Policies and Procedures Handbook

WRIGHT STATE UNIVERSITY
LAKE CAMPUS

Wright State University – Lake Campus
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Athletic Program Guidelines and Philosophy

Philosophy of Athletic Programs
The primary aim of the Wright State University-Lake Campus program of intercollegiate athletics is to promote and provide a variety of opportunities for men and women to participate in advanced levels of competition with students from other colleges and universities. We believe that this organized competition should provide a source of institutional pride and spirit for the total university community.

Eligibility
In order for a student athlete to be eligible to participate in athletics at WSU-Lake Campus, he or she must meet the following requirements:

1) The student athlete must be enrolled in a minimum of seven credit hours each semester and be in good academic standing during the year of participation.
2) The student athlete must be enrolled in a minimum of seven credit hours in order to participate in the officially scheduled athletic programs.
3) If a student athlete remains on academic probation for two academic semesters, he/she will be ineligible to participate in the athletic programs at WSU-Lake Campus.
4) In order to be eligible to participate during the second year, the student athlete must have successfully completed a minimum of 12 credit hours.
5) In order to be eligible to participate during the third year, the student athlete must have successfully completed a minimum of 24 credit hours.
6) A student athlete needs to be aware that the University requires a minimum GPA of a 2.00 on a 4.00 scale as one of its requirements for graduation.

Insurance and Medical
Athletes are required to carry primary insurance to cover any medical cost associated with an injury that may occur while participating in intercollegiate athletics at the Lake Campus. Examination by a Physician is highly recommended before participation, and a copy of the athlete’s insurance card and medical form needs to be on file with the athletic office.

Code of Conduct
Students participating in the WSU-Lake Campus Athletic Program are granted a privilege, not a right. Because student athletes represent WSU-Lake Campus, members shall conduct themselves individually and as groups as to reflect positively on the Lake Campus of Wright State University and must adhere to the Student Code of Conduct.
Barnes & Noble Lake Campus Bookstore

Departmental Purchase:
- Departments receive a 20% discount on all general merchandise. (Excludes textbooks and convenience items).
- Charges for departments can be paid for in the following ways:
  - Department Credit Card at time of sale.
  - Invoice can be issued if greater than $1,000.00 (See Mary Wenning to set up a Departmental account.)
- Departments/Organizations can order Wright State licensed items for orientations, giveaways, donations or personal use from the following Web site:
  - [www.wrightstatepromos.com](http://www.wrightstatepromos.com)
  - [www.clubcolors.com](http://www.clubcolors.com)

Special Pricing:
- Faculty, Staff & Alumni receive a 20% discount on general merchandise. (Excludes textbooks and convenience items.)
Building and Grounds Department

Hours of Operation
Buildings and Grounds Department hours of operation:
- Weekdays 6:00 a.m.–11:00 p.m.
- Saturdays 7:00 a.m.–5:00 p.m.

Lake Campus Operating Hours and Unlock Policy
- Lake Campus buildings open at 7:00 a.m. Monday–Friday and 8:00 a.m. Saturday
- Lake Campus buildings are locked by 11:00 p.m. Monday–Friday and 5:00 p.m. Saturday
- Lake Campus buildings are CLOSED on Sunday

If you wish access to the main building during closed periods, you will need to be issued an exterior front door key and a security code for disarming the area you will be accessing. Follow the procedure on page 5 for a key request. Anyone issued an exterior front door key will automatically be issued a security code. Anyone who wishes a security code may request one by calling 8365, e-mail elizabeth.staugler@wright.edu, or fax your request to (8309).

Building Services can be provided during closed periods at a per hour charge back fee (minimum four-hour charge). We must have the request at least two weeks in advance and in writing. The request must be approved by the Lake Campus Dean or Associate Dean. (Having the event placed on the campus events calendar is not a substitute for this formal notification to Buildings and Grounds.)

Buildings and Grounds Staff are not authorized to unlock any office, lab, or work area for anyone other than the staff/faculty member who occupies the space. They can, however, at the occupant’s request, unlock an interior door (excluding science labs) during our normal morning rounds at 6:00 a.m. Monday–Friday and 7:00 a.m. Saturday. They take no responsibility for the area once it is unsecured.

Services Provided
Custodial Services:
- floor care
- pest control
- routine cleaning
- window washing
- carpet care
- recycling
- security checks
- trash removal (see special instructions below)

Grounds Services:
- turf care
- tree and shrub care
- leaf removal
- parking lot and sidewalk maintenance
- snow removal
• athletic field maintenance and set-up (see special instructions below)
• delivery of grills, trash receptacles, and outdoor events set-up
• outdoor sign installation and repairs
• beach/shoreline, marina, amphitheater, and patio maintenance (see special instructions below)

Maintenance Services:
• key control (see special instructions below)
• security alarm control
• indoor/outdoor lighting
• fire alarm maintenance
• room temperature control
• painting
• furniture moves (see special instructions below)
• building repair and maintenance
• building unlock and lock
• elevator maintenance
• first responders
• delivery truck unloading (hours of operation 9:00 am – 4:30 pm)

To place a Work Request:
• call (8365) or (8347)
• e-mail elizabeth.staugler@wright.edu
• fax request to (8309)

Special Instructions for Furniture Moves
All furniture moves must be submitted by telephone (8365), email elizabeth.staugler@wright.edu, or fax (8309) to the Buildings and Grounds Manager at least two weeks in advance of the needed furniture move.

Buildings and Grounds will review the request and determine the number of hours required and the availability of the movers. Within three days of receiving the request, Buildings and Grounds will advise the requesting department of Buildings and Ground’s availability to perform the furniture move.

Customer Responsibilities
• Empty all bookcases, storage cabinets, and lateral files to be moved.
• Clear off the tops of all desks, files, credenzas, etc, that will be moved.
• If the desk has an L-return, the return must be emptied in order to detach it from the desk before moving. The Buildings and Grounds moving crew will assume the responsibility for removing the L-return and other minor work needed to complete furniture moving.
• If a desk is to be taken through a doorway or other narrow area, which will require the desk to be tilted, in addition to moving items off the top, please remove materials inside the desk.
• Disconnect all computers and peripherals and move them. Buildings and Grounds Movers are not responsible for computers and technical equipment. Please call Technical Services for computer moves (8387).
Moves that Will Typically Incur Charge Backs to the Requesting Department:

- Emergency requests, late requests, or moves that cannot be accomplished during normal working hours, which are 7:00 a.m. to 10:00 p.m., Monday – Friday.
- Moving required as part of a customer-requested minor construction, renovation, or refurbishment project. Customers should get a quote on costs before the project begins.
- Moving needed as a result of a university-requested relocation, when it is beyond the expertise or availability of the Buildings and Grounds moving crew.
- Off-Campus moves that require leaving campus for pick up and return to campus.

Moves that Will Typically Require the Services of an Outside Moving Company or Contractor:

- Moving requests that require specialized knowledge or moving equipment due to excessive size and weight, such as pianos.
- Moving requests that involve equipment, computers, printers, or other highly technical or expensive items.
- Moving requests that require more than four hours to complete will be contracted to an outside source. These moves will be administered through the Purchasing Department in 301 University Hall. Requestors are encouraged to contact the Purchasing Department at (2411) in advance of any needed moves for proper scheduling and estimated costs.

Special Instructions for Key Requests:
The University maintains a control system for University keys and locks. The purpose of the system is to provide maximum security in the buildings and for secured areas within the University.

Only personnel in the department of Physical Plant have the authority to install locks or locking devices on University facilities.

Only personnel in the department of Physical Plant have the authority to cut and issue keys for University facilities. Duplication of keys is strictly prohibited.

**To Request a Key:**
The requesting department must prepare a Key Request Form (picked up from the Dean’s office) and have it approved by the supervisor and dean. Below is what follows:

1) All Lake Campus key requests must be presented to the Buildings and Grounds Manager, 145 Dwyer Hall.
2) If the key request document is properly authorized, the Buildings and Grounds Manager will have the key(s) produced. The Buildings and Grounds Manager will call you when your key is ready for pick-up, usually within three working days of the request.
3) If a key deposit is required, the Buildings and Grounds Manager prepares a key deposit form indicating the deposit amount based on the number of keys required.
   - The requestor must present the key deposit form to Lake Campus Enrollment Services, 170B Dwyer Hall, and pay the specified deposit.
   - The Enrollment Services Advisor stamps the form and attaches a receipt to the form.
   - The requester returns to the Buildings and Grounds Manager with personal identification to obtain the keys.
• The Buildings and Grounds Manager retains the key deposit form and the receipt for deposit refund.

If a deposit is not required, the key holder must present identification in person to the Buildings and Grounds Manager in order to obtain the key(s).

Special Instructions for Outdoor Facilities and Athletic Fields
To schedule the usage of the lawn, patio, amphitheater, marina, tennis court, volleyball courts and baseball diamond call (8365), e-mail elizabeth.staugler@wright.edu, or fax your request to (8309). Whenever possible, a two-week notice is preferred in order to defer scheduled maintenance, make any necessary set-ups, or insect control for the area requested.

Special Instructions for Trash Removal
For large volumes of materials (such as an accumulation of old books and magazines) that you may wish to discard, please call custodial services at (8347) to request a large trash receptacle for your usage. Please do not block hallways with boxes of discarded materials. We are just a phone call away.

Winter Snow Removal
The Grounds staff removes snow and ice as quickly as possible and at times must perform these duties during normal class and business hours. They ask that you approach snow removal equipment with caution. You may see us but we may not see you. Please wait to be assured that we have seen you before proceeding past us.

If you find patches of ice that you feel needs to be treated, please do not hesitate to notify the Grounds Department directly at (8351). We try to get to everything but there are occasions when they miss something when we spot treat the parking lot and sidewalks.
Business Enterprise Center (BEC)

What is the BEC? The BEC is a multi-faceted organization created to aid new and existing, small to large businesses with their workforce training needs as well as counsel businesses about a number of issues impacting today’s business owners and managers. These issues may include tax and accounting questions and financial viability for acquisitions and expansions. The consultations are free to our businesses and are supported by donations from area banks, economic development agencies, and communities that are part of our service area. The BEC also offers customized non-credit training to businesses and industries in our service area as well as advanced manufacturing training. Julie Miller is the BEC Director, and Ron Kremer handles most of the consulting along with Gary Corcoran and Jennifer Rigdon in Van Wert County. The Advanced Manufacturing lab coordinator is Ray Lufkin. Due to the flexible nature of most BEC appointments and training schedules, the BEC Program Facilitator, Carol Jones, is the usual contact person. She can help determine new clients’ needs, find up-to-date available non-credit class information, and may be able to assist clients in specific areas. Some general guidelines for the BEC are itemized below.

1) Non-credit class fees and schedules are determined on a regular basis and are distributed via local Chambers of Commerce and e-mail. The schedule is also available through the Lake Campus’ Web site, the BEC Facebook page, and Hometown Opportunity. Faculty, staff, and students (including student employees) pay the normal fee of the Business Enterprise Center classes unless the instructor waives the fee.

2) If you wish to teach a class or see a need for a workshop to be offered through the BEC, please contact the BEC Program Facilitator. The BEC is always very enthusiastic about using Lake Campus professional staff. We feel this gives us a solid edge over the competition in business training. The standard consulting and/or training fee will apply.

3) Most of the calls concerning the BEC should be transferred to the BEC Program Facilitator at 419-586-0355 or (8355) unless the caller asks specifically for Julie Miller or Ron Kremer.

The rear portion of Trenary Hall houses a small and large classroom, several offices, and a large manufacturing lab. It may be helpful to note who are the occupants of Trenary Hall and their area of expertise.

1) Room 122
   Ron Kremer and Courtney Donovan. Ron is an accounting adjunct and the main BEC business counselor. Courtney is a student in the MBA Program and is the Grad Assistant for the Lake Campus MBA program.

2) Room 125
   Thomas Knapke and Ashley Overman. Tom is Professor Emeritus of Wright State University and permanent trustee on the Western Ohio Educational Foundation Board. Ashley is the WSU-Lake Internship/Co-op Coordinator which is part of Lake Campus Career Services.

3) Room 130: Manufacturing Lab
   Ray Lufkin is the Manufacturing Lab Coordinator and works with manufacturing workers as well as managers to increase the skill base of today’s blue collar workers.

