Key Information Guide

2021-2022
Calendar 2021-22

Fall Semester: August 23 - December 17, 2021

Classes begin August 23
Tuition due August 27
Last day to add/drop classes August 27
College closed - Labor Day Holiday September 6
Scholarship fall application deadline October 15
No classes - Teacher Conferences October 21-22
College closed - Veterans Day Holiday November 11
College closed - Thanksgiving Holiday November 25-26
Final exams December 13-17
Last day of fall semester December 17
College closed - Christmas Observed December 24
College closed - New Year's Observed December 31

Spring Semester: January 10 - May 13, 2022

Classes begin January 10
Tuition due January 14
Last day to add/drop classes January 14
College closed - Martin Luther King, Jr. Hol. January 17
College closed - Presidents' Holiday February 21
No classes - Spring Break March 7 - 11
No classes - Employee Duty Day April 8
Scholarship spring application deadline April 15
Final exams May 9 - 13
Last day of spring semester May 13
College closed - Memorial Day Holiday May 30
Summer semester begins May 31

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.

Undocumented/DACA Minnesota residents may be eligible for aid through the Minnesota Dream Act. ohe.state.mn.us

Scholarships
Watch your student email for reminders! More than $200,000 in scholarships will be awarded! Application deadlines are October 15 and April 15. 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. 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

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 a student removes a course from his/her schedule by the term’s fifth business day and tuition is fully refunded.

A course withdrawal occurs when a student removes a course from his/her 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.

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.

Registration

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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
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.

Everything COVID-19
The global pandemic has forced everyone to be flexible and to adapt behaviors to keep others we interact with as safe and healthy as possible. Ridgewater follows guidelines from the Center for Disease Control and Minnesota State. Ridgewater currently requires masks, screening and reporting for all who visit our campuses.
Stay current with guidelines through your Ridgewater email and our website at ridgewater.edu/covid-19.
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 DAR 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

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

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. The release remains in effect unless changes are made.
Get your books from the online college bookstore at ridgewaterbookstore.com. At this time, books must be ordered online (they will not be available for purchase in store). Two weeks before classes start, 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

*Info subject to change due to COVID-19. Check website for updates.

**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 ridgewaterbookstore.com.

*** The Willmar Bookstore will close to in-store traffic for the two weeks prior to the start of classes.

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 instructions on how to fill out the 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 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
- Intramural Esports
- Athletics or recreational sports, including NEW mixed clay target

Reminder: Your online orientation is a valuable tool to help you succeed. You can refer to it any time after completion. ridgewater.edu/onlineorientation

Key Resources

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ridgewater.edu/onlineorientation

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.
Academic Resources/Services

We want you to be as successful 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. 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.

Tutors are available to help students with their studies. They provide assistance on a wide range of subjects including Math, English, Chemistry, Psychology and much more! All students are eligible for free tutoring services.

Learn more and schedule an appointment at [ridgewater.edu/tutoring](http://ridgewater.edu/tutoring)

**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 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
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. 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. 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. 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, we will print and mail a new one to you free of charge until all in-person services resume on campus!

You may need a new ID card 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.

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
STAY CONNECTED

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

- Virtual Bingo
- Financial Workshops
- Speakers/Entertainers
- Drive-In Movies
- Fitness Classes
- Intramural Esports
- Clubs & Interest Groups
- Online Contests
- Virtual 5K Events
- Kahoot Trivia

HUTCHINSON
Heather Marcus
heather.marcus@ridgewater.edu
student.life@ridgewater.edu
320-234-6562

WILLMAR
Angela Haas
angela.haas@ridgewater.edu
student.life@ridgewater.edu
320-222-5643

@RidgewaterColl
Hutch: @ridgewater-h
Willmar: @ridgewater-w
@RidgewaterCollege
Campus Email