



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



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 goal 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 in the **Campus Library** is **free** for all students – online tutoring is also available through D2L (online hub for classes)
- **Academic Advisor** - each student is assigned an advisor to help you with course registration.
- **Counseling Office** – The college does have a counselor on each campus. Both academic and personal counseling are available - see front desk to schedule an appointment.



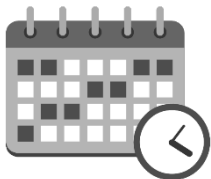
STAY INFORMED

Stay updated by using your **eServices** online student account...



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.
- Official Final grades are in eServices only.



SCHEDULE

- Find/print your schedule in eServices.
- Check for **room changes** or **class cancellations** before the first day of school



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.

m
DEPARTMENT
OF EDUCATION

**Postsecondary Enrollment Options (PSEO)
Program Notice of Student Registration
2020-21**

ED-001763-21
2020-21

Instructions: Complete an enrollment form for each instructional term and postsecondary institution the student attends. Sections 1 and 2 are completely filled out, the next step is to work with the enrolling postsecondary institution to complete Section 3. Note: Only postsecondary institutions submit this form to the Minnesota Department of Education (MDE).

College Student ID Number: _____

1. To be Completed and Signed by the Student and Parent/Guardian

Student Name (Last, First, M.I.) _____ Gender ☐ M ☐ F Date of Birth (MM/DD/YYYY) _____

Address _____ City _____ ZIP Code _____ Phone Number _____

Postsecondary Institution This Term _____ Parent/Guardian Name _____ Address (if different than above) _____

Public School Students: Minnesota Statutes, section 124D.09, subdivision 7, requires public school students to inform the district by May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following school year to assist the district in planning. A pupil is bound by notifying or not notifying the district by May 30.

Date I/we notified the public school of the intent to participate in PSEO for either semester of the 2020-21 school year: _____

My signature(s) below indicates that I/we are aware that if I/we have not notified the enrolling district by May 30, 2020, and the enrolling district has not waived the deadline, I/we may be responsible for the postsecondary costs.

All Students: Minnesota Statutes, section 124D.09, subdivision 6, requires students and parent/guardian sign a statement indicating they have received PSEO information, are aware counseling services are available and understand PSEO course responsibilities. We have received the information required under Minnesota Statutes, section 124D.09, and are aware the student above is enrolling in postsecondary courses.

Student Typed Signature _____

Parent/Guardian Typed Signature (if student is under age 18) _____

Student Email _____

Upon completion of Section 1, pass this form to the pupil's secondary school for completion of Section 2.

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

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

Attending School District Name _____ Attending School District Number _____ Public School Student's MARSS* Number _____

Select student's grade level during the 2020-21 school year. (Select only one): ☐ Grade 10 ☐ Grade 11 ☐ Grade 12

Note: High school graduates and 21-year-olds are not eligible.

Students may not enroll in PSEO courses in addition to a full high school class load. Does this student have at least one free class period during the high school day? (Select one) ☐ Yes ☐ No

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

My signature below certifies the student identified in Section 1 meets the eligibility requirements outlined on Page 3 for participation in the PSEO program this term, and the information in Section 2 is accurate and applicable. The public school student has notified the enrolling public school district of intent to enroll by May 30, 2020, or the public school district has waived the deadline requirements.

Secondary School Contact Name _____ Contact Typed 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

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



PSEO STUDENT RESPONSIBILITIES



Meet with **ADVISOR**

Every student is assigned an Academic Advisor. Meet with your assigned advisor each year/semester to **register** for courses.



Communicate with **HIGH SCHOOL**

Discuss what **courses** you need to graduate high school & any other **responsibilities** with the high school.



