



Welcome!

Ridgewater College PSEO Orientation



Please go through the following information in detail. There will be a link to a short quiz at the end of this slideshow.

WHAT WE WILL COVER...

- Getting acquainted with Ridgewater College services and staff
- Learning about college life at Ridgewater College
- Becoming aware of expectations we have for students



PSEO CONTACTS

Now that you are an accepted PSEO student - Laura and Nellie are the contacts for your PSEO questions. PSEO students taking Gen Eds will be assigned to either Laura or Nellie for one-on-one academic advising. (More info on advisors coming up!)

Laura Morales

Willmar Campus



Nellie Schmalz

Hutchinson Campus



PSEO ORIENTATION

WHAT MAKES A SUCCESSFUL STUDENT?



Setting
GOALS



Finding
BALANCE



Asking for
HELP early



Knowing
POLICIES



PSEO ORIENTATION

WHAT MAKES A SUCCESSFUL STUDENT?

GOALS



- **What is your PSEO Goal?**
 - To complete a transfer degree or take a few courses?
- **Planning** is the key.
- How will **you** make your goals happen?

As a PSEO student, we will first focus on the high school requirements that you have. After that we will look towards your future college degree plan and take courses that will apply towards your long-term education goal. You will work individually with your advisor on this.



WHAT MAKES A SUCCESSFUL STUDENT?

BALANCE



- If you have work, sports, or any other extracurricular activities keep them to 25 hours, or fewer, per week.
- **Study** outside of class
- Stay **organized**
- Don't skip **class**

Classroom style changes from high school to college. For college courses you will have less classroom/lecture time and you will have more homework/individual study time.



WHAT MAKES A SUCCESSFUL STUDENT?

ASKING FOR HELP



- Communicate with your **instructors!**
 - Inform them of missed attendance for sick or vacation days
 - Ask questions about assignments
- Tutoring is **free** for all students through the Academic Support Center – www.ridgewater.edu/tutoring.
(Online tutoring is also available through D2L)
- **Academic Advisor** - each student is assigned an advisor to help you with course registration. *More information on advisors coming up!*
- **Counseling Office** – The college does have a counselor on each campus. Both academic and personal counseling are available - contact your advisor or student services for more information. student.services@ridgewater.edu



PSEO IS DIFFERENT THAN HIGH SCHOOL.....

Taking classes as a PSEO student means you are now **officially a college student!**

Being a PSEO student is more than just taking classes at Ridgewater and earning college credit. You are now getting your first taste of what college life is like. Not only do you have more flexibility in your schedule, but you also need to **know the differences** in policies, procedures, and expectations—which can be very different from your local high school.

Check out some of the more common examples in the **PSEO Handbook** (link provided at the end of slideshow). Examples include details on absences, accommodations, homework policies, interaction with instructors, and parent involvement.



DATA PRIVACY ACT

POLICIES



DATA PRIVACY ACT of 1972 and the Family Education Rights and Privacy Act (FERPA) of 1974

It is against the law for an institution of higher education to release private information or educational records without written consent of the student

This includes parents, siblings, and any other 3rd party.
(An exception to this is that by signing the PSEO application, you give us permission to share academic information to your high school.)

AUTHORIZATION TO RELEASE INFO form:

Students may fill out a form **ONLINE** giving others permission to access their information. Click below for that form:

<https://inoweform.campus.mnsu.edu/imagenowforms/fs?form=RWC%20Auth%20to%20Release%20Info%20eForm>

****Forms are valid until cancelled by student**



PSEO ORIENTATION

Notice of Student Registration Form (NOSR)

Minnesota Department of Education Billing Form (MDE)



Ridgewater College is required to submit the MDE Billing form or Notice of Student Registration (NOSR) form each semester for payment.

Both new and returning students must complete this form every semester. New students will submit this form as a part of the application process and returning students will submit this form for each semester they intend to register. This form must be completed by the student, the high school counselor, and signed by the parent.

If this form is not submitted by the deadline to Ridgewater College, students will either be dropped from their classes or will be responsible for tuition, fees, books, and materials.

Note: For NEW PSEO students, this form was included in your application process and we have collected your first semester's form before acceptance.

