

## Office of Student Services at Your Lake Campus

### Academic Advising

Academic advisors at Wright State University-Lake Campus assist students by meeting with the student to discuss: class selection, meeting career objectives, selecting a major, concerns about classes and personal issues which may be affecting academic performance. Advisors also assist students in meeting their academic program requirements through the development and evaluation of their educational plans. They also work with students to identify and facilitate interaction with appropriate campus resources.



### OFFICE OF STUDENT SERVICES ADVISORS

Academic advisors are members of NACADA (*National Academic Advising Association*) and the *Ohio Academic Advising Association (OHAAA)*. Advisors are available by appointment and for walk-ins as the schedule permits. All appointments are made by calling **419.586.0300 or 800.237.1477** or stopping by the front desk in the Office of Student Services in Dwyer 170. For more information about Advising, please see the Academic Advising document.

### Technology, Academic/Instructional Programs, and Services (TAPS); Disability Services

<http://wright.edu/lake/academics/ais.html>

**Technology, Academic/Instructional Programs, and Services (TAPS)** provides students at all levels of academic proficiency, such opportunities include tutoring, study sessions, and independent/individualized instruction in conjunction with another department and/or through TAPS itself. These services are free of charge to any WSU-LC student who wishes to make use of them. Students experiencing hardships that prevent them from taking their examinations during regular class times are able to take make-up exams through TAPS on Fridays during the quarter (Thursdays during the summer). 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, TAPS assists disabled students in the realization of their potential by providing supplemental services on their behalf. Such services may include readers, scribes, extended testing arrangements, test proctoring, tutoring, and textbooks on CD.

For further information and for the current quarter hours of operation, please contact John Wolfe, Ph.D., Director, 182 Dwyer Hall, (419)586-0326.

### Academic Mediation

The university recognizes that disputes between faculty and students may arise over evaluations, class attendance, or due to other circumstances. To preserve the rights of all concerned, an appeal procedure exists for students. For more information, go to <http://www.wright.edu/lake/students/mediation.html>.

### Bursar's Office

The Office of the Bursar has responsibility for handling all student tuition and fees. The Bursar is located in Office of Student Services, 170C Dwyer. The procedures for paying tuition & fees depend on which registration period is used. Students will find fee payment deadlines for each registration period in the university calendar by visiting the bursar website at <http://www.wright.edu/bursar/>. Fees may be paid by mail, in person, or online. We accept the following methods of payment in person and by mail: cash, check,

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money order, financial aid, and 3<sup>rd</sup> party sponsors. Fees paid by mail must include a hard copy of the electronic billing statement along with the payment mailed to:

Wright State University-Lake Campus  
Office of the Bursar  
7600 Lake Campus Drive  
Celina, OH 45822

Fees may also be paid at the Bursar Payment Window during regular working hours, 8:30 a.m.-5:00 p.m., Monday through Thursday; and 8:00 a.m.-4:30 p.m., Friday. Summer hours may vary.

For online payments, go to WINGS EXPRESS (<http://wings.wright.edu>) via WINGS. Once you've logged on, click on the WINGS EXPRESS icon toward the top of the page. At the main menu for WINGS EXPRESS, click on **Student and Financial Aid** and then click on **Student Fees**. Students can grant parents, guardians, and others access to WINGS EXPRESS Student Fee services by completing the online authorization to establish an "**Authorized User**."

**Online Fee Payment Options include ACI debit (web check) and credit card payments (MasterCard, Discover, and American Express). A 2.75% convenience fee is assessed to credit card payments.** Students who registered during the Early Registration period will face cancellation of their classes if payment is not received by the payment deadline.

Contact Gretchen Rentz, Student Services Coordinator/Bursar, at [gretchen.rentz@wright.edu](mailto:gretchen.rentz@wright.edu) or (419) 586-0336 for more information.

### **Career Services**

Lake Campus students may make use of **Discover**, a computer program that provides a personalized printout about specific careers, including salary ranges, academic requirements and other information, matched to the student's own interests and skills. The Career Services Office on the Dayton campus offers a variety of programs and materials, listed at its website (<http://www.career.wright.edu>). The services are FREE to all WSU students. Contact Gretchen Rentz, Student Services Coordinator/Career Services, at [gretchen.rentz@wright.edu](mailto:gretchen.rentz@wright.edu) or (419) 586-0336 for more information.

