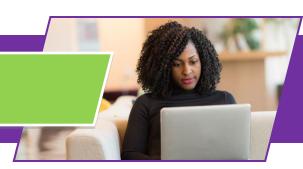# Student Support Center

If you are experiencing any technical or logistical issues with the support tools below, please email StudentSupport@muih.edu.

QUICKLINKS

Net Tutor MUIH575 **Net Tutor MUIH576** **Grammarly** **APA Support** **Kahn Academy** **Time Management** **Library** **Disability Services** **Counseling** **Other Forms of Support**

QUICKLINKS to Canvas Specific Modules

Student and Alumni Affairs Community Canvas Site

Academic Advising **Alumni Affairs** **Career Services** **Academic Support** **Counseling Services** **Disability Services** **Other Forms of Support** **MUIH Professional and Continuing Education**

Virtual Tutoring

As a student at MUIH, you are entitled to several options when it comes to getting tutoring. Below, you will read about those options. As a note, all students interested in tutoring must contact StudentSupport@muih.edu with their requests. Further information will be shared with those who request tutoring, as each request will be treated as unique. We look forward to supporting you!

Net Tutor Subject Specific

MUIH 575

At present, MUIH offers this NetTutor® Course-Specific Tutoring, only for approved individuals who are enrolled in the following NetTutor® Subject Specific Course.

If you are interested in this service, please email StudentSupport@muih.edu.

Tutoring Method of Delivery
As a learner with NetTutor you can choose tutoring that is either synchronous (tutor and learner live simultaneously) or asynchronous (learner submits questions and receives tutor response, similar to email).

NOTE: The decision of utilizing either method of tutoring delivery or in using both synchronous and asynchronous tutoring is solely YOUR DECISION. It will largely be dependent upon what your individual, specific needs are.

Subjects available for tutoring are:

- Anatomy and Physiology
- Chemistry
- English
- Math
- Statistics
- And more!

Net Tutor Paper Center

MUIH 576

At present, MUIH offers this only for approved individuals who are participating in the Prescriptive Writing Referral Program. Students can submit papers asynchronously to the NetTutor® Paper Center 24 hours a day, 7 days a week. NetTutor® tutors will review and return papers via the same interface.

If you are interested in this service, please email StudentSupport@muih.edu.

Listed Below are some other tips to assist you in utilizing the Paper Center:

- NetTutor® Paper Center as part of the Prescriptive Writing Referral Program is a supplement to your classroom instruction. The NetTutor® paper review service is unique in that their tutors do not simply insert comments into the students' text. Instead, tutors write comments and place proofing symbols on the paper as though it were a physical paper. In addition, tutors write a review summary of your writing, where strengths are highlighted and suggestions for improvement are given. **At no time will a tutor rewrite a paper for a student.**

- NetTutor® Paper Center offers students the capability to upload the actual assignment so the tutor has specifics of the assignment while reviewing a paper, which is the rationale of obtaining that information on the front end of the Prescriptive Writing Referral process with your instructor.

- In utilizing the Paper Center, it is the responsibility of students to take the tutor's feedback and make any necessary changes. In no case will the tutor rewrite a paper, paragraph, or sentence, although an alternative form of expression may be suggested as an example of improvement the student may be able to make.

- Once a paper has been reviewed, the student will receive an email notification. Returning to the Paper Center, you will find the reviewed paper, and a summary of remarks about your writing.

Academic Support Tools

We understand the challenges of writing at the graduate school level, as each student brings their own unique skills and knowledge to the table. In the sections below, you will find different tools that support different academic topics necessary to succeed at MUIH. If you have questions about any of these tools after trying them out, please email StudentSupport@muih.edu with your queries.

Grammarly (academic writing)

Grammarly offers grammar checks which provide feedback on punctuation, sentence structure, style, vocabulary enhancement, and spelling. A popular feature includes plagiarism detection, including assistance with APA citations. To get started using the advanced version of Grammarly, establish your personal account.

Create Your Grammarly Account

Steps to Setting up a Grammarly account:

1. Go to https://www.grammarly.com/edu/signup

2. Provide the name, @muih.edu email, and password.

3. Check an inbox for the email and click on the activation link.

4. Apply the access code **susuJSsiJLgTjWAj**

Additional Features

MS Office plug-in:

The MS Office plug-in conveniently adds Grammarly to Microsoft Word and Microsoft Outlook. When creating a document, Grammarly will appear on the right-hand side and provide suggestions, similar to the online editor.

