....	7
Core Curriculum.....	7
Required Acknowledgements.....	8

## Getting Involved

Residence Life.....	9
Commuter Life.....	9
Student Organizations.....	9

## Resources

Campus Resources.....	10
Student Handbook.....	11
Code of Conduct.....	11
Academic Integrity.....	11
Title IX.....	11
Campus Maps.....	12

# ORIENTATION MISSION

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Our orientation program is designed to support new students throughout their journey at Wright State University. New Student Orientation facilitates and supports the integration of new students into the academic, educational, and social culture of Wright State. Wright State University is committed to transforming the lives of our students and the communities we serve.

The presentations shown today, as well as other helpful resources for new students and their parents, can be accessed any time by visiting [lake.wright.edu/orientation](http://lake.wright.edu/orientation) and clicking “Additional Resources” in the bottom right corner.

# COMPUTER ACCOUNTS

## Important Accounts and When to Use Them

You have three important identifiers that you will use throughout your time at Wright State.

### University Identification Number (UID)

Permanent, unique 9-digit number assigned to identify you as a member of the Wright State community. Your UID and associated PIN are needed when accessing services with Wings Express.

### Campus Account (also known as your “W” username)

This campus account is necessary to access Wings, log in to lab computers, and access other university computing resources. This is also sometimes referred to as your “W number.”

### Email Address (Office 365)

Your email address consists of your last name followed by a period and number (ex: lastname.12@wright.edu). Email is the official form of communication at Wright State University. Learn to set up your email on your phone by visiting [wright.edu/smartphone](http://wright.edu/smartphone).

	University ID (UID)	Campus Account	Office 365
<b>Example</b>	U00123456	w001abc	lastname.#@wright.edu
<b>Expires</b>	Never	Every 5 years	Every 5 years
<b>Use</b>	WINGS Express (grades, registration, financial aid)	WINGS, Pilot, logging into campus computers	Wright State email, calendar, OneDrive
<b>Link</b>	<a href="http://wingsexpress.wright.edu">wingsexpress.wright.edu</a>	<a href="http://wings.wright.edu">wings.wright.edu</a>	<a href="http://outlook.wright.edu">outlook.wright.edu</a>
<b>Change Password</b>	Go to link above. Enter UID. Click Forgot PIN? Answer security questions. Enter your new PIN. Click Reset PIN.	Go to <a href="http://wings.wright.edu">wings.wright.edu</a> . Click Change Password. Enter your UID and PIN. Answer your security questions. Check the box for Campus Account. Enter your new password. Click Submit.	

## Network Platforms

Wright State has four network platforms that you will be utilizing as a student.

### WINGS: The Campus Portal ([wings.wright.edu](http://wings.wright.edu))

WINGS is an electronic portal used to access various systems, services and information from one location. Access with your campus “W” username for direct access to email, Pilot and other resources.

### WINGS Express ([wingsexpress.wright.edu](http://wingsexpress.wright.edu))

This is a personal, self-service site located within WINGS for services such as registration, grades, financial aid and scholarship awards. Access with your UID and PIN or through the icon on WINGS.

### Pilot ([pilot.wright.edu](http://pilot.wright.edu))

Pilot is your academic connection. Used at professor’s discretion. Access with your “W” username. View class materials, turn in assignments, take online exams, etc.

### Office 365

This is WSU’s email service. Students have 50 GB of email space. Access through the icon on WINGS.

## Help Desk

The Help Desk is your single point of contact for university technology assistance. You can contact the CaTS Help Desk by calling (937) 775-4827. Hours vary each semester. Visit [wright.edu/information-technology/about/hours](http://wright.edu/information-technology/about/hours).

# WRIGHT STATE APPS

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## The Wright State App

Available for IOS (Apple Store) and Android (Google Play) devices, download the Wright State App to:

- Receive content from Dayton and Lake campuses
- Check your grades
- Access your class schedule
- Make tuition payments
- View campus maps
- Find faculty, staff, and student contact information
- Get the latest news, announcements, and event updates
- Access Pilot

Visit [wright.edu/WrightStateApp](http://wright.edu/WrightStateApp) or call (937) 775-4827 for more information.

