



## RIDGEWATER COLLEGE, SPRING 2023 INFORMATION

January 9 – May 12, 2023

**REMEMBER:** You are responsible for **YOUR** registration. You are also responsible for the policies contained in the college catalog and the Student Handbook, which can both be found online at <https://www.ridgewater.edu/about/student-rights-responsibilities/>. If you have any questions, please see a counselor.

### **ADD/DROP POLICY**

It is **YOUR** responsibility to add/drop a class. Students may do so on eServices through the first five business days of fall semester. The last day to add/drop classes is **Friday, January 13, 2023, by the end of the business day, 4:30 pm**. For any course that does not begin the first week of the semester, a student must add the course within one business day following the first day of the course. Any exceptions must be approved in writing by the instructor and appropriate Instructional Dean. For courses that do not start the first week of the semester, the drop must be accomplished within one business day following the first day of the course.

### **WITHDRAWAL FROM A SINGLE COURSE**

After the drop period of a term has elapsed, a student has the right to withdraw from a course through the online eService's process. Before withdrawing from class(es), it is recommended that you talk with a counselor first to determine how a withdrawal may impact your academic standing and your financial aid (if applicable). The final date for official course withdrawal shall be the date on which eighty percent (80%) of the days in the academic semester have elapsed. For courses not on a standard academic semester schedule, the final date for official course withdrawal shall be established as the date on which eighty percent (80%) of the instructional days for the course have elapsed. Withdrawal dates for each course can be viewed in the online course schedule.

Students withdrawing during the withdrawal period receive a "W" on their transcript. While a "W" grade has no impact on the GPA calculation, it has a negative impact on percentage of completion used to evaluate Satisfactory Academic Progress for both academic and financial aid purposes. In addition, withdrawing from courses may have tuition and financial aid implications.

### **TOTAL WITHDRAWAL FROM ALL COURSES**

To completely withdraw from THE college, you must complete the required forms in the Counseling Office, as long as the withdrawal period for any of your courses has not elapsed. A student may not withdraw from any course which is completed or for which an earned grade has been assigned by the instructor. If you leave without going through the proper procedures, you may receive an "F" OR "FW" grade for that course(s).

### **BOOKSTORE**

Students may begin ordering books on December 24, all books **must be ordered online** at [www.ridgewaterbookstore.com](http://www.ridgewaterbookstore.com). Books can be shipped to your home or can be picked up at the campus bookstore. A confirmation email will be sent after placing your order, and a notification email is sent when your order has been shipped or is ready for pick up. For more information visit: <https://www.ridgewater.edu/student-services-activities/bookstore/>

### **SPRING 2023 CALENDAR**

Monday, January 9	Spring Semester Classes Begin
Friday, January 13	Spring Tuition Due Date
Monday, January 16	Martin Luther King Jr. Holiday/College Closed
Monday, January 23	Financial Aid Disbursement
Monday, February 20	President's Day/College Closed
Monday – Friday, March 6 - 10	Spring Break/No Class
Friday, April 14	Faculty/Staff Duty Day/No Class
Monday – Friday, May 8-12	Final Exams
Thursday, May 11	Graduation – Hutchinson Campus
Friday, May 12	Graduation – Willmar Campus
Friday, May 12	Last Day of Spring Semester

## **TUITION AND FEES:**

**TUITION DUE DATE is January 13, 2023.** The act of registration is considered an acknowledgement on the part of the student that s/he will attend and pay for the registered course. Any drop or withdrawal request must be processed within the established timelines, and payment will be required for all courses that remain on a student's schedule past the add/drop period.

## **REFUND POLICY FOR ADJUSTMENTS AND TOTAL WITHDRAWALS**

For fall and spring terms:

<b>Withdrawal Period</b>	<b>Refund %</b>
1st through 5th business day of term	100
6th through 10th business day of the term	75
11th through 15th business day of the term	50
16th through 20th business day of the term	25
after 20th business day of the term	0

For summer term:

<b>Withdrawal Period</b>	<b>Refund %</b>
1st through 5th business day of the term	100
6th through 10th business day of the term	50
after the 10th business day of the term	0

The refund schedule is based on the policy adopted by the Minnesota State Colleges and Universities Board of Trustees. This policy can be found online at [www.minnstate.edu/board/procedure/512p4.html](http://www.minnstate.edu/board/procedure/512p4.html)

A financial aid recipient who completely withdraws from a term prior to the 60% point of that term is subject to the return of federal aid not earned, as well as the refund calculation for the Minnesota State Grant and the SELF Loan. Examples of both calculations are available from the Financial Aid Office at the student's request.

The responsibility to repay unearned federal aid is shared by the College and the student in proportion to the aid each is assumed to possess. The College's and student's shares of the unearned aid are allocated among the following financial aid programs in the following order: Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, Federal Perkins Loan, PLUS Loan, Federal Pell Grant, and Federal SEOG. *Note: The College's share will be allocated before the student's share.* Any remaining unearned aid is the responsibility of the student. The unearned aid must be collected from the student and subsequently allocated among the federal aid programs in the order indicated above.

The College will calculate and return its share of unearned federal funds no later than thirty days after it determines that the student withdrew. A student will return his/her share of unearned aid attributable to a loan under the terms and conditions of the promissory note. The College may allow a student to repay unearned aid attributable to a grant under a payment arrangement satisfactory to the College. This applies when a student withdraws from the College or it is determined that he/she is no longer in attendance.

Students who do not officially withdraw and subsequently receive grades of "F" in all their classes will retroactively have their financial aid recalculated based on the assumption that they ceased attendance at the mid-point of the semester (50%). It is important that students contact the financial aid office if they have questions regarding this policy.

**This information is available in alternative formats upon request by contacting 1-800-722-1151.**