Avoid PSEO **EXEMPT COURSES**

Tuition and fees NOT covered for:

- Applied music/high fee courses
- Courses numbered below 1000
- Click [here](#) for a full list of Exempt Courses



- PSEO students can take advantage of the same **RESOURCES** available to non-PSEO students.
 - This includes student life activities and events
(An exception to this is that PSEO students are unable to participate in College Sports)

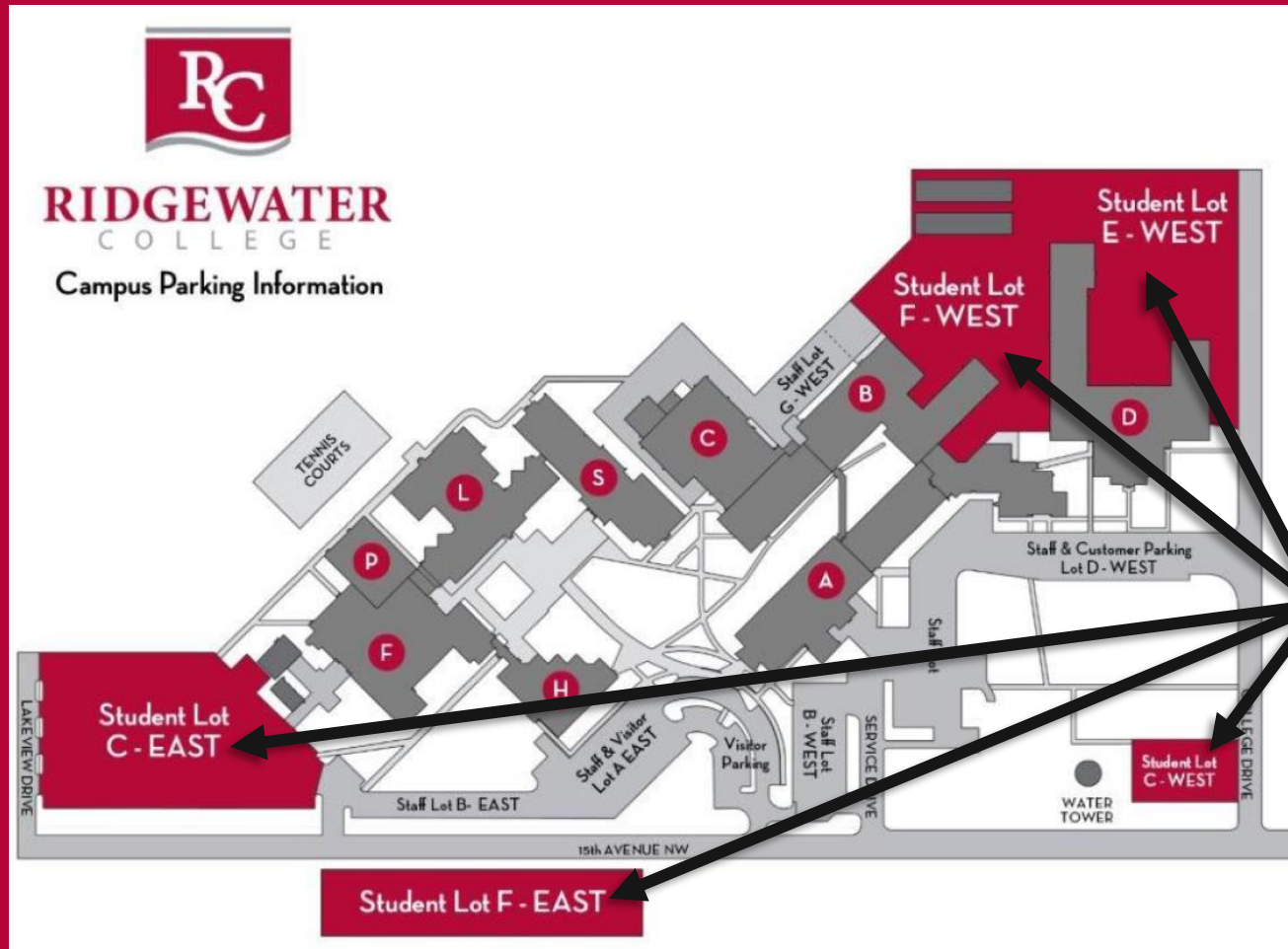
- **SCHEDULING** between **HIGH SCHOOL & COLLEGE** sometimes vary. You must be in attendance when we have scheduled class days.
 - Example – different spring break weeks

- **TUITION AND FEES** for allowable courses are covered by the PSEO program. Any non-covered courses must be paid for by the tuition due date.

