



New Student
Key Information
Guide

2023-2024



Calendar 2023–24



Start Your Mission!

Fall Semester: August 21 – December 15, 2023

Classes begin	August 21
Tuition due ridgewater.edu/tuition	August 25
Last day to add/drop classes	August 25
College closed - Labor Day Holiday	September 4
No classes - Teacher Conferences	October 19–20
Scholarship fall application deadline	November 1
College closed - Veterans Day Honored	November 10
College closed - Thanksgiving Holiday	November 23–24
Final exams	December 11–15
Last day of fall semester	December 15
College closed - Christmas Day	December 25
College closed - New Year's Day	January 1

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

Spring Semester: January 8 – May 10, 2024

Classes begin	January 8
Tuition due ridgewater.edu/tuition	January 12
Last day to add/drop classes	January 12
College closed - Martin Luther King, Jr. Hol.	January 15
College closed - Presidents' Holiday	February 19
No classes - Spring Break	March 4–8
No classes - Employee Duty Day	April 12
Final exams	May 6–10
Last day of spring semester	May 10
College closed - Memorial Day Holiday	May 27
Summer semester begins	May 28
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 students remove a course from their schedule **by the term's fifth business day and tuition is fully refunded**.

A course **withdrawal** occurs when students remove a course from their 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.gov. Ridgewater's school code is **005252**.

Undocumented/DACA Minnesota residents may be eligible for aid through the Minnesota Dream Act. www.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.

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 Consider adding it to your home screen.



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.

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

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

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

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 and complete the Authorization to Release Student Information form. This also relates to releasing your name for the dean's list, for competitive honors, and other activities shared with regional media. The release remains in effect unless changes are made.

Student Log Ins



Access Ridgewater's website homepage at 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

Bookstore



Buy textbooks online at www.ridgewaterbookstore.com. It's 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

**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.

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 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

*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

- Weekly events
- Clubs and interest groups
- On-campus disc golf
- Student Senate
- Fine arts and honor society
- Fitness centers
- Fish & Hunt League
- Athletics or recreational sports

ridgewaterathletics.com

Follow the *Ridge!*



Key Resources



HUTCHINSON CAMPUS

WILLMAR CAMPUS

Academic Support/Tutoring

320-234-8650

320-222-5263

Accessibility & Disability Services

320-234-8650

320-222-8040

Advising & Counseling

320-234-8595

320-222-5982

Business Office

320-234-8596

320-234-8596

Community Resources

320-222-6932

320-222-6932

Diversity, Equity & Inclusion Office

320-222-5986

320-222-5986

Financial Aid

320-222-7488

320-222-7488

Records and Registration

320-234-8592

320-222-5213

Student Services

320-222-5971

320-222-5971

TRiO Student Services

320-234-8650

320-222-8075

Veterans' Resource Center

320-491-2734

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



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.

3/2023



RIDGEWATER
COLLEGE

ACADEMIC RESOURCES/ SERVICES AVAILABLE

Your success at Ridgewater College is important to us!
Here are some resources you may need.

Learn more and schedule an appointment at ridgewater.edu/tutoring

Hutchinson campus - Room 116 & Online
Terry Grinde
320-234-8650 or terry.grinde@ridgewater.edu

Willmar campus - Room A119 & Online
Jay Morrison
320-222-8040 or jay.morrison@ridgewater.edu

Hutchinson campus - Room 116 & Online
Terry Grinde
320-234-8650 or terry.grinde@ridgewater.edu
Tom Tie
320-222-8072 or thomas.tie@ridgewater.edu

Willmar campus - Room A144 & Online
Tom Tie
320-222-8072 or thomas.tie@ridgewater.edu
Kim Boysen
320-222-8073 or kim.boysen@ridgewater.edu
Julie Quackenbush
320-222-8075 or julie.quackenbush@ridgewater.edu

ACADEMIC SUPPORT / TUTORING SERVICES

- Provides extra support such as tutoring, study skills and/or computer assistance.
- Free and available to all students
- Available in a wide range of subjects including Math, English, Chemistry, Psychology and more.

DISABILITY SERVICES (DSO)

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

TRIO STUDENT SUPPORT SERVICES

- This program, funded by the US Dept of Ed, connects participants immediately to an advisor, additional tutoring, FAFSA help, scholarship completion support, four-year college transfer assistance including four-year college tours, a laptop and a 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 in a two-year degree program for the next term)

TECHNOLOGY ASSISTANCE

- It's very important to have the necessary technology needed for your program such as a laptop/computer and internet access.
- Please see your advisor and have them complete a [Technology Needs Form](#) if you need technology assistance for your education at Ridgewater College.



IT Support Solutions

- Check out the IT page on Ridgewater's website.
- Willmar IT Office—L110
- Hutchinson IT Office—325
- Ridgewater IT helpdesk
320.234.8777
- MNSCU Helpdesk 877.466.6728



Technology Information for you

Email and Office 365

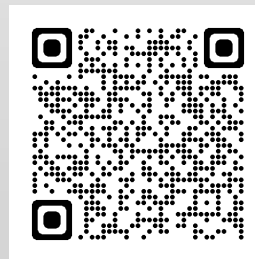
Your email address is setup and ready for you to use. It is your `firstname.lastname@go.ridgewater.edu`. To access it go to <https://portal.office.com> and log in with your username **starid@go.minnstate.edu** (i.e. `aa1234bb@go.minnstate.edu`) and your Star ID password.

