

EXPERIENCE THE



INTERNATIONAL  
STUDENT RESOURCE  
GUIDE

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## CONNECT WITH US!



[www.facebook.com/wsuUCIE](http://www.facebook.com/wsuUCIE)

- Official Pictures From Events
- Event Information
- Announcements (Scholarships, etc.)



[www.youtube.com/wsuUCIE](http://www.youtube.com/wsuUCIE)

- Official Videos From Events
- Student-Submitted Videos



[www.twitter.com/wsuUCIE](http://www.twitter.com/wsuUCIE)

- Casual Information Exchange
- Announcements



[www.instagram.com/wsuUCIE](http://www.instagram.com/wsuUCIE)

- Casual Social Pictures
- Shared Pictures From Students



We are also on:  
[www.pinterest.com/wsuUCIE](http://www.pinterest.com/wsuUCIE)



We are also on:  
[www.vine.co/wsuUCIE](http://www.vine.co/wsuUCIE)

# ORIENTATION: BASICS





# WELCOME TO WRIGHT STATE UNIVERSITY

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We at the University Center for International Education (UCIE) welcome you to Wright State University (WSU). We are excited to see all the great things you will accomplish and hope that you will have a tremendous experience while studying at WSU.

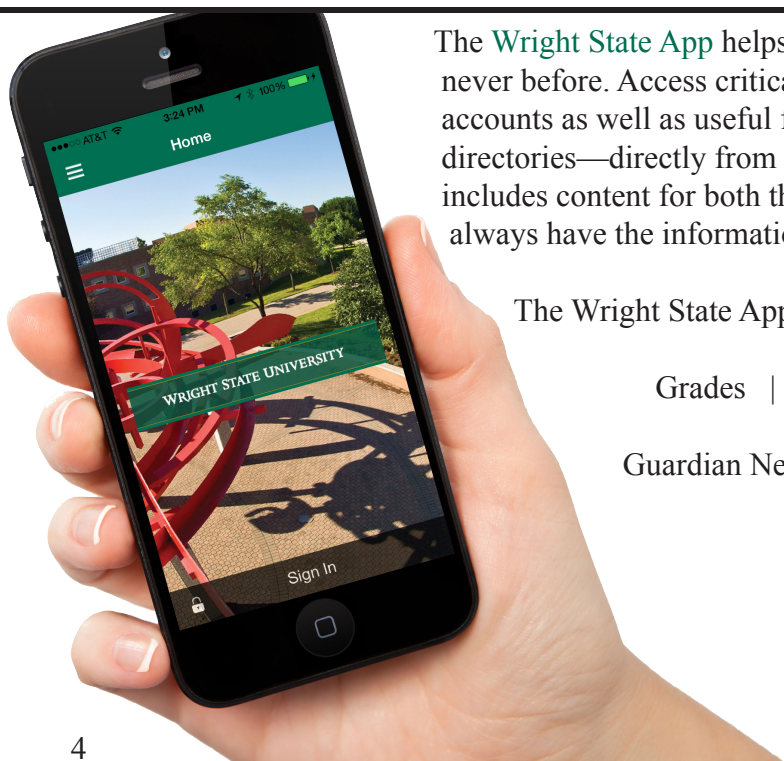
In this handbook, we have compiled useful and necessary information that we believe can help you be successful throughout your entire time at Wright State University. If you have any questions regarding any of the material in this handbook, please contact our UCIE graduate assistants, Anoop ([ucie19@wright.edu](mailto:ucie19@wright.edu)) or Chugo ([ucie18@wright.edu](mailto:ucie18@wright.edu)) who will be more than happy to assist you. Note that more information can also be found on our website at [www.wright.edu/ucie](http://www.wright.edu/ucie).

We are very fortunate that WSU offers over 200 student organizations that can help you get culturally adjusted, connected with American students, and integrated into the community at large. Consider the student organization known as International Cultural Exchange (ICE), which sponsors events that allow international students to experience American culture and cultures of other nations in a fun and informal setting. More information can be found on the UCIE website.

Lastly, note that being an international student not only gives you the unique opportunity to experience a new culture up close, but also to be an “ambassador” for your country. You get the opportunity to give an impression of your culture to all WSU students and the surrounding community. In addition, not only are you representing your country, but also the community of all WSU international student. We ask that you help us continue building a positive relationship with the rest of Wright State and the community.

We are excited that you have chosen to study here and wish you the very best. Enjoy your first semester, get involved, and remember that we are here for you.

Sincerely,  
UCIE Team



The [Wright State App](#) helps you stay connected to the university like never before. Access critical information about your courses and accounts as well as useful features—like campus news, maps and directories—directly from your phone or tablet. The Wright State App includes content for both the Dayton and Lake campuses, so you’ll always have the information you need right at your fingertips.

The Wright State App includes the following features:

Grades | Courses | Notifications | Payment Center  
Departments | Maps | People | News  
Guardian Newspaper | Events Calendar | Social Media





# UCIE INTERNATIONAL STUDENT CERTIFICATE OF UNDERSTANDING

## Maintaining Your Student Status

- 1) Mandatory full-time enrollment:
  - i) 12 credit hours for undergraduate
  - ii) 6 credit hours for graduate students
  - iii) If certain conditions are met (final term, medical, first term problems), student must request permission to go under the full-time requirement by submitting a reduced course load (RCL) form to the UCIE.
- 2) Maintain academic standing with a passing grade point average (GPA):
  - i) Undergraduate: minimum 2.0 GPA
  - ii) Graduate: minimum 3.0 GPA
  - iii) Academic probation/suspension: Falling below the minimum GPA will result in academic probation. If GPA is not raised above the minimum during a probation period, students will be subject to suspension and have to leave the country.
- 3) Update personal information in WINGS EXPRESS within 10 days of any changes
  - i) It is an immigration requirement to have a current local address in WINGS EXPRESS
  - ii) Do not travel outside the United States without receiving the necessary endorsements on your USCIS form (I-20 or DS-2019) by the international student advisor a minimum of 5 days in advance of your trip.
- 4) Renew immigration documents
  - i) I-20 and DS-2019 program extensions: Apply at UCIE minimum 30 days before end date
  - ii) Passport: Must be renewed 6 months before expiration date and submitted to the UCIE
- 5) Manage and pay university and living expenses by due dates, including tuition, class fees, international student fees, health insurance.
  - i) Payment arrangements must be made in advance with the raider connect office
  - ii) Students that receive government sponsorship to pay for university expenses, must submit a current financial guarantee to the Raider Connect office by the end of the second week of the term.
  - iii) Any late payment fees or health insurance charges that result from not submitting a current financial guarantee are the student's responsibility.
- 6) Employment/work authorization:

Students must apply for a work authorization through the UCIE and receive written approval before working.

  - i) LEAP students are not eligible for employment
  - ii) On-campus employment must not go over 20 hours per week during the academic term or 28 hours per week during breaks and summer semester. Submitting over hours may result in visa termination and is a serious immigration offense.
  - iii) Students are eligible for off-campus employment only if he/she meets the specific requirements for CPT or OPT, including paid or unpaid internships related to the student's field of study
  - iv) If you are about to graduate (or otherwise complete the activity for which you came to the U.S.), and you want to remain in the U.S. for further study or some other activity (for example, practical training), you must apply before you complete your current activity for whatever authorizations or visa-status extensions you need in order to remain in the U.S. legally.
  - v) Immigration warning: Working without a work authorization violates F-1/J-1 student status and will result in the loss of future employment in the United States, the ability to apply for a program extension, and may jeopardize the student's ability to stay in the country.
- 7) Health insurance:

Students and their dependents are required to maintain continuous WSU health insurance coverage. Health insurance will be billed to the student's account. Students are responsible for these charges unless they have received a written approved waiver from the UCIE.

Health insurance waivers are approved only if:

  - i) Covered by parent or spouse working in the United States
  - ii) Must submit a waiver form by the end of the second week of each semester
  - iii) Must show proof of medical evacuation and repatriation coverage - Intl. SOS
  - iv) Your country has made a specific agreement with WSU to provide insurance
  - v) Must submit a current financial guarantee to Office of the Bursar by the end of the second week of the semester

# RAIDERCONNECT

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## Bursar, Financial Aid & Registrar Services for Students

Looking for an affordable way to pay for your educational costs? You can spread out the cost of your education by using one of our convenient Payment Plans. The Student Installment Payment Plan (SIPP) is a semester payment plan, which requires a nonrefundable application fee of \$10 for a four payment plan per semester.

## International Student Payments

Wright State University has partnered with peerTransfer to offer an innovative and streamlined way to make international tuition payments. peerTransfer's mission is to save international students and their families money that would otherwise be lost on bank fees and unfavorable foreign exchange rates. With peerTransfer, you can pay from any country and any bank. You are also offered excellent foreign exchange rates, allowing you to pay in your home currency (in most cases) and save a significant amount of money, as compared to traditional banks. In addition, the posting of the payment into your Wright State University account will be faster. You will be able to track where your payment is in the transfer process via a student dashboard and you will be notified via email when it is deposited into our account .



Located in 130 Student Union  
Mon. - Thu., 8:30AM - 5PM  
Fri., 9:30AM - 5PM  
Tel: (937) 775-4000  
Fax: (937) 775-4410  
RaiderConnect@wright.edu  
[www.wright.edu/raider-connect](http://www.wright.edu/raider-connect)

# WRIGHT1 CARD

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The Wright1 Card is just that - the one and only card you'll need on campus. Not your average ID card. Your Wright1 card also serves as a prepaid debit card, library card, meal card (for on-campus residents), and an access card for recreation facilities, parking lots and certain labs on-campus. With the Wright1 card, you can buy food at any of Wright State's food service areas, make purchases at the bookstore, buy items from the vending machines, make copies

at the copy machines and at Wright Copy, and use the washers and dryers in Hamilton Hall & Forest Lane (residents only) - all without using cash or credit cards. Since the Wright1 card is also your Wright State ID card, you can use it to check out books and materials from the University Libraries.