- **REQUIRED BOOKS** for **REQUIRED COURSES** are covered by the PSEO program and must be **RETURNED TO THE BOOKSTORE** at the end of the term.



WILLMAR CAMPUS PARKING



Parking is include in tuition and therefore covered by the PSEO program.

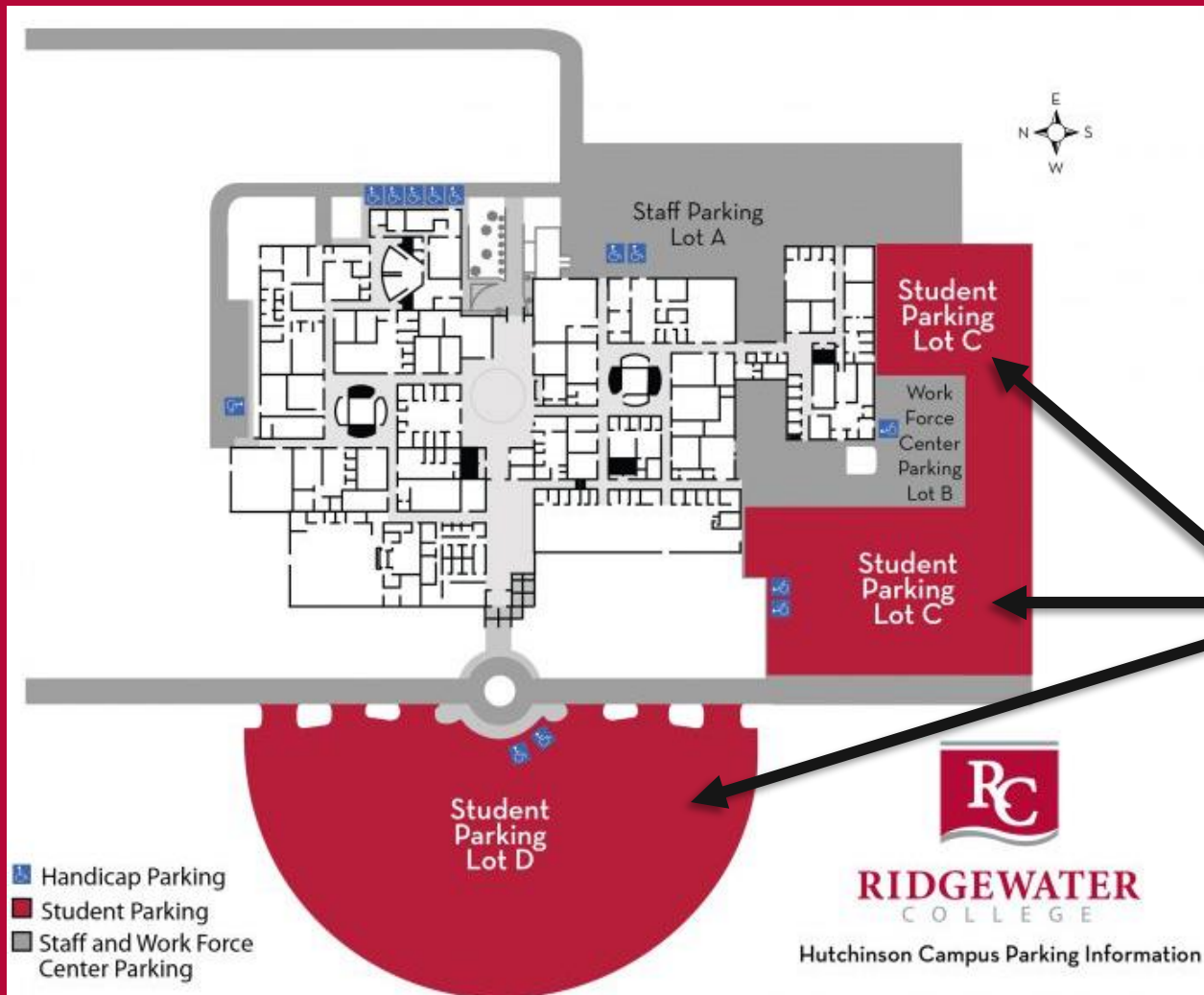
Please make sure to only park in designated student lots to avoid parking tickets and fees not covered by PSEO.

