



Spring 2021

Registration Guide

# Welcome



Winona State University – Rochester provides relevant and innovative life-long learning experiences to educate, enlighten, and serve the needs of communities within the region.

# COVID-19 INFORMATION

Because of the need to adapt our services and facilities to meet the challenges of the COVID-19 pandemic, not all campus information included in this handbook may be applicable to Spring 2021 semester. Please continue to monitor our website for the most current updates and available campus services.

The WSU-Rochester Student & Campus Services office is open limited hours during this time. However, we are always here for you! Our team is ready to provide you with assistance from a distance.

## WSU-R MAIN WEBSITE

[www.winona.edu/Rochester](http://www.winona.edu/Rochester)

## STUDENT AND CAMPUS SERVICES

[wsurstudentservices@winona.edu](mailto:wsurstudentservices@winona.edu)

507-285-7100

## NEED A WARRIOR ID?

If you need a WSU-Rochester student ID, you must obtain one remotely. To get your Warrior ID, please email a headshot in .jpg format to tech support at [mbrown@winona.edu](mailto:mbrown@winona.edu) along with your Warrior ID number, academic major, and the mailing address that your ID card should be delivered to. We will mail you your new photo student ID when it is ready.



WSU-R CAMPUS SERVICES  
RCTC CAMPUS SERVICES  
WSU-R TECHNICAL SUPPORT  
PAYMENT INFORMATION/DIRECT DEPOSIT  
STUDENT ID & BOOKS  
WSU-R CAMPUS DIRECTORY  
ACADEMIC CALENDAR  
MAPS



# WSU-R CAMPUS SERVICES

## BUILDING CODES – RCTC MAIN CAMPUS

Art Hall	AH
Atrium	AT
College Center	CC
Coffman Center	CF
East Hall	EA
Endicott/Memorial Hall	M
Goddard Library	GL
Health Science	HS
Hill Theatre	HT
Singley Hall	SH
Student Services	SS
Science Technology	ST

## BUILDING CODES – HEINTZ CAMPUS

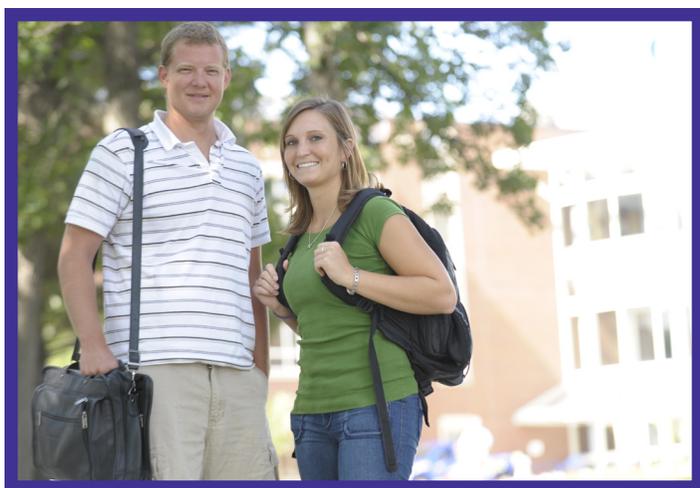
Heintz Building	H
Horticulture Center	HH
Heintz Work Force	HWF

## BUILDING CODES – OFFSITE

Rochester on Broadway	ROB
Riverside Elementary	RVSD
Sumner Elementary	SUMEL

## STUDENT CONDUCT CODE

Winona State University is an academic community committed to providing an environment of learning. The University's Student Conduct Code is designed to promote attitudes conducive to learning; hold students accountable for violating University standards; and protect the due process rights of those charge with Student Conduct Code violations. All student are expected to comply with the Student Conduct Code. The University has an obligation to investigate conduct that interferes with the rights of others, threatens University property or interferes with the University's educational mission. The University also supports local, state and federal laws. This policy applies to all conduct that occurs on University premises; at University-sponsored activities whether on or off-campus and to certain off-campus conduct. Consequences for failing to comply with the Student Conduct Code could result in sanctions from the University. For more information, please click visit <http://www.winona.edu/sld/studentconductcode.asp>



## STUDENT AND CAMPUS SERVICES OFFICE

We are here for you! Winona State University-Rochester Student and Campus Services (SCS) Office has full-time staff available to provide academic and administrative services for all WSU-Rochester students. The SCS Office is located on the first floor of the Student Services building in (SS) 128, next to the RCTC Cashier's Office. Please connect with us in person or call us at 507-285-7100 or 1-800-366-5418 or email [WSURStudentServices@winona.edu](mailto:WSURStudentServices@winona.edu).