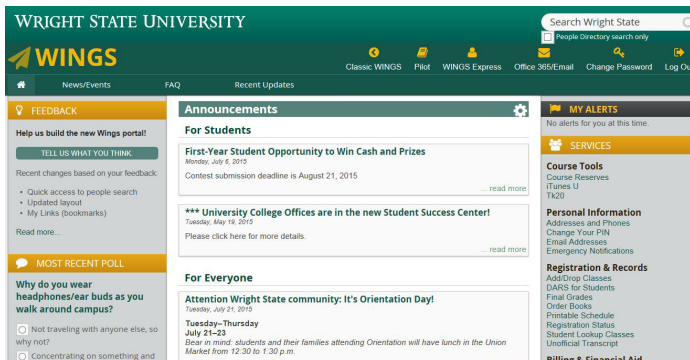
If this is your first term at Wright State, you must bring your class schedule and a photo ID. Your first Wright1 card is free of charge; however, you will be charged a \$15 replacement fee for lost or stolen cards. Please note that this \$15 fee also applies when you change your student admission number/social security number in the WSU system.

Located in 055 Student Union  
Mon. - Fri., 8:30AM - 5PM  
Tel: (937) 775-5542  
wright1card@wright.edu  
[www.wright.edu/wright1-card](http://www.wright.edu/wright1-card)

# COMPUTER ACCOUNTS & WINGS

## University Web Portal: WINGS

WINGS 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, calendars, and relevant academic links. Log in using your campus username (W00...) and password at [wings.wright.edu](http://wings.wright.edu).



## WINGS Express

WINGS Express is a self-service site for registration, grades, bill payments, financial aid, employee time-sheets, and more. To access WINGS Express, log into [wings.wright.edu](http://wings.wright.edu) with your campus username (W00...) and password. Click on the WINGS Express icon in the upper-right hand corner of the screen. Certain portions of WINGS Express may be locked under an additional UID and PIN login (U00...). You will have received your UID and PIN (password) from CaTS.

## Updating Your Address

- 1) Go to [wings.wright.edu](http://wings.wright.edu)
- 2) Log in using your campus username (W00...) and password
- 3) Click on the “WINGS Express” icon in the top-right
- 4) Click on “Personal Information”
- 5) Click on “Update Addresses and Phones”
- 6) Select “Home/Primary” in the drop-down menu
- 7) Enter your new address and click “Submit”

## Account Information and Password Instructions

	University ID (UID)	Campus Account (W)	Office 365
<i>Example</i>	U01234567	w000aaa	lastname.l@wright.edu
<b>Expiration</b>	Never	Every 180 days	Never
<b>Used for</b>	Grades, Registration, Financial Aid, Employee Time-sheet	WINGS login, Pilot login, campus computers	Email, Calendar, Online Microsoft Office
<b>Link</b>	<a href="http://wingsexpress.wright.edu">wingsexpress.wright.edu</a>	<a href="http://wings.wright.edu">wings.wright.edu</a>	<a href="http://wings.wright.edu">wings.wright.edu</a> or <a href="http://outlook.wright.edu">outlook.wright.edu</a>
<b>How to change password</b>	<ol style="list-style-type: none"> <li>1) Go to <a href="http://wingsexpress.wright.edu">wingsexpress.wright.edu</a></li> <li>2) Enter UID and click “Forgot PIN?”</li> <li>3) Answer your security questions</li> <li>4) Enter a new PIN (password)</li> <li>5) Click “Reset Pin”</li> </ol>	<ol style="list-style-type: none"> <li>1) Go to <a href="http://wings.wright.edu">wings.wright.edu</a></li> <li>2) Click on “Password Management”</li> <li>3) Enter your UID and PIN</li> <li>4) Answer your security question</li> <li>5) Check the box for “Campus Account”</li> <li>6) Enter your new password</li> <li>7) Click “Submit”</li> </ol>	<ol style="list-style-type: none"> <li>1) Go to <a href="http://wings.wright.edu">wings.wright.edu</a></li> <li>2) Click on “Password Management”</li> <li>3) Enter your UID and PIN</li> <li>4) Answer your security question. Check the box for Office 365</li> <li>5) Enter your new password</li> <li>6) Click “Submit”</li> </ol>



# HOUSING

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## On-Campus Housing

Graduate international students who choose to live in on-campus housing prefer the “Village” two-bedroom apartments. Undergraduate international students prefer “College Park” or “University Park.” If you would like to live in Wright State University on-campus housing, you may correspond directly with the University Residence Services Office to request accommodation in on-campus housing. We encourage you to visit their website: [www.wright.edu/housing](http://www.wright.edu/housing).

## Off-Campus Housing

Those students who choose not to live in on-campus housing can find an apartment in one of the neighboring communities. If you choose to live off-campus, any assistance we can offer is very limited. Off-campus apartments are not the responsibility of Wright State University.

## Off-Campus Housing Cost

Shop around and compare prices before settling on an apartment. Ask other students about the apartment’s reputation. Online sites may be useful for comparing prices before heading to the location. Use sites such as [www.ApartmentGuide.com](http://www.ApartmentGuide.com), [www.PlaceOfMine.com](http://www.PlaceOfMine.com), [www.PadMapper.com](http://www.PadMapper.com) or [www.ApartmentList.com](http://www.ApartmentList.com) to get an idea of offerings in the area. The UCIE website also summarizes pricing of local apartments: [www.wright.edu/ucie](http://www.wright.edu/ucie). There are also many landlords in the area who do not advertise through websites. It is advised that you also drive around in the area to find out about the current rental offers.

## Off-Campus Housing Lease & Tips

You will be asked to pay a security deposit on the rental of the apartment. This deposit to the landlord is usually equal to one month of rental cost. The landlord holds this money to ensure that he or she has an extra month’s rent if you decide to leave suddenly or damage the apartment. If the apartment is not damaged at the end of your lease, your deposit usually will be refunded. Make sure you understand all the terms of your lease. If you move from your apartment before the end of the lease period, you may be required to pay large fees to the owner. Read your lease carefully before you sign it. Your lease is a legal contract with rules that you agree to follow. Check these items to make sure you and the landlord agree:

- What is the cost per month?
- What is the length of the lease?
- Who is responsible for the payment of utilities – heating, electricity, water, garbage collection, etc.?
- What is the cost of the security deposit and is the deposit refundable?
- Who is responsible for repairs to the apartment while you are living there?

If you are housing more people than stated on the lease, make sure you draft a separate Roommate Agreement. This will ensure that those not on the lease are legally bound to the apartment and the lease contract. Contact the university Student Life Department for a sample contract or contact Student Legal Services for additional help.

Before you sign a lease, make sure the apartment is clean and that you feel safe there. While you are living in it, clean your apartment regularly and do not cause any damage to the walls, ceilings or floors. If you damage the apartment, you may be asked to move, and your security deposit may not be returned to you.

Make sure you understand who is responsible for providing the appliances and furniture in the apartment. There may be additional costs requiring you to purchase your own bed, sofa, and more.

Most apartments do not allow animals. If you plan on getting an animal, get permission from the owner of the apartment before you get the animal. If you have an animal where one is not allowed, you may be asked to move out of the apartment, and you may be required to pay a fine.

Some apartments require you to pay for “utilities” separately (electricity, phone, etc.) Call DP&L to get your apartment electricity connected: (937) 331-3900 or 1-800-433-8500. You will be charged rent even if you do not have electricity yet, so make sure you do this as soon as you sign the lease. Call SBC/AT&T at 1-800-660-1000 to get your apartment phone connected.



For more off-campus housing, check out the Student Support Services webpage:  
[www.wright.edu/students/studsupport/](http://www.wright.edu/students/studsupport/)

The UCIE also offers video tours of the popular apartments around campus through the official YouTube page at  
[www.youtube.com/wsuUCIE](http://www.youtube.com/wsuUCIE)

## Roommates

The UCIE Facebook page is a great place to find roommates or post vacancies:  
[www.facebook.com/groups/WSURoommates/](http://www.facebook.com/groups/WSURoommates/)

The university will also post any roommate requests on a designated bulletin board in the Student Union:

<https://secure.wright.edu/student-support/roommate>

## BANKING

It is recommended that you open a bank account and obtain a debit/credit card and a checkbook. Most payments in the US are made Online electronically or by card. It is also much safer to keep your money in a bank than at home. Wright-Patt Credit Union (located in the Student Union) is an excellent



choice for students, and offers free checking account and debit card. In order to open an account, international students are usually required to provide following documents: International and current local address, passport, I-20 or DS-2019.

# STUDENT PARKING & TRANSPORTATION

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## Campus Shuttle

During fall and spring semesters, Monday through Friday, the Campus Shuttle provides transportation to and from Raider Lot 20, the residential communities, and the McLin Gym at the Nutter Center. Shuttle service is not available during university observed holidays, and breaks.

## Off-Campus Bus/Shuttle

Greene CATS Public Transit shuttles and RTA busses offers rides to-and-from apartment complexes, areas in Green County, Beavercreek, Fairborn, Xenia, Yellow Springs, and downtown Dayton. Bus stops on campus are outside of the Student Union and Millet Hall.

For more information:

[www.i-riderta.org](http://www.i-riderta.org)

[www.co.greene.oh.us/greenecats](http://www.co.greene.oh.us/greenecats)

## Bus Schedules and Routes

Schedules may be obtained on the shuttles and at the Parking and Transportation office.

Located in 224 Medical Sciences

Mon. - Fri., 8:30AM - 5PM

Tel: (937) 775-5690

[parking@wright.edu](mailto:parking@wright.edu)

[www.wright.edu/parking-and-transportation](http://www.wright.edu/parking-and-transportation)



## ZipCar

Wright State University has launched a new partnership with Zipcar, Inc., the world's leading car-sharing network, to offer a car-sharing program on campus. Wright State will initially offer two vehicles, a Ford Focus and a Toyota Prius, which will be located in front of the Student Union. Zipcars are available on demand and can be easily reserved and accessed 24 hours a day, seven days a week. This year, Wright State members can join for \$25, with rates for Zipcar vehicles on campus starting as low as \$7.50 per hour and \$69 per day.