Student Parking



PSEO ORIENTATION

HUTCHINSON CAMPUS PARKING



Parking is include in tuition and therefore covered by the PSEO program.

Please make sure to only park in designated student lots to avoid parking tickets and fees not covered by PSEO

Student Parking



PSEO ORIENTATION

BOOKS

The cost of your textbooks is covered by PSEO.



How to get your books....

- In the **BOOKSTORE** (This may change due to COVID-19, Keep an eye on your Ridgewater Email for updates)
- Available starting **2 WEEKS BEFORE CLASS**
- Must have **PICTURE ID** when picking up books
- Bring a copy of your **CLASS SCHEDULE** from e-services
- **ONLINE** ordering is an option - contact advisor or bookstore for more info.



BOOKS



What does PSEO cover from the bookstore?

Covered:

- **REQUIRED BOOKS** for courses you are registered for
 - Should be **USED BOOKS**
 - *You may only get new books if there are no used books available*
- Books must **MATCH** courses on your **SCHEDULE**

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



BOOKS



What if my schedule changes after I get my books?

If you DROP a class

- **RETURN BOOKS** from dropped class right away!
- Must have **RECEIPT**
- Book must be in same condition. (shrink wrap cannot be removed and access codes cannot be used!)

If you drop a class, and do not return the book in original condition or without a receipt – you will be sent a **BILL!

If you ADD a class

- Bring **UPDATED SCHEDULE** to bookstore
- Get **required book(s)** for newly added class



BOOKS



What to do at the end of the semester:

- Books Must be **RETURNED** by the **LAST DAY OF THE SEMESTER (Friday)**
- If you need to keep a book for a **CONTINUATION CLASS**, you must let the bookstore manager know (example: Chem I and Chem II)
- 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

COMPUTER ACCESS



Student Computers available in the LIBRARY

During Open Hours

Free Printing Access
using Star ID &
Password



WIRELESS Internet available throughout Campus

Use
StarID@go.minnstate.edu
& Password to login



PSEO ORIENTATION

YOUR INFORMATION

All student are assigned the following:

- **RIDGEWATER EMAIL ADDRESS**
 - (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

Activate your StarID through this link: [Minnstate StarID](#) using the TechID provided on your PSEO acceptance letter.

STAR ID USES:

This ID is used to log into the following:

- Campus computers
- On-campus printing
- Wireless network
- Office 365
 - *Email, Word, Excel, PowerPoint*
- E-Services
- D2L



STUDENT TECHNOLOGY

Accessing Email & Office 365, E-Services, D2L/Brightspace, and StarID

www.ridgewater.edu

The screenshot shows the Ridgewater College website. At the top left is the college logo. To its right are links for 'STUDENT LOGINS', 'LIBRARY', 'CALENDAR OF EVENTS', and 'CONTACT US'. Below these is a search bar. A grey arrow points from the text 'Accessing Email & Office 365, E-Services, D2L/Brightspace, and StarID' to the 'STUDENT LOGINS' link. Below the search bar is a horizontal menu with links: 'About', 'Academics', 'Admissions & Aid', 'Student Services & Activities', 'Alumni & Foundation', 'Athletics', and 'Customized Training & Continuing Ed'. The main body of the page features a large image of a smiling student in a red jacket. Overlaid on the bottom left of this image is a white box with the text 'Ridgewater College Apply TODAY!' and a red button labeled 'HOW TO APPLY'. On the bottom right, a grey dropdown menu is open, listing four options: 'EMAIL & OFFICE 365', 'E-SERVICES', 'D2L - BRIGHTSPACE', and 'STARID'. A grey arrow points from the student's face in the background image to this dropdown menu.

Ridgewater College
Apply TODAY!