## Wright State Alert!

To keep you informed in emergency and life-threatening situations on campus, Wright State has developed a comprehensive emergency notification system. Wright State Alert! utilizes multiple methods of communication to ensure the most people receive the notification as quickly as possible. Visit [wright.edu/alert](http://wright.edu/alert) for more information.

# ENROLLMENT SERVICES

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## Raider Connect — Enrollment Services

Raider Connect (Dayton Campus) and Enrollment Services (Lake Campus) are students' primary points of contact for services delivered through the Offices of the Registrar, Bursar, and Financial Aid. Information on financial aid, payments, registration, and online services can be found at [wright.edu/raiderconnect](http://wright.edu/raiderconnect). Students can complete most requirements and view personalized information online through their WINGS Express. The Raider Connect website offers self-service guides to lead you step-by-step through several different processes such as registering for classes, viewing/paying your bill, signing up for a payment plan, and setting up a proxy.

## FERPA

The Family Educational Rights and Privacy Act (FERPA), prevents third parties (parent, spouse, employer, etc.) from having access to your student record without your consent. If, however, you would like to grant consent to your parent, spouse, employer or other third parties to have access to your accounts, there are two ways to grant access.

### Designate a Proxy

Do you want your parent or other third party to have access to view your Student Billing account online, to make a payment toward your bill, and to receive email updates about your current account activity? If so, you can designate a proxy through WINGS Express. Instructions are available at [wright.edu/raiderconnect](http://wright.edu/raiderconnect).

### Complete a Student Authorization for Release of Information Form

Students can visit the Enrollment Services window to complete a form granting the release of information to a specified party. Students can choose which types of information they want to be released. A photo ID must be shown when submitting the form.

# WRIGHT1 CARD

## Wright State University ID

The Wright1 Card is an ID card for Wright State University students, faculty and staff. Visit Enrollment Services at 170 Dwyer Hall to obtain your Wright1 Card. We advise you to call ahead at (419) 586-0300 to make sure a trained staff member will be available to make your ID. **You must show a valid photo ID to obtain a Wright1 Card.** Students receive their first ID card free. Lost or stolen cards are \$20 to replace.

## RaiderCash

RaiderCash can be deposited online through your WINGS Express account or with cash at the Deposit Station on campus. RaiderCash rolls over from semester to semester and year to year; it is never remitted to the university. Refunds of RaiderCash are available upon permanent separation from the university (graduation, change of schools, etc.). RaiderCash is accepted anywhere the Wright1 Card is accepted. All on-campus vending machines offer a 5% discount for paying with RaiderCash.

## Online Services

You can report your card lost or stolen, check account balances, and move money from financial aid, a debit/credit card, or E-check online. Log in to WINGS Express and select Student and Financial Aid then Wright1 Card and Meal Plan Services. You can then select whichever service you need.

## Area Discounts

- Art's Muffler & Tire, Inc.
- Atelier's Salon
- Bella's Italian Grille
- Bike Hub
- Blossom Boutique
- Celina Cinema 5 - Chakeres Theatres, Inc.
- Celina Music Store
- C-Town Wings
- Dawg Town USA
- The Fountain Restaurant
- Hazelnut Coffee Company
- McDonald's
- Java Nation
- Timberloft Bicycle Shop
- Tomorrow's Technology Today
- West Bank Inn

## Where can I use my card?

- Auglaize-Mercer YMCA
- Barnes & Noble Lake Campus Bookstore
- Lake Campus Library & Technology Center
- PrintWright Stations
- The Boathouse
- Vending Machines



## YMCA

Students receive a free membership to the Auglaize-Mercer YMCA. You must have your Wright1 Card to gain access, and it only applies when you are actively enrolled in classes. For example, students not taking classes in the summer will not be able to utilize the membership during that time.

