Key Information Guide
Fall Semester: August 24 – December 18, 2020

- Classes begin: August 24
- Tuition due: August 28
- Last day to add/drop classes: August 28
- College closed - Labor Day: September 7
- Scholarship application deadline (spring scholarships): October 15
- Minnesota Teacher Conventions: October 15-16
- Veterans’ Day: November 11
- Thanksgiving break: November 26-27
- Final exams: December 14-18
- Last day of fall semester: December 18
- Spring semester begins: January 11

Urgent Info Alerts:

- **StarAlert 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 additional information to your Star Alert account, please visit ridgewater.edu/staralert.

Registration 🦁

**Academic Advising**
Students must meet with an 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:
- August 24-28: 100% refund
- After August 28, refunds vary, depending on timing. Go to 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 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. Learn more at http://www.ohe.state.mn.us.

**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 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

**Scholarships**
Watch your student email for reminders! More than $200,000 in scholarships will be awarded! ridgewater.edu/scholarships
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
ridgewater.edu/D2L
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

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 Log Ins
Access Ridgewater’s website home page for information you need. To access resources you’ll likely use the most, go online to ridgewater.edu. See STUDENT LOGINS at the top if you are on a computer, or on your phone, click on the MENU bar for 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. ridgewater.edu/onlineorientation.

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.

Services Alerts:
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!

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. 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
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 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.

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.
ridgewater.edu/library

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/student.services.activities

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

Follow the Ridge!

Student ID/Warrior Card

Get your Student ID/Warrior card by the first week of class. Complete your request online, including uploading a picture. See form guidelines. Your Warrior card will be used as a library card, picture ID, and proof you’re a student for some college activities and community discounts. Use your Ridgewater email log in. [Online Warrior Card form](#).

Important contact information - Student Services

<table>
<thead>
<tr>
<th>Hutchinson Campus</th>
<th>Willmar Campus</th>
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</thead>
<tbody>
<tr>
<td>Records and Registration</td>
<td>320-234-8592</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>320-222-7488</td>
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<tr>
<td>Business Office</td>
<td>320-234-8596</td>
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<tr>
<td>Advising and Counseling</td>
<td>320-234-8595</td>
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<tr>
<td>Disability Services</td>
<td>320-234-8650</td>
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<td>TRIO Student Services</td>
<td>320-234-8650</td>
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<tr>
<td>Academic Support / Tutoring</td>
<td>320-234-8636</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>
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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.
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
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
  - Amelia Amor, 320-222-8075 or amelia.amor@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

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

@RidgewaterCollege

Campus Email