HOW TO APPLY ▶

- EMAIL & OFFICE 365
- E-SERVICES
- D2L - BRIGHTSPACE
- STARID

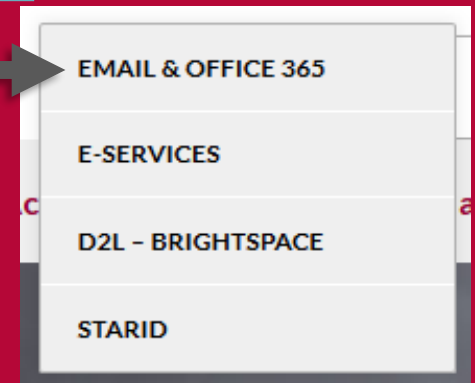


PSEO ORIENTATION



OFFICE 365 & EMAIL

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



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 interface overlaid on a Minnesota State University banner. The banner includes the university's logo (a stylized 'M' with a star) and text: 'MINNESOTA STATE UNIVERSITY', 'Your 37 state universities', and 'Extraordinary Education. Exceptional Value.' The login form is white and contains the Microsoft logo, the text 'Enter password', a password input field, a 'Forgot my password' link, and a blue 'Sign in' button. At the bottom of the form, it says 'Trouble logging in? Contact your campus IT help desk.'

Microsoft

Enter password

Password

[Forgot my password](#)

[Sign in](#)

Trouble logging in? Contact your campus IT help desk.



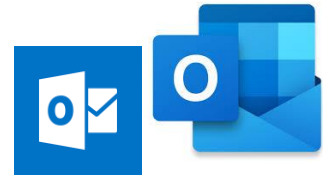
PSEO ORIENTATION

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

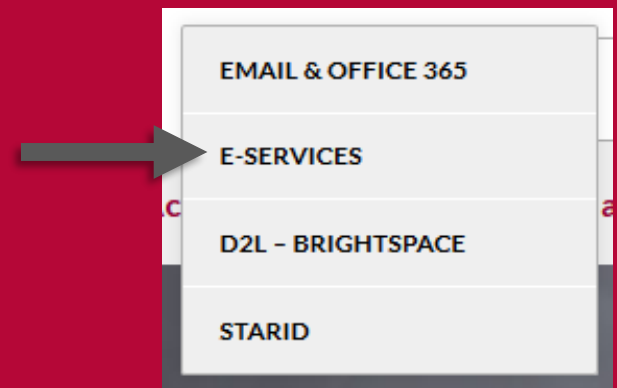
E-SERVICES

www.ridgewater.edu/eservices



- Your student account
- Here you will have access to registration, grades, unofficial transcripts and more

(HINT: This will be a question on the quiz at the end of the slideshow)



PSEO ORIENTATION

Log in to E-Services with your StarID and password.

www.ridgewater.edu/eservices

E-SERVICES

RIDGEWATER COLLEGE

Ridgewater College
2101 15th Ave NW
Willmar, MN 56201
USA

Toll-free: 800-627-3529
Fax: 320-222-5212

StarID

StarID password

Please login to continue.

The '*' indicates a required field.

* **StarID:** [Need Login Help?](#) [Need an ID?](#) [Sign Up Now.](#)


* **Password:**

Institution:

Display Name: ☐ Display and print your name until next login. To protect your identity, you may wish to print only at secured locations.

Login

You must **logout** when finished to ensure that nobody else gains access to your records.


MINNESOTA STATE



PSEO ORIENTATION

STUDENT TECHNOLOGY

E-SERVICES



Student e-services

[Dashboard](#)

[Home](#)

[Account Management](#)

[Courses & Registration](#)

[Academic Records](#)

[Financial Aid](#)

[Bills and Payment](#)

[Student Employment](#)

[Contact Us](#)

Campus

[Ridgewater Home Site](#)

[Ridgewater Bookstore](#)

[Records & Registration](#)

[Registration Dates](#)

My Dashboard

Welcome to Minnesota State Colleges & Universities eServices.