# ACADEMIC CALENDAR

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Here is a listing of important dates and deadlines that you will need throughout your first year:

## August 2017

- 2 Electronic bills released
- 15 Fees due for registrations occurring on or before August 15
- 25 Move-in Day for new residential students
- 28 First day of Fall Semester classes

## September 2017

- 4 Labor Day: no classes, university closed
- 5 Instructor approval required to register on or after this date
- 11 Last day to add classes without \$100 per credit hour late registration fee
- 11 Payment due to avoid cancellation of classes due to non-payment
- 12 Students who register on or after this date are required to pay fees at the time of registration
- 15 Last day to purchase or cancel student health insurance
- 15 Last day to drop/withdraw and receive 100% tuition refund
- 24 Last day to drop a course without a grade

## October 2017

- 29 Last day to drop a course with a W grade

## November 2017

- 10 Veterans Day: no classes, university closed
- 22 Thanksgiving Break: no classes, university offices open
- 23-24 Thanksgiving Break: no classes, university offices closed

## December 2017

- 9 Last day of Fall Semester classes
- 11 Finals week begins
- 22-31 Winter Break: university closed

## January 2018

- 1 Winter Break: university closed
- 8 First day of Spring Semester classes
- 8 \$100 late registration fee begins for continuing students' initial enrollment
- 15 Martin Luther King, Jr. Day: no classes, university closed
- 16 Instructor approval required to register on or after this date
- 22 Last day to add classes without \$100 per credit hour late registration fee
- 22 Payment due to avoid cancellation of classes due to non-payment
- 23 Students who register on or after this date are required to pay fees at the time of registration
- 26 Last day to purchase or cancel student health insurance
- 26 Last day to drop/withdraw and receive 100% tuition refund

## February 2018

- 4 Last day to drop a course without a grade
- 26-28 Spring Break

## March 2018

- 1-3 Spring Break
- 18 Last day to drop a course with a W grade

## April 2018

- 21 Last day of Spring Semester classes
- 23 Finals week begins

# PLACEMENT TESTING

Wright State University placement assessments help place you in courses that best fit your skill level. This allows you to get the most out of your Wright State education and assists you in progressing through your academic program as successfully and efficiently as possible.

- Writing and math placement are determined through standardized test scores (ACT/SAT). Students who wish to improve their placement or do not have a valid ACT/SAT score can take Wright State's writing and math placement assessment tests to determine their placement level.
- The writing placement test can be taken online ([wright.edu/placement](http://wright.edu/placement)) while the math placement is taken on campus. See the front desk to schedule a math placement test.

# CORE CURRICULUM

The mission of the Wright State Core is to provide students with innovative and dynamic opportunities designed to engage learners in becoming active, conscientious, educated citizens of a diverse world. The course distribution and minimum hours required in the Core are summarized below. Some colleges, departments and pre-professional programs require specific Core courses.

Elements	Required Core course distribution in each Element	Minimum semester hours
1. Communication	One first-year writing course (3 hr) One second-year writing course (3 hr)	6
2. Mathematics	One Core math course	3
3. Global Traditions	One interdisciplinary Global Studies course (3 hr) One history course (3 hr)	6
4. Arts/ Humanities	One course	3
5. Social Science	Two courses from different social science categories	6
6. Natural Science	Two lecture/lab science courses	8
Additional Core Courses	Two Core courses from any of the Elements	6
<b>Total</b>	<b>12 courses</b>	<b>38</b>

The following competences must be met by completing courses in any Element designated as multicultural competence (MC) or integrated writing (IW).

Core competences	Courses satisfying the requirement
Multicultural competence (MC)	Any two Core courses designated as MC, SRV (Service Learning) or SRVI (Service Learning Intensive) or requiring an approved study abroad component.
Integrated writing competence (IW)	Any two Core courses designated as IW

A full list of courses for each element of the Core can be found by visiting [wright.edu/wright-state-core](http://wright.edu/wright-state-core) and selecting the 2017-2018 Core Wright State University Brochure.

# REQUIRED ACKNOWLEDGEMENTS

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As part of the registration process, students are asked to approve or decline several services that are offered to all Wright State students at the time of registration. Students will make these selections each semester.

## Student Health Insurance

Student Health provides health care coverage for students enrolled in at least six credit hours each term. The premium is automatically assessed to your student account during the registration and fee assessment process. If you have alternative health care coverage, you can elect to waive the coverage each semester by declining the insurance when registering for classes. Students can also cancel the coverage online through the 14th day of each term. Visit [wright.edu/health](http://wright.edu/health) for more information.