4) Room 123
   Carol Jones is the Program Facilitator of the Business Enterprise Center and Career Services.
Career Services of WSU-Lake Campus

Contact Information:
Carol Jones, Program Facilitator, 123 Trenary Hall, 419-586-0355, carol.jones@wright.edu
Ashley Overman, Internship/Co-op Coordinator, 125 Trenary Hall, 419-586-0370, ashley.overman@wright.edu

WSU-Lake Campus Career Services is committed to helping students and alumni seek rewarding employment, develop career skills, acquire experience, and master job search strategies. We also work closely with area businesses to assist in filling their employment needs.

Career Employment and Internship Opportunities
Students are notified of career employment and co-op/internship opportunities by email blasts, Facebook, and participation in The Wright Search, a robust service offered through the WSU-Dayton. In order to access the Wright Search, students must be registered users of the system and post a current resume. More information on the Wright Search can be found by going to http://career.wright.edu/student/thewrightsearch.html.

Job Search Readiness
All Lake Campus students are encouraged to either utilize WSU Career Services Advisors or meet with Carol if they have questions about resumes, cover letters, or anything pertaining to interviewing. WSU services can be conducted via email, phone conference, or face to face at either the Lake or the Dayton Campus. Carol can help coordinate these services for Lake Campus students as requested.

Workshops
Throughout the academic year, workshops and presentations are coordinated through the Dayton Campus. A representative from the Dayton Campus may be available to assist in Lake Campus Career Services offerings.

Part Time Employment (General Information)
Lake Campus Career Services will notify students of openings on campus or in the region through an email blast and on Facebook.

Lake Campus Student Employment

Contact Information: Casey Dues, Rm. 100 Dwyer, 419-586-0391, casey.dues@wright.edu
On-campus students seeking student employment can access job postings by going to the Wright Search. Follow the instructions below to view our current postings:
*Go to: www.wright.edu/careerservices
*Click on: Job Seekers on the right of the page
*Click on: Student Employment Job Postings
*Enter: your UID and password or UID as guest and Password as raider1
*Click on: Jobs/Student Employment – upper left side of the page
*Select the following Position type: SE-Lake Campus and click Search
*Search results will show all Lake Campus Student Employment positions, which are available at the Lake Campus.

Students must follow the application instructions under each position when inquiring about the postings. Students should contact Casey to get an employment packet or for student employment assistance. All hiring packets must be completed by the student and supervisor and returned for review and processing. The packets are sent to the Main Campus for approval and processing.
Catering

As of July 2013, Chartwells has become the new Food Service Provider, known as Hospitality Services, for Wright State University, including the Lake Campus.

- **Chartwells reserves first right of refusal for catered functions.**

- Internal (campus groups) can place catering orders by contacting the Hospitality Services Catering Coordinator via email (madonna.milligan@wright.edu) or phone x5630, or online [https://wright.catertrax.com/](https://wright.catertrax.com/). Lake Campus Menus can be found at [www.dineoncampus.com/wright](http://www.dineoncampus.com/wright) under the “Catering” tab.
  - Catering requests must be submitted by the host organization **at least two weeks prior to the event**.
  - Coordination of catering orders by the Events Office at the Dayton or Lake Campus will incur an additional administrative fee to the host organization.
  - Deadlines may vary between Hospitality Services for catering order completion and the Events Office for setup/technical services requests – please plan accordingly to ensure you meet all deadlines and requirements as outlined. Multiple changes after deadlines may result in additional fees.
  - **When placing a catering order, please be prepared with all of the following information:**
    - Name of Event (be sure this is listed identically for catering order and event reservation)
    - Event Day/Date
    - Start Time of Event, Meal Service Time, Meal Service Clean-up Time, Conclusion Time of Event
    - Location of Meeting **(must contact Lake Campus Events Coordinator in advance)**
    - # of Attendees
    - Food/Beverage Items, including quantities
    - FOP **(must contact Lake Campus Business Manager in advance)**

- As a reminder, **prior to placing any catering order:**
  - Proper room reservation requests must be submitted and approved by the Events Coordinator – this applies to Dicke Hall, conference rooms, classrooms and general spaces such as the lobby, Boathouse, Patio, etc.
  - Expenditure Requests must be completed and approved by the Business Manager.

- **University Funds will not be granted for meals/food/refreshments brought into spaces for events from vendors other than Chartwells.**
  - No group will be permitted to utilize an external caterer without completion of the Catering Request Waiver Form and subsequent approval from Hospitality Services.
  - An approved external caterer must provide a copy of their catering license and a copy of the invoice to the Events Coordinator following the event. The client/organization will then be assessed an additional 15% fee of the total food/beverage invoice.
Events utilizing an approved external caterer must be monitored by an individual from the host organization to ensure compliance with the U.S. Department of Agriculture’s safe food handling guidelines.

- Clean-up of the event area must be completed before the external caterer leaves the premises and within the reservation time frame.
- Wright State University shall not be held liable for meals/food/refreshments that are not provided by the University Food Service Operator. Access to kitchens or food preparation areas used by the university food service operators is prohibited – this includes The Boathouse and Service Kitchen.
- Alcohol is not permitted on the premises by any caterer other than Chartwells. If Chartwells is providing alcohol, no other caterer will be permitted during the same event.

- **Pricing and policies will vary for external clients** (community groups) – please direct any external clients to the Lake Campus Events Coordinator.

- Additional policies may apply. Details are subject to change.

To Guide to the Process…

- **Example:** A Student Organization wants to have pizza for one of their regular meetings. If using campus funds, they must place this order through Chartwells. If pooling their own money (not requested University funds), they can opt to bring in their own source of pizza. If wishing to use an external caterer (Cec’e’s Catering, for instance) regardless of the money source, they must receive prior approval. This meeting must be limited to members of the organization and cannot be “open to the campus/public.”

- **Example:** A Student Employee Supervisor wants to serve refreshments and pay for the items from his/her own pocket from a grocery store for an Employee Meeting. Preference should be given to Chartwells if possible. If wishing to use an external caterer, they must receive prior approval.

- **Example:** Employees want to have a “brown bag” working lunch, where everyone brings their own meal. Use of Chartwells is not required.

- **Example:** A group wants to host a potluck or cookout where each person brings an item. Use of Chartwells is not required, but purchasing some items (for instance, meat – particularly for liability, as well as buns, condiments, disposables) is encouraged.

- **Example:** A campus academic unit is hosting a function and the admission fee is $10/attendee which includes lunch. Chartwells must be contacted for catering. For events charging admission or fees of any type to attendees, refreshments must be provided by a licensed caterer (you cannot bring in grocery store items or serve food from your own home).

Please see “**Event Policies**” for additional details on client types, room usage, applicable fees, catering needs, and general conditions.

Please see “**Room Reservations**” for information securing space for events.
Center for Independent Achievement (CIA)

*CIA provides experiences and opportunities for students, staff, and faculty to ensure their success in academe.*

225 Dwyer Hall  
419-586-0366  
[www.wright.edu/lake/cia](http://www.wright.edu/lake/cia)

**Services are free of charge to WSU-LC students.** Computers and materials allow students opportunities to improve their basic skill deficiencies or allow more advanced students to progress more rapidly in certain subjects or skills. In addition, CIA assists disabled students in the realization of their potential by providing supplemental services on their behalf. Such services may include readers, scribes, extending testing arrangements, test proctoring, and textbooks on CD.

**Technology Assistance (TA) is an individualized instructional service in CIA that provides students, staff, and faculty at the Wright State University – Lake Campus an opportunity to become familiar and comfortable with a variety of technological tools to ensure successful learner-centered experiences.** For example, using either a Windows or Macintosh environment, augment their academic and professional goals. This technology is available to be checked out. Please contact Deanna Springer in Room 225.

As a result, the Lake Campus community will become more technologically savvy and capable of being successful and competitive in our increasingly tech-dependent global society. Trained student lab assistants will be available to assist participants on a first come/first service basis. It is our hope that those acquiring these marketable and specialized skills will gain an edge for successful learning/teaching experiences, future employment, and lifelong achievement.

For further information, please contact **CIA at 419-586-0366 or deanna.springer@wright.edu.**
Co-Curricular Activities for Students

All students are encouraged to participate in the co-curricular involvement opportunities available here at Wright State University - Lake Campus. Research has shown that students who join organizations and attend activities are more successful academically and report a higher level of satisfaction with their college experience. The Lake Campus offers several student organizations and athletic teams, as well as partnerships with community groups. Students are encouraged to develop their skills, build their resume, network with others, meet new students, and give back to the campus and community – all of these options are available through campus involvement.

For more information on participating in a campus organization or activity, please contact: Candace Phlipot, Coordinator, Events & Student Organizations/Activities 219 Dwyer ext. 8444 candace.phlipot@wright.edu www.wright.edu/lake/orgs
Communications and Marketing

Sandi Holdheide (sandi.holdheide@wright.edu), Director of Student Services & Public Relations, ext. 8359

Jill Puthoff (jill.puthoff@wright.edu), Admissions/Public Relations Specialist, ext. 8363

Ads
Communications and Marketing (CM) needs a **four-week** lead-time for all ads in order to reserve space, write copy, and design ads. CM does **NOT** have a large ad budget but will be happy to help you best utilize whatever dollars you have set aside for paid ads.

Information you need to supply for ads:
  1) Art or photos, or a conceptual thought of what you would like to see.
  2) Text for ad - CM can write but must have date, time, place, details, etc.
  3) Account numbers with which ads will be paid.

Brochures/Supplemental Print Materials and NEW Web Pages
You must allow **six to eight weeks** for assistance with print materials. This time frame may vary based on the current workload. You will need to consult with CM on a project-by-project basis for printed materials.

Some things to keep in mind:
  1) If you need copywriting as well as design assistance, you will need to allow for more time.
  2) For design, **either Web or print**, you must provide digital text in final draft form, photos, art, and an account number. CM will need three to four weeks to work out an initial concept, discuss budget, get estimates from printers, and then proceed with proofing.
  3) Published materials, Social Media accounts, and Web pages MUST adhere to the WSU Standards and Style Manual. If you write and design your own print materials or Web sites, or manage your own social media site, CM can consult with you to help you meet the guidelines.
  4) The Dayton campus has a full-time staff of dedicated designers and writers who can create pieces for you for a fee. If you are in need of an elaborate piece and have designated funds, CM can help facilitate the use of Dayton’s services. Since the Dayton office provides work for the entire University, they can also guarantee that your work will be properly branded.
  5) For **updates** to current brochures or Web pages, simply e-mail CM the changes, and those can be made on an as-needed basis. For **new** Web pages, please follow the above guidelines. Any significant Web structure changes may also require Technical Services, in which case, please plan for more technical support time.

Photos
To arrange a photo shoot, please contact either Jill or Sandi **two to four weeks in advance**. The magnitude of the event, determined by the Administration, will determine whether we use a staff photographer or contract with a WSU or external photographer.
In-house photos will be given, at request, in digital format. In-house prints will be made for free or prints can be made by an outside vendor. The requesting party will pay print costs.

**Press Releases**
CM works with the Administration and the Dayton Campus to strategically choose what merits a full press release, a media advisory, photo submission, or a public service announcement. For ideal scheduling, please contact us **three to four weeks in advance**.

Information you need to supply for a release:
2) Bios and photos of those involved, if possible, or be prepared to schedule a photo.
3) Supplemental Artwork (logos) whenever possible (preferably high resolution - 300 dpi min. - digital files, but CM can scan hard copies).
4) Quote about event, theme, concept, etc. This is important as it means the press has to do less work to print your information. What makes your news unique or special?

**PLEASE NOTE:**
1) Supplying the above does not guarantee press.
2) CM will format per Associated Press, so a simple outline will suffice.
3) The Lake Campus is competing for newsprint – it is imperative that details are clear from the outset.
4) If CM is missing something from you, and you do not respond, YOUR NEWS WILL BE DELAYED.

**Releases for scheduled events take precedence over items that are not date-sensitive.**

**Recruitment Marketing**
CM works in collaboration with the Office of Admissions in developing and implementing a comprehensive communication plan that involves multiple points of contact with prospective students. For more information, please email Jill or Sandi.
Computer Lab Use

Computer / Classroom Schedules
For your convenience, weekly schedules for each of our computer classrooms are posted outside classrooms.