Action Items

[Sign up now to get your year-end tax form for tuition -- online](#)

Class Schedule

▼ Current Term: Fall 2018

School

Class

Days

► Next Term: Spring 2019

Financial Aid - Academic Year 2019

School

Status

My Minnesota State School Summary

Ridgewater College

Student e-services

[Dashboard](#)

[Home](#)

[Account Management](#)

[Courses & Registration](#)

[Academic Records](#)

[Financial Aid](#)

[Bills and Payment](#)

[Student Employment](#)

[Contact Us](#)

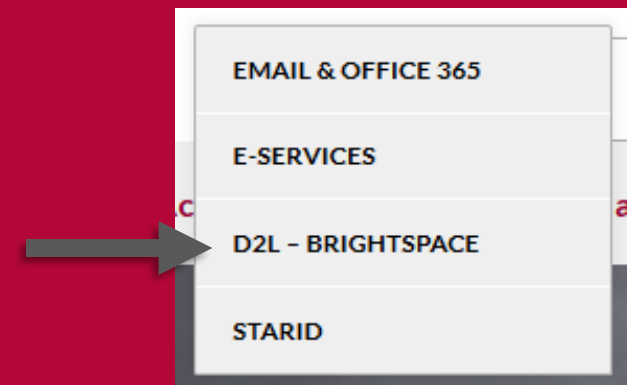
[| My Profile](#) | [Logout](#)



D2L - BRIGHTSPACE

www.ridgewater.edu/D2L

- Online Classroom/portal for courses



PSEO ORIENTATION

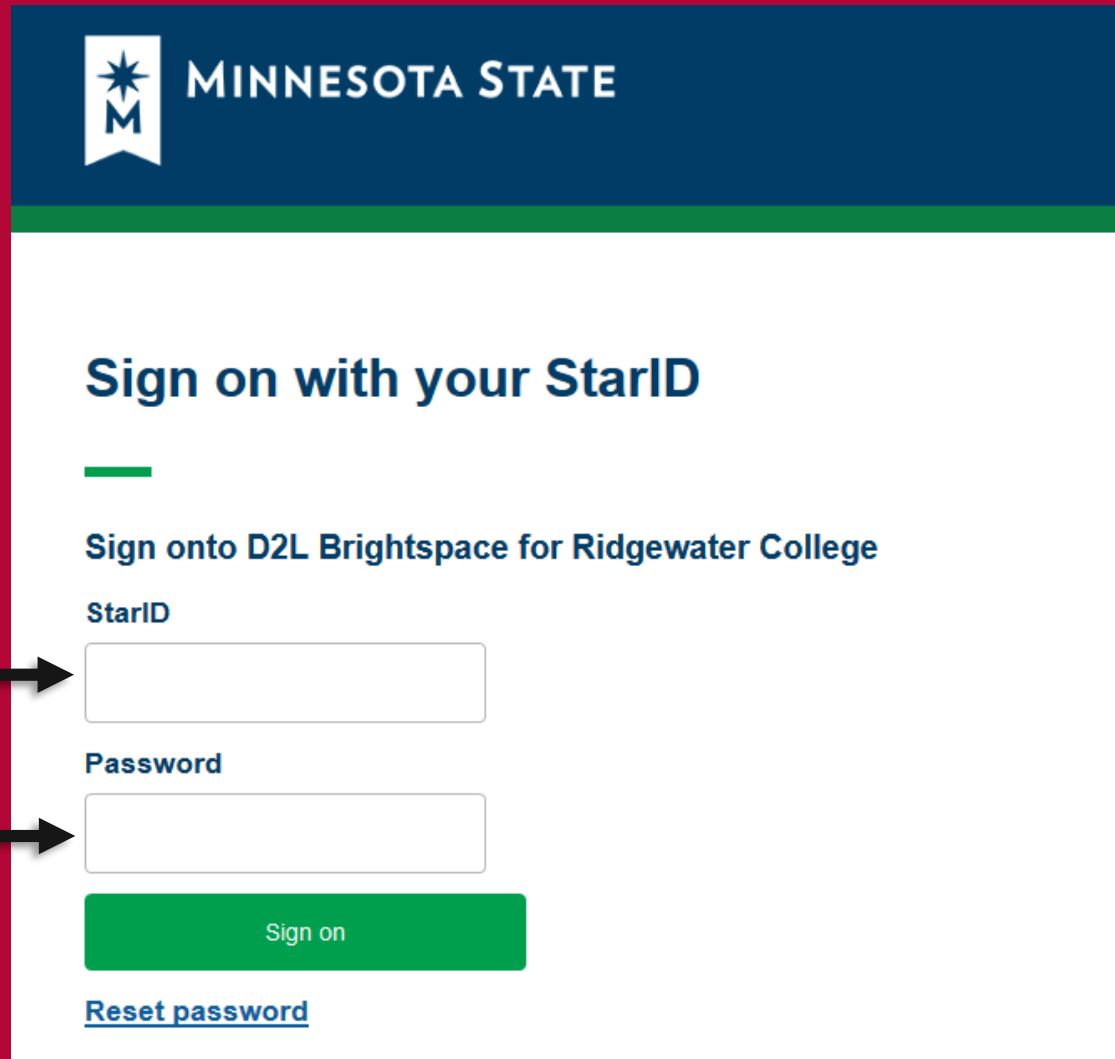
Log in to D2L with your StarID and password.

