



RIDGEWATER  
COLLEGE

# Key *Information* Guide



Your mission  
starts here!



2022-2023

# Calendar 2022-23



## Raise Your Shield!

### Fall Semester: August 22 - December 16, 2022

Classes begin	August 22
Tuition due <a href="https://www.ridgewater.edu/tuition">ridgewater.edu/tuition</a>	August 26
Last day to add/drop classes	August 26
College closed - Labor Day Holiday	September 5
No classes - Teacher Conferences	October 20-21
Scholarship fall application deadline	November 1
College closed - Veterans Day Holiday	November 11
College closed - Thanksgiving Holiday	November 24-25
Final exams	December 12-16
Last day of fall semester	December 16
College closed - Christmas Observed	December 26
College closed - New Year's Observed	January 2

[ridgewater.edu/calendar](https://www.ridgewater.edu/calendar)

### Spring Semester: January 9 - May 12, 2023

Classes begin	January 9
Tuition due <a href="https://www.ridgewater.edu/tuition">ridgewater.edu/tuition</a>	January 13
Last day to add/drop classes	January 13
College closed - Martin Luther King, Jr. Hol.	January 16
College closed - Presidents' Holiday	February 20
No classes - Spring Break	March 6 - 12
No classes - Employee Duty Day	April 14
Final exams	May 8 - 12
Last day of spring semester	May 12
College closed - Memorial Day Holiday	May 29
Summer semester begins	May 30
Scholarship spring application deadline	June 1

## Registration



### Academic Advising

Students **are required to meet with an advisor** for degree and course planning and to obtain a registration access code. Liberal Arts and Sciences students with 29 or more completed credits do not require a code.

### Add, Drop and Withdraw

A course **add** includes initial registration, additional registration, or substituting one course for another; it must be completed **by the term's fifth business day**.

A course **drop** occurs when a student removes a course from his/her schedule **by the term's fifth business day and tuition is fully refunded**.

A course **withdrawal** occurs when a student removes a course from his/her schedule **after the fifth business day of the term**. A 'W' is posted on the transcript. Tuition may be partially refunded for a total withdrawal of all courses, depending on timing.

[ridgewater.edu/refunds](https://www.ridgewater.edu/refunds)

**Withdrawals impact satisfactory academic progress and financial aid.** Students are strongly encouraged to meet with a counselor or advisor **prior to withdrawing**.

NOTE: Courses starting after the term's fifth day or that run less than a full semester have different deadlines. Check course details on the course schedule or contact Student Services for assistance.

### Satisfactory Academic Progress

To maintain enrollment and financial aid eligibility, students must make satisfactory progress, **maintaining a 2.0 cumulative GPA and completing 66.67% of cumulative attempted credits**.

## Paying for College \$\$

### Financial Aid

The Financial Aid Office provides information on federal and state aid programs. Apply online at [fafsa.ed.gov](https://fafsa.ed.gov). Ridgewater's school code is **005252**.

Undocumented/DACA Minnesota residents may be eligible for aid through the Minnesota Dream Act. [ohe.state.mn.us](https://ohe.state.mn.us)

### Scholarships

Watch your student email for reminders! More than \$200,000 in scholarships will be awarded! Application deadlines are November 1 and June 1. [ridgewater.edu/scholarships](https://www.ridgewater.edu/scholarships)

### Work Study & Community Jobs

Great jobs are available on and off campus. Those who qualify for work study benefit from jobs that are flexible with your schedule. See a job listing at [ridgewater.edu/workstudy](https://www.ridgewater.edu/workstudy). Students must indicate an interest when you complete the FAFSA. To seek part-time or full-time community work, go to [collegecentral.com/ridgewater](https://collegecentral.com/ridgewater).

### Payment Options

**Payment plans** are available through Nelnet. This monthly auto-pay option is interest-free with a small fee. Learn more **PRIOR to the tuition due date** in your **eServices** account under Bill and Payments. Students planning to **pay directly** can do so through **eServices**, by phone at 320-234-8596, by mail, or in person. [ridgewater.edu/eservices](https://www.ridgewater.edu/eservices)

# Stay Informed: Watch *email and text alerts*

Email is the primary way we communicate important information and opportunities. Students are assigned a Ridgewater email and should **CHECK IT OFTEN!** [ridgewater.edu/email](mailto:ridgewater.edu/email)



We also use multiple platforms for text messaging. **Star Alerts** are for emergencies like weather cancellations. All students are automatically opted in for these messages. **Student Services Alerts** are available for notices on advising, course information, announcements and more. Sign up through **eServices** and opt in under Account Management. **SignalVine**, a two-way texting tool, allows students to communicate directly with **Student Services staff**. Students are opted in to SignalVine upon acceptance to the college. Instructors may also use various texting applications.