SCS Office provides assistance with:

Access Services	Graduation
Admissions	Ombudsperson (Student Services Advocate)
Advising	Registration
Career Services	Veteran Services
Financial Aid	Warning/Suspension

## Hours of Service

Fall and Spring Semester:	Monday-Friday	8:00am.-4:30pm
Summer Hours:	Monday-Friday	8:00am-4:00pm

All Student Support Services areas are closed on weekends and holidays.

## ACCESS SERVICES

WSU Access Services has many academic accommodations to provide students with disabilities with equal access to their education. Some of these academic accommodations include: extended time on tests, low distraction, quiet test location, exams in auditory format, tests in alternative format, disability advising, sign language interpreters, a scribe and/or accessible classrooms and labs.

Any enrolled WSU student with a permanent documented disability is eligible to use the accommodations provided by Access Services. Examples include, but are not limited to: learning disabilities, ADHD, depression, anxiety, loss of mobility, hearing loss and low vision.

For more information regarding the Application for Access Services, please email Access Services at [access@winona.edu](mailto:access@winona.edu) or call 507-457-5878.

## ADMISSIONS

WSU-Rochester has a Recruitment and Admissions Advisor located in the campus Welcome and One Stop Center, Atrium (AT) 104. Our advisor meets with prospective undergraduate and graduate students interested in attending WSU-Rochester. WSU's Admissions staff visit our campus on a monthly basis to meet with prospective students interested in attending the Winona campus. Appointments can be made via email at [WSURStudentServices@winona.edu](mailto:WSURStudentServices@winona.edu), by phone at 507-285-7100 or in person at the WSU-R Student and Campus Services office, Student Services (SS) 128.

## ADVISING

A full-time general advisor is available on a daily basis for appointments and walk-in service in the WSU-R SCS office in (SS) 128. Our advisor can advise undergraduate students until they are officially assigned an advisor in their chosen field of study. Admitted graduate students are advised by department faculty.

Appointments can be made via email at [WSURStudentServices@winona.edu](mailto:WSURStudentServices@winona.edu), by phone at 507-285-7100 or in person at the WSU-R Student and Campus Services office, Student Services (SS) 128.

## CAREER SERVICES

Our WSU-R Career Counselor is available on a daily basis for appointments and walk-in service in the WSU-R SCS office in (SS) 128. You can learn more about career services and resources via the Career Services website <http://www.winona.edu/career/> as well as the login page for Handshake: <https://winona.joinhandshake.com/login> (Career Services' online job search tool).

Appointments can be made by emailing [rochestercareer@winona.edu](mailto:rochestercareer@winona.edu) or [WSURStudentServices@winona.edu](mailto:WSURStudentServices@winona.edu), by phone at 507-285-7100, or in person at the WSU-R Student and Campus Services office, (SS) 128.

## DIRECTORY INFORMATION

WSU Faculty/Staff directory information is located on our website at the following location: <https://mywarriorlife.winona.edu/CampusDirectory>

RCTC Faculty/Staff directory information is located at the following location: <http://www.rctc.edu/directory/>



# WSU-R CAMPUS SERVICES

## FINANCIAL AID

Current students can meet with a financial aid counselor via Zoom (web-based video conferencing) in our SCS office or by phone. Appointments can be made via email at [WSURStudentServices@winona.edu](mailto:WSURStudentServices@winona.edu), by phone at 507-285-7100 or in person at the WSU-R Student and Campus Services office, Student Services (SS) 128.

## GRADUATION

Your Application for Graduation must be submitted by the midterm date of the graduating term to be eligible for provisional honors and to have your name in the Commencement program. The Records & Registration website (<http://www.winona.edu/registrar/graduation.asp>) provides information and a link to the Application for Graduation. After your application is received and accepted you will receive an email regarding the ordering process for your graduation cap/gown/tassel and options to have it delivered to the WSU-R campus or to your home.