Postsecondary Enrollment Options
Notice of Student Registration Form 2022-23
ED-001763-23

Instructions: Complete a Notice of Student Registration Form (NOSR) for each student's term and postsecondary institution (PSI). Once Sections 1 and 2 are completed, work with both your high school and postsecondary institution to ensure your Section 3 courses fulfill an unmet academic graduation requirement.

Eligibility: Courses in Section 3 may only be those that fulfill a student's unmet academic graduation requirements as courses for postsecondary credit only are ineligible. This form is submitted by the postsecondary institution to Minnesota Department of Education (MDE).

1. Student and Parent/Guardian Complete and Sign This Section

Student Name (Last, First, M.I.) _____ MDE College Student ID Number: _____
Address _____ Male ☐ Female ☐ Unreported ☐
Ridgewater College _____ City _____ Birthdate (MM/DD/YYYY) _____
Postsecondary Institution This Term _____ Parent/Guardian Name _____ ZIP Code _____ Phone _____
Address (if different from student) _____

Public School Students: Minnesota Statute 2021, section 124D.09, subdivision 7, to assist the district in planning a pupil must inform the district by May 30 of each year the pupil's intent to enroll in postsecondary courses during the following school year. A pupil is bound by notifying or not notifying the district by May 30. If the district has not waived the deadline, I/we may be responsible for the postsecondary course cost.

Date I/we notified the district the intent to enroll in PSEO for either semester, school year 2022-23. _____

All Students: Minnesota Statute 2021, section 124D.09, subdivision 6, Prior to enrolling in a course the pupil and pupil's parent/guardian must sign a form stating they have received PSEO information (including transportation); know counseling services are available; understand PSEO responsibilities and are aware the student is enrolling in PSEO courses.

My signature(s) below indicates I/we are aware that if the course(s) registered for do not fulfill unmet academic requirements for graduation, I/we may be responsible for the postsecondary course costs.

Student Signature _____ Parent/Guardian Signature _____
(if student under 18)

2. To be Completed by Secondary/Nonpublic/Home School

Secondary/Nonpublic/Home School Name _____ Public ☐ Nonpublic ☐ Home School ☐
Secondary School Type (Select one) _____ Date _____

Attending Public School District Name _____ Public Student SSID* Number _____

Student grade level during the 2022-23 school year. (Select one): Grade 10 ☐ Grade 11 ☐ Grade 12 ☐

Eligibility Note: High school graduates and/or students who have fulfilled all of their academic requirements for graduation, and 21-year-olds are not eligible. Students must also give up one period in their high school day. Does this student have at least one free class period during the high school day? Yes ☐ No ☐

Is the above student eligible for program application? (See Page 3 for requirements) Yes ☐ No ☐

Public School: The student in Section 1 meets both PSEO student and course eligibility requirements for this term as outlined on pages 3-4 and the student information in Section 2 is accurate. The public school student notified the enrolling district of intent to enroll by May 30, 2022, or the school district has waived the deadline requirement.

Secondary School Contact Name _____ Contact Signature _____ Email _____ Phone _____ Date _____

POLICIES

You must maintain
**Satisfactory Academic
Progress** to continue
enrollment.



GPA

Your overall GPA must be **2.0 or above**
(This is the same as average grades of **C and above**)



COMPLETION PERCENTAGE

Finish **2/3 of the credits you start** (66.67%)

Withdrawing and failing have a negative impact
(more information on that coming up)



POLICIES

If you do not maintain one, or both, of these standards, you will fall here...



ACADEMIC WARNING

After your first semester below standard (previous slide), you are placed on **warning**.

You have the **next semester to raise your GPA, and/or completion percentage** to above standards.

If on warning, we encourage you to talk with an advisor.

ACADEMIC SUSPENSION

If you do not raise your GPA, and/or completion percentage above standard **after one semester** on warning, you will be suspended.

If you are suspended from Ridgewater, you are suspended from all Minnesota State colleges.



PSEO ORIENTATION

POLICIES



Adjusting your schedule:

You have **THE FIRST 10 BUSINESS DAYS OF THE SEMESTER** to drop classes.

- This is extended for PSEO from our traditional add/drop day (5 days).
- To do this: Drop course in eServices yourself during the first week, email your advisor to drop courses during the second week and up to the 10th business day.