[www.zipcar.com/wrightstate](http://www.zipcar.com/wrightstate)

## Permits & Student Parking

The Parking and Transportation website, [www.wright.edu/parking-and-transportation](http://www.wright.edu/parking-and-transportation), will help you understand the parking permit options and where you are eligible to park. You also may order your permit through the website. Students are fined for parking in the wrong areas at the wrong time, so take care to order the correct permit for your car and confirm your parking areas.

## On-Campus Car Assistance

The Motorist Help Line is for motorists on main campus in need of a battery jump, air for tires, or gas.

Mon. - Thurs., 8AM - 9:30PM

Fri., 8AM - 8PM

(937) 775-5678



# STATE ID & DRIVER'S LICENSE

## State ID

Students can opt to carry a state identification card in place of their Passport. This state ID card can be used as an official form of identification at government locations, bars, and any places that require age/photo ID. Please note that if you have a driver's license, your state ID will become invalid. The cost for a new or renewed Ohio identification (ID) card is \$8.50

### **BMV of Fairborn, Ohio**

1274 N. Broad St.  
Fairborn, OH 45324  
Tel: (937) 878-4040

### **Title Bureau of Dayton, Ohio**

1221 Meadow Bridge Drive  
Dayton, OH 45434  
Tel: (937) 429-0500

## Driver's License

If you have a valid international driver's license or a valid driver's license from another U.S. state, you may drive a car in Ohio for up to one year from the date of your arrival in the U.S. Your I-20 or DS-2019 must have been issued for a duration of time that exceeds one year in order to obtain an Ohio Drivers License.

However, if you purchase a car and register it in your name, or if you do not have a valid driver's license from Ohio, the procedure for obtaining an Ohio Driver's license is as follows:

- 1) Get a copy of the Digest of Ohio Motor Vehicle Laws from any Bureau of Motor Vehicles or online at [www.bmv.ohio.gov](http://www.bmv.ohio.gov).
- 2) Go to the nearest Ohio Highway Patrol driver's license exam station to take a vision test and a written test on Ohio motor vehicle regulations and traffic signs. After you pass the written test, you will be issued a temporary instruction permit, which authorizes you to practice for your road test only when there is a licensed driver seated in the front seat.
- 3) When you have developed your driving skills well enough, contact the nearest exam station to schedule a road test.
- 4) In order to be issued a license, a foreign national must bring:
  - ii) Valid passport
  - iii) U.S. visa
  - iv) I-94 card
  - v) One of the following: An I-20 or a DS-2019 along with original letter from a recognized Ohio business or institution stating that the individual is affiliated with (i.e., employed by or attending), or a dependent, of the institution or business
  - vi) The foreign national must show he or she will reside, or has resided, in Ohio for 12 months, which can normally be proven using the above documentation
  - vii) Each applicant must state whether or not a permanent Social Security number has been assigned. However, a permanent number is not required to be issued a driver's license.

Foreign nationals who will not reside in Ohio for more than 12 months can drive on an international driver's license.

More detailed information about getting an Ohio driver's license and license plates can be found in the Digest of Ohio Motor Vehicle Laws. Please make sure you purchase auto insurance. It's against the law to drive without it!

# ACADEMIC CALENDAR 2015 - 2016

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## August

31 First day of Classes

## September

4 Last day for International Students to register without approval from UCIE

7 **Labor Day Holiday; University Closed**  
Last day to register or add without instructor permission

15 Payment due to avoid cancellation of classes due to non-payment

27 Last day to drop course without a grade (required in-person if student has holds)

## November

1 Last day to drop course with a W grade (required in-person if student has holds)

5 Spring Registration Begins

11 **Veterans Day; University Closed**

25 **No classes held, University offices open**

26 - 27 **Thanksgiving Holiday; University Closed**

## December

12 Last day of classes

14 Full Term Final Examinations Begin

19 Graduation / Commencement

23 Grades Due by Noon

24 - 1/1 **Winter Break - Most Offices Closed**

## January

11 First day of Classes

15 Last day for International Students to register without approval from UCIE

18 **MLK Day Holiday; University Closed**  
Last day to register or add without instructor permission

25 Payment due to avoid cancellation of classes due to non-payment

## February

7 Last day to drop course without a grade (required in-person if student has holds)

29 - 3/4 **Spring Break, No classes held**

## March

20 Last day to drop course with a W grade (required in-person if student has holds)

## April

23 Last day of classes

25 Full Term Final Examinations Begin

30 Graduation / Commencement

## May

4 Grades Due by Noon

Visit [www.wright.edu/registrar/academic-calendars](http://www.wright.edu/registrar/academic-calendars) for up-to-date information.

# ORIENTATION: ACADEMICS





# ACADEMIC ADVISING

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If you were admitted on a **CONDITIONAL** basis, you must maintain a 3.0 GPA for the first 12 credit hours of your study. If you were admitted on a **PROVISIONAL** basis, you must submit the academic document mentioned in your admission letter before you will be permitted to register for the next semester.

One of the most important resources for students is their academic advisor. The academic advisor knows the curriculum and can assist students both with scheduling and staying on track for graduation. The academic advisor can also answer a variety of questions relative to major, minor, and certificate curricula.

Visit [www.wright.edu/academics/academic-advising/find-your-advisor](http://www.wright.edu/academics/academic-advising/find-your-advisor) to locate your advisor's contact information.

## REGISTERING FOR CLASSES

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### Graduate Students

Meet with your departmental advisor as soon as you can in order to register for classes. Additional information has been provided in your Admissions Packet or by the UCIE graduate assistants.

### Undergraduate Students

Check in at the University College office. You will go through placement testing as part of the Orientation Program. You will also meet with an academic advisor. Newly admitted Engineering and Computer Science students should call the CECS Office for an initial advising appointment with a CECS advisor.

University College  
101 Student Success Center  
Tel: (937) 775-5750  
[www.wright.edu/university-college/advising](http://www.wright.edu/university-college/advising)

College of Engineering & Computer Science  
280 Joshi  
Tel: (937) 775-5272  
[cecs.wright.edu/students/advising](http://cecs.wright.edu/students/advising)

## PILOT: COURSEWORK ONLINE

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WRIGHT STATE  
UNIVERSITY

**pilot**

Online Learning Gateway

Most professors will post their coursework online through <http://pilot.wright.edu>. Use your campus username and password to login. This site may contain the syllabus, quizzes, homeworks and more. Contact the professor or campus IT department regarding any missing courses or items.

## ACADEMIC HONESTY & PLAGIARISM

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It is your responsibility to be aware of what plagiarism is and to make sure you do not intentionally or unintentionally engage in it. Failure to follow university guidelines could result in strict academic sanctions, and your ability to continue studies at Wright State University may be jeopardized. Wright State University contracts with third-party websites and software to track & analyze student submissions. Professors can find out when academic dishonesty has occurred, and ignorance is never an excuse!

[www.wright.edu/community-standards-and-student-conduct](http://www.wright.edu/community-standards-and-student-conduct)

# TEXTBOOKS



The official university bookstore will have the correct publication & books you will need for classes. Other off-campus bookstores will not be able to provide the correct information. Some textbooks may be suggested for a class but not required to complete the work. Check with your syllabus or professor to make the correct purchasing decision.

Wright State University's Official Bookstore (Barnes & Noble)

is located in the Student Union ([www.wright.edu/bookstore](http://www.wright.edu/bookstore)). Textbooks can be purchased or rented for the semester. The College Store across the street from campus also sells and rents textbooks. Ohio LINK is an excellent resource to borrow text books from academic libraries across Ohio. Local libraries may also have books that you need to borrow.

Textbooks may also be bought online through websites such as [www.chegg.com](http://www.chegg.com) or [www.amazon.com](http://www.amazon.com).

## ACADEMIC SOFTWARE

### Microsoft Office 365 Email & Calendar

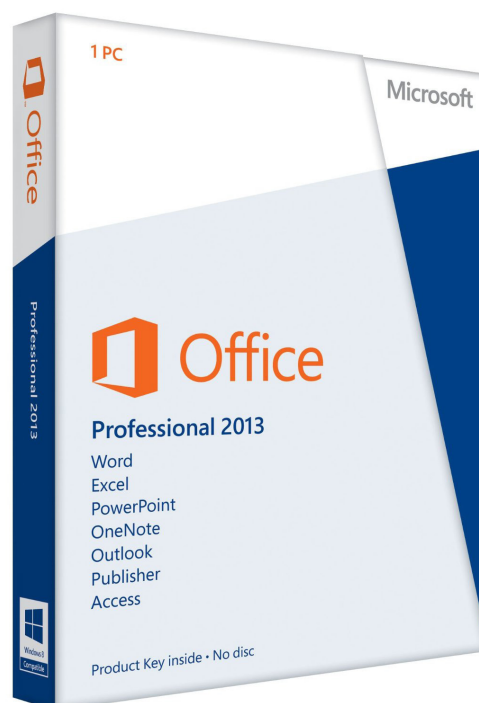
Microsoft Office 365 is WSU's email and calendar service. All students have an account which includes 50GB of email space. You can access your email & calendar by logging in to WINGS and clicking on the "email" link in the top right corner. Learn more at [www.wright.edu/information-technology/services/office-365-setup-instructions](http://www.wright.edu/information-technology/services/office-365-setup-instructions).

### Microsoft Office (FREE!)

As a Wright State University student, you also have free access to Microsoft Office 365 ProPlus, which includes full versions of Microsoft Word, Excel, PowerPoint, Outlook, Access, Publisher, and OneNote software. ProPlus can be installed on up to five personally-owned PCs/Macs, five tablets, and up to five iOS/Android devices. Learn more at [www.wright.edu/information-technology/services/student-advantage](http://www.wright.edu/information-technology/services/student-advantage).