D2L

www.ridgewater.edu/D2L

STARID

Star ID password



The screenshot shows the login interface for Minnesota State D2L. At the top, there is a dark blue header with the Minnesota State logo (a white star above a white 'M' inside a white banner) and the text 'MINNESOTA STATE' in white. Below the header is a green horizontal bar. The main content area is white and contains the following elements: the heading 'Sign on with your StarID' in dark blue, a short green horizontal line, the text 'Sign onto D2L Brightspace for Ridgewater College' in dark blue, a label 'StarID' in dark blue above a white input field, a label 'Password' in dark blue above another white input field, a green 'Sign on' button, and a blue underlined link 'Reset password'.



PSEO ORIENTATION

D2L - BRIGHTSPACE

D2L

D2L is used for **ONLINE & BLENDED** courses and for some **ON-CAMPUS** courses

ON-CAMPUS:

- Turning in assignments
- Quizzes
- Posting class discussions/assignments

ONLINE/BLENDED:

- The entire class is run through D2L
- All **assignments, resources** are available here
- There are no specific times you have to log on to class, but each class typically has **weekly** assignment due dates



D2L - BRIGHTSPACE

www.ridgewater.edu/D2L

D2L

Fully ONLINE classes:

At the SEMESTER START: You must log-in to your online class on D2L during the **first day** of the semester

Each online class is structured differently, but almost all have **required deadlines** students need to meet

*Some may have on-campus meetings, tests, or lab requirements – you will be aware of this at the time of registration.

It is your RESPONSIBILITY to carefully read your course syllabus and follow the specific requirements for each class



PSEO ORIENTATION

D2L - BRIGHTSPACE

D2L



WebMail Resources ▼

Announcements ▼

There are no announcements to display.

ePortfolio ▼

Click here to access your [ePortfolio](#). You can also access ePortfolio from your course by clicking *Assessments* and selecting *ePortfolio* from the menu.

TextAid ▼

To use TextAid for reading D2L content such as quizzes and announcements, click here: [TextAid](#).

Classes listed here.