Basic Information for Using the Computer Classrooms

- Hours are posted on the doors and online, including open times and scheduled classes.
- ABSOLUTELY NO FOOD OR DRINK IN THE COMPUTER CLASSROOMS.
- Restart the PCs and Macs before using them. Someone before you might have used a disk with a virus, and you won’t know unless you reboot the machine to start the virus scan.
- At the Novell login screen, type your CAMPUS username and password to log into the machine.
- Quality printing is available through PrintWright. A Wright1 card with money in a flex account is required to print from a PrintWright station. Printing via PrintWright is 10 cents for black and white and 30 cents for color. BE SURE TO LOG OFF WHEN YOU ARE FINISHED! You are responsible for any activity that occurs with your account. Protect yourself!

Please contact x8306 when reserving a computer lab.

Installing Special Software
If specific software required for a class is not available on the network or in the computer classrooms, a two-month notice is required for installing, testing, and training on the new software. All software requests are to be made by faculty only. Lake Campus is committed to upholding copyright laws; therefore, all software must be accompanied by the appropriate licensing agreements.

Scheduling Computer Classrooms
A minimum of one month is required to reserve a computer classroom for regularly scheduled classes. Reservations are on a first-come, first-serve basis and please be prompt in canceling any of your requests. Computer classrooms should be used for instructor-led classes and workshops only.

Wright State University provides computing resources for authorized academic, administrative, and research purposes. The above procedures must be followed.
Dean’s Office
Accounts Payable

Please Note: The dean’s assistant, Lucy Steinbrunner, is responsible for processing the following, which require advanced authorization.

1) eDPO (electronic departmental purchase order) or WSU Procurement Cards are used to process invoices for amounts $1,500 or under or to make a purchase order of $1,500 or under.

2) Expenditure Request approvals need to be attached to all invoices to be paid, registrations to be processed, purchases to be made, and receipts to be reimbursed. Expenditure requests should be approved by the dean, associate dean, or business manager before any purchases are made. This includes advertising costs, purchases made at local businesses, etc. If the exact cost is not known, an approximate cost can be submitted.

3) Licensed Vendor List – must only order items with Wright State University – Lake Campus name on it with a licensed vendor through the university.

4) Mileage Reimbursement will be given by turning in a monthly travel log (number of miles driven, destination, and business purpose). The normal commute mileage to/from work will be deducted for travel originating from the employees home. Please refer to Wright Way Policy 5601.09 for additional information. If driving a long distance over 200 miles round trip, please verify with Cassie Dorsten whether renting from Enterprise is an option, if not, mileage may be reimbursed. Mileage expense as of 1/1/2014 is 56 cents per mile.
   • All requests for mileage reimbursements are reviewed by the business manager or dean to ensure compliance with the policy.
   • Note: Any exceptions to these policies must be approved in advance by the dean.

5) Petty Cash Vouchers are no longer used. All reimbursements are processed electronically and paid via direct deposit to the employees pay account. Itemized cash register receipts or invoices showing the method of payment, such as a personal credit card or cash payment, are needed for reimbursement. Allow 10-14 days for reimbursement.
   • A copy of your credit card statement, if paid by a MASTER personal credit or debit card, is needed for reimbursement or a copy of your card with the first three sets of numbers blackened out showing the last set of four numbers to correspond to the receipt or invoice. This verifies to Accounts Payable that the card was your personal card and not a pro card of Wright State.
   • Tax on items purchased is not reimbursable. Show the place of business WSU’s tax exempt form to waive the taxes. (Ask the dean’s office for a copy or go to http://www.wright.edu/admin/purchase/images/exempt.pdf)
   • Meals cannot be paid unless it is associated with overnight travel or if it is a legitimate business lunch with nonemployees of the Lake Campus. For the meal to be paid, all the names of the participants must be listed and the purpose of the meeting. No alcohol is allowed at a business meal.

6) Purchase Requisitions process invoices for amounts over $1,500. This is also used for ordering purchases over $1,500.

7) Travel Authorizations are required for legitimate business travel for anyone who stays overnight, even if you are not claiming expenses as they need this for any liability issues. Lodging can be claimed only if the travel destination is 30 miles or more from the employee's home or from the employee's primary work location, whichever mileage is less. It is important to turn in your travel authorization request with estimated costs as
soon as you know of a travel (could be a few months before the travel) to be approved by your supervisor and then the dean. Also, please turn in a description of the conference. Once approved by the dean, the registration, airline, and lodging should be made soon to ensure the best rate possible. WSU procurement cards or personal credit cards can be used. If you want the conference registration and airline paid in advance by an eDPO, contact the assistant to the dean. (For WSU Travel Policy, see http://www.wright.edu/wrightway/5601.html)

- If you are paying for a conference with a personal check, make a copy of your check before sending because it will need to be turned in with your documentation.
- Once travel is complete, turn in all receipts of expenses, even the prepaid expenses on WSU procurement cards, soon after the trip so the travel can be processed within 30 days. If the travel goes past 90 days for processing, it then needs to be also approved by the Provost and could lead to your paying taxes on the reimbursement.
- Travel by air or automobile: if automobile trip is over 700 miles round trip, the lower of mileage cost or round trip coach airfare cost is used.
- If not traveling by air, use own vehicle when traveling less than 200 miles round trip from the Lake Campus. If not, check with the business manager for the best possible alternative (rental or own vehicle).
- Per diem of meals are $10 breakfast, $14 lunch, and $22 dinner. For high-priced cities, such as Chicago, Dallas, Washington, DC, etc., it is $11, $15, and $25 respectively. (See 5601.06 under the Web site listed above.)
- A copy of your credit card statement for hotel or conference registration, if paid by a MASTER personal credit or debit card, is needed for reimbursement or a copy of your card with the first three sets of numbers blackened out showing the last set of four numbers to correspond to the receipt or invoice. This verifies to Accounts Payable that the card was your personal card and not a pro card of Wright State.
- Reimbursements of any eDPOs, purchase requisitions, and travel authorizations can take up to a month for payment. Note: Allowable amount per traveler for full-time faculty is $1,000 and for staff is $500 for the academic year. This total amount is for each fiscal year (July 1-June 30). Exceptions for any amount in excess of these amounts must be approved by the dean.

8) Transportation required for student organization functions is the responsibility of the organization. WSU Lake Campus does not provide university owned or rented vehicles.
- The 23 passenger bus is available for athletic team travel only.

**Employee Benefits**

Cassie Dorsten, Business Manager, is the first contact for questions regarding employee benefits, such as insurance, leave time, payroll, etc. Contact the business manager at 419-586-0350 or (8350).

**General Information**

Contact assistant to the dean at 419-586-0328 or (8328) if need to:
1) make appointments with one of the deans.
2) have questions in processing the Promotion and Tenure paperwork.
3) have questions in the processing of evaluations for faculty and staff.
4) order letterhead, envelopes, regular copy paper, office name plates, directory name strips, business cards, and miscellaneous items.
**Vacation/Sick Leave Reporting**

1) Submit vacation/sick leave online for staff—requests for vacation and scheduled sick leave need to be turned in to your supervisor and approved before actual time used. Otherwise, sick leave is to be submitted and approved once returning from the sick time off. All sick and vacation hours for unclassified staff are to be reported online in your leave reports at the end of the month. If you have zero hours, you need not access the leave report. Classified staff reports their sick and vacation hours in their online time sheet biweekly.

2) Faculty must submit your sick days absent online in your leave reports at the end of each month. If you have zero days, you need not access the leave report.
Education Department

Education and Licensure
Students who have questions regarding Education and Licensure should be directed in the following manner:

1) Students who are asking questions regarding the Education programs and are undergraduate pre-education majors or transfer students should be directed to make an appointment with an advisor.

2) Students who are interested in the Graduate programs and/or Licensure should be directed to Molly Hay, Program Officer 419-586-0352 or (8352) and/or Liane Muhlenkamp, Practicum Coordinator 419-586-0316 or (8316) in the Education Department. They will meet on demand and/or by appointment.

3) The Education Department is currently offering the Masters and/or Licensure Programs in the Intervention Specialist field (Special Education). If students are interested in this program, they can contact Molly 419-586-0352 or (8352) or Liane 419-586-0316 or (8316).
Essential Personnel
WSU-Lake Emergency Response

According to WSU Human Resources, essential personnel are designated by unit management. The Lake Campus has a list of individuals designated as “essential” along with those who are also called “Emergency Responder”*

Red Cards
Jonah Jones  Emergency Responder
Russell Kerfoot  Emergency Responder
Tyler Pottkotter  Emergency Responder
Dennis Ray  Emergency Responder
Nicklis Reigle  Emergency Responder
Elizabeth Staugler  Emergency Responder, Unit Manager
Steve Stewart  Emergency Responder
Gary Westgerdes  Emergency Responder

Yellow Cards
Ron Dorsten  Essential Personnel, Unit Manager
Bob Hiskey  Essential Personnel
Sandi Holdheide  Essential Personnel, Unit Manager
Bonnie Mathies  Essential Personnel, Unit Manager

While essential personnel are generally employees in police/security; maintenance/life-safety/first responder positions, other staff may be considered essential. Essential personnel may also be considered on a case-by-case basis. Essential personnel are those whose jobs ensure the safety of students, staff and faculty or protect the infrastructure.

According to the draft of the 8-16-10 Wright Way, Essential Employee Policy, the following definitions apply:

a) Emergency Responder – essential employee whose duties include an immediate and direct response to an anticipated or actual emergency.
b) Essential Personnel – one who has been designated as critical to the operation of the unit, whose skill or expertise is necessary to the success of that operation, particularly during an emergency, and whose absence from duty could endanger the safety and well-being of the campus population and/or infrastructure. Can be considered on a case-by-case basis.
c) Employee – faculty, staff and student/graduate student employees.
d) Unit Manager – person assigned to a leadership role over one or more employees within a given operation. For purposes of this Policy, a unit manager is responsible for 1) designating “essential employee” status based on critical operations under their responsibility and/or authority, and 2) activating “essential employees” based on a given emergency.
e) WSU – Lake Campus State of Emergency – a declaration by WSU Lake Campus Dean, WSU President or Provost, or designee recognizing that a serious natural or human-borne incident has disrupted or threatens to disrupt operations at the Lake Campus.
f) **Student/Graduate Student Employee** – a student/graduate student will not be designated as an Essential Employee; however, a Unit Manager may employ a student/graduate student to assist in maintaining a critical function during an emergency.

### Response to various emergencies

<table>
<thead>
<tr>
<th>Emergency Designation</th>
<th>Response required</th>
<th>What others should do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes cancelled</td>
<td>Emergency Responders, Unit Managers and Essential Personnel should remain on campus until all students and non-essential staff are gone.</td>
<td><strong>Leave the campus.</strong> Electronic communication will be used to notify students, staff, faculty of situation.</td>
</tr>
<tr>
<td>Campus opening delayed</td>
<td>Emergency Responders respond to the initial emergency (snow plowing, etc.). On a case-by-case basis, Essential Personnel come to campus at normal scheduled times or according to unit manager decision.</td>
<td><strong>Do not arrive on campus until designated opening time.</strong> Electronic communication will be used to notify students, staff, faculty of situation.</td>
</tr>
<tr>
<td>Campus closed</td>
<td>Emergency responders come to campus as conditions evolve and need arises.</td>
<td><strong>Do not come to campus.</strong> Electronic communication will be used to notify students, staff, faculty of situation.</td>
</tr>
</tbody>
</table>

If classes are cancelled or start is delayed, classified and unclassified employees are expected to report at the new designated start time and will be paid at regular salary. Classified and unclassified employees who chose not to report and are not taking sick leave will be required to use vacation time.

If the campus is closed, non-essential classified and unclassified employees are not required to report to work (i.e. time spent engaging in approved university work activities from a customary campus work location or alternative work site as determined by the unit manager or designee) and will be entitled to Emergency Leave Pay for up to fifteen (15) calendar days. Time cards will be marked accordingly. Faculty availability (defined by current WSU-AAUP contract article 7.4) will also be determined by class cancellation and campus closure due to emergencies such as weather.

*as of 10-14-13*
Event Policies
Candace Phlipot, Coordinator, Events & Student Activities/Organizations
candace.phlipot@wright.edu or 419-586-0244 or ext. 8444

The Events Coordinator handles space reservations for any internal/external group and indoor/outdoor functions, with the exception of academic credit courses.