## KRUEGER LIBRARY

WSU-Rochester students are served by the Winona campus Krueger Library as distance students, regardless if they are taking a Winona-based or Rochester-based course. Students should visit the Krueger Library website, and they can request that physical books and media be sent to them through the US Mail, which includes a return mailer free of charge.

<https://www.winona.edu/library/>

<https://www.winona.edu/library/services/ill.asp>

[https://mediaspace.minnstate.edu/media/Library+Information+for+WSU-R+and+Online+Students+%28Russ+copy%29/0\\_7onhcmas](https://mediaspace.minnstate.edu/media/Library+Information+for+WSU-R+and+Online+Students+%28Russ+copy%29/0_7onhcmas)

## OMBUDSPERSON

The WSU-Rochester Ombudsperson is located in the WSU-R SCS office (SS) 128. Our student advocate is here to appropriately and effectively investigate and resolve a wide range of student issues and concerns involving student support services on the Rochester campus.

Appointments can be made via email at [WSURStudentServices@winona.edu](mailto:WSURStudentServices@winona.edu), by phone at 507-285-7100 or in person at the WSU-R Student and Campus Services office, Student Services (SS) 128.

## PERSONAL COUNSELING

We realize that life can get stressful as you reach your educational goals. If your stress level becomes overwhelming or you just need someone to talk to please connect with the WSU Counseling Office.

To make an initial appointment to meet with a counselor over the phone, please stop in the WSU-R Students and Campus Services office, Student Services (SS) 128, or call us at 507-285-7100. Students may also schedule Zoom appointments with counselors. If you have any questions or want to schedule an appointment, please email [counselingservices@winona.edu](mailto:counselingservices@winona.edu) or call 507-457-5330. Counseling Services staff will respond within one business day.

RCTC Health Services has partnered with Zumbro Valley Mental Health Center to provide mental health services by licensed mental health providers for both RCTC and WSU-Rochester students. If students have health insurance coverage, ZVHC will bill the insurance company for these services. Students are never denied services if unable to pay or are unable/unwilling to use their health insurance.

Students can make an appointment by calling 507-285-7261 or stopping by the RCTC Health Services location in the Health Science building, (HS) 140.

## REGISTRATION

Students register online via e-services after meeting with a faculty advisor and receiving a faculty access code to register. Assistance can be requested via email at [WSURStudentServices@winona.edu](mailto:WSURStudentServices@winona.edu), by phone at 507-285-7100 or in person at the WSU-R Student and Campus Services office, Student Services (SS) 128.

## STUDENT HEALTH SERVICES

WSU's "Ask-A-Nurse" line is available at no additional charge. Students are encouraged to call 507-457-2292 for quick access to a nurse. Calls will be returned within two hours during the business day. Calls placed after hours will be answered the following business day.

Student health insurance is available through Winona State University. Students are encouraged to have personal health insurance coverage while attending college. For more information about health insurance, visit <http://www.winona.edu/healthservices/insurance.asp>.

## STUDENT LIFE

Student Life activities on the WSU-Rochester campus complement the WSU-R academic programs and services by providing opportunities and experiences that enrich the student experience and enhance the students' overall development. Studies have shown that students who get involved in student life activities develop excellent leadership skills and tend to do better in the classroom. In collaboration with the WSU-Winona campus and RCTC, WSU-Rochester provides students a selective offering of activities and leadership opportunities available on the campus and in the Rochester community.

Activities are developed in collaboration with WSU-Rochester students and provided by Student Activity Fee funding. Information on events and activities are publicized on campus and communicated to all WSU-Rochester students via email and on the WSU Events Calendar. Information on all campus activities is available through the WSU-R Student and Campus Services Office in (SS) 128 or call 507-285-7100 or email [WSURStudentServices@winona.edu](mailto:WSURStudentServices@winona.edu).

## TUTORING SERVICES

Students who need additional academic assistance can connect with the WSU Tutoring Center (located in Winona). WSU students with specific tutoring needs or who are interested in becoming a tutor should contact the WSU Tutoring Coordinator at 1-800-342-5978 ext. 5680 or 507-457-5680. Visit <http://www.winona.edu/tutoring/onlineresources.asp> for online tutoring services.

## VETERANS SERVICES

The Winona State Veterans Affairs Office was created in cooperation with the Office of Admissions to provide information and assistance for veterans and their families as they pursue their education at the university. Assistance can be requested via email at [veterans@winona.edu](mailto:veterans@winona.edu) or call 507-457-5109.