## Student Legal Services (Dayton only)

Student legal services is a full-service law office, which aids students in resolving legal issues by advising students as to their legal rights and options, and by providing representation in and out of local courts. Two staff attorneys are available to render legal services to students who have paid the student legal participation fee of \$11 per semester. Students may not pay later after a legal problem arises and they need assistance. If the complexity of the issue exceeds the scope of the program, the student will be referred to attorneys and resources in the community for additional services at the student's expense. The fee is automatically applied to Dayton student's accounts unless it is waived during the registration process. Visit [wright.edu/legal](http://wright.edu/legal) for more information.

## Acknowledgement of Financial Responsibility

By registering for classes at Wright State University, you agree to assume financial responsibility for all charges billed to your student account including, but not limited to, in-state and out-of-state tuition, general fees, course fees, housing, meal plan and telephone charges, health insurance, late fees, parking permits and fines.

### To view the Financial Responsibility Policy:

Visit [wright.edu/raiderconnect](http://wright.edu/raiderconnect).

1. Click on [Students Accounts and Bills](#) tab.
2. Click on [Policies](#) on the right side navigation.
3. Click on [Student's Financial Responsibility](#) tab in the center of the page.

## Emergency Text Messaging

Wright State University places the safety and security of its students, employees, and visitors as its highest priority. To keep you informed in emergency situations, Wright State has developed a comprehensive emergency notification system. The purpose of this system is to keep students and employees informed about emergencies and life threatening situations on campus. Receive notifications about emergencies, including weather-related closures or delayed openings that affect the Lake and/or Dayton campuses, by enrolling in the Emergency Text Messaging on WINGS Express.



# RESIDENCE LIFE

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Already been accepted to live in housing at Wright State Lake Campus? Great! We are thrilled that you will be joining our residential community. Here is what to expect next:

- A mailing will go out in June to each residential student and will include information about Move-In as well as forms to be completed and returned.
- Housing assignments will be available in August through the Wings Express, Housing Services menu.
- Contact your roommates with the information provided on your housing assignment. This allows you to plan your room and apartment setup and get to know each other a bit before you arrive in the fall.
- Start to pack! For a list of what to bring and what not to bring, visit the Moving In tab on the Lake Campus housing website at [lake.wright.edu/housing](http://lake.wright.edu/housing).
- Plan for Move-In Day on Friday, August 25. More information can be found on the housing website.

# COMMUTER LIFE

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The majority of Lake Campus students commute to campus. There's no reason to let living off campus keep you from fully participating in campus life! A large number of our students drive from home or off-campus apartments each day. We encourage you to spend time on campus outside of your classes. Study in the Boathouse between classes, visit the Student Success Center for tutoring in a difficult subject, go to one of our athletic teams' home events, attend one of the many FREE activities offered on campus throughout the semester, or get involved in a student organization.

# STUDENT ORGANIZATIONS

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At Wright State University—Lake Campus, it is easy to get involved. There are over a dozen student organizations on campus, so you are bound to find something that interests you. If not, we encourage you to start your own!

## Current Student Organizations

All current Lake Campus student organizations are listed below. A description of each can be found at [lake.wright.edu/campus-life/student-organizations](http://lake.wright.edu/campus-life/student-organizations).

Athletic Programs	Business & Graphic Professionals	Catholic Campus Ministry	Collegiate Young Farmers	Do Wright	Engineering Club
Glee Club	Natural Sciences Student Association	Psychology Club	Rainbow Alliance	Wright with Christ	Campus Involvement Committee

## Welcome Week

Welcome week will be held the first week of fall semester. Events, activities and giveaways are planned! The Student Organization Fair during Welcome Week is the perfect opportunity to check out the various student organizations on campus, talk to current members, and even sign up to join.

# CAMPUS RESOURCES

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## Barnes & Noble Bookstore

The bookstore, located on the lower level of Dwyer Hall, has all of the necessary textbooks and supplemental materials available in one place, plus you can get Wright State apparel and accessories! Online ordering is also available.

## Career Services

Lake Campus Career Services, located in Trenary Hall, offers career related services to WSU students, alumni, and area employers. See them for help finding a co-op/internship, writing a resume, or practicing for an interview.

## Computing (IT Services)

The Lake Campus Help Desk, located in 178 Dwyer Hall, can help students with computer account, software and hardware issues. Hours vary by semester. If not available, call the CaTS desk in Dayton at (937) 775-4827.

