Key Information Guide
# Calendar 2021

**Spring Semester: January 11 – May 14, 2021**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin</td>
<td>January 11</td>
</tr>
<tr>
<td>Tuition due</td>
<td>January 15</td>
</tr>
<tr>
<td>Last day to add/drop classes</td>
<td>January 15</td>
</tr>
<tr>
<td>College closed - Martin Luther King, Jr. Hol.</td>
<td>January 18</td>
</tr>
<tr>
<td>College closed - Presidents’ Holiday</td>
<td>February 15</td>
</tr>
<tr>
<td>No classes - Spring Break</td>
<td>March 8 - 12</td>
</tr>
<tr>
<td>No classes - Employee Duty Day</td>
<td>April 9</td>
</tr>
<tr>
<td>Scholarship application deadline (spring scholarships)</td>
<td>April 15</td>
</tr>
<tr>
<td>Final exams</td>
<td>May 10 - 14</td>
</tr>
<tr>
<td>Last day of spring semester</td>
<td>May 14</td>
</tr>
<tr>
<td>College closed - Memorial Day</td>
<td>May 31</td>
</tr>
<tr>
<td>Summer semester begins</td>
<td>June 1</td>
</tr>
</tbody>
</table>

**ridgewater.edu/calendar**

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## Urgent Info **Alerts**

**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. Students are automatically opted into this service. To cancel or add info to your Star Alert account, visit [ridgewater.edu/staralert](http://ridgewater.edu/staralert)

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## Everything **COVID**

**Masks, Screening and Reporting Required**

We are in this together. Stay current to stay safe and make decisions. [ridgewater.edu/covid-19](http://ridgewater.edu/covid-19)

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## Registering **🚀**

### Academic Advising

Students are strongly encouraged to meet with a counselor or advisor for degree and course planning and to obtain a registration access code unless they have completed 29 or more credits.

### 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 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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11-15</td>
<td>100%</td>
</tr>
<tr>
<td>After January 15</td>
<td></td>
</tr>
</tbody>
</table>

More details at [ridgewater.edu/financialaid](http://ridgewater.edu/financialaid)

### 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.

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## Paying for College **$$**

### Financial Aid

The Financial Aid Office provides information on federal and state aid programs. Apply online at [fafsa.ed.gov](http://fafsa.ed.gov). Ridgewater’s school code is 005252. Payment plans are available through Nelnet. Learn more in your eServices account.

Undocumented/DACA Minnesota residents may be eligible for aid through the Minnesota Dream Act. [ohe.state.mn.us](http://ohe.state.mn.us)

### Work Study

Great jobs are available on campus and off campus for students who qualify for work study hours. Jobs are flexible with course schedules. Find a list of open jobs at [ridgewater.edu/workstudy](http://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. [collegecentral.com/ridgewater](http://collegecentral.com/ridgewater)

### Scholarships

Watch your student email for reminders! More than $200,000 in scholarships will be awarded! [ridgewater.edu/scholarships](http://ridgewater.edu/scholarships)

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## Star Alert Messages

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[ridgewater.edu/calendar](http://ridgewater.edu/calendar)
D2L (Desire 2 Learn) is a tool used to deliver course materials for online and on-campus classes. You will be using D2L for your classes to some extent.

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 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.

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
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 take 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, go to ridgewater.edu/inforelease. Choose the first form. The release remains in effect unless changes are made.

Stay Informed: Check your email
Email is the primary way we communicate important information and opportunities. Each student is assigned a Ridgewater email and should CHECK IT OFTEN! ridgewater.edu/email

In addition, Ridgewater is piloting a text messaging student communication system called Signal Vine. Stay tuned.

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!
Get your books from the online college bookstore at ridgewaterbookstore.com. Spring 2021 books must be ordered online (they will not be available for purchase in store). Beginning December 26, you can order new, used and/or rental books. They may be shipped to you by UPS or picked up at the Hutchinson or Willmar store pickup window.

**Bookstore Hours**: (in-store purchasing)
Monday - Friday: 9:00 a.m. - 2:00 p.m.

- Supplies
- Ridgewater gear
- Book buyback
- Returns
- Food, snacks, beverages

*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! Visit ridgewater.edu/warriorcard for full instructions on how to fill out the online Warrior ID Request Form and upload a photo of yourself. IDs are mailed once per week, but please be patient, as delays may occur due to COVID-19.

**Get Involved!**

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

- Clubs or interest groups
- Athletics or recreational sports, including NEW mixed clay target and intramural Esports
- Student Senate
- Fine arts and honor society
- On-campus disc golf

**Follow the Ridge!**

Get Involved!