### Microsoft Dreamspark (MSDNAA)

College of Engineering and Computer Science students are eligible for a wide range of free Microsoft software through an MSDNAA license. This may include Windows 7 OS, Windows 8 OS, Visual Studio, SQL Servers, and more. Students should receive an email with account information in the first two weeks of the semester. Learn more at <http://cse.wright.edu/dreamspark-premium-msdnaa>.



# ACADEMIC RESOURCES

## University Libraries

The Paul Laurence Dunbar Library is the main academic library for Wright State University. It provides information resources and materials for class assignments, job interviews, travel plans, and just about anything you can access through the best search engines on the internet.

Mon. - Fri., 7:30AM 12:00AM  
Tel: (937) 775-2525  
<http://libraries.wright.edu>



## University Writing Center

The University Writing Center (UWC) offers free writing consultation to the Wright State community. The goal of the UWC is to help students become more confident, independent, skilled writers, thereby enhancing their abilities as writers in educational, professional, civic, and personal settings. Trained peer consultants will work with you either by appointment or on a walk-in basis.

Writing coaches will help students understand assignment criteria, formulate a thesis statement, develop content, create compelling introductions & conclusions, learn how to properly quote & paraphrase information from sources, learn how to properly cite sources, develop revision & editing strategies, prepare your writing for publication/presentation.

Located in 122 Student Success Center  
Mon. - Thur., 9AM - 6PM  
Fri., 9AM - 3PM  
Tel: (937) 775-4186  
[writingctr@wright.edu](mailto:writingctr@wright.edu)  
[www.wright.edu/writing](http://www.wright.edu/writing)

## Tutoring Services

Tutoring Services is a center for learning assistance. It provides structure that allows students to gain self-confidence and independence in their academic work. Tutoring Services provides tutors for most 1000 & 2000 level courses, and in some cases, 3000 level courses offered at the university in which a student may be experiencing difficulty. Students have tutors and study coaches to develop a deeper understanding of class material, and to gain successful skills that can improve the overall GPA.

First year students are eligible to receive one hour of free tutoring per week for each course. Upper level students and first year students who request additional tutoring beyond one hour per week will be billed at the rate of \$5/hour. Sponsored tutoring is also available through various departments.

Visit [www.wright.edu/tutoring](http://www.wright.edu/tutoring) for more information.

## Laptops2Go

You can check out a wireless laptop computer for up to for hours, free of charge, from the Information Commons area located on the second floor of the Dunbar Library. Both Windows and Macintosh are available. You must be a registered student to take advantage of this service.



## Atomic Learning

Atomic learning offers video tutorials on current and popular software titles, including Microsoft Office and products from adobe. Students have access to the full library of videos included in Atomic Learning. You will need your campus username and password to access the site: [www.wright.edu/information-technology/support-and-training/atomic-learning](http://www.wright.edu/information-technology/support-and-training/atomic-learning)

## Computer Labs, Discount Software/Hardware, IT Help

The Computing and Telecommunications Services (CaTS) department provides service and support for all campus technology, including Internet access, computer labs, electronic classrooms, telephones, information technology, security, and administrative and computing resources.

24-hour computer labs, reduced-cost software and hardware deals are available for students. Contact the helpdesk to find locations and hours for computer labs on campus.

CaTS will also troubleshoot any issues with campus Internet, website logins, and general IT problems.

Located in 025 Library Annex

Tel: (937) 775-4827

[helpdesk@wright.edu](mailto:helpdesk@wright.edu)

[www.wright.edu/information-technology](http://www.wright.edu/information-technology)

# CLASSROOM HINTS

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## Introductions

Introduce yourself to the professor right away. It is common to use academic titles in addressing faculty (Professor, or Dr. if the professor has a Ph.D.), although some professors will tell you to call them by their first name.

## Office Hours

You can visit your professor during “office hours.” This is a time for professors to meet with students on an individual or small group basis. Students must take the initiative to make an appointment when they need help.

## Academic Dishonesty

Academic dishonesty is taken seriously and not seen as simply “helping” another student. Do not copy assignments from other students. You must do your own work. During exam time, be sure to never talk to another student, open up your notes, copy from another student’s paper or ask someone else to do your work or you will be accused of cheating.

## Class Participation

Students should take initiative to ask questions and assert their opinions when appropriate. Participation in the classroom is expected and encouraged and is often a part of your grade. Feel free to express your thoughts even if they are different from those of other students or the professor. Asking questions shows that you are listening and trying to understand the material. Professors appreciate this attention.

## Plagiarism

When you write an academic paper, you must be sure to acknowledge the ideas you have taken from other people and sources. Representing someone else's work as your own is called "plagiarism" and it is considered a serious offense in the United States, and can result in a failing grade or expulsion from the school.

## Grading

The final course grade is based on a number of factors and will vary from class to class but typically includes quizzes, mid-terms, finals, papers, oral presentations, take-home tests, attendance, and class participation. It is not a custom to negotiate with professors for grades. The grading system is intended to be fair. If you believe that your grade is not fair or that your professor made a mistake, you should make an appointment to discuss the grade. Never try to bargain. Some professors grade "on a curve," meaning the grading scale is determined by overall class scores.

## Informality

Students and professors may dress and act casually. In the classroom, drinking a soda or eating very quietly is usually acceptable.





# ORIENTATION: HEALTH & SAFETY



# WSU HEALTH INSURANCE PLAN

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This insurance plan provides benefits for a covered injury or sickness (“loss”) which occurs during your term of coverage under this plan. The plan does not pay for expenses payable by any other insurance or prepayment plan. To provide maximum benefits at low cost, the plan does require referrals from the WSU Student Health Clinic in order to visit a specified doctor off campus. Participation in all athletic activities, other than interscholastic or intercollegiate sports, is covered.

International students will be granted an exemption from purchasing this Plan only if they have U.S. based insurance coverage through the employer of a spouse or parent or are sponsored by their government. Sponsored students must take their financial guarantee to the Office of Bursar by the second week of the semester to be exempted from the insurance. Failure to request an exemption during the first week of classes will result in charges incurred to the student’s account and the student will be responsible for paying the charges. Waiver of the insurance requirement for dependents can only be obtained from the University Center for International Education office, (937) 775-5745.

**Gap Coverage** are the fees that cover the student for 30 days prior to the start of the semester.

International Student: \$134, Spouse: \$134, Child: \$134, More Than One Child: \$268.

	<b>Fall 2015</b>	<b>Spring 2016</b>	<b>Summer 2016</b>
<b>Coverage Period</b>	8/31/15 - 1/10/16	1/11/16 - 5/8/16	5/9/16 - 8/28/16
<b>Premium - Student</b>	\$598	\$535	\$503
<b>Premium - Spouse</b>	\$598	\$535	\$503
<b>Premium - Child</b>	\$598	\$535	\$503
<b>Premium - More Than One Child</b>	\$1173	\$1049	\$987

For questions concerning the coverage or for assistance, please contact Jonathon Henderson at the UCIE in E190 Student Union. For frequently asked questions regarding the Wright State University Student Accident and Sickness Insurance Plan please check [www.wright.edu/student-health-services](http://www.wright.edu/student-health-services).

## STUDENT HEALTH SERVICES

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The services provided at Student Health Services are comparable to those offered at a family practice setting. All professionals are certified, licensed, or registered in their respective fields. In addition to functioning as caregivers and administrators of treatment, the Student Health Services staff strive to be educators and promote prevention and wellness. They provide assistance with the following: Blood Testing, Pregnancy Tests, Mono Spots, Urine Checks, Strep Screens, Female/Male Exams, Physicals, Wellness Exams, Suture Removal, Allergy Injections, Blood Pressure, and STI (Sexually Transmitted Infections) Screening. The Student Health Services also provide Immunizations (covered in your insurance) for TB tests, MMR, Tetanus/ Diphtheria, Flu Shots, Hepatitis Series, and Meningitis Vaccines.

A completed medical history form is required of all residential and international students. Confidential medical files are kept on all students who visit Student Health Services.

Located in 051 Student Union  
Mon. - Fri., 8:30AM - 5:00PM  
Tel: (937) 775-2552  
[StudentHealthServices@wright.edu](mailto:StudentHealthServices@wright.edu)





# SEEKING MEDICAL HELP

## Minor Illness

*(Examples: Cold & Flu, Minor Cuts, Sprain, Stomach Ache)*

Mon. - Fri. 9AM - 5PM	Mon. - Fri. 12PM - 7PM	Mon. - Fri. After 5PM	Weekends
WSU Student Health Services	WSU Physicians	(Any) Urgent Care	(Any) Urgent Care
(No Copay)	(Copay \$35)	(Copay \$35)	(Copay \$35)

## Major Illness

*(Examples: Severe Chest Pain, Unconsciousness, Major Injury, Shortness of Breath)*

Mon. - Sun. (See Listed Hours)	Mon. - Sun. 24/7
(Any) Urgent Care	Emergency Room
(Copay \$35)	(Copay \$125)

*Copay: A fixed amount you pay for a covered health care service, usually when you get the service.*

## Urgent Care

### Kettering Urgent Care Beaver Creek

3371 Kemp Rd Beaver Creek, OH 45431

Tel: (937) 458-4200

Mon - Fri : 9am - 8:45pm

Sat & Sun : 9am - 4:45pm

\*Documents Required: Insurance Card, Drivers License/  
State-ID /Passport (International Students)

### Hometown Urgent Care

1010 Woodman Drive, Dayton, OH 45432

Tel: (937) 438-8711

Mon - Fri : 9am - 10pm

Sat & Sun : 9am - 8pm

\*Documents Required: Insurance Card, Drivers License/  
State-ID /Passport (International Students)

### Kettering Urgent Care Xenia

50 N Progress Drive, Xenia, OH 45385

Tel: (937) 352-2850

Mon - Fri : 9:00am - 7:45pm

Sat & Sun : 9:00am - 4:45pm

Holidays : 9:00am - 3:45pm

\*Documents Required: Insurance Card,  
Drivers License/State-ID /Passport (International Students)

### Doctors Urgent Care

2131 Gateway Drive, Fairborn, OH 45324

Tel: (937) 873-9500

8:30 AM - 10:00 PM

Seven Days/Week

\*Documents Required: Insurance Card, Driver's License/State-ID

## Emergency Care

### Soin Medical Center

3535 Pentagon Blvd , Beaver Creek, OH 45431

Tel: (937) 702-4000

Open 24 hours a day

365 days in a year

\*Documents Required: Insurance Card,  
Drivers License/State-ID/Passport (International Students)

### Miami Valley Hospital

One Wyoming Street , Dayton, OH 45409

Tel: (937) 208-2444

Open 24 hours a day

365 days in a year

\*Documents Required: Insurance Card,  
Drivers License/State-ID/Passport (International Students)

# HYGIENE

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It is important to practice good personal hygiene so your peers, professors, and coworkers will be comfortable in your presence. Good personal hygiene will keep you healthy and socially accepted.