Desktop App:

The desktop app can be placed on your computer as a shortcut on your desktop to provide a quick and easy way to access Grammarly. Its usage is identical to the online editor.

Browser extensions

The browser extensions allow Grammarly to check writing entered in text boxes within a web browser, including the Gmail compose box.

•   Chrome Extension

- Safari Extension

- Firefox Extension

Videos

[Grammarly Introduction](#)

Purdue Owl (APA support)

The Online Writing Lab (OWL) at Purdue University houses writing resources and instructional material to assist with many writing projects. Many people use the online website as an extension to the *APA Style Guide.* [Click here for the Purdue Online Writing Lab.](#)

Academic Writer (APA support)

Academic Writer combines authoritative and interactive teaching tools with advanced research technology to support students with APA Style formatting. With a robust digital library of videos, quizzes, samples, and more to supplement course content, Academic Writer supports students who have questions about how to conduct research, structure their papers, and format what they write.

- Academic Writer can assist you with:
- Paper Formatting
- APA Citations
- Paper Templates
- Example Papers and References

Steps to Setting up an Academic Writer Account:

1. [Navigate to MUIH Academic Writer](#)
2. Create a new account with your credentials
3. If you have any questions please email StudentSupport@muih.edu

Training/Support/Resources

Khan Academy (subject-specific support)

[Khan Academy](#) is a free resource focused on students learning the foundational knowledge necessary to succeed in class. Subjects range from grammar and biology to organic chemistry and statistics. Students interested in accessing this free tool for step-by-step videos and informational lessons may follow the links below (no account required).

[Khan Academy (direct link)](#)

Time Management

Successful time management begins with deliberate decision making. What are your priorities; what will it look like when those priorities are being managed effectively? Small changes are a great place to start, they often translate into habits and open the door to more significant change. Even clicking on this page is taking a step towards improving your time management strategies. Most students at MUIH have multiple commitments (careers, family, personal interest, hobbies, etc.). One week prior to the start of your course the syllabus will become available, it is imperative to review all your syllabi for the trimester and determine a tracking system for all requirements and assignments of the course. If you feel you need support with time management, please review the resources below. Please reach out to StudentSupport@muih.edu if you have additional questions or would like tailored assistance.

Helpful Time Management APPs

To Do List Apps

From course assignments to shopping lists, these apps do the organization and distribution for you, so you can just focus on getting it done!

- [Remember the Milk](#)
- [Todoist](#)

Project Management Apps

These project management applications are developed to help teams organize and track work.

- [Trello](#)
- [Asana](#)

Increase Focus and Stop Distractions Apps

Select devices and select your schedule to block apps, websites and distractions

- [Freedom](#)

Say Goodbye to Email Overload App

Easily delete email clutter and prioritize mail and messages from people you trust.

- Boxbe

Excel and Word Assignment Tracking Tools

- Please email StudentSupport@muih.edu for templates that are available

Library

MUIH's Sherman Cohn Library's Research Tools page is the gateway to accessing the library's wealth of electronic and print resources. From the Research Tools page, you'll find links to the library Catalog and EBSCO or Integrative Search, where you will discover thousands of books, eBooks, and articles within the searchable EBSCO databases.

To use the library's resources from off-campus, you'll need to sign-in, as seen here.

Follow these step-by-step instructions to create your account for remote sign-in.

You can find help identifying your SIS ID here.

Information about accessing and using EBSCO can be found here.

To search the Catalog and EBSCO at the same time, use Integrative Search!

The Collaborative Commons and Quiet Areas are open during MUIH building hours. Library services are available Monday-Saturday 10:30am-4:00pm. During service hours we are delighted to provide circulation assistance and access to the physical collection. Library staff are also available for reference assistance, such as instruction in using and locating library materials and using the catalog and EBSCO databases to find resources for class assignments and research.

If you have a question or need help with anything, please contact the library! Library staff can be reached at 410-888-9048 x6644 (1-800-735-2968 x6644) or via email at librarydesk@muih.edu.

Disability Services

The MUIH Student Support Center's Office of Disability Services is dedicated to contributing to an inclusive learning community in which all students can thrive; furthermore, we work in partnership with faculty and staff to ensure equitable access for students with disabilities.

Students are not required to disclose their disability(ies) to the University but must register with Disability Services to receive accommodations. Accommodations are designed to eliminate or reduce disability-related barriers, and they are determined through a comprehensive process that includes the student's request, self-report, and documentation.