**Important contact information - Student Services**

<table>
<thead>
<tr>
<th>Hutchinson Campus</th>
<th>Willmar Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records and Registration</td>
<td>320-234-8592</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>320-222-7488</td>
</tr>
<tr>
<td>Business Office</td>
<td>320-234-8596</td>
</tr>
<tr>
<td>Advising and Counseling</td>
<td>320-234-8595</td>
</tr>
<tr>
<td>Disability Services</td>
<td>320-234-8650</td>
</tr>
<tr>
<td>TRIO Student Services</td>
<td>320-234-8650</td>
</tr>
<tr>
<td>Academic Support / Tutoring</td>
<td>320-234-8650</td>
</tr>
<tr>
<td>Multicultural Affairs</td>
<td>320-222-5986</td>
</tr>
<tr>
<td>General Student Services</td>
<td>320-222-5971</td>
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</tbody>
</table>

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. 10/2020
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 home computer.

Add your Ridgewater email to your phone

1. In your E-mail App or Accounts Settings choose Microsoft Exchange or Corporate E-mail
2. Enter your username: starid@go.minnstate.edu in the email box.
3. Enter your Star ID Password.
4. *Most phones (like the iPhone) will auto-detect the rest of information from here, if not see the rest of the instructions
5. Enter outlook.office365.com if it asks for a server & enable SSL

If you have trouble with this stop in to the IT offices

IT Support Options

- Check out the IT page on Ridgewater’s website.
- Willmar IT Office—L110
- Hutchinson IT Office—128
- Ridgewater IT helpdesk 320.234.8777
- MNSCU Helpdesk 877.466.6728
- There are open computers labs on each campus in the library.
- If you need help on your personal computer call the Computer Support Technician Program’s student run helpdesk.
  Hutchinson—320.234.8550
  Willmar—320.222.7483
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.minnstate.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.minnstate.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.minnstate.edu
Anonymous Identity: not needed, leave blank
Password: Your StarID password

Star Alert Emergency Notifications

Star Alert is the Ridgewater College emergency notification text message system. Signing up is easy, just click the link "Text Notifications" on the Ridgewater website. 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.
We want you to be as successful as possible while attending Ridgewater College. Here are some resources you may need. Some offices may have eligibility requirements or request that you self-disclose issues in order for us to attempt to serve you. All information will be kept private and will be used to determine eligibility and/or will only be used to plan support services to help you be successful. We look forward to working with you as you begin your studies at Ridgewater College.

**Academic Support / Tutoring Services**

Provides extra support such as tutoring, study skills and/or computer assistance.

**Contact information - (Open to all students)**
- Hutchinson campus, Library
  - Terry Grinde 320-234-8650 or terry.grinde@ridgewater.edu
- Willmar campus, Library
  - Audrey VanBeck 320-222-5263 or audrey.vanbeck@ridgewater.edu

**Disability Services (DSO)**

Provides support services to students who have disabilities on a flexible and individualized basis.

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

**Contact Information (eligibility requirements apply)**
- Hutchinson campus, Room 105 – Terry Grinde, 320-234-8650 or terry.grinde@ridgewater.edu
- Willmar campus, Room A119 – Jay Morrison, 320-222-8040 or jay.morrison@ridgewater.edu

**TRiO Student Support Services**

Provides support to increase the retention of eligible students pursuing an Associate’s degree.

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

**Contact information (eligibility requirements apply)**
- Hutchinson campus, Room 105
  - Terry Grinde, 320-234-8650 or terry.grinde@ridgewater.edu
- Thomas Tie, 320-222-8072 or thomas.tie@ridgewater.edu
- Willmar campus, Room A 144
  - Thomas 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

**Technical Program Recruitment & Retention Support**

Provides support to students in technical programs.

Ridgewater College’s mission is to focus on our student needs and ensuring academic success. We want to ensure students career and academic goals align by helping resolve any barriers our prospective and current students may be experiencing. If you have questions or concerns about resources on campus, staff available to help, or any other general questions to help ensure your academic success, please contact our Recruitment and Retention Specialist for technical programs.

**Contact Information (Willmar & Hutchinson campuses)**
- Stephanie Holland, phone 320-222-5983, text 320-403-4875 or stephanie.holland@ridgewater.edu
STAY CONNECTED
ON CAMPUS & VIRTUALLY

Student Life hosts free events for students on campus and online. Check social media and your student email to see what's happening!

- Grocery Bingo
- Tournaments
- Speakers/Entertainers
- Movie Showings
- Fitness Classes
- Video Game Rentals
- Board Game Rentals
- Free Popcorn (Weekly)
- Clubs & Interest Groups
- Contests

HUTCHINSON
Heather Marcus
heather.marcus@ridgewater.edu
student.life@ridgewater.edu
320-234-8562

WILLMAR
Angela (Boersma) Haas
angela.boersma@ridgewater.edu
student.life@ridgewater.edu
320-222-5643
Dear Ridgewater Student,

If you need a student ID, we will print and mail a new one to you free of charge until classes resume in-person on campus!

You may need a new ID because:

- You are a new student and didn't receive an ID due to COVID-19.
- Your current ID is expired.
- You lost your ID.

IDs will be printed and mailed the **1st and 3rd week of each month**, typically on Wednesdays. If you request your ID after the batch is printed and mailed, we may not process your ID until the next printing period.

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:

- YourStarID@go.minnstate.edu
- Your StarID Password

**Warrior ID Request Form**

Thank you for choosing Ridgewater!