Shower daily. Use soap and water, paying special attention to armpits. Use deodorant at least once a day, preferably after a shower. Change clothing often. Only re-wear an item of clothing if it definitely does not smell like your body odor. Wash clothing with laundry detergent. Off-campus Forest Lane students can request access to the on-campus Forest Lane laundry facility (stop by the UCIE office to apply for access). All other students have access to laundry facilities either in your building, apartment or the community. Use fragrances wisely, allowing one or two complementary scents to define you. Avoid strong fragrances that may overwhelm people with sensitive noses.

For dental hygiene, brush teeth two times a day, floss between teeth using dental wax or a dental pick, and rinse using mouthwash or a dental rinse.

These are a few tips to get you started with your stay in the United States. Please remember that body odor can offend those around you. It is also important to remember that using too much perfume, oils or cologne can be equally offensive.

# CULTURAL ADJUSTMENT

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Learning to live in a new culture is never easy. For most people it is like riding a roller coaster with many ups and downs. You may feel very happy or excited one day and very sad or lonely the next day. This is very common; everyone experiences some form of cultural stress. These feelings will eventually calm down or go away.

## Suggestions for Adjusting to a New Culture

**Learn and observe:** Learn as much as you can about your host culture and your new environment.

**Think positively:** Try not to focus on the things you do not like about your host culture. Do not hang around people who have negative attitudes.

**Keep your sense of humor:** Look for the funny side of embarrassing situations. Everyone makes mistakes; learn from yours.

**Speak English as much as possible:** Don't worry about making mistakes. Practice, practice, practice!

**Go out, take initiative:** Find out where people meet and socialize, and make an effort to go to these places. Attend programs sponsored by UCIE! Americans may have had less international experiences than you have. International students usually have to take the first steps in getting to know Americans. Student organizations provide an excellent opportunity to get involved on campus and allow you to meet fellow students from around the world.

**Get involved in the community:** Research has found that internationals adjust best when they get involved with the host community. This will allow you to get to know more Americans and make more American friends. Consider getting involved by attending city festivals, volunteering at non-profits, and being a part of student associations and clubs.

## Seeking Help in Coping With Culture Shock

The University Center for International Education staff is happy to meet with you. They have overseas experience and are very familiar with the cultural adjustment process. They will also answer questions about your immigration status. All conversations are confidential.

Your family and friends can often be a good source of support. Friends who have been in the United States longer than you have probably experienced the same feelings. Talk to friends who have a positive attitude about living in the United States. Consider also utilizing the campus resource of Counseling and Wellness services to cope with culture shock.

## COUNSELING AND WELLNESS SERVICES

Counseling and Wellness Services (CWS) is a unit of the School of Professional Psychology and functions in cooperation with the division of Student Affairs as Wright State University's counseling center. Wright State Students are given 12 free individual sessions per academic year. Wright State students who purchase the university health insurance have unlimited individual free sessions throughout the year. Therapy is offered in individual, couples, family and/or group modalities. Some examples of problems that may be seen by our staff are: relationship problems, test anxiety, athletic & academic performance enhancement, procrastination & time management, low self-esteem, loss & grief issues, depression, eating disorders, panic & anxiety, family conflict, alcohol & drug problems, psychological assessment, sexual abuse, career indecision, learning disability testing & assessment, and physical abuse/domestic violence. Schedule a free counseling appointment for any concerns.

The Raider Cares phone line is staffed by off-site mental health professionals who provide emotional support, assistance, crisis intervention, and suicide prevention to current Wright State University students. Call Raider Cares at 855-244-2887.

Located in 053 Student Union  
Mon. - Fri., 8:30AM - 5:00PM  
Tel: (937) 775-3407

[www.wright.edu/counseling-and-wellness](http://www.wright.edu/counseling-and-wellness)



## RELIGIOUS LIFE

All of the major world religions are represented at Wright State University. Several of these religious communities provide services and information for university faculty, staff and students.

CATHOLIC CAMPUS MINISTRY  
3650 Colonel Glenn Highway  
Fairborn, Ohio 45324

FAIRBORN MASJED  
3111, Colonel Glen Hwy  
Fairborn, OH 45324

HINDU TEMPLE OF DAYTON  
2615 Lillian Lane  
Fairborn, OH 45324

ISLAMIC CENTER OF GREATER CINCINNATI  
8092 Plantation Drive  
West Chester, OH 45069

TEMPLE ISRAEL - REFORM  
130 Riverside Dr.

BETH JACOBS SYNAGOGUE  
7020 N. Main Street  
Dayton, OH 45415

# SEXUAL VIOLENCE

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Sexual violence is any kind of sexual contact against a person's will and without consent. Some commonly heard terms that fall under the umbrella of sexual violence include:

**Sexual Assault:** Any unwanted sexual contact, including intercourse, touching, or oral sexual stimulation that is performed without consent, often through the use or threat of force.

**Rape:** Any kind of sexual intercourse - vaginal, oral, or anal - that is committed against a person's will or is committed with physical force or the threat of force. Intercourse during which the victim is drunk, unconscious or otherwise considered unable to consent is also rape.

**Sexual Abuse:** Any action performed by a person in order to feel sexually stimulated without the other person's consent, such as watching, touching, or sexually assaulting the victim, or speaking to the victim in a sexual nature.

If you or someone you know would like more information on advocacy options or other services available to students dealing with sexual violence, please call the Women's Center at (937) 775-4524.

# IDENTITY THEFT

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It is estimated that over 13 million people will fall victim to identity theft this year. Criminals use a variety of methods to steal Social Security Numbers (SSN), driver's license numbers, credit card numbers, ATM cards, telephone calling cards, and other pieces of information like your birth date or address.

There are two types of identity theft. An **account takeover** occurs when a thief gets your credit account information and purchases products or services by using your card at a business via physical swipe, phone call, or through an online checkout. **Application fraud** is when a criminal uses your SSN and other information to open new accounts in your name.

You cannot completely protect yourself from identity theft, but you can reduce your risk of fraud!

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You cannot completely protect yourself from identity theft, but you can reduce your risk of fraud!

- Do not carry extra credit cards, your Social Security card, birth certificate or passport in your wallet or purse unless it is absolutely necessary. Store your wallet in a safe & secure place.
- Do not leave your property/documents unattended at any time!
- Reduce the number of credit cards you actively use. Cancel unused accounts. Don't fill out credit applications just to get the "free gift".



- Always put your credit card receipts in your wallet rather than in the shopping bag.
- Keep a list or photocopy of all your credit cards, bank accounts, & investments in a secure place. Make sure you have the phone number to call to report each stolen card.
- Never give out your SSN, credit card numbers or other personal information over the phone, by mail, or on the Internet unless you have a trusted business relationship and you have initiated the call.
- Remove your name from the marketing lists of the four credit reporting bureaus: Equifax, Experian, Novus/Innovis, and Trans Union. Call 1-888-5-OPT-OUT (1-888-567-8688) . This will limit the number of preapproved credit offers you receive, and remove a potential target for identity thieves who use them to order credit cards in your name.
- If your credit card is stolen, cancel it immediately to decrease the damage that can be done! If the credit card was stolen on campus, file a police report immediately by calling (937) 775-2111. If the credit card was stolen from an off campus location, call the jurisdiction that it was stolen in to file a report immediately.
- If your Social Security Card is stolen from on campus, file a police report immediately by calling (937) 775-2111. If the Social Security Card was stolen from an off campus location call the jurisdiction that it was stolen in to file a report immediately. Then contact the Social Security Office and advise them of the situation.
- Check your credit report at least once a year. If you become a victim of identity theft, you can catch it early by checking your credit report regularly.

Participate in privacy! Only you can reduce your risk of identity theft. For more information, visit the Privacy Rights Clearinghouse at [www.privacyrights.org](http://www.privacyrights.org).

## WSU POLICE DEPARTMENT

The Wright State University Police Department is dedicated to providing the highest quality law enforcement support services to ensure that faculty, staff, students and visitors enjoy a safe campus environment and institution of higher learning.

Police Department personnel encourage all members of the university community to join in the effort to maintain a safe and secure environment through campus-oriented community policing. Community members can contribute to this effort by reporting suspicious activity and persons, hazardous or unsafe conditions, lighting conditions or environmental obstructions and traffic hazards. By working together in partnership, the police department and the campus community can achieve the goals of campus-oriented community policing and improve the quality of life at Wright State University.

Please be assured that the Wright State University Police Department takes the issue of campus security extremely seriously. The cooperation and understanding of every member of our community helps them to serve more effectively and efficiently.

### Important Phone Numbers

**EMERGENCY**

**911**

Non-emergency Police Support

(937) 775-2111





# IFA

## International Friendship Affair Festival

The Wright State staff, faculty and students, as well as the greater Dayton area community are all invited to the upcoming International Friendship Affair (IFA). **The IFA festival will be held in the Spring semester annually.**

The International Friendship Affair is an exciting opportunity for the University Center for International Education to celebrate its ongoing relationship with Dayton's diverse international community. IFA features performances by ethnic groups, colorful displays by our international students, and food from all over the world. For nearly three decades, Wright State University, through the University Center for International Education, has hosted a wonderful event at which all WSU students as well as the Dayton area community have had the opportunity to learn about aspects of the culture and heritage of the Wright State international student body.