## WARNING/SUSPENSION

Students who fall below the minimum standards for the first time may remain enrolled, but they will be placed on Academic Warning. Students are eligible to attend classes, but are required to complete an Academic Warning Form with their assigned faculty advisor or our Student Success and Career Advisor in our SCS office (SS) 128 before registering for any subsequent term.

Students on Academic Suspension are not eligible to enroll in or attend classes for at least one academic semester. Students can submit an Academic Appeal Form by the deadline for readmission. If the appeal is granted, the student will be able to remain enrolled for an additional semester on Academic Probation and will be eligible for financial aid. Students who return after sitting out for the required time must meet with the Student Success and Career Advisor in our SCS office (SS) 128 to be readmitted and placed on Academic Probation.

Appointments can be made via email at [WSURStudentServices@winona.edu](mailto:WSURStudentServices@winona.edu), by phone at 507-285-7100, or in person at the WSU-R Student and Campus Services office, Student Services (SS) 128.

## WEATHER/EMERGENCY CLOSINGS

During periods of inclement weather or other emergencies, faculty, staff and students are responsible for monitoring community announcements of school closing or delays on local media to listen for announcements regarding the delay or cancellation of classes or activities or the closing of the campus, and then stay tuned for further updates. The decision to close the campus will be made prior to 6:00am. The decision to cancel evening classes will be made by 2:00pm. Emergency cancellations and closing are posted at [www.winona.edu](http://www.winona.edu) and local radio and TV stations.



# RCTC CAMPUS SERVICES

## BOOKSTORE

The RCTC Bookstore is located on the first floor of the Hill Theatre building (HT) 100 and the phone number is 507-285-7202. You may purchase WSU-Rochester course textbooks and materials online at <http://bookstore.roch.edu> or in person. You may also charge these purchases to your WSU student account. To charge the items, you must provide a printed copy of your course schedule with your name printed on it and any form of picture ID. If you are taking a Winona campus course (face-to-face in Winona or online/Winona based course) OR College of Business online courses, you will need to purchase your books at the WSU Bookstore in Winona or online at <http://www.wsu bookstore.com/>

### RCTC Bookstore Hours

Monday-Thursday 8:00am-6:00pm  
Friday 8:00am-4:30pm

## BUS TRANSPORTATION

An abundance of student parking is available at our campus, but you may choose to utilize public transportation. Using the bus system in Rochester is easy and convenient. Students can access any part of the city using the Rochester Public Transit as their mode of transportation. Information and schedules can be found at <http://www.rochestermn.gov/departments/public-transportation>.

### Rochester Public Transit Bus Passes

- WSU-R has a limited number of bus passes available for students! These are good for 120 days from the first use and will work for the Rochester Public Transit bus line.
- Students may pick up 1 pass at the Student & Campus Services Office in (SS) 128 on the RCTC campus.
- You MUST have your WSU-R ID and be currently enrolled in Rochester courses.
- Available until they are gone!
- \*These passes are for currently-enrolled WSU-R campus students only.



## CAMPUS POSTING GUIDELINES

Students who wish to advertise events and services may do so at designated locations on campus. Postings must comply with the campus posting guidelines listed at <https://www.rctc.edu/policies/facility/campus-posting/>. It is expected that all materials posted in designated areas will be reasonably neat and attractive in the interest of the advertiser and the campus. Offensive, obscene and inflammatory advertising will be not permitted. All material must be stamped with the WSU-R logo and contain last day of posting in the lower right corner, after which time they will be removed. Materials without a stamp or date will be removed immediately by staff. You will need to bring your posting to our Marketing Assistant in (SS) 128 for the official WSU-R stamp.

## CAR STARTING

Students can contact RCTC Campus Safety office at 507-285-7262 (7262 if calling from internal campus phone) regarding the need to have their vehicle jump started. You must provide a valid student ID. There is NO CHARGE for this service.

## CASHIER

The RCTC Cashier's Office is located on the first floor of the Student Services building (SS) 124 and the phone number is 507-285-7311. The Cashier's Office accepts payments for WSU students via check or cash ONLY. Students may also make payment through e-services via credit/debit card payments.