### **Financial Aid**

The Office of Financial Aid makes every effort to help students who would be unable to attend school without receiving some form of financial assistance. Sources for financial aid include federal and state government awards, and university and foundation scholarship opportunities. Financial aid packages may be in the form of grants, work-study funds, and/or low-interest loans. If needed, students may meet with a financial aid advisor to discuss any questions or concerns regarding their financial aid eligibility or application. Your financial aid advisor is located in the Office of Student Services, 170C Dwyer Hall, and

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Lake Campus office hours are 8:30 a.m.–5:00 p.m., Monday through Thursday; and 8:00 a.m.–4:30 p.m., Friday.

Contact Gretchen Rentz, Student Services Coordinator/Financial Aid, at [gretchen.rentz@wright.edu](mailto:gretchen.rentz@wright.edu) or (419) 586-0336 for more information.

### **Registrar's Office**

The Registrar keeps official student records of classes taken, grades earned, official transcripts, academic petitions, and other information related to enrollment at the Lake Campus. Student may register for classes, and add or drop classes by registering online through WINGS EXPRESS. Some majors require a student to have an academic advisor remove their PIN in order to register for classes.

A student cannot add a class by simply attending it, nor can a student drop a class by not attending the class. If a class is not officially dropped, a grade will be recorded for the class and the student is charged for the class. Students should check the university calendar for the official add and drop dates for each quarter, and refund percentages. After certain dates, adds will not be permitted online through WINGS EXPRESS without the instructor's override. Students will need to contact the instructor of the desired course to see if registration is possible.

If it becomes necessary to withdraw from the university, a student must drop his classes online. Any refund that is to be received by the student is based upon the date the student officially withdrew. It is the responsibility of the student to meet deadlines – exceptions are rarely allowed. The Lake Campus Registrar is located in the Office of Student Services, 170C Dwyer Hall, and office hours are 8:30 a.m.–5:00 p.m., Monday through Thursday; and 8:00 a.m.–4:30 p.m., Friday.

Contact BJ Hobler, Registrar, at [bj.hobler@wright.edu](mailto:bj.hobler@wright.edu) or (419) 586-0324 for more information.

### **Student Employment**

For current students who are registered at least part-time, employment opportunities exist on campus. Student employment positions are paid jobs that do not require a particular major. Duties are usually general in nature. All students meeting minimum grade point average requirements are eligible for regular on-campus employment. Positions are also available for students who receive a Federal Work Study award. Please login to the Wright Search (<https://www.myinterfase.com/wrightstate/student/>) to find the latest employment opportunities. After entering the Wright Search, you can click on Jobs and then Job Search. \*\*If you are looking for a position at the Lake Campus, please select 'SE-Lake Campus' under the Position Type in the Job Advanced Search.\*\*

Visit the Office of Student Services, 170C Dwyer Hall, or e-mail Gretchen Rentz, Student Services Coordinator/Student Employment, at [gretchen.rentz@wright.edu](mailto:gretchen.rentz@wright.edu) to request an application. Office hours are 8:30 a.m.–5:00 p.m., Monday through Thursday; and 8:00 a.m.–4:30 p.m., Friday.

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**Student Health Insurance**

Most health insurance companies permit a student to remain under his/her parent's health insurance coverage if the student is a full-time student. Parents should check with their insurance company to determine its rules for health coverage of college students.

For those students without health insurance, Wright State University offers a Student Injury and Sickness Plan underwritten by BCS Insurance Company. Please check with the Registrar's Office for current information.

**Veterans Affairs**

Military veterans or reservists who are eligible for education benefits work with the registrar at the Lake Campus. Additional information may be found at <http://www.wright.edu/admissions/va>.

Contact BJ Hobler, Registrar, at [bj.hobler@wright.edu](mailto:bj.hobler@wright.edu) or (419) 586-0324 for more information.

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*Updated 4.9.09*