The University identifies Five Client Types, and policies/pricing may vary based on type:

- **University Client Types:**
  - **Student Organization:** Any WSU Lake Campus registered student organization, currently in good standing, with a valid WSU Banner FOP account number. Use of event space is limited to activities and events planned by the organization for benefit of members, WSU student body, or the university at large. These groups are not assessed rental fees, unless collecting revenue for event or requesting specialized space arrangements. If collecting revenue for the function, ½ of the regular rental rate is assessed. Standard technical services are included. Please see the Student Organization Policies for additional regulations and details.
  - **Department/Faculty/Staff Organization:** Any WSU departmental/faculty/staff organization with a valid WSU Banner FOP account number. Use of event space is limited to activities and events planned by the organization for the benefit of organization members, WSU student body, or the university at large. These groups are not assessed rental fees, unless collecting revenue for event or requesting specialized space arrangements. If collecting revenue for the function, ½ of the regular rental rate is assessed. Standard technical services are included.
  - **Partnership & Sponsored Organization:** An External organization pairing with an Internal Organization; must have demonstrated WSU affiliation, completed ‘Request for Reduction of Fees’ form and been approved per requirements of form. Reduction of Fees Form is distributed at the discretion of the Events Coordinator and will be approved by the Dean or Administration. Once approved, External Organization will be billed for ½ regular rental rate. For partnership, at least one member of each organization must be present for the entire duration of the event – additional stipulations may apply. Standard technical services are included (risers and other special equipment will incur additional fees). A signed contract is required for the event.
  - **WSU Individual:** Current member of WSU faculty/staff, current student with valid Wright1 card, and members of Retiree or Alumni association. Use of event space is limited to activities and events of a personal nature (i.e., graduation parties, receptions, holiday functions, personal meetings, etc.). These groups will be granted a discount for rental and technical services with a valid University ID. A signed contract, with individual listed as requestor, is required for the event.

- **External Clients:**
  - **External Client:** Organization with no affiliation to the university. Use of event space will be assessed all applicable fees for rental, technical services, etc. A signed contract and proof of insurance is required for each event.

**Reservations/Cancellations:**
- All room reservations must be coordinated through the Events Coordinator. Reservations by Partnership & Sponsored Organizations, WSU Individuals and External Clients require
a signed contract at least 14 days prior to event. *There will be no holds placed on any spaces. A signed agreement is required to determine a reservation of space.*

- Cancellation policy and applicable liquidated damages are outlined in the reservation contract. If a contract was not required for use of the space, the event must be cancelled at least 14 days in advance; repeated violation of the cancellation policy may result in loss of privileges.
- University clients can request space up to 2 years in advance; external within 1 year.
- Any setup, teardown, or cleanup to be completed by client, must be conducted within the reservation time frame. Reservations will be implemented in increments as necessary for the particular client type and availability. In general, client needs will be conducted on the event date and access to the event space is not guaranteed prior. Additional fees may apply for early access requested outside of reservation time frame.
- The Events Coordinator reserves right to relocate clients to maximize use of event space or ensure proper use of space. Repeated reservation of James F. Dicke Hall by University Clients, in which the event space is deemed too large or unsuitable for the function, may result in loss of privileges.
- There will be no hold for rain dates for events in outdoor locations, but James F. Dicke Hall may be considered as a rain site for university priority events, with approval, and only within 5 business days of event, based on availability. Snow dates will be handled on a case-by-case basis and may only be scheduled in advance for university priority events.
- Specific spaces are only available for events during time that the building is open and may not be available outside of typical, non-holiday operating hours (Monday-Friday, 7:00 am-11:00 pm & Saturday, 8:00 am-5:00 pm). Any client granted permission to host functions outside of these hours may be assessed surcharged fees.

**In-House Services/Fees:**

- In-House Services includes the delivery and setup of standard tables, chairs and other standard items at no charge. Other specialty items may be assessed fees to cover equipment maintenance costs, labor, etc. and would apply to all client types.

- Student/Department/Faculty/Staff Organizations and Partnership & Sponsored Organizations will be assessed fees related to consumable items and extensive labor for specialized space arrangements or special services. All other client types will be assessed fees for consumable items, equipment usage, and extensive labor for specialized space arrangements or special services.

- Failure to clean space, by any client, will result in a fee to the organization. Organizations must collect all trash and debris to designated trash receptacle areas.

- In order to ensure your event details are properly considered, all clients are required to submit function details to the Events Coordinator at least 14 days prior to the event. These details shall include, but are not limited to: room arrangements, technical service needs, equipment needs, supplied food/beverage items, and contact information for all outside vendors (*caterers, decorators, equipment suppliers, entertainment sources, and any necessary points of contact throughout the function*). A well-written detailed agenda shall also be submitted outlining all portions of the event, such as: initial arrival time, event start time, break(s), meal service time(s), presentation time frame(s), event conclusion time, vacating of premises. Changes in time frame from original contract must be approved in advance and may incur additional fees.
**Dining/Catering:**
- Chartwells reserves first right of refusal for all catered events. No University funding will be granted for use of external caterers or to purchase food/beverage items from external sources without advanced prior approval from Chartwells.
- Please see “Catering” and visit Wright Way Policy 5301 for complete details: [http://www.wright.edu/wrightway/5301](http://www.wright.edu/wrightway/5301).

**Miscellaneous:**
- University: Requests for rental spaces and services for holidays must be made at least 30 days prior to any holiday and may incur holiday labor rates.
- The client is responsible for all setup of classroom and conference room rentals. All arrangements must be returned to the original format, as set upon arrival.
- Gluing, taping, or tacking items to walls (including corridors and doors) is not permitted. If an item needs to be posted, please let us know so that we may make appropriate arrangements to accommodate your need, such as the use of post-it type flip charts. All requests must be made at least **two weeks** in advance.
- In accordance with Fire Marshal regulations, open flames may not be used in any Wright State University facility. All candle-type items must be secured in a glass container (i.e., globe, hurricane lamp, etc.).
- Commercial sales of products sold in conjunction with the event will be restricted to those items not routinely available for sale through University sources. All business vendors selling merchandise on campus and/or processing sales for direct shipment must receive written authorization from the University. It is the responsibility of the requestor to receive this authorization for each vendor.
- The client will comply, at its sole expense, with all laws, statutes, ordinances, rules, and regulations of the United States, the State of Ohio, the City of Celina, and any other governmental body with applicable jurisdiction. The Requestor will be responsible for assuring that conference participants and guests comply with all rules of the University.
- Pricing for additional rental items can be found on the ‘Rental Pricing’ sheet. Please speak to the Events Coordinator to clarify which items may incur fees for your particular event based on your client type.
- Additional policies may apply. Details are subject to change.

Visit [www.wright.edu/lake/events](http://www.wright.edu/lake/events) for additional details.

Please see “**Room Reservations**” for information securing space for events.

Please see “**Catering**” for University policies and instructions on the ordering process for event refreshments.
Faculty Secretaries

Please Note: The Faculty Secretaries, Jan Eckstein and Linda Helentjaris, are responsible for the following:

Desk Copies of Textbooks
The Faculty Secretaries will order instructor copies for full-time faculty if necessary. Books for adjuncts are ordered by Stephen Bridge, Adjunct Assistant.

Faculty Evaluations
Evaluations are sent out around the 13th week of the semester. Red envelopes go to tenured faculty and blue envelopes go to every one else. Follow the directions on the front of the envelope.

Procedure:
1) A #2 pencil must be used. The scanner will not read pen or marker.
2) Mark the correct course and section numbers as found on the envelope. If classes are combined, indicate so on the envelope label.
3) A student should distribute and collect evaluations.
4) Students have approximately 15 minutes to complete evaluations.
5) Instructor must leave the room while forms are being filled out.
6) A student should return evaluation envelope and unused forms to the Faculty Secretaries’ office immediately (Room 268).

Extra evaluations and pencils are available in the Faculty Secretaries’ Office.
Evaluations are usually returned to the faculty sometime after the semester is over.

Faculty Senate
A copy of the minutes from each Faculty Senate meeting needs to be handed in to the Faculty Secretaries (an e-copy is fine). These are kept in a file in our office and after a few years, are archived. The Faculty Secretaries also need a listing of standing committees as well as officers. The tapes from the meeting minutes should also be saved. If you need extra tapes, they are available in the Faculty Secretaries’ office.

General Information
Please place work for the Faculty Secretaries in the “action” tray on the lower counter. If tests need to be copied, they will place them in the second drawer in the file case marked “pickup.” They can lock this when they leave for the night, which is an added security precaution. Routine copy or typing jobs will be placed in your mailbox.

Pass code Xerox W7535PC for faculty is a 2-digit code and then the last four digits of your social security number. Some areas or departments have a dedicated number. Please check with the Faculty Secretaries if you are unsure of your log-in.

Homework
Homework handed into the Faculty Secretaries’ office is logged into our notebook by one of the Faculty Secretaries. They list the name of student, name of faculty member, and date; the homework is then placed into the faculty member’s mailbox. Please let your students know to hand homework into the Faculty Secretaries. If you wish to hand old tests, homework, and final projects back to your students after the semester ends, they can be kept in their office for student pick-up. Please let your students know when they will be available. They also ask that loose papers are placed in one manila file folder, which they will sort through to give the work back to the student. They try not to let students see classmates’ grades. Instructors who are considerate
enough to put their students’ work in alphabetical order so the Faculty Secretaries can find it quickly are near and dear to their hearts. Students’ paperwork will be kept for one semester and then will be shredded if neither the student nor instructor picks it up.

**Supplies**

If you need an item which the Faculty Secretaries do not have in stock, please let them know. If they need to order items, please allow time for them to get the order together, send to administration for approval, and then place the order. Generally, an order with Guy Brown Office Max for general supplies is placed about twice a semester. Allow time for order to be delivered. Guy Brown Office Max is WSU’s contracted supplier and usually offers next day delivery. However, approval must be given before an order can be placed. If you need some items very, very quickly, fill out an expenditure request, get approval from administration, and send to the Faculty Secretaries to process. Items can be special ordered if they are pre-approved, and you will get them the next day. If your request is general in nature and not needed immediately, let them know. It will be included in the next expenditure request for general supplies.

If you need a large amount of any specific item, such as WSU envelopes, manila envelopes, file folders, or a large quantity of any office item, please let the Faculty Secretaries know in advance, if possible. It is a challenge to keep the wide variety of supplies in the workroom well-stocked throughout the year. They plan for “normal” use of supplies so if someone needs a lot of one item, we may or may not have enough available. They also keep a supply of forms in the office such as: room request, expenditure request, travel, vehicle request, etc. Just ask one of the Faculty Secretaries for the one you need.

**Syllabi**

The Faculty Secretaries need a copy of **every** adjunct and full-time faculty members’ syllabi. They keep copies on the K drive for all to reference. They often get requests for copies of old syllabi from students transferring to another school or entering another degree program.

**Tests**

Students may pick up “take home” tests from the faculty secretaries but if there is a student who misses a test for some reason, the faculty should provide the secretaries a copy of the test and they will see that it gets to the Learning Center (Library). This is NOT for entire classes but for the occasional student who needs this service. The Learning Center (Library) cannot guarantee a student will not cheat on a test taken in their area, but they will do their utmost to prevent it. Please provide the test in an intercampus mail or manila envelope and clearly mark any instructions. If possible, provide the name of the test taker and the approximate time he/she will be taking the test.

If any questions, please call the Faculty Secretaries at 419-586-0310 or (8310) or 419-586-0349 or (8349).
Food Policy – Non-Sale

So many events, celebrations, and get-togethers have food as a focus or the glue that ties the situation together. This policy has evolved as a result of conversations with the WSU-Dayton Campus and the Mercer County Health Department. The underlying intent is to provide a framework that avoids a liability situation for Lake Campus’ organizations, units, or individuals and the total university.

If an organization or unit within the Lake Campus wishes to sell food items, Ohio Administrative Code (OAC) 3717-1-01 (B) and Chapter 3717 of the Ohio Revised Code (ORC) section 3717.01 (K) provides guidelines for such sales. It will be critical for the organization or unit to make contact with the Lake Campus Event Coordinator to obtain the guidelines and a waiver form before the event commences. Bake sales require baked goods to be pre-packaged.

Groups, units, or individuals who wish to provide food at no charge are not subject to this code. However, in light of liability concerns, it is important that groups, units, or individuals take responsibility for foods needing special handling to prevent spoilage or to inhibit bacterial growth. Groups, units, or individuals who will be providing free food items must notify the Lake Campus Events Coordinator so the activity can be logged in and a record kept.