### RCTC Cashier Hours

Monday-Friday 8:00am-4:30pm

## FOOD AND VENDING SERVICE

Lancer Hospitality is contracted to operate campus dining and catering food services. The Fresh Stop Cafes are located on the third floor of the College Center and Commons area of Heintz Center. The Espresso Plus is located in the Health Sciences Building. A meal plan for students is available. Catering services are available during and after regular cafeteria hours ([jim.sawyer@aladdinfood.com](mailto:jim.sawyer@aladdinfood.com)). Vending machines are located throughout the campus. For refunds or to report problems with machines, contact the Cashier's Office at 507-285-7311 or visit (SS) 124.

### Fresh Stop Cafe – 3rd floor College Center

Monday-Friday 7:30am-2:00pm

### Espresso Plus – Health Sciences Building

Monday-Thursday 7:30am-6:00pm  
Friday 7:30am-1:00pm

### Fresh Stop Cafe – Heintz Center

Monday-Thursday 7:30am-2:00pm  
Friday 7:30am-1:00pm

*All food service is closed during holidays, on weekends, and on RCTC non-class days.*

## RCTC STUDENT HEALTH SERVICES

The Student Health Services is located on the first floor of the Health Science building (HS) 140. Treatment of minor illnesses, emergency first aid, over-the-counter medications, and referrals to community providers, health counseling and diagnostic tests are available for students through Student Health Services during Fall and Spring semester. You can stop in, email them at [HealthServices@rctc.edu](mailto:HealthServices@rctc.edu), or reach them by phone at 507-285-7261. A registered nurse is available daily and a nurse practitioner is available by appointment weekly. There may be a small fee for some services, but most visits are free.

## INCIDENT REPORTS

The State of Minnesota requires that employees and students report any incident that happens on or off campus that could result in litigation against the State of Minnesota or any of its employees or agents.

Complete an incident report at the following webiste: <https://www.rctc.edu/wp-content/uploads/2018/pdf/RCTC-STATEOFMINNESOTAincidentreportform-fillin.pdf>

Note: During business hours, you are encouraged to file a report directly to the Campus Safety Department. For off-hours and non-emergency, you should use the online reporting form.



# RCTC CAMPUS SERVICES

## LEARNING CENTER

The Learning Center is located on the third floor of the Atrium building (AT) 306 and provides support to undergraduate students. They promote academic success and the highest levels of academic, personal and professional achievement. Since its inception, the goal has been active in collaborative learning that leads all participants to improve as critical thinkers. The Learning Center promotes student-centered activities and services that develop appreciation and respect for diverse learning styles and cultural backgrounds. Contact 507-285-7182 for more information on the Learning Center and specific hours of tutoring services or visit this link: <http://www.rctc.edu/learningcenter>.

Students who need additional academic assistance can connect with the WSU Tutoring Center (located in Winona). WSU students with specific tutoring needs or who are interested in becoming a tutor should contact the WSU Tutoring Coordinator at 1-800-342-5978 ext. 5680 or 507-457-5680. Visit <http://www.winona.edu/tutoring/onlineresources.asp> for online tutoring services.

## LOST AND FOUND

RCTC Campus Safety and Security maintains lost and found service for the campus community. Report lost items and turn in items that are found unattended to the Campus Safety and Security Office in (CF) 102 and at Heintz Center Office H1435. Found property will be held until the end of each semester. All unclaimed items will be donated or destroyed. Contact 507-280-5050 regarding lost and found items.

## PARKING

All students and employees pay a parking/access/security fee. Student parking is allowed in designated parking lots or at parking meters only – no permit required. The north portion of the East parking lot (space north of the concrete divider) and the south portion of the West parking lot have been designated for faculty and staff parking only and a permit is required.

**NOTE:** The West parking lot at Heintz Center that was originally designated as Staff and Visitor parking only is now open to students. Staff and Visitors may park in Heintz Center's East or West lots.

Parking Enforcement:

- Handicapped spots, fire lanes, special permit spots, faculty/staff parking lots, and other no-parking designated areas are enforced continuously.
- Parking meters are monitored and enforced 8:00am-5:00pm on Monday-Thursday and 8:00am-3:00pm on Friday.
- Staff parking lots are monitored and enforced from 8:00am-5:00pm Monday-Friday. After 5:00pm the staff lots are open to students
- Visitor passes allow the vehicle to park in any staff lot, student lot, or at the parking meters without paying.
- Special permit parking is designated for students needing more convenient parking for temporary health reasons. For authorization, please see the Health Services nurse in (HS) 140 for a special permit or call 507-285-7261.