## Counseling Services

Free, confidential counseling is available to our students in partnership with Foundations Behavioral Health Services. To meet with the counselor, contact Kim ([kima@foundationsbhs.org](mailto:kima@foundationsbhs.org)) or stop in Andrews 187 during posted office hours.

## Enrollment Services

Located just past the Student Services Front Desk in Dwyer Hall, the ES Advisors are available to council you on financial aid and registration information in addition to taking payments (cash and check only!) and printing your Wright1 Card.

## Library & Technology Center

The Library & Technology Center provides multimedia and scholarly information support and services such as research guides and equipment rental. The center is temporarily located in the modular on the west side of Andrews Hall.

## Office of Disability & Veteran Services

Wright State is a nationally recognized leader in offering opportunities for students with disabilities to excel during college and beyond. Services are free of charge to Lake Campus students. Contact Deanna at (419) 586-0366.

## On-Campus Student Employment

There are opportunities to work in various offices or departments while at the Lake Campus. Visit [lake.wright.edu/campus-life/student-employment](http://lake.wright.edu/campus-life/student-employment) to find and apply for jobs. Questions? Contact Casey at (419) 586-0391.

## Parking and Campus Safety

Campus police can provide safety escorts, vehicle unlocks, jump-starts and tire inflations. Parking policies can be found at [lake.wright.edu/admissions/parking](http://lake.wright.edu/admissions/parking). Questions? Contact Officer Tyler Pottkotter at (419) 586-0249.

## Student Services Front Desk

The front desk is located to the right after entering Dwyer Hall. They assist with scheduling academic advising appointments, scheduling placement tests, mail for on-campus students, lost & found, and much more.

## Student Success Center

Whether you need help navigating WINGS and Pilot, want feedback on a writing assignment, or just want to find out how to meet your maximum potential in classes, make an appointment today to get started. Located in Andrews Hall.

# STUDENT HANDBOOK

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The Wright State University Student Handbook is a valuable tool that will help guide you through the many policies and procedures that you must know as a Wright State student. It also provides important information that you should know regarding academics and extracurricular activities. The Wright State University Student Handbook can be found online at [wright.edu/student-handbook](http://wright.edu/student-handbook). Information on student rights and responsibilities, grievance procedures, and other important policy information can be found at [wright.edu/student-affairs](http://wright.edu/student-affairs).

## CODE OF CONDUCT

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The Code of Student Conduct addresses misconduct by undergraduate students, graduate students, and student organizations that takes place on university premises and addresses off-campus conduct when the behavior may have or has had an adverse impact upon the university. This code also applies to university-sponsored events, activities, trips, etc. which may occur off campus. A student who violates the code and breaks the law is subject to university, civil, and/or criminal prosecution. The code is also your source for your rights as a student in the conduct process. All students and student organizations are responsible for knowing and following the code which can be found at [wright.edu/community-standards-and-student-conduct/code-of-student-conduct](http://wright.edu/community-standards-and-student-conduct/code-of-student-conduct).

## ACADEMIC INTEGRITY

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It is the policy of Wright State University to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth. Furthermore, it is the policy of the university to enforce these standards through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic misconduct. The student discipline process for violations of academic integrity is activated whenever an undergraduate or graduate students is accused of violating the Academic Integrity Policy. Students who are participating in a professional practice program may be held to additional standards and should refer to all relevant policies and procedures pertaining to their particular school or college. More information on the Academic Integrity Policy may be found at [wright.edu/community-standards-and-student-conduct/code-of-student-conduct/academic-integrity](http://wright.edu/community-standards-and-student-conduct/code-of-student-conduct/academic-integrity).

## TITLE IX

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Title IX of the Education Amendments of 1972 and 34 C.F.R. Part 106, is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded program or activity. All public and private educational institutions that receive any federal financial assistance must comply with this law. Title IX protects students in all of the academic, educational, extracurricular, athletic, and other programs or activities of schools. This includes pregnant and parenting students.

Sexual misconduct, including sexual harassment, sexual violence, domestic violence, dating violence, intimate partner violence, and stalking are violations of [Wright State University's Gender-Based Harassment and Violence Policy](#). A number of federal laws and regulations, including Title IX, the Violence against Women's Act and the Clery Act mandate how institutions respond to such allegations. For more details on this policy, please visit [wright.edu/titleix](http://wright.edu/titleix).

# CAMPUS MAP