If you **DROP** a course:

- The class will *not* show up on your transcript
- You are *not* financially responsible for those credits
- It will *not* impact your GPA and/or completion rate

Talk to you advisor and high school counselor before dropping a class!



POLICIES



Adjusting your schedule:

AFTER THE 10th BUSINESS DAY of the semester, if you do not want to finish a class, you must **WITHDRAW**:

WITHDRAWING:

- Does *not* affect GPA, but DOES affect completion rate
 - Remember – you need to complete/pass at least 2/3 of your classes
- Class will show up as a 'W' on your transcript
- Withdraw deadline is 80% of the way through the course.

**Talk to your advisor and high school counselor
before withdrawing from a class!**



PSEO STUDENT RESPONSIBILITIES

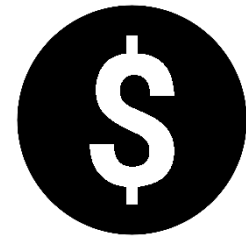
Meet with
ADVISOR



Communicate
with **HIGH SCHOOL**



Know what costs
ARE COVERED



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PSEO ORIENTATION

Academic Advising



All students are assigned an **Academic Advisor**.

Once you complete this orientation, your next step will be to meet with your assigned Academic Advisor to register for classes.

Academic Advisors can also assist you with:

- Course sequence planning
- Time management strategies
- Campus resources
- Study strategies
- Tutoring resources
- Campus policies
- PSEO Expectations



Academic Advising



Students will be directed to their assigned advisor after the completion of this orientation.

Transfer Students

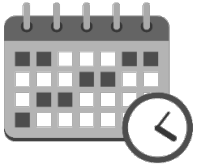
- Most PSEO students are taking Gen Eds and are considered “transfer students” (because you are taking classes that can transfer to a 4-year college).
- Your advisor is either Laura Morales or Nellie Schmalz based on the high school you attend.

Technical Students

- If you are taking classes in one of our career and technical programs (such as Computer Programming, Accounting, Machine Tool, or Marketing, etc.), you are assigned a Technical Faculty advisor based on your Program/Major.
- Laura and Nellie are still available to assist with your PSEO questions and will work with you and your advisor.



Schedules & Grades



SCHEDULES

- College students create their own class schedules with the help of an academic advisor during an advising and registration appointment.
- Unlike in high school where a counselor typically creates and modifies a student's schedule, college schedules can only be created and modified by students within their eServices account after meeting with an advisor.



GRADES

- Final/Official grades are accessed in eServices about 2 weeks after the end of the semester.
- Ridgewater College does not have Mid-term grades posted.
- Advisors do not have access to progress grades throughout semester.
- Final Grades are sent to your High School by Ridgewater College.



Communicate with High School



- It is the **PSEO STUDENT'S** responsibility to communicate between the **HIGH SCHOOL & COLLEGE**. Including:
 - Knowing what high school requirements are remaining.
 - Confirming that student is on track for high school graduation.
 - Confirming that college schedule will work within high school requirements.
- The **ACADEMIC CALENDAR** between **HIGH SCHOOL & COLLEGE** can sometimes vary. You must be in attendance when Ridgewater has scheduled class days.
 - Example – different spring break weeks
 - Link to academic calendars: <https://ridgewater.edu/academics/academic-calendars/>



What does PSEO cover?



Covered:

- **TUITION & FEES** for allowable courses (most courses).
 - Some courses are PSEO exempt. Click [here](#) for a full list of Exempt Courses
 - Any non-covered courses must be paid for by the tuition due date.
- **REQUIRED BOOKS** for courses are covered by the PSEO program and must be **RETURNED TO THE BOOKSTORE** at the end of each semester.

NOT Covered:

- **OPTIONAL** textbooks (including study guides)
- **TOOLS** (*Cosmetology, drafting, welding, electrician, etc.*)
- **NON-RETURNABLE ITEMS** (*Chemistry goggles, safety glasses, micromasks, face shields, etc.*)
- Books and materials for courses **not covered** by PSEO
- Parking fines, library overdue fees, lost/damaged textbooks.