## PROCTORING SERVICES

The Testing Center is located on the second floor of the Atrium building (AT) 209. RCTC and WSU are now offering testing services in a secure, quiet environment for students who cannot take a scheduled class exam. In addition, students taking online or traditional courses at institutions other than RCTC and WSU may also arrange for testing times. The Proctoring Center also offers CLEP, DSST and Kryterion testing.

**Proctoring Center Hours**  
Monday-Friday 8:30am-4:00pm

To schedule an exam time, the faculty member should contact the Testing Center Coordinator at [proctor@rctc.edu](mailto:proctor@rctc.edu) at least one business day in advance. Drop-in services cannot be accommodated.

## SECURITY

Campus Security is provided by the office of Campus Safety and is located on the first floor of Coffman Hall (CF) 102, which maintains a visible security presence and patrols the campus roadways, walkways, parking areas and buildings. Specific elements of the Campus Safety mission include: accident investigation; crime prevention; vehicle assists; incident investigation; parking and traffic enforcement; emergency response and disaster coordination.

**"Emergency Code Blue Light Button Poles"** are located in the East, West and North parking lots. They can be used in an emergency to contact RCTC Security and Rochester Law Enforcement. The emergency poles are intercom connections activated by pushing a button.

Our campus has made every effort to illuminate its parking lots at night. However, caution should be used when leaving an evening class or event. Anyone wishing an escort to their car should call Campus Security at 507-280-5050.



## SPORTS CENTER FIELDHOUSE

You may use the Open Gym in the Sports Center Fieldhouse at no additional cost. You must be a current WSU-Rochester student with student ID to use the open gym. For hours and gym policies, please visit [http://www.rctcyellowjackets.com/facilities/Student\\_Open\\_Gym](http://www.rctcyellowjackets.com/facilities/Student_Open_Gym).

You may also use the Fitness Center at no additional cost. To receive a Fitness Center Pass, you must show a current semester schedule to the staff in the Cashier's office (SS) 124. You will also be required to present your student ID picture with your pass in the Fitness Center. You must also complete the *Assumption of Risk, Waiver of Liability and Indemnity Agreement* at [http://www.rctcyellowjackets.com/facilities/Fitness\\_Center](http://www.rctcyellowjackets.com/facilities/Fitness_Center). Please print and bring with you at your first visit to the Fitness Center.

## RCTC EMERGENCY ALERT SYSTEM

RCTC's Emergency Notification System makes it possible for students to receive quick notifications by text, phone and email for campus emergencies that threaten life or safety and/or severely impact standard campus operations. The RCTC Emergency Alert system will only be used in emergency situations.

If you wish to receive alerts, you need to set up an account by using an e-mail address as your user ID. Your password must be at least 8 characters, include 1 lower-case letter, 1 capital letter and 1 number and no space or special characters. To sign up, visit <https://rctc.bbcportal.com/>.



# WSU-R TECHNICAL SUPPORT

## WSU-ROCHESTER CENTER TECHNICAL SUPPORT WELCOMES YOU!

At WSU-Rochester, qualified specialists are on-site to handle any technology-related questions. Our technicians are available for walk-in support in the first floor of the Goddard Library, GL118 (located in the Technology Support Center in main Atrium).

We can be contacted by phone at 507.457.5240 or email at [techsupport@winona.edu](mailto:techsupport@winona.edu) for help and technical assistance.

The Winona-based Tech Support Center also provides support for WSU-Rochester students and faculty. Full-time staff and trained student workers are available by phone and online to troubleshoot computer and tablet issues.

### WSU-ROCHESTER TECH SUPPORT CENTER HOURS

#### Academic Year

Monday-Thursday 8:00am-9:00pm  
Friday 8:00am-4:30pm

#### Winter, Spring, & Summer Breaks

Monday-Friday 8:00am-4:30pm

All Technical Services areas are closed on weekends and holidays.

### COMPUTER LABS (LEARNING TECHNOLOGY CENTER)

The main computer lab is located on the third floor of the Goddard Library (entrance is located on the second floor). There are computers in this lab, which is shared by WSU-Rochester students and RCTC Students.