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. Follow the QR code to download Microsoft Outlook for iOS or Android:



2. Select Add Account and enter your account as:
starid@go.minnstate.edu
3. Enter your Star ID Password.
4. When prompted, enter Multi-Factor Authentication code or approve on Microsoft Authenticator app.

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.mnstate.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.mnstate.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.mnstate.edu**

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

Password: **Your StarID password**

Certificate: **Do Not Validate**

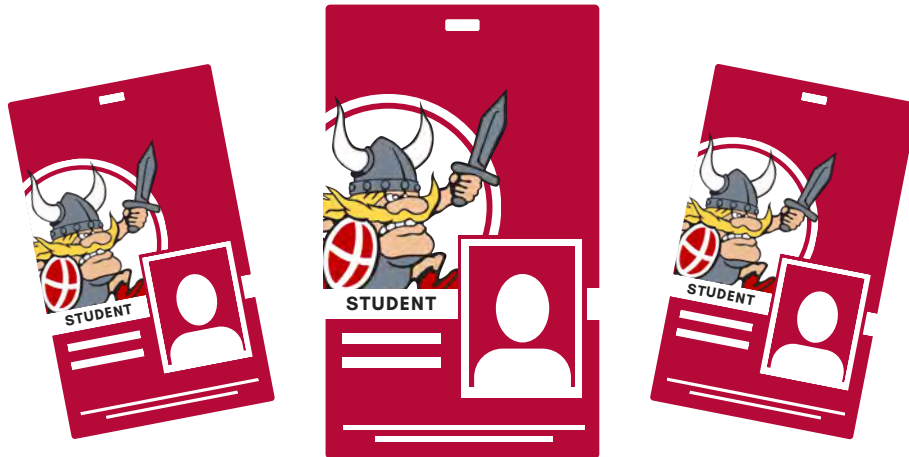
Domain for Android: **mnstate.us**

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.
- 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** 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

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.

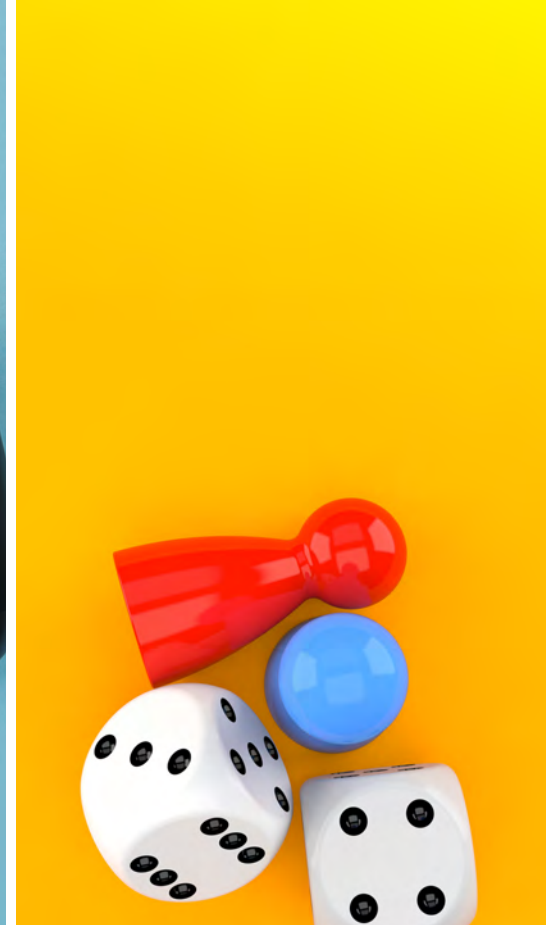
TAKE THE SURVEY!

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.





STAY CONNECTED

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

- Grocery Bingo
- Financial Workshops
- Speakers/Entertainers
- Free Movies
- Fitness Classes
- Game Nights
- Clubs & Interest Groups
- Online Contests
- Virtual 5K Events
- Kahoot Trivia



@ridgewatercoll



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



@RidgewaterCollege



Campus Email



RIDGEWATER
COLLEGE



Bookstore

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 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
- 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.



RIDGEWATER
COLLEGE



Bookstore

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 2023-2024 School Year:

August 5	Fall Semester Online Book Sales Begin
August 21	Fall Semester Begins
August 25	Drop/Add Deadline
August 25	Last Day to Return Books for Full Credit
August 25	Final Day to Charge Books to Financial Aid
December 11-15	Bookstore Book Buy Back
December 15	Fall Rental & PSEO Book Return Deadline
December 23	Spring Semester Online Book Sales Begin
January 8	Spring Semester Begins
January 12	Drop/Add Deadline
January 12	Last Day to Return Books for Full Credit
January 12	Final Day to Charge Books to Financial Aid
May 6	Summer Semester Online Book Sales Begin
May 6-10	Bookstore Book Buy Back
May 10	Spring Rental Book Return Deadline
May 28	Summer Semester Begins
June 4	Last Day to Return Books for Full Credit
June 4	Final Day to Charge Books to Financial Aid
August 2	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

Email: bookstore@ridgewater.edu