Events that might fall under this “no-charge” category include but not limited to:
  - Carry-ins
  - Cookie exchanges
  - Ice Cream socials
  - Chili cook-offs
  - Sharing of garden goods
General Information

First Aid, CPR and AED (Automatic Electronic Defibrillator) Certified Individuals
There are numerous First Aid, CPR, and AED certified individuals on campus if needed:
- Russ Kerfoot, Maintenance
- Tyler Pottkotter, Police
- Dennis Ray, Maintenance
- Elizabeth Staugler, Buildings & Grounds
- Steve Stewart, Maintenance
and various other individuals.

The AEDs are located near the faculty elevator, across from the bookstore, and in the Engineering area (Tenary).

Emergency Manual
Contact the Manager of Buildings & Grounds or the Dean’s office for a copy of the Lake Campus Emergency Manual booklet.

Fire Drills
Fire drills will be conducted periodically through the Manager of Buildings and Grounds.

First Aid Kits
There are 17 locations of First Aid Kits for use on campus:

- Administrative Offices Workroom – Room 103 Dwyer
- Athletics – Room 189C Dwyer
- Biology Lab – Room 163 Dwyer
- Business Enterprise Center Workroom – Room 128 Tenary
- Bookstore – Room 128 Dwyer
- Center for Independent Achievement (CIA) – Room 225 Dwyer
- Chemistry Lab – Room 165 Dwyer
- Computer Labs – Room 193 Dwyer
- Earth-Science Lab – Room 164 Dwyer
- Engineering Conference Room – Room 116 Tenary
- Faculty Secretaries – Room 268 Dwyer
- Learning Center (Library Workroom) – Modular
- Maintenance – Room 145 Dwyer
- Office Information Systems Lab – Room 185 Andrews
- Student Services, Enrollment Services Advisor – Room 170B Dwyer
- Student Services, Receptionist – Room 170 Dwyer
- Student Success Center (SSC) – Room 182 Andrews

University Weather-Related Closings
When weather conditions develop or are forecasted that could alter the normal operations of the Lake Campus, the following guidelines will be used:

1. In the event of severe weather (e.g., tornado, ice storm, blizzard), the dean or designee will have the final authority to make the decision to delay or cancel classes or close the campus.
2. Decisions will be based on the most current weather information available at the time gathered from a variety of sources including the Ohio State Highway Patrol, county sheriff’s departments, weather reports, local forecasts, and Campus Physical Plant.

3. Off-campus course offerings, such as at the Vantage Career Center in Van Wert, will not be held if: 1) Classes are canceled at the Lake Campus, or 2) the off-campus sites close due to inclement weather and cannot reopen for evening courses.

4. **Delayed** means that classes will not begin until conditions allow classes to resume. **Canceled** means that conditions are such that all classes are canceled. Staff who are designated Emergency Responders, Unit Managers and Essential Personnel should remain on campus until all students and non-essential staff have left the facility. **Closed** means that the building is **not open** and that only Emergency Responders should report, primarily buildings and grounds staff. This allows the buildings and grounds staff to conduct the needed clearing of snow without interference of vehicles blocking areas of snow removal.

When inclement weather threatens and forces delays, cancellations, or closures, notification will be made via Wright State Alert ([http://www.wright.edu/emergency-management/wsu-alert](http://www.wright.edu/emergency-management/wsu-alert)). If you have opted to receive these messages, which you can do in WINGS Express via WINGS ([http://wings.wright.edu/](http://wings.wright.edu/)), you may choose to receive alerts via email, voice messages, text messages, Facebook and/or Twitter.

Also, as soon as any decision is made related to cancellations or closings at the campus, a message will be placed on the Lake Campus home page, as well as the central campus phone: 1-800-237-1477 or 419-586-0300. Notification will also be made to area radio and television stations listed below.

<table>
<thead>
<tr>
<th>Station</th>
<th>City</th>
<th>Dial</th>
</tr>
</thead>
<tbody>
<tr>
<td>WKKI</td>
<td>Celina</td>
<td>94.3 FM</td>
</tr>
<tr>
<td>WCSM</td>
<td>Celina</td>
<td>96.7 FM, 1350 AM</td>
</tr>
<tr>
<td>WHIO TV-7</td>
<td>Dayton</td>
<td>Channel 7</td>
</tr>
<tr>
<td>WDTN TV-2</td>
<td>Dayton</td>
<td>Channel 2</td>
</tr>
<tr>
<td>WLIOTV-35</td>
<td>Lima</td>
<td>TV-35</td>
</tr>
<tr>
<td>WERT/WKSD</td>
<td>Van Wert</td>
<td>99.7 FM, 1220 AM</td>
</tr>
</tbody>
</table>
Learning Center (Library)

Note: Contact Alex Pittman, Librarian, 419-586-0360 or (8360), Library Assistant, 419-586-0386 or (8360) for Library assistance.

Circulation Policy
The Lake Campus circulation policy follows the WSU Dayton Campus (http://www.libraries.wright.edu/about/borrow/circ.html). Please view the site for specific information.

They ask that all patrons go to the Library Web site and follow QUICKLINKS: My Library Account i.e. one's own library record. Here all items checked-out, fines, and due dates are listed; and renewals may be made here.

Unless an item is recalled, usually Wright State items may be renewed twice and OhioLINK materials four times. The system will indicate the new due date status.

Please Note: Fine adjustments can be made for Lake Campus materials and Dayton Campus materials, which have not reached the billing stage. Fine adjustments cannot be made for OhioLINK materials. (These fines may be $25.00-$50.00 or more.) Please check MY Library Account through the Library Web site.

Also, Lake Campus bound and unbound periodicals do not circulate. See the Librarian with questions 419-586-0360 or (8360).

Counting Learning Center (Library) Patrons
As the Learning Center (Library) tries to accurately count everyone entering and leaving this area, they ask that everyone enter and exit through the 3M security gate. Exceptions would be maintenance, Learning Center (Library) workers/employees, and US Cargo Delivery.

Newspaper Subscriptions
The following newspaper subscriptions are paid through the Lake Campus Learning Center (Library) budget and maintained by the Serials Dept., Dunbar Library:

1) Columbus Dispatch
2) Celina - The Daily Standard
3) Dayton Daily News
4) St. Marys - The Evening Leader
5) Lima News
6) Van Wert - Times Bulletin

Other newspapers are ordered through the Public Relations Department. These include local weekly newspapers from small communities.
Parking

Parking Areas on Campus:

- Main Parking Lot - General Parking (Students, visitors, guests, YMCA members, etc.)
- Faculty/Staff Lots - Faculty and Staff Parking ONLY - Faculty/Staff Permit Required
- Knapke Villa (Student Housing) - Resident Students ONLY - Permit Required
- Handicapped Parking - Handicapped Parking ONLY - Handicapped Placard Required ($250.00 Fine)
- 30-Minute Parking - Parking for a maximum of 30 minutes

Parking is NOT permitted in the Fire Lane or in any place not designated for parking.

Motorcycles are permitted to park in the white lines at the end of the parking rows in the main lot, but not in the white lines at the entrance to the Faculty/Staff Parking Strip.

Bicycles must be parked in the bicycle racks.

Failure to adhere to these WSU Lake Campus Parking Rules and Regulations could result in receiving a Parking Ticket for the violation.

Resident Student Parking

The Knapke Villa Parking is restricted to resident students only. Students must visibly display a Resident Parking Permit in their vehicle in order to park there. Resident Parking Permits are issued by the Community Director and must be returned once the student moves out of campus housing. There is a $10.00 replacement fee for lost, stolen, or broken permits.

Student Parking Tickets

The procedure for handling Student Parking Tickets will be as follows:

1. Once a student has received a ticket, the fee will be added to his or her student account. At that point the student may either pay the assessed fee or dispute the ticket.
2. Tickets may be paid at the Enrollment Services Office located in Dwyer Hall. If the student wishes to dispute the ticket, he or she must contact the Lake Campus Police via phone (X8449, 419-586-0249) or email (tyler.pottkotter@wright.edu).
3. If a student disputes his or her ticket but the explanation is found not sufficient, the student can then appeal the ticket by filling out and submitting the Parking and Transportation Violation Appeal Form.
4. Appeals will be reviewed by the Appeals Committee, which will consist of the Student Services Director, Student Conduct Officer, and a designated Lake Campus student representative.
5. If parking problems continue, the issue will be forwarded to Student Conduct as a violation of WSU Student policy.

If you have any questions, please contact either Student Services Director, Sandi Holdheide (sandi.holdheide@wright.edu or Extension: 8359, 419-586-0359) or Campus Police Officer, Tyler Pottkotter (tyler.pottkotter@wright.edu or Extension: 8449, 419-586-0249).

Faculty/Staff Parking Lot Policy

The faculty/staff parking lots (this includes the first row in the main parking lot, the faculty/staff strip, and the faculty/staff lot adjacent to Trenal Hall) are for faculty and staff members only. In order to park in these lots you must visibly display a faculty/staff parking permit in your vehicle. If you currently do not have a faculty/staff parking permit, you can purchase one for $5.00 from the Enrollment Services Office. These parking lots are closely monitored by the Lake Campus Police Officer and vehicles without parking permits will receive parking tickets.

If you drive a different vehicle to campus (your vehicle is in the shop and you have a loaner, you drove your spouse's vehicle, etc.) and you forget to switch over your parking permit, simply send the Campus Police Officer an email (tyler.pottkotter@wright.edu) or leave a voicemail (Extension: 8449 or 419-586-0249) with Your Name, and the Make, Model, and License Plate# of the vehicle you drove. This will ensure that you do not receive a parking ticket.

If you forget to inform the Campus Police Officer that you drove a different vehicle and you receive a parking ticket for parking in the faculty/staff lot, the ticket will be waived. Simply write your name on the ticket and drop it off at the Front Desk. You may also send the ticket to the Campus Police Officer via campus mail. REMINDER: Only tickets for parking in the faculty/staff lots will automatically be waived for faculty and staff members. Tickets for other violations, such as parking in the Fire Lane or Handicapped spots, will NOT be waived.

Faculty/Staff Parking Tickets

Parked tickets may be paid at the Enrollment Services Office located in Dwyer Hall.

If you wish to dispute a parking ticket, contact Campus Police Officer, Tyler Pottkotter (tyler.pottkotter@wright.edu) or Extension: 8449, 419-586-0249).

Should a faculty/staff member fail to pay his or her parking tickets, the issue will be forwarded to Dean Bonnie Mathies.

If you have any questions, please contact Officer Pottkotter.
Police - Lake Campus

The Wright State University Police Department currently employs one Police Officer full time at the Lake Campus. This officer serves the Wright State University - Lake Campus community including faculty, staff, students and visitors. The Lake Campus Police Officer is certified through the Ohio Peace Officers Training Commission.

The Lake Campus Police Officer’s office is located at Room #170D Dwyer Hall. The Lake Campus Police Officer may be contacted via office phone: 419-586-0249, fax: 419-586-0358, or email: tyler.pottkotter@wright.edu.

Emergencies

All requests for emergency assistance—for medical, personal, or other reasons—should be directed to Mercer County Central Dispatch by calling 911 or 419-586-7724 from any cell phone. The dispatcher will, in turn, contact services that are appropriate to the situation, including the Lake Campus Police Officer should he be available. If you inadvertently dial 911, please remain on the line to inform the dispatcher you dialed the number by mistake.

Emergency Telephones

There are two emergency telephones on the Lake Campus, located at the edge of the main parking lot and on the path leading to the Knapke Villa (Student Housing). These emergency telephones are clearly marked and linked directly to the Mercer County Central Dispatch. The telephones are to be used to report any type of emergency such as, but not limited to, fire, sudden illness, injury, and threatening situations.

Emergency Procedures

Two categories of mass emergencies require your immediate response when in the classroom or while on campus. The first category, requiring evacuation of the building, includes fire, bomb threats, gas leaks, and other similar situations. The second category, which requires persons to seek shelter in designated safe areas inside buildings, includes tornadoes and other forms of severe weather.

The sounding of the building fire alarm is the primary means of ordering evacuation from a building. Activation of the outdoor siren indicates the need to immediately proceed to a designated shelter area. The university public address system will be used to provide supplemental instructions during all emergencies. In the event of any kind of emergency, it is important you move quickly and calmly either out of the building or into a safe area inside, using the stairs and taking all your belongings with you. Do not attempt to carry persons with disabilities. You may assist them in moving to a safe area. Report their location to the Police Department.