## Everything COVID-19

The pandemic continues to be on everyone's radars at school, work and home. At this time, masks are not required. Changes in state and local cases could cause this to change at any time. Ridgewater follows guidelines from the Center for Disease Control and Minnesota State.

Stay current with college guidelines via your Ridgewater email, our website at [ridgewater.edu/covid-19](http://ridgewater.edu/covid-19), and campus building signage.

## *eServices* makes it easier

eServices is the online student portal to access grades, register for classes, pay tuition, and see your financial aid award letter.

### To Log into eServices

[ridgewater.edu/eservices](http://ridgewater.edu/eservices)

Enter your StarID and StarID password to access:

#### Courses and Registration

- Search and register for courses
- View and modify your schedule

#### Grades and Transcripts

- View semester grades (they are not mailed)
- View your unofficial transcript
- View your DARS report  
(verify you are taking the right courses to graduate)

#### Financial Aid Info

- Check the status of your application
- See your possible awards

#### Bills and Payment Info

- Check out your full account details
- Pay online

## Student Log Ins



Access Ridgewater's website homepage at [ridgewater.edu](http://ridgewater.edu) for resources students use the most. Click LOGINS at the top if you're on a desktop computer. If using a mobile device, select the MENU box for LOGINS. Students can easily access:

- D2L Brightspace
- Email & Office 365
- eServices
- MediaSpace
- StarID

## D2L Brightspace

D2L (Desire 2 Learn) is a tool used to deliver course materials for online and on-campus classes. Students use D2L to some extent for classes.

### Log into Your D2L Brightspace Account

[ridgewater.edu/D2L](http://ridgewater.edu/D2L)

#### Enter your StarID and StarID password

- Once you are logged into D2L, any classes that will use D2L will be listed in the My Course section. The class will become a blue hyperlink that you can click on at the start of the semester.
- Log into D2L and click on each class during the first week of school so that your instructor knows you will be attending class.
- D2L can be used to post assignments, quizzes and readings. It can also be used to upload papers or other assignments for class.
- Each class will have an instructor and his/her contact information in the syllabus.

## Information *release*

Ridgewater cannot release private or educational information without your written consent. If a student wants information released to third parties including parents, go to [ridgewater.edu/inforelease](http://ridgewater.edu/inforelease) and complete the Authorization to Release Student Information form. The release remains in effect unless changes are made.



## Bookstore



Buying your textbooks online at [www.ridgewaterbookstore.com](http://www.ridgewaterbookstore.com) is easy! Students are encouraged to order their books online starting two weeks before classes begin, as books are warehoused on the Willmar campus for online order distribution. Books are available new, used, e-book or rental books. Orders may be shipped to you by UPS or online orders may be picked up at the Hutchinson or Willmar campus stores (picture ID required).

**Bookstore Hours** for in-store purchasing  
Monday - Friday: 7:45 a.m. - 3:30 p.m.

- Supplies
- Returns
- Ridgewater gear
- Food, snacks, beverages
- Book buyback/rental returns
- Books: Online order pick-up

\*Info subject to change due to COVID-19. Check website for updates.

\*\*All students who have met one of the tuition and fee payment requirements and are registered for at least one Ridgewater credit may charge their books online at [www.ridgewaterbookstore.com](http://www.ridgewaterbookstore.com).

## Student ID/Warrior Card

Your Warrior Card will be used as a library card and a photo ID. You may also get some sweet student discounts with it around town! Request your Warrior Card online or on campus. Visit [ridgewater.edu/warriorcard](http://ridgewater.edu/warriorcard) to learn more.



## Library



Resources, computers, printers, tutors\*, study rooms, etc.

### Regular Library Hours\*:

Monday - Thursday: 8:00 a.m. - 4:00 p.m.

Friday: 8:00 a.m. - 3:00 p.m.

### Summer Library Hours (subject to change):

Monday - Thursday: 7:30 a.m. - 3:30 p.m.

[ridgewater.edu/library](http://ridgewater.edu/library)

\*Subject to change. Check web page for current info.

## Get Involved!



One of the best ways to maximize your college experience is to get involved. Find an activity that's right for you!