Over the years, it has developed into one of the most celebrated and unique events at Wright State University. It has provided the opportunity for people from both the Wright State University campus and the greater Miami Valley community to be able to share experiences with our international students. We take pride in the diversity and global perspectives of our international students who currently represent over 70 countries around the globe.





# ORIENTATION: CAMPUS LIFE & RESOURCES



# CAMPUS RECREATION

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The Office of Campus Recreation is dedicated to providing quality recreational opportunities for the Wright State community. Whether you enjoy working out in a state-of-the-art fitness center or prefer hiking through the Grand Canyon, we have something for you. So if you're looking for a way to relieve stress, stay in shape, and make new friends then check out Campus Recreation!



**Intramural Sports:** Includes men's, women's, co-recreational, and wheelchair team sports, individual and dual sports, and one-day special events and tournaments.

**Open Recreation and Fitness Programs:** State-of-the-art fitness center, non-credit instructional classes such as aerobics and spinning, recreational and lap swimming, and an open gym.

**Adapted Recreation:** There are many adapted activities offered for students with disabilities, including wheelchair basketball and handball, deaf volleyball, and goalball.

**Outdoor Recreation Activities:** Rock climbing, white water rafting, horseback riding, and more.

Located in 092 Student Union

Tel: (937) 77505505

[www.wright.edu/campus-recreation](http://www.wright.edu/campus-recreation)

## STUDENT GROUPS

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Wright State University is home to over 200 registered student organizations that vary over 10 different categories: Academics, coordinating, cultural, honorary, media, recreational, religious, residential, social Greek and special interest. Throughout the academic year, these organizations hold events, raise money toward numerous philanthropies, volunteer in the greater Dayton area, offer leadership opportunities for their members, and promote diversity here on campus, all while having fun! Stop by the Office of Student Activities (019 Student Union) or on OrgSync.com and see which organization(s) you would like to join!

Located in 019 Student Union

Tel: (937) 775-5570

[www.wright.edu/student-activities](http://www.wright.edu/student-activities)

[www.orgsync.com](http://www.orgsync.com)

### Student Government

Wright State University Student Government is a student body that exists to advocate widely and deeply felt student interests. It is committed to promoting student participation in the overall policy and decision-making processes of the University. It is also committed to enhancing the quality and scope of education at the University and promoting the general welfare of the entire student population. Student Government shall also represent the student body on state and national issues of interest.



## International Cultural Exchange (ICE)

Students are highly encouraged to become involved with the student organization known as the International Cultural Exchange (ICE). ICE sponsors events to allow international students to experience American culture, culture of other nations and have fun in an informal setting. ICE hosts events during the academic term ranging from a visit to a Haunted House to ice skating in cities nearby. It is free to join this student organization: [www.facebook.com/groups/wsuICE/](http://www.facebook.com/groups/wsuICE/)

## STUDENT SUPPORT SERVICES

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Student Support Services are advocates for student success. They offer a wide range of services, including addressing a variety of individual student concerns. They coordinate services for commuter students, help students obtain off-campus housing, and provide education and resources about health and wellness issues, especially related to drug and alcohol abuse and sexual health.

Located in 022 Student Union

Tel: (937) 775-3749

[www.wright.edu/students/studsupport](http://www.wright.edu/students/studsupport)

## STUDENT LEGAL SERVICES

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Student Legal Services is a non-profit law firm employing two full-time licensed Ohio attorneys and other legal professionals to provide confidential legal assistance and representation. The services are designed to assist students in resolving issues in areas otherwise difficult or impossible to obtain legal services at affordable prices while allowing them to continue their education at Wright State University.

A \$11.00 fee is automatically billed to your Bursar account along with your tuition at the beginning of each semester you are enrolled at Wright State University. The UCIE recommends that you DO NOT waive the Student Legal Services fee because it allows Student Legal Services to provide high quality advice and representation to students without requiring additional fees. You must be a Wright State University student and registered for classes at the Dayton (Main) Campus to be eligible for this service.

Student Legal Services may provide only limited advice in certain areas of the law such as personal injury and property damage claims. Student Legal Services may not represent a student in “an action against a state officer or agency arising out of the performance of the duties of the officer or agency, against a law enforcement officer arising out of the performance of the duties of the officer, against a college or university participating in the plan, against a student of such a college or university, or against a member of the board of regents or the board of trustees, faculty, or staff of such a college or university if the cause of action arises out of the performance of the duties of the member or in the course of the members employment by the college or university” (Ohio Revised Code §3345.022). By not paying this fee, you WILL NOT be able to use Student Legal Services for the entire semester. Also, you may not pay later after a legal problem arises and you need assistance.

Student Legal Services may assist you in the following topical areas:

### **Landlord-Tenant Matters**

Disputes involving repair actions, evictions, late security deposit refunds, unfair damage assessments, lease review, etc.

### **Contract & Consumer Matters**

Credit problems, defective products, warranty questions, etc.

### **Misdemeanor Criminal Matters**

Shoplifting, criminal damaging, disorderly conduct, fake IDs, expunging criminal records, etc.

### **Traffic Cases**

Driving under the influence of alcohol and/or drugs (OVI), speeding, red light violations, stop sign violations, etc.

### **Family & Domestic Relations Matters**

Simple wills, simple dissolutions, uncontested divorces, name changes, etc.

### **Miscellaneous Matters**

Review of employment contracts, notary services, etc. If your particular legal problem is determined to fall outside Student Legal Services schedule of benefits, you will be referred for legal assistance to the appropriate county bar association's attorney referral service, private attorneys, or other appropriate sources. If you are not sure whether your particular case may be covered, call us!

Located in B015 Student Union

Tel: (937) 775-5875

[www.wright.edu/student-legal-services](http://www.wright.edu/student-legal-services)

## **Career Services**

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Career Services at Wright State University is committed to helping students and alumni develop career and life planning skills, acquire experience, master job search strategies, and seek rewarding employment. Career Services facilitates mutually beneficial relationships between employers, faculty and staff, students and alumni in order to meet the dynamic needs of today's workplace.

### **The Wright Search**

Stay active by uploading your résumé every thirty days! The Wright Search is a database where students and alumni post résumés for employers to review, and then respond to employer contact. The Wright Search functions for co-op, internship, and career employment searches. Co-op and internship must meet basic academic requirements. To register for the Wright Search, visit the Wright Search page through the Career Services website.

Located in 334 Student Union

Mon. - Fri., 8:30AM - 5:00PM

Tel: (937) 775-2556

[career\\_services@wright.edu](mailto:career_services@wright.edu)

[www.wright.edu/career-services](http://www.wright.edu/career-services)

# EMPLOYMENT AND SOCIAL SECURITY NUMBER PROCESSING

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As a full-time student at WSU you are eligible to apply for a Social Security Number (SSN) only if you have an Employment Verification Letter from your employer and Employment Authorization Form or a G.A./T.A. contract. To apply for a SSN, you need a letter from the UCIE confirming your status as a full-time student.

Once you have the Employment Verification Letter from your employer and the Employment Authorization Form or a G.A./T.A. contract, you need to request a Social Security Letter and Work Authorization from the UCIE. You will need to attach the following information to your request:

- Attach your Student Employment Authorization Form from Career Services or G.A./T.A. letter from the School of Graduate Studies.
- Attach your Employment Verification Letter from your employer.
- You must have provided your new local address to the Registrar's Office by changing it on WINGS EXPRESS ([wings.wright.edu](http://wings.wright.edu)) and have registered full-time for the term you are seeking work authorization.

## Social Security Administration Office

Mon. - Fri., 9:00AM - 3:30PM

Tel: 1-800-772-1213 and 1-888-329-5724

[www.ssa.gov](http://www.ssa.gov)

The UCIE also provides free rides to the Social Security Office. Sign up in the UCIE office at E190 Student Union.

# WSU CHILD DEVELOPMENT CENTER

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Wright State University's Child Development Center, Mini University (Mini U), offers a variety of programs for children six (6) weeks to twelve (12) years of age.

Located at the intersection of University Blvd. and Wright State Road.

Mon. - Fri., 6:30AM - 6PM

Tel: (937) 775-4070

[www.miniuniversity.net](http://www.miniuniversity.net)

# COMMUNITIES & PHONE NUMBERS

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## WSU Community

African and African American Studies	(937) 775-5532	Student Union Box Office	(937) 775-5544
Asian, Hispanic, Native American Center	(937) 775-2798	UCIE	(937) 775-5745
Bolinga Black Cultural Resource Center	(937) 775-5645	WSU Theater Box Office	(937) 775-2500
Rainbow Alliance	(937) 775-5533	Women's Center	(937) 775-4524
Office of Disability Services	(937) 775-5680	Women's Studies	(937) 775-4818
School Closing Updates	(937) 775-3500	Lost and Found	(937) 775-4444

## Dayton Community

American Czechoslovakian Club	(937) 222-9771	Celtic Academy of Irish Dancing	(937) 256-6086
City Folk Festival	(937) 223-3655	Culture Works	(937) 222-2787
Dayton Art Institute	(937) 223-5277	Dayton Area Korean Association	(937) 429-4731
Dayton Lesbian/Gay Center	(937) 274-1776	Dayton Museum of Discovery	(937) 275-7431
German Club Edelweiss	(937) 836-6889	German Fest	(937) 223-9013
Greek Festival	(937) 224-0601	Habitat for Humanity	(937) 568-0860
India Club of Greater Dayton	(937) 830-3472	Italian Festa	(937) 258-3600
Latino Dayton	(937) 258-1309	Miami Valley Council for Native Americans	(937) 554-1389
Middfest International Celebration	(513) 425-7707	Mountain Days Festival (Appalachian)	(937) 781-0663
Schuster Performing Arts Center	(937) 228-7591	South Slavic Club of Dayton	(937) 824-0742
SunWatch Indian Village	(937) 268-8199	Philippine American Society of Greater Dayton	(937) 879-4131