Response to an Active Shooter Incident: Get Out, Hide Out, Spread Out, and Take Out the Shooter if there are no other options. Call Out to notify Law Enforcement as soon as possible.

For additional information see the Emergency Management Web site:
http://www.wright.edu/emergency-management. There is also a Shots Fired Training Video you can watch at home at http://www.wright.edu/administration/safety/shotsfired/.

**Police Records**

Copies of police records may be requested by contacting the records division at the Wright State Police Department in Dayton (937-775-4167). The office hours are 9:00 am – 5:00 pm Monday through Friday.

**Available Services**

The following are services that the Campus Police Officer is equipped to provide to students, faculty, staff, and visitors:

- Safety Escorts
- Vehicle Unlocks
- Vehicle Battery Jump-Starts
- Tire Inflations

Call Mercer County Dispatch (419-586-7724) or, during normal operating hours, contact the Student Services Front Desk (Extension: 0 or 419-586-0300) if assistance is needed.

**Crime Prevention**

Campus Police is available to provide crime prevention and suppression programming at student organization meetings, in the residence halls, and to off-campus residents at anytime.

*Sexual Assault Awareness*

*Active Shooter Response*

*Women’s Self Defense Programs*

*Alcohol and Drug Awareness*

*Theft Prevention*

*any others upon request*

For additional information, visit the Wright State University Police Department Web site (www.wright.edu/police).
Room Reservations

All non-course room reservation requests must be directed, in advance, to the Events Coordinator in the form of email. In order to better align ourselves with Dayton policies, phone call and in-person requests will no longer be accepted as the sole means of requests – an email is required.

- Please contact the Events Coordinator, Candace Phlipot at candace.phlipot@wright.edu for faculty/staff/student organization meetings, personal events (non-course usage), etc., **Pricing and policies will vary for external clients and personal faculty/staff use** – please direct any external clients or personal use inquiries to the Lake Campus Events Coordinator.
- For course-related room usage, please contact Faculty Secretary, Linda Helentjaris at linda.helentjaris@wright.edu.
- For urgent requests for 102 Dwyer, when Candace is unavailable, please contact Assistant to the Dean, Lucy Steinbrunner at lucy.steinbrunner@wright.edu.

Advance requests are highly advised due to the varying schedules of staff and frequent changes to room availability.

Violation of this policy, event policies, and/or catering policies, in any form by staff, faculty or student groups may result in suspension or loss of privileges.

Please see “**Event Policies**” for additional details on client types, room usage, applicable fees, catering needs, and general conditions.

Please see “**Catering**” for University policies and instructions on the ordering process for event refreshments.
<table>
<thead>
<tr>
<th>Room/Building</th>
<th>Capacity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>168 Dwyer</td>
<td>152/300</td>
<td>James F. Dicke Hall</td>
</tr>
<tr>
<td>132 Dwyer</td>
<td>136</td>
<td>Cafeteria</td>
</tr>
<tr>
<td>120 Dwyer</td>
<td>20</td>
<td>Cafeteria Lounge</td>
</tr>
<tr>
<td>102 Dwyer</td>
<td>10</td>
<td>Conference Room</td>
</tr>
<tr>
<td>150 Dwyer</td>
<td>28</td>
<td>IVDL Use Only</td>
</tr>
<tr>
<td>152 Dwyer</td>
<td>28</td>
<td>Classroom</td>
</tr>
<tr>
<td>154 Dwyer</td>
<td>28</td>
<td>Classroom (Music)</td>
</tr>
<tr>
<td>162 Dwyer</td>
<td>24</td>
<td>Physics Lab</td>
</tr>
<tr>
<td>163 Dwyer</td>
<td>24</td>
<td>Biology Lab</td>
</tr>
<tr>
<td>164 Dwyer</td>
<td>24</td>
<td>Earth-Science Lab</td>
</tr>
<tr>
<td>165 Dwyer</td>
<td>24</td>
<td>Chemistry Lab</td>
</tr>
<tr>
<td>176 Dwyer</td>
<td>6</td>
<td>Conference Room</td>
</tr>
<tr>
<td>177 Dwyer</td>
<td>28/36</td>
<td>Classroom</td>
</tr>
<tr>
<td>179 Dwyer</td>
<td>n/a</td>
<td>Testing Room</td>
</tr>
<tr>
<td>190 Dwyer</td>
<td>20</td>
<td>Computer Lab/Math Studio</td>
</tr>
<tr>
<td>192 Dwyer</td>
<td>20</td>
<td>Computer Lab</td>
</tr>
<tr>
<td>194 Dwyer</td>
<td>20</td>
<td>Computer Lab</td>
</tr>
<tr>
<td>196 Dwyer</td>
<td>20</td>
<td>Computer Lab</td>
</tr>
<tr>
<td>220 Dwyer</td>
<td>n/a</td>
<td>Student Lounge</td>
</tr>
<tr>
<td>221 Dwyer</td>
<td>n/a</td>
<td>Psychology Lab</td>
</tr>
<tr>
<td>222 Dwyer</td>
<td>32</td>
<td>Classroom</td>
</tr>
<tr>
<td>223 Dwyer</td>
<td>24</td>
<td>Classroom</td>
</tr>
<tr>
<td>224 Dwyer</td>
<td>14</td>
<td>Conference Room</td>
</tr>
<tr>
<td>225 Dwyer</td>
<td>n/a</td>
<td>Center for Independent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Achievement</td>
</tr>
<tr>
<td>226 Dwyer</td>
<td>48</td>
<td>Classroom</td>
</tr>
<tr>
<td>227 Dwyer</td>
<td>30</td>
<td>Model Ed Classroom</td>
</tr>
<tr>
<td>229 Dwyer</td>
<td>44</td>
<td>Classroom</td>
</tr>
<tr>
<td>230N Dwyer</td>
<td>6</td>
<td>Conference Room</td>
</tr>
<tr>
<td>181 Andrews</td>
<td>10</td>
<td>Conference Room</td>
</tr>
<tr>
<td>182 Andrews</td>
<td>n/a</td>
<td>Student Success Center</td>
</tr>
<tr>
<td>183 Andrews</td>
<td>18</td>
<td>Graphics Lab</td>
</tr>
<tr>
<td>184 Andrews</td>
<td>30</td>
<td>Classroom</td>
</tr>
<tr>
<td>185 Andrews</td>
<td>20</td>
<td>Office Info Systems Lab</td>
</tr>
<tr>
<td>186 Andrews</td>
<td>44</td>
<td>Classroom</td>
</tr>
<tr>
<td>187 Andrews</td>
<td>n/a</td>
<td>Wellness/Health Clinic</td>
</tr>
<tr>
<td>101 Trenary/Eng</td>
<td>40</td>
<td>General Room – Side A</td>
</tr>
<tr>
<td>102 Trenary/Eng</td>
<td>10</td>
<td>General Room – Side B</td>
</tr>
<tr>
<td>104 Trenary/Eng</td>
<td>24</td>
<td>Classroom</td>
</tr>
<tr>
<td>106 Trenary/Eng</td>
<td>16</td>
<td>Classroom</td>
</tr>
<tr>
<td>126 Trenary/BEC</td>
<td>10</td>
<td>Conference Room</td>
</tr>
<tr>
<td>127 Trenary/BEC</td>
<td>24</td>
<td>Classroom</td>
</tr>
<tr>
<td>Learning Center</td>
<td>n/a</td>
<td>Learning Center</td>
</tr>
</tbody>
</table>

To reserve a room for functions, please contact Candace at x8444 or candace.phlipot@wright.edu.

Please note: Some spaces may not be suitable for reservation for capacity or equipment purposes. All reservations are based on availability. Please schedule your functions well in advance.
Student Organization/Activity Policies

1) Forming a Student Organization:

- **Student Organization**: Registered Student Organizations have the ability to access to the following University resources:
  - advising for program and organizational development from faculty/staff
  - applying for funding
  - reserving campus meeting and program spaces
  - applying for leadership recognition awards
  - applying for Web access
  - participation in campus wide events such as Welcome Wednesdays, Open Houses, etc.

- **Members**: Active Members of a Student Organization must be currently enrolled in classes at the Lake Campus (with the exception of Summer Semester) and must hold a GPA of 2.0 or higher for undergraduate degrees and a 3.0 or higher for graduate degrees. Student Organizations and their general meetings are not open to the public. Yearly fees may be required to participate, depending on each organization’s individual constitution.

- **Officers**: Each registered student organization, at minimum, must have a President (or Director/Chair/etc.) and Treasurer, which cannot be held by the same individual in the same term. It is also recommended that each organization has additional officers (Vice President/Assistant Director/Assistant Chair, Community/Campus Outreach Officer, Secretary, etc.). No student can hold more than one officer position during the same term (year). A maximum number of consecutive terms (years) for an individual position shall be dictated by the organization’s constitution. In any organization, officers must be voted into position (not appointed) at the end of each academic calendar year (for the following academic calendar year) or at the start of the organization’s forming. All terms will conclude at the end of the school calendar year. The Student Government/Senate voting is open to all enrolled Lake Campus students; all other organization voting is based on active member votes only.

- **Advisors**: Each registered organization must have a full-time faculty or staff advisor. The advisor volunteers to mentor student members and represent the University on behalf of a registered student organization. The advisor may provide advice and present ideas upon request. The advisor should be consulted when large sums of money are being expended by the organization or when changes are planned to be made to the organization’s constitution/by-laws. Advisors must be present during any event hosted by, or traveled to, by the organization, with the exception of regular meetings. If an advisor terminates their position, the organization is not permitted to host any events, travel for functions, or spend funds during the absentee period. It is the responsibility of the organization to find a suitable and willing replacement advisor.

- **Student Organization/Activities Coordinator**: The Student Organization/Activities Coordinator oversees all student organizations and can fill in for an advisor, if necessary, and if available for the appropriate function. All marketing for internal/external student organization events must be created by or approved by the Coordinator prior to posting or distribution. The Coordinator must be informed about all tentative events and approve those plans prior to implementation; the Coordinator can then monitor similar events between organizations to ensure there is no overlap.
or competition of fundraising. A detailed event sheet should be provided to the Coordinator at least 30-days in advance.

2) Policies:

All registered student organizations and its members shall adhere to all University policies and procedures and state and federal laws. University policies include, but not limited to, the student policies as published in the Wright State University Student Handbook http://www.wright.edu/students/handbook/03_00indexb.html, Anti-Hazing Policy http://www.wright.edu/students/handbook/03_39.html, Equal Opportunity in Education (Wright Way Policy, 4001.2) http://www.wright.edu/wrightway/4001.html and the Student Code of Conduct http://www.wright.edu/students/judicial/conduct.html

- **Alcohol Policy:** Please visit http://www.wright.edu/students/handbook/03_48.html. No alcohol will be permitted for events hosted or co-hosted by any Lake Campus student organization, regardless of policies listed in the handbook.

- **Constitution and By-Laws:** Each potential organization is required to submit a constitution in order to gain official status as a WSU student organization. A constitution is the governing document for operation of the registered student organization. It should contain the objectives of the organization, a membership clause, a description of the officers’ responsibilities and duties of elected offices, and any standing committees. Organization may decide to include the by-laws of the organization, which are rules that govern the election of officers and other procedures. By-laws should also include plans to replace officers for not fulfilling their duties or stepping down from their position. By-laws can increase the requirements of membership, as deemed necessary. The constitution can dictate member fees as a way to track membership and increase funding to the group. All constitution by-laws and changes must be approved by at least 75% of the organizations’ active members to take effect.

- **Event Policies:** All student organizations are required to abide by the Lake Campus Event Policies. It is strongly advised that all officers of the organization read these policies thoroughly before planning any function and to contact the Events Coordinator with any questions in advance. All events taking place at the Lake Campus must be scheduled through the Events Coordinator, generally at least 30-days in advance; internal and external event locations are subject to availability. Costs may be associated with partnership events, equipment or décor/linen rental, etc.