[ridgewater.edu/studentlife](http://ridgewater.edu/studentlife)

- Weekly events
- Clubs and interest groups
- On-campus disc golf
- Student Senate
- Fine arts and honor society
- Intramural Esports
- Athletics or recreational sports, including co-ed clay target

[ridgewaterathletics.com](http://ridgewaterathletics.com)

## Follow the Ridge!



## Key Resources

### HUTCHINSON CAMPUS

### WILLMAR CAMPUS



Academic Support/Tutoring	320-234-8650
Advising & Counseling	320-234-8595
Business Office	320-234-8596
Disability Services	320-234-8650
Diversity, Equity & Inclusion Office	320-222-5986
Financial Aid	320-222-7488
Records and Registration	320-234-8592
Student Services	320-222-5971
TRiO Student Services	320-234-8650
Veterans' Resource Center	320-491-2734

320-222-5263
320-222-5982
320-234-8596
320-222-8040
320-222-5986
320-222-7488
320-222-5213
320-222-5971
320-222-8075
320-491-2734

**Reminder:** Your online orientation is a valuable tool to help you succeed. You can refer to it any time after completion.  
[ridgewater.edu/onlineorientation](http://ridgewater.edu/onlineorientation)



MINNESOTA STATE

Ridgewater College,  
A member of Minnesota State

Ridgewater is an affirmative action, equal opportunity employer and educator. This document available in alternative formats upon request by calling 800-722-1151 or by contacting us via a preferred Telecommunications Relay Service.

3/2022



# Academic Resources/Services

We want you to succeed at Ridgewater College! Here are some resources to help. Some offices may have eligibility requirements or request that you self-disclose issues in order for us to attempt to serve you. All information will be kept private and will be used to determine eligibility and/or will only be used to plan support services to help you. We look forward to working with you!

## Academic Support / Tutoring Services

Provides extra support such as tutoring, study skills and/or computer assistance.

Tutors are available to help students with their studies. They provide assistance on a wide range of subjects including Math, English, Chemistry, Psychology and much more! All students are eligible for free tutoring services.

Learn more and schedule an appointment at [ridgewater.edu/tutoring](https://ridgewater.edu/tutoring)

## Disability Services (DSO)

Provides support services to students who have disabilities on a flexible and individualized basis.

Reasonable accommodations can be provided after appropriate documentation has been received and reviewed by the Disability Services Office. Students must self-disclose disability status. Eligibility requirements apply. All information is kept confidential.

### Contact Information

Hutchinson campus, Room 116 | Terry Grinde, 320-234-8650 or [terry.grinde@ridgewater.edu](mailto:terry.grinde@ridgewater.edu)  
Willmar campus, Room A119 | Jay Morrison, 320-222-8040 or [jay.morrison@ridgewater.edu](mailto:jay.morrison@ridgewater.edu)

## TRiO Student Support Services

Provides support to increase the retention of eligible students pursuing an Associate's degree.

This program funded by the US Department of Education connects participants immediately to an advisor, additional tutoring, FAFSA and scholarship completion support, four-year college transfer assistance including four-year college tours, and a laptop and graphic calculator loan program.

### Who is eligible?

- First-generation college students
- Low-income students
- Students with disabilities
- Must be a US citizen or meet residency requirements for federal financial assistance
- Must be enrolled in a two-year degree program (or accepted for enrollment in a two-year degree program for the next term)

### Contact information

Hutchinson campus, Room 116  
Terry Grinde, 320-234-8650 or [terry.grinde@ridgewater.edu](mailto:terry.grinde@ridgewater.edu)  
Thomas Tie, 320-222-8072 or [thomas.tie@ridgewater.edu](mailto:thomas.tie@ridgewater.edu)  
Willmar campus, Room A144  
Thomas Tie, 320-222-8072 or [thomas.tie@ridgewater.edu](mailto:thomas.tie@ridgewater.edu)  
Kim Boysen, 320-222-8073 or [kim.boysen@ridgewater.edu](mailto:kim.boysen@ridgewater.edu)  
Julie Quackenbush, 320-222-8075 or [julie.quackenbush@ridgewater.edu](mailto:julie.quackenbush@ridgewater.edu)

## Technical Program Recruitment & Retention Support

Provides support to students in technical programs.

Our mission is to focus on our student needs and ensuring academic success. We want to ensure students career and academic goals align by helping resolve any barriers our prospective and current students may be experiencing. If you have questions or concerns about resources on campus, staff available to help, or any other questions to help ensure your academic success, please contact our Recruitment and Retention Specialists for technical programs.

