


Writing/ePortfolio Studio Orientation Request Form

Faculty are invited to bring their students to the WEPS to learn about the services offered. We especially encourage visits early in the semester when students are compiling the resources they will use throughout the semester because we would like to be on that list.

Visits to the WEPS are hands-on and include a tour of the facility. In the Orientation, consultants will show your students how to access and use the  online tutoring tool as well as explain the basic facts about the WEPS including hours, location, and what we do (and don't do).

To schedule an on-site Orientation, return this form to the Studio in person, via email to WEPS@vsu.edu, or call WEPS at 804-524-5230 or 804-524-5833. You will receive confirmation of your appointment within 24 hours, but be aware that during peak times such as at the beginning of the semester, we may have to accommodate you at a different time than the one you've requested.

Instructor: _____
Email Address: _____
Campus/Local Address: _____
Campus Phone: _____

Department: _____
Course Prefix and Number: _____
Course Name: _____

Circle the requested time.

Monday	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00
Tuesday	8:00	9:30	11:00	12:30	2:00	3:30	5:00			
Wednesday	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00
Thursday	8:00	9:30	11:00	12:30	2:00	3:30	5:00			
Friday	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	

Please indicate if there are any specific topics you would like us to address during our orientation.

*We will contact you via email to confirm your appointment or to reschedule if necessary.