- **Marketing Policies:** Student Organizations are encouraged to market their upcoming events. All marketing for internal/external student organization events must be created by or approved by the Coordinator prior to posting or distribution. All marketing materials should list the following:
  - Name of Event
  - Name of Hosting Organization(s)
  - Location of Event
  - Time of Event
  - Additional Informational Details regarding Function

Student Organizations are encouraged to take advantage of the following forms of marketing [see Candace Phlipot for services and approvals]:

- **Campus Televisions**
• Bulletin Boards
• Lake Campus Facebook
• Lake Campus “Things To Do” Online Calendar
• Emails to Students/Faculty/Staff
• Sidewalk Chalk [specific locations only]
• External Locations, where permitted and approved

The hosting organization is responsible for removing all event signage in a timely manner following the function.

3) **Termination of Registration:**

The registration of a student organization may be terminated for any (but not limited to) of the following reasons:

- At the written request of the officers of the organization;
- When a constitutional provision dissolves the organization;
- When an organization fails to attend training or update organization registration information by the end of the Spring academic term;
- When an organization fails to retain an advisor, required officers, or minimum number of members;
- For violation of university regulations or policy, the student code of conduct, or state and federal laws.

A student organization that has its registration terminated shall, for all purposes, cease to exist and will no longer be accorded any privileges provided by the university. Termination may be for a specific period of time (suspension) or for an indefinite period of time (expulsion). Any organization losing registration status with Student Organization/Activities Office will result in a monetary account closure. Should the organization become registered within a year of the account closure, their account will become active. Inactive organizations for more than one year will result in permanent account closure. Should the group register after a one-year period, they may establish a new account.

4) **Budget/Funding:**

A. Allocation of University funds is based on the University’s fiscal year, typically July 1st through June 30th.

B. An organization receiving University funding from the Lake Campus cannot commit monies for the next fiscal year. Remaining funds in the account will be returned to Lake Campus at the end of the fiscal year, and any debt will be carried over into the next year.

C. Organizations are required to keep financial records and develop a semester or yearly budget for planned activities. An Excel spreadsheet is available at [http://www.wright.edu/studentactivities/forms/index.html](http://www.wright.edu/studentactivities/forms/index.html). Monthly Banner printouts are available to reconcile your account by contacting your advisor or the Business Manager [Cassie Dorsten x8350]. Yearly budget requests will be due by the end of September, and allocations by group will be determined by a Lake Campus Committee consisting of administrative and support staff.
D. All money required for an activity must be identified or in the organization’s account prior to committing to any financial obligation for the activity. Identification may include an awarded donation or letter from a departmental or student organization sponsor.

Use of Organizational Funds:

A. All expenditures must be consistent with the purpose of the organization and the identified requests.

B. Under no circumstances may alcoholic beverages be purchased with funding from the Lake Campus. It is also against university policy to spend university funds on gifts, cards, or food for the purpose of celebrating a holiday, an individual’s birthday, wedding, departure, etc. Student organizations who don’t receive university funding, including funding from Lake Campus, may purchase food and certain recognition items.

Forms & Required Signatures:

A. Before any funds can be expensed, a Fund Request Form must be completed and submitted to the Business Office or the organization advisor.

B. All university forms authorizing any expenditure (Departmental Purchase Order (DPO), Purchase Requisition, Petty Cash Vouchers, Pro-Card Fund Request or Cash Withdrawal, etc.) must be signed by the Business Office or the organization’s university advisor.

Authorization & Reimbursements:

A. No officer or advisor is permitted to authorize payment to him or herself. All reimbursements require the approval of the Business Office and require proper documentation, including itemized receipts, cleared check, credit card statement, etc.

B. Student leaders are asked to utilize the university’s methods for payment of expenses and minimize the use of personal funds for reimbursement. When reimbursing an individual for an authorized business expense, state tax is not reimbursable. A certificate for tax exemption is available in the Business Office.

5) Travel:

A. All student travelers must submit a travel authorization form signed by the advisor at least two weeks in advance of the travel date. No reimbursements will be made for unauthorized travel. Student organizations that are traveling or using organizational funds in University accounts are required to meet with the Student Organization/Activities Coordinator at least two weeks prior to the trip to make the appropriate arrangements. Organizations must complete the driver application, emergency contact, assumption of risk and travel expectations agreement forms prior to the scheduled travel date.

B. Students are not permitted to use organization funds to participate in external activities in which the advisor is not present. Advisors must be present during any event where the organization travels outside of the Lake Campus. If utilizing a university vehicle, the advisor must drive one of those vehicles.
C. University travel and expenditure policies are available in the Wright Way Handbook at (http://wright.edu/wrightway/5601.html).

6) Contracts:

A. Contracts should not be committed to unless the expense has been budgeted by the organization and funds are identified or in the account.

B. Under no circumstances should a student sign a contract on behalf of the university. Students signing contracts will have personal liability and payment of the contract.

C. All contracts should be submitted to the Advisor or Student Organization/Activities Coordinator no later than two weeks prior to the activity.

D. If an activity requires a contract for payment and the performer or service provider does not have a contract, the Student Organization/Activities Coordinator will issue a University contract. Since the contract will require the provider’s signature, groups should plan more than two weeks in advance for timely contract execution and payment.

E. All contracts must include individual payee’s social security number or an organizational Tax ID number for the IRS 1099 form.

*All policies are subject to change.
Student Services

Lake Campus Student Services Front Desk and Information Center
Teresa Bienz, Administrative Specialist, manages the reception desk and the switchboard for the Lake Campus, with the assistance of student employees. Hours for the area are normally 8:00 a.m.–5:30 p.m., Monday–Thursday, and Friday 8:00 a.m.–4:30 p.m. Hours may vary at peak times or when school is not in session.

In addition to answering the phones, greeting visitors, and providing information and directions, this reception area provides clerical and office support services to Student Services, including scheduling appointments for Academic Advising, Admissions and Recruiting, Housing Tours, and the Director of Student Services/Public Relations, which includes student conduct and concerns. They are also responsible for the Mail Center.

Other Front Desk Services:

1. Bulk Mail
   a) For assistance with processing bulk mail jobs, please contact Teresa two to three weeks in advance of the mailing.
   b) If an outside vendor is doing the mailing, please notify Teresa and make a copy of the invoice or any other paperwork, and be sure to include mailing costs. This allows the account with the US Post Office to be closely monitored.
   c) If bulk mailing is done in-house, please check with Teresa for specific guidelines. Some general guidelines are:
      a. For a bulk mailing, you must have at least 200 pieces, and it must be identical in size, weight and color. A bulk mailing is much cheaper than 1st class mail, but it is generally delivered in a less timely manner.
      b. All bulk mail must have the non-profit permit stamp on it. The stamping materials are located in the Mail Center. There are two stamps and stamp pads available for use. They also need to be sealed and have a label under the return address reading “Return Service Requested”.
      c. The guidelines on size and weight of pieces are lengthy; however, the Mail Center will assist you with any questions you may have. Our usual Lake Campus bulk mail easily fits within the weight and size guidelines.
      d. If the mailing is not in envelopes, please check with the Mail Center for proper folds and placement of tape or seals, or if you have any questions. Mailing seals are available in general office supplies in the Faculty Secretaries office.
      e. Typically Lake Campus’ bulk mail sorted is by the first three (3) digits of the zip code. We generally use a 3/5 sort, meaning the mail is counted and can be out of order as long as they all have the same 3/5. For sorting questions, please see Teresa.
      f. The Mail Center will handle the processing of paperwork for the Post Office and the delivery to the Post Office.

2. Mail Center
   All mail, including internal, USPS and Dayton Courier Mail, is delivered to Faculty Offices, CIA, Information Technology, Administration, Bookstore, Business Enterprise Center, Engineering, Learning Center, Student Success Center, and Buildings/Grounds. The morning mail delivery/pick-up is typically between 10:30 am-Noon, and the afternoon mail delivery/pick-up is between 1:00-4:00 pm, depending on delivery of
USPS mail. If student help is not available or if the US postal delivery is delayed, delivery times may change. If you have questions/concerns, please call 8330.

Courier mail is delivered through the Mail Center. Mail can be brought to the Mail Center for delivery to Dayton campus. If you have any questions/concerns about Dayton courier mail or the current semester’s schedule, please contact Cassie Dorsten at 8350.

3. UPS/Fed Ex
UPS and occasional FedEx deliveries will be delivered to the Mail Center. Small packages will be delivered with regular mail. We will contact individuals/departments to make arrangements for larger packages. Outgoing UPS packages (with pre-printed labels) should be brought to the Mail Center for pick-up by UPS. **It is the responsibility of the sender to call UPS or Fed Ex for call tags for packages that do not have pre-printed labels.** Packages for UPS pickup can be then left at the Mail Center or the Bookstore, but packages for Fed Ex can only be left at the Mail Center after securing the call tag.

**Academic Advising**
Academic Advising and services associated with academic planning and registrations are currently provided primarily through three advisors.

Stafanie Kohne, Evelyn Lauterbach, and Mark Hibner are assigned specific majors and advise in certain areas in order to better serve the students. For information about which program each advisor serves, please contact the advisors or the front desk.

Advising appointments are normally scheduled by receptionists over the phone or in-person at the Student Services front desk during regular hours. Extended times may be available during busier registration times, and individual advisors schedule appointments before and after these times based on their own availability.

**Enrollment Services**
Lake Campus Enrollment Services is a sector of Raider Connect at the Dayton Campus. Enrollment Services seeks to offer support in the areas of Student Accounts, Financial Aid, Registrar, and Wright 1 Cards. Regular business hours are as follows:
Monday 8:30 am-5:00 pm
Tuesday 8:30 am-5:00 pm
Wednesday 9:00 am-5:00 pm
Thursday 8:30 am-5:00 pm
Friday 8:00 am-4:30 pm
Hours may vary at peak times or when school is not in session.

1. **Student Accounts**
The WSU Office of the Bursar, [http://www.wright.edu/raider-connect/student-accounts-and-bills](http://www.wright.edu/raider-connect/student-accounts-and-bills), has responsibility for receiving all student and university moneys. Students can receive assistance with paying their fees in person. Fees may also be paid online via WINGS Express.

2. **Financial Aid**
The WSU Office of Financial Aid, [http://www.wright.edu/raider-connect/loans-scholarships-and-grants](http://www.wright.edu/raider-connect/loans-scholarships-and-grants), assists students through the Federal Student Aid process.
Students are encouraged to file the Free Application for Federal Student Aid (FAFSA) when seeking Grant, Loan, and Federal Work Study opportunities. Go to [www.fafsa.gov](http://www.fafsa.gov) to file the form electronically or to attain a paper copy. Wright State University’s Federal School code is 003078. It is extremely important that students check their WSU email, as the Office of Financial Aid uses it as their primary form of communication.

3. **Registrar**
   The WSU Office of the Registrar assists with classes and grades. Students can request official transcripts, companies and agencies can verify enrollment or degree completion, and anyone can access course schedules and the academic calendar. Visit [http://www.wright.edu/raider-connect/classes-and-grades](http://www.wright.edu/raider-connect/classes-and-grades).

4. **Wright 1 Cards**
   Wright 1 Cards are made and managed at the Enrollment Services windows during normal office hours and if a trained staff member is available. Special times can be arranged to accommodate those not on campus during the day (e.g. MBA students).

   Wright 1 is accepted at The Boathouse and in the vending machines, and a card is required to return books at the Lake Campus B&N Bookstore.

   For more information about the Wright 1 card, please go to [http://www.wright.edu/lake/students/wright1.html](http://www.wright.edu/lake/students/wright1.html).

**Pre-College Programs**

1. **Dual Enrollment**
   Dual Enrollment coordination, including processing, billing, and communication, is managed by Enrollment Services and in conjunction with faculty mentors.

2. **Post-Secondary Enrollment Options (PSEO)**
   PSEO students must follow a specific applications process to be admitted to WSU. Student Services works with Dayton Admissions and local guidance counselors to administer this program. Once admitted, students must also see an Academic Advisor to plan their registration and how it impacts their awards.

3. **Orientation**
   A comprehensive Orientation Program is coordinated by Student Services. Orientations are typically held prior to each semester, and multiple sessions are held throughout the summer.

**Probation and Dismissal**
Student Services works to identify students who are in academic danger by the approved process as outlined here: [http://www.wright.edu/lake/academics/dismissal.html](http://www.wright.edu/lake/academics/dismissal.html). Dismissal action is taken after grades have been submitted for the fall and spring semesters. For more information, please refer to the above Web site.