To register with Disability Services, please complete the process described below:

1. Complete the Accommodation Request Form located at https://my.muih.edu/forms-policies-2/for-students
2. Have your qualified healthcare provider fill out the Healthcare Professional Form or provide documentation from your healthcare provider that includes the information outlined in the student handbook.
3. Schedule a welcome meeting with Michelle Coleman, Director of Student Support and Advocacy, by phone or in person.

Students can register with Disability Services at any time but are strongly encouraged to register or request accommodations well in advance of needing accommodations.

Some students may not realize that they may be eligible for services. Some examples include:

- Learning disabilities
- Sensory Impairments (including blind/low vision/deaf/hard of hearing)
- Post-Traumatic Stress Disorder
- Attention-Deficit/Hyperactivity Disorder (ADHD)
- Anxiety or Depression
- Chronic Medical Illness
- Mobility Issues
- Speech and Language Impairments
- Temporary Disabilities (such as concussions or major surgery)

For more information about Disability Services processes and services, please refer to the Student Handbook or contact Michelle Coleman at the Office of Disability Services at dscoordinator@muih.edu or 410-888-9048 ext 6774 for more information – We'd be grateful for the opportunity to assist you!

Counseling Services

MUIH's Student Support Center is now providing Counseling and Referral Services for current students! We will provide free, short-term counseling in-person for local students and online for most out-of-state students. *

To learn more about our services or to schedule a consultation to meet a member of our team and discuss your needs and eligibility, please contact a member of our team at 410-888-9048 ext 6720 or e-mail counseling@muih.edu. We'd be delighted to assist you!

If you are experiencing an emergency, please contact 911.

If your needs are urgent, please consider utilizing one of the following services:

Crisis Text Line

Text 741-741

CrisisLink

703-527-4077

National Suicide Prevention Lifeline

800-273-8255

Veterans Crisis Line

800-273-8255, Press 1

Deaf and Hard of Hearing Suicide Prevention Lifeline

1-800-799-4889

TrevorLifeline

866-488-7386

Trans Lifeline

877-565-8860

Non-Emergency Contacts

MUIH Counseling and Referral Services

410-888-9048 ext 6720

MUIH Student Support Center (Michelle Coleman)

410-888-9048 ext 6774

Other Forms of Support

(Conflict Management, Victim Support, Community Referral, etc.)

Members of the MUIH Community Affected by Sexual Harassment/Sexual Violence

For members of the MUIH community affected by sexual harassment or violence (including but not limited to stalking, relationship violence, assault, and exploitation), please contact our Title

IX Coordinator Melissa Cahill for assistance. Here's our Title IX Coordinator's contact information:

Email: titleix@muih.edu

Please note that all MUIH employees are considered responsible employees and required by law to report any sexual harassment/violence incidents to the Title IX Coordinator.

The national domestic violence hotline has comprehensive information and highly specialized staff who provide confidential assistance both by phone and chat feature 24/7. Their website is http://www.thehotline.org/

Conflict Management

Are you struggling with communicating with a peer or faculty member? We can help you develop the skills and confidence to engage in productive conversation and work towards resolution! Contact us at studentsupport@muih.edu.

For Students Experiencing Distress

If you are experiencing distress for any reason, a member of our team can connect you with helpful community resources.

For financial assistance, you may be eligible for an emergency loan through MUIH. Emergency loans are for unforeseen matters that pose an immediate financial risk or cause undue hardship for the student.

Emergency loans are interest-free loans and are awarded using the following criteria:

- The amount of an emergency loan may not exceed $500
- The total amount of all emergency loans outstanding to a student may not exceed $500
- The student must be registered for at least 1 credit in a degree-seeking program in the trimester in which applying for the loan
- If the request is in between trimesters, the student must be registered for at least 1 credit in a degree seeking program in the upcoming trimester
- The student must not have any funds owed to the university for tuition and fees in order to be eligible for an emergency loan
- If a student has fully completed the financial aid process and will be receiving financial aid shortly to fully cover tuition and fees then a student will be considered to not have any funds owed to the university
- The loan must have a payback period of no more than 90 days
- If the student had borrowed an emergency loan in the past, the loan must have been paid back no later than 90 days
- The loan is not available to prospective students prior to the start of the trimester for which they will be attending

The Emergency Student Loan Application Form must be completed by the student and submitted to the Coordinator of Retention Student Success and Disability Services. After review, the form will be submitted to the finance office for final review and approval. The form is located here.