# RESTAURANTS IN THE AREA

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### **Bob Evans**

*(American)*

2648 Colonel Glenn Hwy  
Fairborn, OH 45324-6560  
(937) 427-0442

### **El Rancho Grande**

*(Mexican)*

3070 Colonel Glenn Hwy  
Fairborn, OH 45324-2279  
(937) 429-1639

### **Tik's Thai Express LLC**

*(Thai)*

2808 Colonel Glenn Hwy  
Fairborn, OH 45324  
(937) 912-5984

### **Texas Roadhouse**

*(American)*

2600 Colonel Glenn Hwy  
Fairborn, OH 45324-6248  
(937) 426-7422

### **Piada Italian Restaurant**

*(Italian)*

3286-B Pentagon Blvd  
Beavercreek, OH 45431  
(937) 912-9967

### **Waffle House**

*(American)*

3998 Colonel Glenn Highway  
Fairborn, OH 45324-2033  
(937) 431-1167

### **Maharaja Indian Restaurant**

*(Indian)*

3464 Pentagon Blvd, Beaver Creek, OH 45431  
(937) 431-5335

### **Buffalo Wild Wings**

*(American)*

2776 Centre Dr. Fairborn, OH 45324  
(937) 431-8555

### **Yaffa Grill**

*(Mediterranean)*

2844 Colonel Glenn Hwy, Fairborn  
OH 45321  
(937) 429-4959

### **Chipotle Mexican Grill**

*(American-Mexican)*

3286 New Germany Trebin Rd.  
Beavercreek, OH  
(937) 320-1228

### **Five Guys Burgers & Fries**

*(American)*

3286 Pentagon Blvd. Beavercreek, OH  
(937) 427-6590

### **Olive Garden**

*(American-Italian)*

2865 Centre Dr. Fairborn, OH  
(937) 426-9200



# INTERNATIONAL GROCERY STORES

## African

ASE African Center	Dayton	4550 Salem Ave # A	(937) 278-9235
Tropical Superstore	Dayton	1923 North Main Street	(937) 277-4430

## Asian

Tensuke Market	Columbus	1167 Old Henderson Rd.	(614) 451-6002
Far East Foods	Dayton	116 Woodman Drive	(937) 254-1250
Hanguk Market	Fairborn	1042 Kaufman Avenue	(937) 878-6560
HON ME Oriental Food	Fairborn	1064 Kaufman Avenue	(937) 879-3138
Koyama Shoten	Dayton	5256 North Dixie Drive	(937) 275-9111
Dong Yang Oriental Food	Fairborn	500 West Main Street	(937) 878-6102

## Indian

Shree-G Grocers	Dayton	2616 Colonel Glenn Hwy.	(937) 318-9044
Jeet India	Beavercreek	2750 N. Fairfield Rd	(937) 431-8881

[www.coolnri.com](http://www.coolnri.com) is a useful link for Indian students. This website provides information on local Indian restaurants, Indian recipes, user reviews on Indian websites to send gifts to India, hourly updated Indian news, and much more.

## Latin American

El Tambo	Columbus	1664 West First Avenue	(614) 481-9700
La Tapatia	Dayton	4941 Burkhardt Road	(937) 256-5863

## Middle Eastern

Halal Meat	Miamisburg	43 South Springboro Pike	(937) 434-2711
Halal Meat	Dayton	1009 Wayne Avenue	(937) 222 1702

## Mixed International Groceries

Jungle Jim's	Fairfield	5440 Dixie Highway # F	(513) 858-3784
Trader Joe's	Dayton	328 East Stroop Road	(937) 294-5411



This International Student Resource Guide follows the official 2015 Wright State University orientation theme. In addition, texts and formatting have been taken from respective departments and resources referenced inside this guide.

# UCIE INTERNATIONAL STUDENT SUPPORT SERVICES



The University Center for International Education is a valuable resource to over 1,800 international students from over 60 different countries. UCIE seeks to serve you, International Student and Scholar, by coordinating efforts to advise and assist you in achieving academic and personal success here at Wright State University. Because of this, UCIE provides numerous student support services designed to help you adjust to life here on Wright State's campus:

- International Student Arrival Planning
- International Student Advising
- Support Services For J-1 Students And Scholars
- Tax Workshops
- Family Invitation Letters
- Driver's License Request Letters
- Updates On Community Events
- Newsletters
- Housing Information
- Employment Authorization

- **Orientation**

The UCIE offers mandatory orientations to new international students in order to provide critical information needed to be successful at Wright State University:

- Courtesy Airport Pickup
- Immigration Check In for all International Students
- Fall, Spring, and Summer Orientation Seminars for New International Students
- International Undergraduate Math and English Placement Testing
- International Student Health Insurance
- Wright State ID Card
- Bank Account

- **Programming**

- **International Friendship Affair:** IFA is one of the most unique and anticipated events at Wright State University. This event is an exciting opportunity for you to showcase your culture through musical performances, dance performances, colorful country displays, and food from all over the world.
- **International Education Week:** A week set aside to learn and celebrate the benefits of international education and exchange worldwide.
- **Welcome Receptions:** UCIE welcomes new students into a friendly environment through welcome receptions.





- **Graduation Receptions:** UCIE celebrates international student graduates in their great accomplishment of completing their degree program and beginning the process of becoming future world leaders.



- **Brown Bag Seminars:** These educational seminars are a time during lunch to learn more about global citizenship.

- **Coffee Hours:** An informal, fun gathering every other Friday from 3-4pm designed to provide a stress free environment:

Welcome BBQ	Saudi National Day	Nigeria National Day
Indian Independence Day	Soccer Tournament	Resume Workshop
International Potluck	Norooz Persian New Year	Halloween Pumpkin Carving

- **International Women's Programming:** UCIE creates programming specifically tailored to international female students. Past events include:

Interview Workshops	Personal Safety Seminars
Winter Health Seminar	Professional Clothes Drive

- **Indian Student Association Programming:** Led by the Indian Student Association, ISA programming seeks to celebrate classic Indian holidays like Diwali and Holi on campus.

- **Intercultural Exchange Programming:** Led by the ICE student group, Intercultural Exchange Events seek to celebrate a multitude of cultures, expose international students to American culture, and foster friendship between WSU international and American students. Past events include the following:

Clifton Mill	Bowling	Ice Skating	Kayaking
Scene 75 Entertainment Center		Valentine's Dance Party	

- **Immigration Advising**

The friendly UCIE immigration services team is here to assist you with any needs related to immigration:

- Travel Request
- Reduce Course Load Request
- Transfer Request
- Program Extension Request
- Student Work Authorization
- CPT
- OPT and OPT Extension
- Change of Status Request
- International Undergraduate Change of Major Request
- F-1 and J-1 Visa Status Reinstatement Advising

## • Student Groups

There are a number of student groups you can join in order to increase your support system and involvement here at Wright State University. Here are some student groups associated with International students:

- Indian Student Association
- Saudi Student Association
- Bangladesh Student Association
- Chinese Student & Scholar Association
- Arabic Club
- African Student Union
- French Club
- German Club
- Persian Club
- Kuwait Student Organization
- International Cultural Exchange- ICE is a student group dedicated to celebrating cultural diversity, exposing international students to American culture, and fostering international friendships among American students and international students.

## Contact List



Dr. Stephen Foster, Ph.D.  
Associate Vice President, International Affairs  
E-Mail: [stephen.foster@wright.edu](mailto:stephen.foster@wright.edu)



Ms. Michelle Streeter-Ferrari  
Director, UCIE,  
Dayton Council on World Affairs (DCOWA) Program Administrator  
E-Mail: [michelle.streeter@wright.edu](mailto:michelle.streeter@wright.edu)



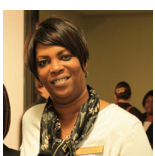
Mr. Steven Lyons  
Associate Director, UCIE,  
International Students and Scholar Services  
E-Mail: [steven.lyons@wright.edu](mailto:steven.lyons@wright.edu)



Ms. Joy Wanderi  
Associate Director, UCIE,  
Director for Education Abroad and Exchange Programs  
E-mail: [joy.wanderi@wright.edu](mailto:joy.wanderi@wright.edu)

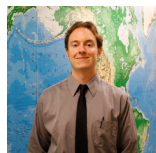


Ms. Kimberly Brumbaugh  
Director, Visa Information and Support/Sevis Management  
E-Mail: [kimberly.brumbaugh@wright.edu](mailto:kimberly.brumbaugh@wright.edu)

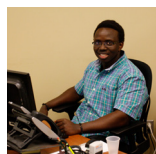


Ms. Kimberly Fritz  
Assistant Director, International Student Employment and Services  
E-Mail: [kimberly.fritz@wright.edu](mailto:kimberly.fritz@wright.edu)

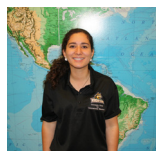




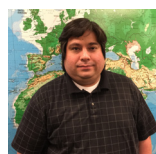
Mr. Jonathon Henderson  
Director, International Student Support Services and Programs  
E-mail: [jonathon.henderson@wright.edu](mailto:jonathon.henderson@wright.edu)



Mr. Isidore Munyeshuli  
Immigration Records Management Coordinator  
E-Mail: [isidore.munyeshuli@wright.edu](mailto:isidore.munyeshuli@wright.edu)



Ms. Catherine Hernandez  
International Student Program Coordinator  
E-Mail: [catherine.hernandez@wright.edu](mailto:catherine.hernandez@wright.edu)



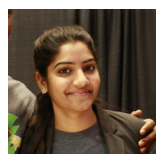
Mr. Matthew Burks  
IT Specialist  
E-Mail: [uciewebmaster@wright.edu](mailto:uciewebmaster@wright.edu)