TEXTBOOKS

- **INSTRUCTIONS** and more information will be provided by email and at the PSEO Kick Off before semester begins
- Orders are through the **BOOKSTORE WEBSITE** starting **2 WEEKS BEFORE THE SEMESTER BEGINS**
- **REMINDER:** Books must be returned to bookstore at the end of each semester.
 - If you do not return your book(s) a **HOLD** will be placed on your account.
 - Students with **HOLDS** cannot register for classes or get official transcripts.
 - We will send you a **BILL** for any **UNRETURNED, LOST or DAMAGED** books.





TECHNOLOGY



PSEO ORIENTATION

COMPUTERS, PRINTING & INTERNET...



- Students need a **COMPUTER** to complete coursework.
 - NOTE: Chromebooks may not work properly for most courses.
- **STUDENT COMPUTERS** are available in the **LIBRARY** during open hours.
- Free **PRINTING** is available on campus.
- Free **WiFi** is available throughout campus.
 - Use StarID@go.minnstate.edu & Password to login



YOUR INFORMATION

All student are assigned the following:

- **RIDGEWATER EMAIL ADDRESS**

- Format: (firstname.lastname@go.ridgewater.edu)
- This email address is the main form of communication from Ridgewater College and you should check it at least 2-3 times per week, accessed through Office 365/Outlook.

- **Star ID** (format is two letters, four numbers, two letters: xx0000xx)
 - This is assigned to you by Minnesota State Colleges and Universities (MinnState) and will follow you to other colleges within the system (example: St. Cloud State, University of Minnesota – Mankato)

- **Tech ID** (format is an 8 digit number)
 - This number is assigned to you by Ridgewater College and will be unique to this college only.

STAR ID

Universal USERNAME & PASSWORD system

Used at all MINNESOTA STATE COLLEGES AND UNIVERSITIES

STAR ID USES:

This ID is used to log into the following:

- Campus computers
- On-campus printing
- Wireless network (WiFi)
- Office 365
 - Outlook/Email, Word, Excel, PowerPoint and more
- E-Services (student records account)
- D2L (online classroom)



MICROSOFT OFFICE 365 & EMAIL



- This is Free for registered students.
- You have access to the web-based version or you can download and install on your devices (limit of 5 devices).
- It includes Word, Excel, PowerPoint, Outlook & more.
- Watch this video to learn how to access your email/Office 365: [Email \(how to access\)](#)

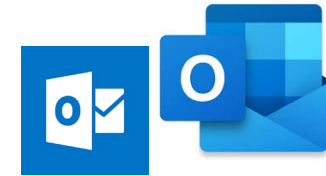


STUDENT TECHNOLOGY

EMAIL

Your Ridgewater Email is used as **OFFICIAL COMMUNICATION** at Ridgewater College and is accessed through Office 365/Outlook.

CHECK OFTEN!



Tip: Download the Outlook App to your smart phone for quick and easy access to your Ridgewater Email.



PSEO ORIENTATION

Log in to Office 365 with your username and the same password as your StarID.

Office 365

Username Format:

StarID@go.minnstate.edu

(replace the phrase "StarID" with your actual StarID)



Sign in

StarID@go.minnstate.edu or StarID@minnstate.edu

[Can't access your account?](#)

No account? [Create one!](#)

Next

Trouble logging in? Contact your campus IT help desk.



PSEO ORIENTATION

Log in to Office 365 with your username and the same password as your StarID.

Office 365

StarID password

The image shows a Microsoft login screen overlaid on a Minnesota State website. The website background includes the Minnesota State logo (a stylized 'M' with a star) and text: 'MINNESOTA STATE', 'Your 37 state', 'University', 'Extraordinary Education. Exceptional Value.' The login screen is white with the Microsoft logo at the top. Below the logo is the text 'Enter password'. There is a text input field labeled 'Password'. Below the input field is a link that says 'Forgot my password'. At the bottom right of the login area is a blue button labeled 'Sign in'. At the very bottom of the login screen, in a light gray box, is the text 'Trouble logging in? Contact your campus IT help desk.'

PSEO ORIENTATION

PREPARE FOR NEXT STEPS



After completing this online orientation and quiz, your next step is to meet with your advisor for advising and registration.