**Records and Red Flag Information Security**
The Office of the Registrar in Dayton holds all information pertaining to student records. All this secure information is processed or will flow through the Enrollment Services Office and/or the
Lake Campus Records Office. FERPA (The Family Educational Rights and Privacy Act of 1974) governs access to student records. Lake Campus participates in identifying any “red flag” that might lead to a breach in information security.

Any student information that is processed by the Lake Campus is filed electronically and scanned into the student’s academic Xtender file. These files are maintained by the Enrollment Services Office and in accordance with FERPA.

This office can also provide assistance with electronic course overrides, electronic change of grades, and academic petitions. For assistance in these special circumstances, please call 419-586-0324.

**Resident Housing**
Student Services manages all administrative operations of Knapke Villa, the first building of the Lake Campus’s Student Housing project. A live-in Community Director (CD) provides onsite oversight of the residents, including programs and promotion. In collaboration with the Lake Campus Police Officer, the Lake Campus Conduct Officer, and the Student Services Director, the CD is also responsible for reporting misconduct and assisting the Director with sanctions related to misconduct.

**Student Conduct**
Student Services works with the Dayton Office of Community Standards and Student Conduct in order to ensure the students are abiding by all rules and regulations as established by WSU. The Lake Campus Police Officer may report on an initial concern, and then the Lake Campus Conduct Officer provides investigative services to enable incidents to be thoroughly reviewed.

Academic instances, including academic integrity, are given to the Lake Campus Associate Dean for review; misconduct is managed by the Student Services Director, both in accordance to the Student Code of Conduct found here: [http://www.wright.edu/students/judicial/conduct.html](http://www.wright.edu/students/judicial/conduct.html).

Any major incidents will require assistance and possible oversight by the Office of Community Standards and Student Conduct.

**Testing**
Admissions and Placement Testing are coordinated by Student Services. Placement tests are required before students can register for math and English classes unless previous college course work or other assessment is available.

1. **ACT Testing**
The WSU-Lake Campus is an approved Residual Test Center for ACT (American College Test). Wright State requires either ACT or SAT results for admissions of all students during the first year after their graduation from high school. **Residual ACT results are valid only at the school where the students were tested.** Test times, monitoring, hand scoring, sending results to Dayton, and coordination with ACT are managed by the Director. To schedule a residual ACT, please call the Front Desk at 419-586-0300 or ext. 8300.

2. **Miller’s Analogies Testing (MAT)**
For application and information regarding the online Millers Analogies Testing, contact
the front desk, at 419-586-0330 or ext. 8330.

3. **Placement Testing – Math and English**
Placement testing is administered for all students admitted to the Lake Campus. Placement is addressed during Orientation for fall semester admissions, and on an as-needed basis throughout the year.

The English assessment is taken online and scored by the Department of English in Dayton. Students take math placement on-site at the Lake Campus, and Wright State mathematics courses are assigned to levels based on these test results.

Placements tests can be scheduled through the front desk during normal operating hours. For more information about the actual tests, please go to [http://www.wright.edu/placement/](http://www.wright.edu/placement/).

**Veterans Affairs**
Veterans Affairs certifications and military benefits are processed by B. J. Hobler. For more information, please call 419-586-0324 or ext. 8324.
**Student Success Center**

Phone: (419) 586-0326  
Web site: www.wright.edu/lake/ssc

Hours of operation:
- Monday, Wednesday 9:00 am – 7:00 pm
- Tuesday, Thursday, Friday 9:00 am – 5:00 pm

The Lake Campus Student Success Center offers FREE tutoring to all registered students. The center is open Monday through Friday and is located in Andrews Room 182. Tutoring is available in all subjects and general academic topics. Students may register online at [https://wright.mywconline.com/](https://wright.mywconline.com/) to schedule an appointment. Walk-ins are welcome for Math and Writing help. The center offers study groups, workshops, peer success coaching and student events.
Technical Services

The Wright State Lake Campus has our own technical support staff. Technical Services and its technicians will provide you with the information and assistance to take advantage of the many technologies available to you here in the campus. We also maintain List Serves, such as, lake-faculty@wright.edu and lake-staff@wright.edu for staying in touch with these large groups.

Technical Services provides desktop and portable computer support for university-owned PC and Apple systems (Apple Mac systems running MacOS X 10.3 and greater). Hardware problems for both PC portable systems and Apple equipment may require depot repair services. Depending on the estimated time of service a PC desktop replacement will be provided as an interim solution.

Campus Telephones

Campus offices can be reached from off-campus locations by dialing the area code 419 then the prefix 586, then 03 plus last two numbers for 83xx extensions or 02 plus last two numbers for 84xx extensions.

On-Campus:

- Local calls: dial 9, then the desired ten-digit phone number.
- Long distance calls: dial 9-0-1-area code-then the desired number
- International calls: dial 9-0-1-country code-city code-then the desired number
- Lake Campus or Dayton calls: dial the four-digit number listed in the directory
- Campus Operators: dial 0
- Outside Information: dial 9-1-area code-555-1212 (cannot use 411)
- Outside Operator: dial 9-0-0 (Qwest)
- Calling Card: dial 9-1-800 then the calling card number; follow prompts
- Ohio Relay Service: 9-1-800-750-0750
- Emergency -- 911
- Telephone problems – x8335
- Voicemail dial 1010
- Instructions are at http://www.wright.edu/cats/telecomm/voicemail.pdf.

(Your temporary passcode is 4747; however, you will change this to a private passcode when you go through the tutorial. Passcode length is a minimum of four digits.)

Computer Labs

The Lake Campus provides five computer labs: 183A, 185A, 192D, 194D, 196D, for use by faculty and students, in addition, several systems with internet access exist in the Learning Center.

Computer Virus

Responding to computer security incidents, generally, is not a simple matter. Virus or Trojan’s requires technical knowledge, communication, and coordination among personnel who respond to the incident. Accordingly, the goals of this plan are:

- Helping affected entities recover quickly and efficiently from security incidents.
- Minimizing the impact due to the loss or theft of information or disruption of critical computing services when incidents occur.
Responding, systematically, following proven procedures, which will dramatically decrease the likelihood of reoccurrence.

Balancing the operational and security requirements within realistic budgetary constraints.

**Configuring Mail Clients**
Please refer to the following Web site: [http://www.wright.edu/cats/docs/email/](http://www.wright.edu/cats/docs/email/).

**Courtesy Phones**
Courtesy phones are located throughout the buildings. Lake Campus and Dayton Campus calls can be made from these phones. Emergency calls can be made by dialing 911.

**Electronic Classrooms**

**Help Desk**
A Help Desk is located in room 178 Dwyer Hall. A lab assistant can help with computer lab and electronic classroom questions and can also be reached at ext. 8332. Hours vary from term to term. Refer to postings outside this room for more information.

**Interactive Video Distance Learning (IVDL)**
IVDL connects two or more classrooms with audio and video equipment that enables participants to see and talk with other remote locations, such as, the Dayton Campus. Students in a classroom at Wright State's main campus may be joined by students here at Lake Campus - or by students at any IVDL - equipped classroom in the world. To learn more, contact Technical Services. (See also WSU IVDL Protocols at [http://www.wright.edu/cats/technical/assets/ivdl_protocols.pdf](http://www.wright.edu/cats/technical/assets/ivdl_protocols.pdf)).

**Printing in the Labs**
Lake Campus labs now use the PrintWright pay-for-print system. PrintWright requires students to use the flex account money on their Wright1 Card to pay for printing. Currently, black and white prints are 10 cents per page, and color prints are 30 cents per sheet. View the PrintWright Web site for more information about the PrintWright system. Traditional deposits can be made at the deposit station located outside 178 Dwyer Hall (cash only), the Bursar's Windows (cash or check) located in 170E Dwyer Hall, or online at WINGS by credit/debit card or electronic.

**Wireless Connect**
Lake Campus offers a campus wide, open wireless network. If your laptop has a wireless network card (almost all new laptops have one built in), then your computer should automatically see any available wireless networks in range. On that list will be a connection called "WSU Wireless." This is the WSU wireless network. Simply connect to that network, and you'll be ready to go.
Wright State University IT Policy
The Lake Campus must adhere to the University IT policies set forth in the following Web address: http://www.wright.edu/cats/policy/it/itpolicy.html or http://www.wright.edu/cats/policy/.

How do I reset my CAMPUS password?
To reset your CAMPUS password, go to the WINGS Web site, located at http://wings.wright.edu, and click on the "Forgot your Campus Password?" link on the left side under the login box. To reset the password, you must know your UID, PIN, and the answers to your security questions. For security reasons, you will be required to change your password every 180 days. You will receive an email notification 14 days prior to the password expiration date.

What is a CAMPUS account?
A CaTS CAMPUS account (an acronym for Computer Access Multipurpose User Sign-on) is issued to all university faculty, staff, and students. The CAMPUS account provides an account name and password necessary to access the Internet, email, personal and class disk space on network servers, and other computing resources. Account owners are responsible for any improper or illegal activity that occurs on their account. These activities include, but are not limited to, harassment of others through electronic communication and use of university resources for business purposes. Therefore, account owners should not share their password with anyone for any reason. Misuse of resources can result in the loss of account privileges and charges filed with the appropriate university offices.

What is a University Identification Number (UID)?
Your nine-digit University Identification Number (UID) is assigned to you when you apply as a student or become affiliated with Wright State University. Your UID never changes and is never re-used. It replaces the use of your Social Security Number as a permanent, unique ID number identifying you as a member of the university community. The UID, along with your PIN, is used to access the WINGS Express system (see below).

What is WINGS?
WINGS (an acronym for Wright Information News and Group Services) is the university Web portal. It consists of Web pages that act as a starting point for using the Web or Web-based services such as email, calendar, message boards, and various content channels. WINGS is located at http://wings.wright.edu. Simply log on with your CAMPUS username and password and many campus services will be at your fingertips.

What is WINGS Express?
WINGS Express is a personal, self-service site located within WINGS for student, faculty, and staff services, such as registration, grades, financial aid, scholarship awards, Web time entry, and much more. To access WINGS Express, click the WINGS Express icon in the upper right corner of WINGS or go to http://wingsexpress.wright.edu.
Western Ohio Educational Foundation (WOEF)
104-106 Dwyer Hall
Hours of Operation: Monday through Friday, 8:00 a.m. to 4:30 p.m.

Lake Campus Development Office
The Development Office initiates and implements fundraising programs in support of the Lake Campus of Wright State University. Julie Miller, Development Officer, assists WOEF in its dual mission of education and economic development of the region. The Development Officer (DO) facilitates the development of donor relations, initiates the identification and procurement of resources, and manages the operation of WOEF business. The DO reports to the Dean of the Lake Campus, and acts as a liaison between the university and the Foundation in the development of the Lake Campus. The DO is responsible for assisting the Lake Campus Dean with setting Capital Campaign goals and producing outcomes.

The WOEF Scholarship Program
The WOEF Scholarship Program has grown significantly in the past four decades. It has developed from offering two full-tuition (2) scholarships to attend the Lake Campus to offering over 300 scholarships annually. To date, this program has disbursed over $3 million in academic scholarships to area students in their pursuit of a higher education at the Lake Campus of Wright State University.

Sandy Gilbert is the Coordinator of the WOEF Scholarship Program and aides the Foundation in the offering and disbursement of scholarships exclusively for Lake Campus students. The Scholarship Coordinator reports to the WOEF Development Officer.

The annual scholarship application process begins each fall for disbursement in the next academic year. Applications are available from the WOEF Scholarship Office, Lake Campus Student Services, select area high school counselors’ offices, and online at www.wright.edu/lake/scholarships.html. One application allows any undergraduate Lake Campus student to be considered for any WOEF scholarship for which they meet the sponsors’ criteria.

WOEF Scholarships are awarded to those individuals who receive the highest application rating in each category. Applications are rated by a committee of WOEF trustees as directed by established guidelines and procedures. All Wright State University grade point averages (GPA) are based on a 4.0 grading system.

Scholarship applicants must apply for admission to Wright State University as a degree-seeking student and submit all transcripts and test scores prior to the Application Deadline. The Application Deadline is March 1st each year. Application materials sent by mail must be postmarked by the Application Deadline to be considered.

Scholarships are awarded on an “as funds are available” basis. The combined totals of WOEF scholarship assistance may not exceed the total cost of tuition. The University and the Foundation reserve the right to cancel a scholarship award if a recipient is found guilty of academic dishonesty.