



## RIDGEWATER COLLEGE, SUMMER SEMESTER 2023 INFORMATION

May 30 – August 4, 2023

**REMEMBER:** You, the student, 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 POLICY**

Students may add courses through eservices the first three (3) business days of summer term. 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 the appropriate Instructional Dean and processed through the Records and Registration Office. Tuition must be paid by the tuition obligation date. Students may add courses at any time during the semester if the course has not started and there are openings in the course.

### **DROP POLICY**

For courses that start the first week of the semester, a student may drop these courses through the first five (5) business days of that semester to receive a tuition adjustment. For courses that do not start the first week of the semester, a student has the right to attend one class meeting and still retain the right to drop the course. The drop must be accomplished within one business day following the first day of the course. Students may drop courses through the online registration process. Courses dropped within the drop/add period do not appear on the transcript.

### **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, if 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 May 8, online at [www.ridgewaterbookstore.com](http://www.ridgewaterbookstore.com). Students can have their order shipped via UPS, or can pick it up at the bookstore at either campus. Note: All textbooks and course material are housed on the Willmar campus, so please allow two business days for Hutchinson pick-up orders to be available. For more information visit: <https://www.ridgewater.edu/student-services-activities/bookstore/>

### **SUMMER 2023 CALENDAR**

Tuesday, May 30  
Monday, June 5  
Monday, June 12  
Tuesday, July 4  
Friday, August 4

Summer Semester Classes Begin  
Summer Tuition Due Date  
Financial Aid Disbursement  
Independence Day Holiday/College Closed  
Last Day of Summer Semester

## **TUITION AND FEES:**

**TUITION DUE DATE is June 5, 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.**