

Bookstore

- Rentals
- In-store purchasing
- Book buyback
- Online purchasing
- Book charging
- Ridgewater gear

Get your books at the bookstore. New and used books are available at www.ridgewaterbookstore.com and in the bookstore **two weeks before** each semester.

***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 at the on-campus bookstore on either campus or online.

Book buyback is available toward the end of each semester.

Bookstore Hours:

Monday - Thursday: 7:45 a.m. - 4:00 p.m.
Friday: 7:45 a.m. - 3:00 p.m.

On the Ridgewater website, look for the Bookstore under Student Services & Activities.

Student ID/Warrior Card

Get your Warrior card the first week of class. Visit the Student Life desk and we'll take your picture for your Student ID. Watch your campus email for available times. Your Warrior card will be used as a library card and a picture ID. You may also get some sweet student discounts with it around town!



Library

www.ridgewater.edu/library

Resources, computers, printers, tutors, study rooms, etc.

Regular Library Hours:

Monday - Thursday: 7:30 a.m. - 7:00 p.m.
Friday: 7:30 a.m. - 4:00 p.m.

Summer Library Hours (subject to change):

Monday - Thursday: 7:30 a.m. - 3:30 p.m.

Get Involved!

One of the best ways to maximize your college experience is to be involved. Find an activity that's right for you!

www.ridgewater.edu/student.services.activities

- Program-related clubs
- Athletics or recreational sports, including NEW mixed Clay Target teams
- Student government
- Fine arts
- Honor society
- On-campus disc golf



RIDGEWATER

C O L L E G E

WILLMAR & HUTCHINSON



Key *information* Guide

Spring 2020

Important *contact* information - Student Services



HUTCHINSON CAMPUS

WILLMAR CAMPUS

Records and Registration

320-234-8595

320-222-5982

Financial Aid

320-234-8600

320-222-7476

Business Office

320-234-8596

320-234-8596

Advising and Counseling

320-234-8595

320-222-5982

Disability Services

320-234-8650

320-222-8040

TRIO Student Services

320-234-8650

320-222-8075

Academic Support / Tutoring

320-234-8636

320-222-5260

Multicultural Affairs

320-222-5986

320-222-5986

General Student Services

320-222-5971

320-222-5971



Calendar 2020

Make your
impact!

Information Technology



Check your *email*

Email is how we communicate important information and opportunities. Each student is assigned a Ridgewater email and should **CHECK IT OFTEN!** www.ridgewater.edu/email

Spring Semester: January 13 - May 15, 2020

Classes begin	January 13
Tuition due	January 17
Last day to add/drop classes	January 17
College closed - Martin Luther King, Jr. Holiday	January 20
College closed - Presidents' Holiday	February 17
No classes - Spring Break	March 9 - 13
No classes - Employee Duty Day	April 10
Scholarship application deadline (spring scholarships)	April 15
Final exams	May 11 - 15
Last day of spring semester	May 15
College closed - Memorial Day	May 25
Summer semester begins	June 1

Sign up for *Alerts: Stay informed*

Star Alert messages

Star Alert is Ridgewater's emergency notification system. For weather-related campus closures or a campus emergency, we use Star Alert to send SMS text messages or email messages to accounts that you have designated. Sign up anytime after your first class.

www.ridgewater.edu/staralert



Student Services text messages

In eServices, students can receive notifications of tuition due dates, course information, advising announcements, etc. Just go to your online eServices and opt in to text messaging under "Account Management".

Sign up today so we can help you succeed!

Student Log Ins

Access Ridgewater's website home page for information you need. To access the resources you'll likely use the most, go online to www.ridgewater.edu. See STUDENT LOGINS at the top if you are on a computer, or on your phone, click on the MENU bar to see STUDENT LOGINS in the dropdown options. You will find:

- Email & Office 365
- eServices
- D2L Brightspace
- StarID

Your online orientation is a valuable tool to explore college resources to help you succeed. Go to www.ridgewater.edu/onlineorientation.

Registration

Academic Advising

Students **are strongly encouraged to meet with an advisor** to discuss course selection and degree planning.

Add, Drop and Withdraw

A course **add** includes initial registration, additional registration, or substituting one course for another; it must be completed by the fifth business day of the term. A course **drop** occurs when a student removes a course from his/her schedule **on or before** the fifth business day of the term.

A course **withdrawal** occurs when a student removes a course from his/her schedule **after** the fifth business day of the term. Students are strongly encouraged to meet with an advisor **prior** to withdrawing from courses.

Refunds

Refund schedule for full-term course and other courses that begin during the first week of the semester:

January 13-17 100% refund

After January 17, refunds vary, depending on timing.

Go to www.ridgewater.edu/financialaid for more details.

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 www.fafsa.ed.gov. Ridgewater's school code is **005252**.

Work Study

Work on campus! Great jobs are available on campus for students who qualify for work study hours. Jobs are flexible with course schedules. Find a list of open jobs at www.ridgewater.edu/workstudy. You must complete the FAFSA and indicate an interest in work study to determine eligibility.

Community Jobs

Whether you are looking for part-time work while you are going to college or a full-time career once you graduate, Ridgewater has resources to help you.

www.collegecentral.com/ridgewater

Scholarships

Watch your student email for reminders! More than \$200,000 in scholarships will be awarded!

www.ridgewater.edu/scholarships

eServices makes it easier

eServices is your individual online student portal where you can access your grades, register for classes, pay your bill, and see your financial aid award letter.

To Log into eServices

www.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

Information *release*

Ridgewater cannot release private or educational information without your written consent. If you want information released to third parties, including parents, newspapers and for internal publications such as the graduation program, stop by Student Services to sign a consent form or go to www.ridgewater.edu/inforelease. The release remains in effect unless changes are made. ~ Data Privacy Act of 1972 and the Family Education Rights and Privacy Act (FERPA) of 1974

D2L Brightspace

D2L (Desire 2 Learn) is a tool used to deliver course materials for online and on-campus classes. Check with your instructor to see if D2L is something you will be using for any of your classes.

Log into your D2L Brightspace Account

www.ridgewater.edu/D2L

Enter your StarID and StarID password

- Once you are logged into D2L, any classes that will be using 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.