Mr. Anoop Davidson Chunchu  
Graduate Assistant, International Student Support Services and Programs  
E-Mail: [ucie19@wright.edu](mailto:ucie19@wright.edu)



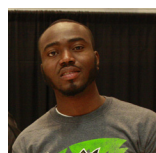
Mr. Chugo Chiobi  
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E-Mail: [ucie18@wright.edu](mailto:ucie18@wright.edu)



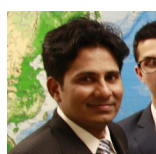
Ms. Srilakshmi Borra  
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Mr. Surjeet Singh  
Graduate Assistant  
E-Mail: [ucie23@wright.edu](mailto:ucie23@wright.edu)

# NOTES

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# THINGS TO DO AFTER YOUR CHECK-IN SESSION

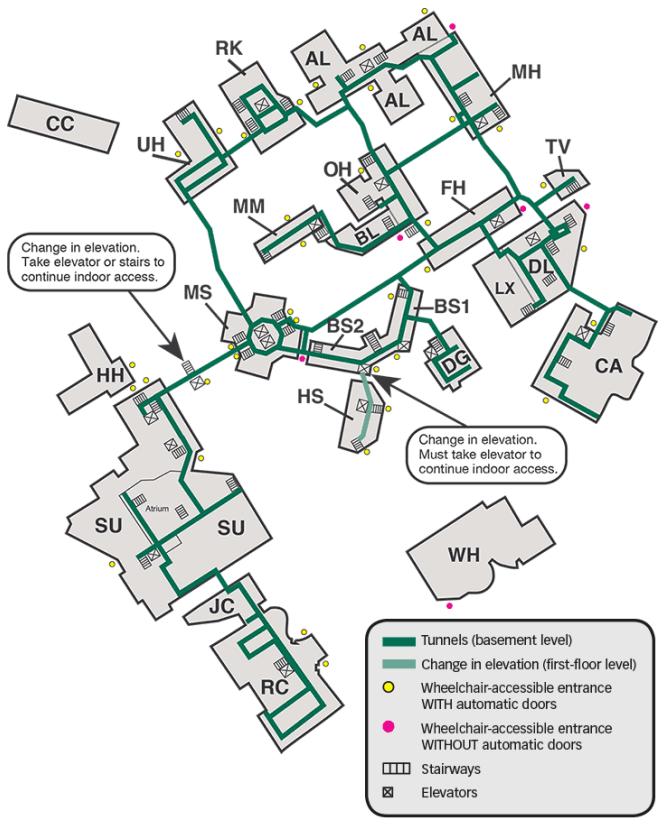
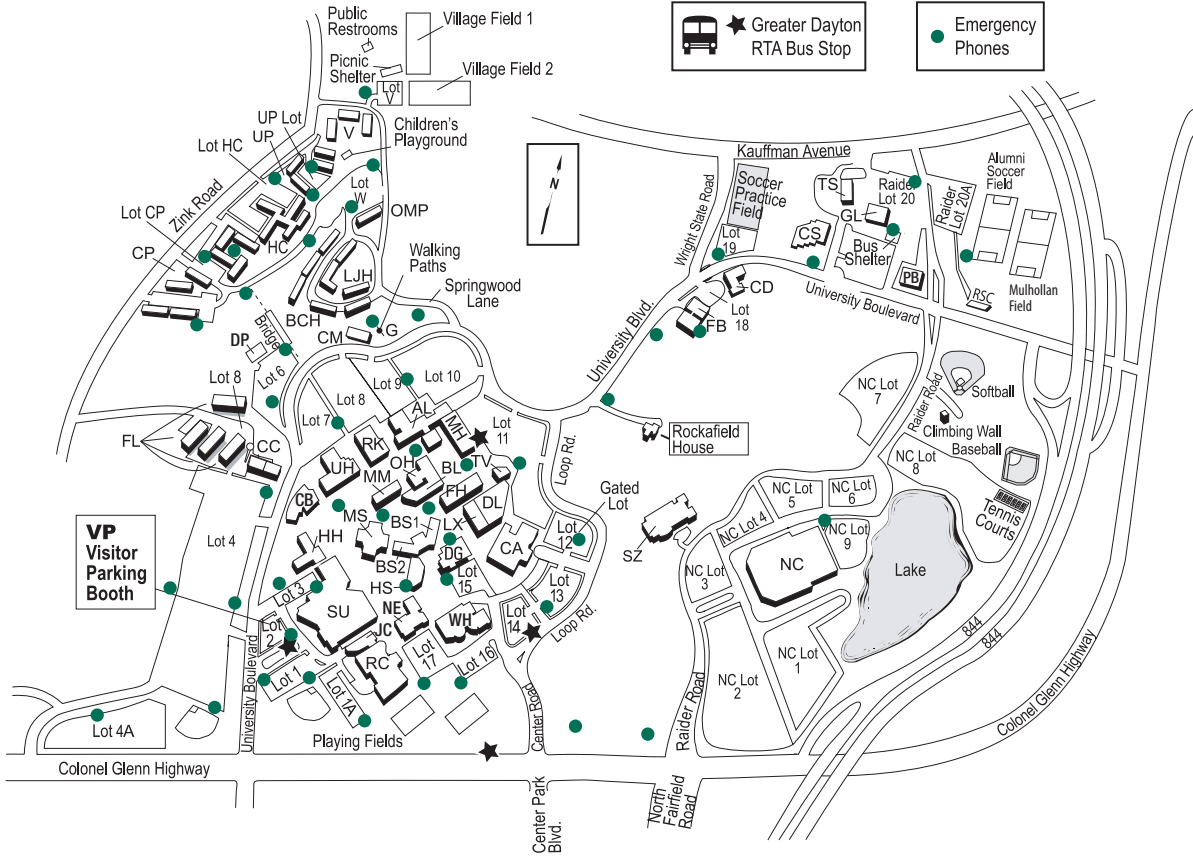
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- Login**  
Get your WSU campus login information from Computing and Telecommunication Services (CaTS | 937-775-4827 | 025 Dunbar Library).
- Address**  
Upload your local address on your Wings Express Account. For any questions, contact CaTS at 937-775-4827 (025 Dunbar Library).
- Wright1 Card**  
Get your Wright1 Card (Wright One Center – 055 Student Union).
- Medical History Form**  
Submit a completed medical history form to the Student Health Services (located in the basement of the Student Union).
- Bank Account**  
Set up a bank account. Wright-Patt Credit Union is located on the first floor of the Student Union for your convenience.
- Class Registration**  
College of Engineering & Computer Science (CECS) Students: Contact CECS for the class registration schedule.  
All other students should contact their academic advisors and make an appointment to register for classes.
- Testing**  
Attend English and Math placement testing (mandatory for undergraduate students only).  
Testing Services Website: [www.wright.edu/university-college/testing](http://www.wright.edu/university-college/testing)  
For both placement testing sessions, please bring with you:
  - One photo ID (your passport)
  - Two #2 pencils
  - Your Campus logon information and UID number
- Orientation**  
Attend the mandatory UCIE International Student Orientation. Note that if you do not attend orientation, you will be charged a \$100 fine with a hold placed on your account and will be required to take a written orientation test.

**Remember to take your admission letter (I-20), I 94, and passport back home with you. Keep these documents in a safe place.**

# Wright State University Main Campus Map

- |                                    |   |   |   |   |
|------------------------------------|---|---|---|---|
| <b>AL</b> Allyn Hall               | <b>DP</b> Dog Park, Wingard Service     | <b>LX</b> Computer Services Library Annex                 | <b>RK</b> Rike Hall                                     | <b>UH</b> University Hall                           |
| <b>BS1</b> Biological Sciences I   | <b>DL</b> Dunbar Library, Paul Laurence | <b>MM</b> Mathematical and Microbiological Sciences       | <b>RSC</b> Rinzler Student Sports Complex               | <b>UP</b> University Park Apartments                |
| <b>BS2</b> Biological Sciences II  | <b>FH</b> Fawcett Hall                  | <b>MS</b> Medical Sciences                                | <b>RC</b> Russ Engineering Center                       | <b>V</b> The Village Apartments                     |
| <b>BCH</b> Boston/Cedar/Hawthorn   | <b>FB</b> Fine Arts Building            | <b>MH</b> Millett Hall                                    | <b>SC</b> Student Success Center and Classroom Building | <b>VP</b> Visitor Parking Booth                     |
| <b>BL</b> Brehm Laboratory         | <b>FL</b> Forest Lane Apartments        | <b>NC</b> Nutter Center, Wright State                     | <b>SU</b> Student Union                                 | <b>WH</b> White Hall (Boonshoft School of Medicine) |
| <b>CC</b> Community Center         | <b>G</b> Garden for the Senses          | <b>NE</b> Neuroscience Engineering Collaboration Building | <b>SZ</b> Setzer Pavilion/Mills Morgan Center           |   |
| <b>CM</b> Campus Ministry Center   | <b>GL</b> Geology Field Equipment Base  | <b>OMP</b> Oak/Maple/Pine                                 | <b>TV</b> Television Center                             |   |
| <b>CS</b> Campus Services Building | <b>HH</b> Hamilton Hall                 | <b>OH</b> Oelman Hall                                     | <b>TS</b> Transportation Services Center                |   |
| <b>CD</b> Child Development Center | <b>HC</b> Honors Community              | <b>PB</b> Wright State Physicians Health Center           |   |   |
| <b>CP</b> College Park Apartments  | <b>HS</b> Health Sciences               |   |   |   |
| <b>CA</b> Creative Arts Center     | <b>JC</b> Joshi Research Center         |   |   |   |
| <b>DG</b> Diggs Laboratory         | <b>LJH</b> Laurel/Jacob/Hickory         |   |   |   |



**WRIGHT STATE UNIVERSITY**



**university center for INTERNATIONAL EDUCATION AT WRIGHT STATE UNIVERSITY**

Wright State University  
 University Center for International Education  
 E190 Student Union  
 3640 Colonel Glenn Hwy.  
 Dayton, OH 45435-0001

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