Plan ahead:

- What subjects do you want to take in fall and spring?
- How many classes are you wanting to take?
- Do you know what you want to major in after high school or what areas interest you?
- What colleges/universities are on your short list?
- What commitments do you have after school and on weekends?
- How do you want to take your classes – online, on-campus, or both? (more info on next slide)



COURSE DELIVERY OPTIONS

On Campus Classes:

- Will have **required days/times** in classroom.

Hybrid/Blended Classes:

- Will have both required **in classroom** meeting time/s **and online content**.

Online – Synchronous Classes (Virtual):

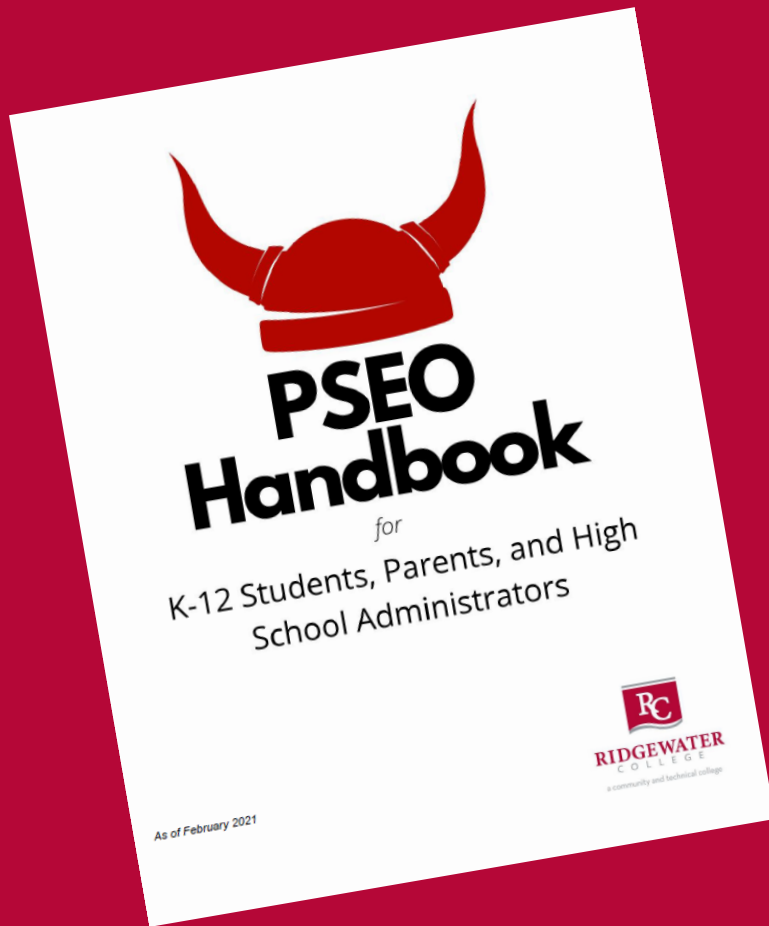
- The entire class is online.
- All **assignments, resources** are available through D2L (Ridgewater's online classroom platform).
- Class has weekly scheduled **virtual meeting times** which are **required** and accessed through D2L and/or Zoom.
- Class will have weekly due dates for assignments.

Online – Asynchronous Classes (Flexible):

- The entire class is online.
- All **assignments, resources** are available through D2L (Ridgewater's online classroom platform).
- There are no specific days/times you have to log on to class, but each class has **weekly** assignment due dates.
- Class will have weekly due dates for assignments.



PSEO HANDBOOK



We are excited to share that we have a PSEO Handbook available as a PDF on our website. The handbook provides future and current PSEO students and families helpful information to navigate through expectations and policies of Ridgewater College. You can find the handbook on the [Counselor and Student Resources](#) page on the PSEO website.



PSEO ORIENTATION

REMEMBER...

- Spring semester begins Monday, January 9, 2023
- Schedule your class registration appointment **right away** to ensure the best chance to get the classes you want/need!



CONCLUSION

To finish your required PSEO Orientation, please complete the Orientation Quiz at <https://forms.office.com/r/RJpiXU1VeF>

You can use this slideshow as a reference to complete the quiz.

After you complete the orientation quiz, you will be sent an email with **Next Step** instructions to schedule an appointment to register for your classes. Please schedule your appointment right away.

