

How to sign up for Academic Support services:

Tutoring Services



1. Fill out the [Appointment Request Form](#) from our website (there is a new form each semester), indicating which course you would like a tutor for. Please fill out a new form for each requested course.

The form asks for your name and contact information, the course you'd like tutoring for, and for you to provide your daily availability. You will also have to read through our policies and sign an agreement. The form should take about five minutes to complete.

2. The Front Desk will use your availability to match you with a tutor and then email you the appointment information. This is done between business hours 9am-4pm Monday-Friday.
3. If no tutor can be found, an email will be sent to you asking if you would like to meet with a Study Coach instead.
4. For Face-to-Face sessions, please arrive in or in the space outside 122 SC at the time of your appointment. For virtual sessions, please click the link provided in the appointment email to join the virtual meeting.

Study Coaching



1. Fill out the [Appointment Request Form](#) from our website (there is a new form each semester), indicating that you would like a study coach/general tutoring.

The form asks for your name and contact information, for you to select "study coaching/general tutoring," and to provide your daily availability. You will also have to read through our policies and sign an agreement. The form should take about five minutes to complete.

2. The Front Desk will use your availability to match you with a study coach and then email you the appointment information. This is done between business hours 9am-4pm Monday-Friday.
3. For Face-to-Face sessions, please arrive in or in the space outside 122 SC at the time of your appointment. For virtual sessions, please click the link provided in the appointment email to join the virtual meeting.

Supplemental Instruction



During the first week of class, Supplemental Instruction (SI) Leaders communicate directly to the class and share the online session times offered for that week. SI Leaders also survey the class for when and how the students can attend SI Sessions for the remainder of the term. Finalized SI sessions are posted on wright.edu/si in week 2 or 3, along with locations for face-to-face sessions or Microsoft Teams links for online sessions.

SI Leaders email students, at least, weekly with session reminders, encouragements, and updates. To support regular attendance to SI Sessions, we encourage students to:

1. Look up the SI Session schedule at wright.edu/si or reference the SI Leader emails.
2. Set weekly reminders and/or book times for the SI Sessions on their schedule.
3. Reach out to SI Leaders with questions.

SI Sessions are free and open group reviews held by qualified, trained students that target high enrollment, high fail rate, core classes with faculty who collaborate with the SI Program. If a student has a specific concern about attending any of the SI Sessions listed, you can contact Jennifer Lobo (Jennifer.lobo@wright.edu) and she can follow-up with the SI Leader and discuss options for that student.

University Writing Center



1. Fill out the [Appointment Request Form](#) from our website.

Don't forget to attach your paper and assignment guidelines if available! The form asks you some information to help us determine things like the best time for your appointment, what class it's for, and any preferences you have about the type of session you want. There are about 17 questions, and it should take about 5 minutes to complete.

2. An appointment will be made within 2 hours of your request, if provided during our service hours. Afterhours requests will be addressed first thing on the next business day. Appointments are generally available within 1-3 days.
3. You will receive an email notification with "Success Center Appointment" in the sender line, and "[Appointment Notification] Writing Center @ [date]" in the subject line to confirm your appointment time.
4. For Face-to-Face sessions, please arrive in 122 SC at the time of your appointment. For video sessions, please click the link provided in your email inbox at the time of your appointment to join the virtual meeting. Students with email sessions do not need to be present at the time of their asynchronous session.
5. Within an hour of the end of your appointment time, you will receive a follow-up advice letter from your Writing Coach. The sender will appear as writingctr@wright.edu.
6. In your follow-up email, click the link provided to complete the satisfaction survey. We'd love to hear about your experience!

Math Learning Center



For drop-ins:

1. Upon entering the Math Learning Center, log in at the computer station.
2. The math tutors are wearing a black lanyard and name tag. Please feel free to ask a staff member or the front desk for help finding a math tutor if needed.
3. Raise your hand when you are ready for assistance!
4. Upon leaving the Math Learning Center, log out at the computer station.

To schedule a virtual appointment:

1. Go to [RAPS](#). Sign in with your Wright State University account information.
2. Select "Schedule Appointment".
3. Select "Academic Support".
4. Select "Online Math/Stat Course-Based Tutoring".
5. Pick a date. Select "Find Available Time".
6. Select tutor or if you don't have a preference, then do not make any changes.
7. Select the course that you would like to receive tutoring for. Click "Next".
8. Select an appointment time and day. Click "Next".
9. Review. Add any comments or reminders. Click "Schedule."
10. An email confirmation and meeting invite will be sent.

122 Student Success Center
937-775-5770



www.wright.edu/student-success/academic-support