### Contact Information

Willmar campus, Room A120 | Stephanie Holland, 320-222-5983 or [stephanie.holland@ridgewater.edu](mailto:stephanie.holland@ridgewater.edu)  
Hutchinson campus, Room 121 | Cindy Rettman, 320-234-8510 or [cindy.rettman@ridgewater.edu](mailto:cindy.rettman@ridgewater.edu)





## IT Support Solutions

- Check out the IT page on Ridgewater's website.
- Willmar IT Office—L110
- Hutchinson IT Office—128
- Ridgewater IT helpdesk  
320.234.8777
- MNSCU Helpdesk 877.466.6728



## Technology Information for you

### Email and Office 365

Your email address is setup and ready for you to use. It is your `firstname.lastname@go.ridgewater.edu`. To access it go to <https://portal.office.com> and log in with your username **starid@go.minnstate.edu** (i.e. `aa1234bb@go.minnstate.edu`) and your Star ID password.

Your account also gives you access to 1 TB of cloud storage and access to Microsoft Office 365.

When you log in you will have instant access to Office 365 apps like Word™, Excel™ and PowerPoint™. You can also download a copy for your personal computer. Office 365 is protected with multi-factor authentication. You will be prompted to set up an additional verification method with your first sign in.

### Add your Ridgewater email to your phone

1. In your E-mail App or Accounts Settings choose Microsoft Exchange or Corporate E-mail
2. Enter your username: **starid@go.minnstate.edu** in the email box.
3. Enter your Star ID Password.
4. When prompted, enter Multi-Factor Authentication code or approve on Microsoft Authenticator app.
5. Most phones (like the iPhone) will auto-detect the rest of information from here, if not see the rest of the instructions
6. Enter `outlook.office365.com` if it asks for a server & enable SSL

## Your Star ID is your single sign in for Computer Access, D2L, E-Services and Wi-Fi.

Your Star ID and password are used for so many sign-ins, make sure you do not let your password expire.

Star ID passwords expires after 180 days so the system sends an email to your preferred email address 21 days, 7 days, and 1 day before your password expires

1. Visit [starid.minnstate.edu](http://starid.minnstate.edu)
2. Select the "Star ID Self Service" link, then select "Change Password"
3. Login to the Star ID Self Service Login page with your current Star ID password
4. Enter your old password and new password into the text boxes
5. Select the "Apply" button in the "Change Password" section

## Campus wireless

Ridgewater college is a member of **eduroam**, which allows for a secure connection and automatic roaming at participating Minnstate and other campuses worldwide.

- Connect to the network named **eduroam**
- Use **starid@go.minnstate.edu** for the username, then your StarID password
- Accept the security prompt for radius.mnstate.us if prompted.

Use the following settings if your device prompts for them:

Security: **802.1x EAP**

EAP Method: **TTLS**

Phase-2 Authentication: **PAP or GTC**

Identity: Your **StarID@go.minnstate.edu**

Anonymous Identity: **not needed, leave blank**

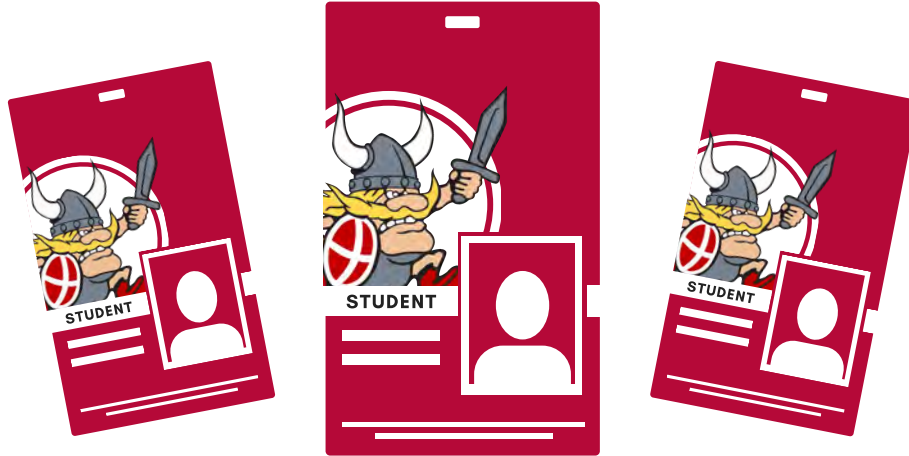
Password: **Your StarID password**

## Star Alert Emergency Notifications

Star Alert is the Ridgewater College emergency notification text message system. As a student at Ridgewater College, you are automatically enrolled in Star Alert notifications. Star Alert is used to notify subscribers of:

- Any emergency that threatens life, safety, or campus operations
- Notifications of campus-wide closures or cancellations such as those due to severe winter weather.
- While text messaging and emails from Star Alert are good, 100% delivery rates cannot be guaranteed because of uncontrollable circumstances through the wireless carriers. Please be sure to pay attention to all methods of emergency communications. Text messaging and data rates apply.