My Courses ▼

< 2019 Student Success Sum >

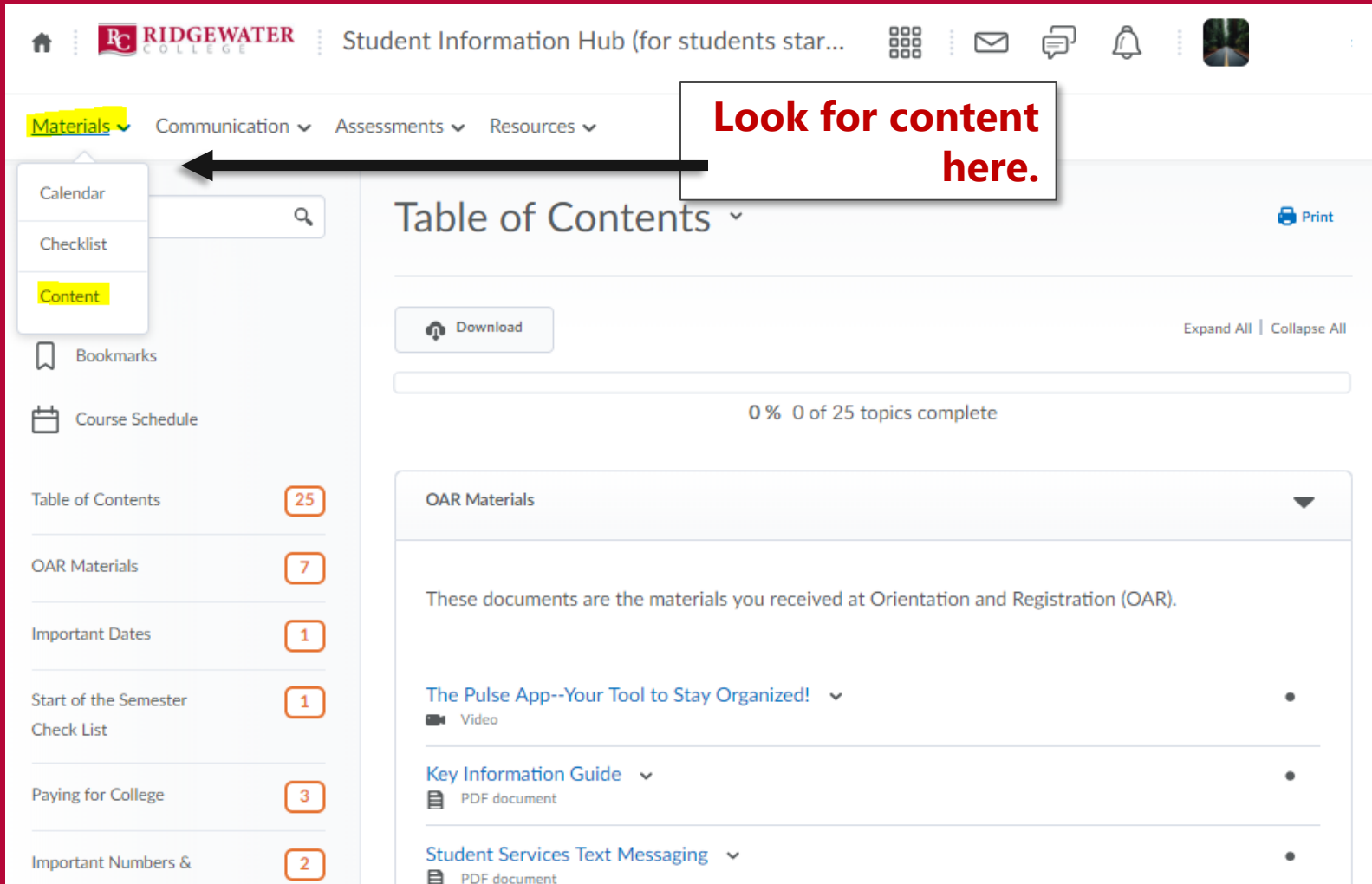







Student Information Hub
Student Success
Ends December 31, 2020 at 11:59 PM



Student Information Hub (for
students starting spring 2018)
Student Success

D2L - BRIGHTSPACE



RIDGEWATER COLLEGE Student Information Hub (for students star...     


Materials ▾ Communication ▾ Assessments ▾ Resources ▾

Calendar
Checklist
Content

Bookmarks
Course Schedule

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Important Dates 1
Start of the Semester Check List 1
Paying for College 3
Important Numbers & 2

Look for content here.


Table of Contents ▾  Print


Download Expand All | Collapse All


0 % 0 of 25 topics complete

OAR Materials ▾

These documents are the materials you received at Orientation and Registration (OAR).

The Pulse App--Your Tool to Stay Organized! ▾ •
 Video

Key Information Guide ▾ •
 PDF document

Student Services Text Messaging ▾ •
 PDF document



PSEO ORIENTATION

D2L - BRIGHTSPACE

D2L

PULSE APP:

Download the app **BRIGHTSPACE PULSE** on your phone

Log in with your STAR ID and PASSWORD

Brightspace Pulse

A mobile app that helps students keep track of important updates. It brings news, deadlines, and grades together in one place so they can spend less time organizing and more time learning.

GET IT ON Google play

Download on the App Store

Open in Safari



PSEO ORIENTATION

REMEMBER...

- Spring semester begins Monday, January 11, 2021
- Books are available through the Bookstore starting Monday, December 28, 2020 (2 weeks before the start of the semester)



CONCLUSION

To complete your required PSEO Orientation, please complete the Orientation Quiz at <https://bit.ly/2FfgVgz>

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



PSEO ORIENTATION