# NEED A STUDENT ID?



## YOU CAN REQUEST ONE ONLINE!

If you need a student identification card, Student Life will print one for you! You may choose to have your ID mailed to you free of charge or you may pick up your ID card on your respective campus!

You may need a new ID card because:

- You are a new student and didn't receive an ID due to COVID-19.
- Your current ID is expired.
- You lost your ID.

Click the button below to fill out a form requesting your ID. You will need to log into the form using the same login you use for your Ridgewater email:

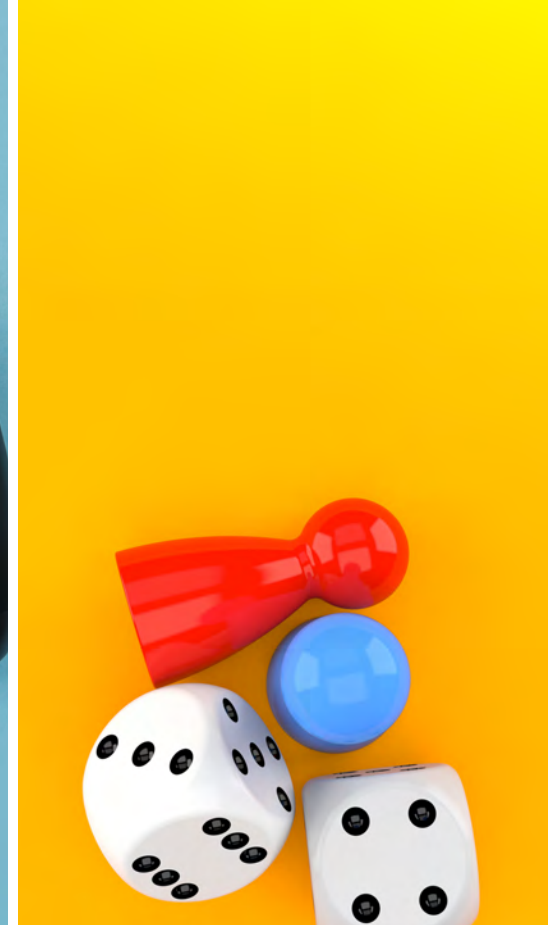
- StarID@go.minnstate.edu
- StarID Password

**WARRIOR ID REQUEST FORM**

Visit **[ridgewater.edu/warriorcard](https://www.ridgewater.edu/warriorcard)** at the button below for more information on ID printing and mailing times, potential issues with logging into the form, and discounts available with your ID card.

**MORE ID INFORMATION**





# STAY CONNECTED

Student Life hosts free events for students and helps you get connected with Ridgewater peers. Check social media and your student email to see what's happening!

- Grocery Bingo
- Financial Workshops
- Speakers/Entertainers
- Free Movie Events
- Fitness Classes
- Intramural Esports
- Clubs & Interest Groups
- Online Contests
- Virtual 5K Events
- Kahoot Trivia



@ridgewatercoll



Hutch: @ridgewater-h  
Willmar: @ridgewater-w



@RidgewaterCollege



Campus Email

# TELL US ABOUT YOURSELF!



## HELP US RESPOND TO YOUR NEEDS!

Participating in this survey will help us gather information to better meet your needs and provide you with information and resources. It will help people at your college connect with you about your individual needs.

## TAKE THE SURVEY!

First, log into D2L and select Starfish from the top menu.

Then, in Starfish, use the top left navigation menu and select "Tell Us About Yourself"

Finally, complete the Questionnaire and submit.



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VALID THROUGH JUNE 30, 2023



## Welcome to the Ridgewater Campus Bookstore!

- The Bookstore has everything you need. Find school bags, supplies, art supplies, stamps, gift certificates, greeting cards, snacks, beverages, student planners, apparel, and novelty items all at the Bookstore!
- Ridgewater apparel includes sweatshirts, sweatpants, T-shirts, Under Armour, jackets, caps, kids clothing and much more! Sizes range from infant to 5X.
- Ridgewater novelty items include travel mugs, lanyards, water bottles, window clings, and keychains. The list is endless!
- We also offer USB flash drives, bus passes (Willmar campus only), graduation gowns, and diploma frames.

### How and when can I purchase my books?

- Students may begin purchasing books online at [www.ridgewaterbookstore.com](http://www.ridgewaterbookstore.com) two weeks before the start of the semester. Students should use their course schedule found on eservices as a guide when ordering online.
- Textbooks and course materials are housed on the Willmar campus and can be shipped via UPS or picked up at either campus bookstore after being ordered online!

### How can I order books online?

- To order books online, go to [www.ridgewaterbookstore.com](http://www.ridgewaterbookstore.com)
- If you are using the Bookstore website for the first time, go to "My Account." In the LOG IN box, click on REGISTER HERE to register as a new user on the Bookstore website. Once this is completed, you may then use the email and password you created to log in to your account.
- When ordering online until the drop/add deadline, there are two payment options available: a charge to a credit card or a charge against financial aid, agency or PSEO funds. If charging using financial aid funds, a credit card must be entered in case financial aid does not cover all charges. Note: The credit card will only be charged if there are insufficient financial aid funds available or for items not covered by financial aid.
- Orders may be shipped UPS or may be picked up at either Bookstore after ordering online.
- Note: Students are required to show a picture ID when charging to Financial Aid and when picking up an online order.

### What are the benefits of ordering books online from the Bookstore?

- In addition to new and used textbooks, the Bookstore offers the option to rent textbooks on more than one hundred titles each semester. The Bookstore also offers the option to purchase an e-book instead of a hard cover textbook for many titles. Renting textbooks and purchasing e-books saves money!
- You can use your financial aid!
- Students purchasing books from the Ridgewater Bookstore are guaranteed to have the correct textbooks for their classes.
- No hassle returns if a class is dropped (receipt required).

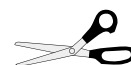
### How do I pay for my books?

- Cash, checks, credit cards, and gift certificates are acceptable payment. The Bookstore accepts VISA, MasterCard and Discover cards. Students may also charge using financial aid, agency and PSEO funds if awarded. A picture ID is required for all checks, credit cards and charges. A credit card is required to secure a rental book purchase.



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VALID THROUGH JUNE 30, 2023



**What if I buy the wrong book or drop a class and need to return my books?**

- If you drop a class or purchase the wrong textbook, you can return it to the Bookstore for a full refund.
- A receipt is **required** for all returns. Books must be in the original purchase condition; free from any writing, water damage, highlighting, or creases. E-books must not be accessed and Redshelf/Vital Source items must be returned within 14 days of purchase to receive a refund.
- If the book was shrink-wrapped, it must be unopened.
- Returns are accepted within the first five days of the semester. Drop/Add deadline is the fifth day of the semester.

**What do I do with my books at the end of the semester?**

- The Bookstore sponsors a book buy back at the end of each semester. If an instructor is using a textbook again, the student may sell the book back to the Bookstore. Books not being used again may be purchased by the used book company at the current wholesale value. All rental and PSEO books must be returned to the Bookstore by the last day of the semester.

**Looking for a work study job?**

- The Bookstore is a great place to apply! Students must have financial aid in place and be granted work study. References required. Availability depends on job interview and schedule. Stop in the Bookstore to inquire.

**Important Bookstore Dates for the 2022-2023 School Year:**

August 6	Fall Semester Online Book Sales Begin
August 22	Fall Semester Begins
August 26	Drop/Add Deadline
August 26	Last Day to Return Books for Full Credit
August 26	Final Day to Charge Books to Financial Aid
December 12-16	Bookstore Book Buy Back
December 16	Fall Rental & PSEO Book Return Deadline
December 24	Spring Semester Online Book Sales Begin
January 9	Spring Semester Begins
January 13	Drop/Add Deadline
January 13	Last Day to Return Books for Full Credit
January 13	Final Day to Charge Books to Financial Aid
May 8	Summer Semester Online Book Sales Begin
May 8-12	Bookstore Book Buy Back
May 12	Spring Rental Book Return Deadline
May 30	Summer Semester Begins
June 5	Last Day to Return Books for Full Credit
June 5	Final Day to Charge Books to Financial Aid
August 4	Summer Rental Book Return Deadline

**Bookstore Hours & Contact Information**

**7:45 a.m. to 3:30 p.m. Monday through Friday**

**Willmar: 320-222-5590**

**Hutchinson: 320-234-8524**