#### Learning Technology Center Hours

Monday-Thursday 7:30am-9:00pm  
Friday 7:30am-4:30pm  
Saturday 9:00am-5:00pm  
Sunday 1:00pm-5:00pm

### SCHOOL OF GRADUATE STUDIES LAB: EAST HALL (EA)101

This lab is located in the Graduate Student Lounge and is exclusively for WSU-Rochester graduate students to use. There are two computers in this lab, all equipped with WSU software and applications.

The lab is open anytime the campus is open.



### STUDENT IDS

WSU-Rochester Warrior ID cards are available by visiting the IT Service Center, 1st Floor Rochester Campus, (GL) 118.

### YOUR STAR ID AND PASSWORD

All WSU students have a StarID and password that are used to:

- Log into your WSU-provided laptop (if you participate in the e-Warrior Digital Life and Learning Program)
- Sign into D2L Brightspace
- Log into the computers in the shared computer labs and classrooms (computer labs and classroom computers require [\[Your StarID\]@winona.edu](mailto:[Your StarID]@winona.edu) followed by your password to log on)

### How to Change Your StarID Password

Please visit the How to Change a StarID Password page at [https://learn.winona.edu/How\\_to\\_change\\_a\\_StarID\\_password](https://learn.winona.edu/How_to_change_a_StarID_password)

### EMAIL/OFFICE 365

Office 365 provides access to your email, OneDrive for Business, and other Office 365 services when you login. You should be prompted to re-enter your credentials on any device and application that connects to Office 365 services (e.g., laptop, tablet, phone).

Your Email/Office 365 username will be [\[Your StarID\]@go.minnstate.edu](mailto:[Your StarID]@go.minnstate.edu)

For more information, please go to [https://learn.winona.edu/Microsoft\\_Office\\_365](https://learn.winona.edu/Microsoft_Office_365).

### THE E-WARRIOR DIGITAL LIFE LEARNING PROGRAM

The e-Warrior Digital Life and Learning Program provides WSU students with a pre-configured laptop and tablet, a wide array of software applications, and several other benefits that create a very reliable academic computing experience. Graduate and part-time students can choose to participate in the e-Warrior Digital Life and Learning Program or use personally-owned devices.

The e-Warrior Digital Life and Learning Program - What Graduate and Part-time Students Need to Know:

[http://elearning.winona.edu/wiki/Softchalkor100/OR100\\_12\\_WSUGradStudentFastStart/index.html](http://elearning.winona.edu/wiki/Softchalkor100/OR100_12_WSUGradStudentFastStart/index.html)

General information about the program: <https://www.winona.edu/technology/>



# WSU-R TECHNICAL SUPPORT

## PERSONALLY OWNED LAPTOPS

### Minimum Requirements

Personally-owned laptops connecting to the WSU campus network must meet the following minimum requirements:

- For the protection of the campus community, all laptops connecting to the WSU network must have a current subscription with a commercial version of antivirus protection. The Technical Support Center will not provide support to personally-owned laptops without an active antivirus subscription. Viruses, worms, trojans and other malware are now an everyday occurrence in the connected world. They can spread quickly across campus networks, causing considerable damage. Failure to protect your personal laptop against these infections can also result in a breach of your private data, such as your credit card information.
- The Technical Support Center cannot provide support to personally-owned laptops with old or outdated operating systems or hardware.

### Minimum Specs

Windows –

- Intel Core i5 processor (6th Gen or newer) or AMD equivalent
- 8 GB RAM
- 256 GB Storage Drive
- Dual band 802.11AC Wi-Fi Networking
- Minimum Resolution: 1920x1080
- Must be currently running Windows 10x64 (Education, Pro, or Enterprise. \*Home edition is not supported by the Warrior wireless network)
- Office 2016 or Office 365 (Available to download/install via the Winona State Office 365 portal)
- Must have administrative rights to their system

MacOS –

- Intel Core i5 processor (6th Gen or newer)
- 8 GB RAM
- 256 GB Storage Drive
- Dual band 802.11AC Wi-Fi Networking
- Minimum Resolution: 1440x900
- Must be currently running macOS 10.11 (El Capitan) or newer
- Office 2019 or Office 365 (Available to download/install via the Winona State Office 365 portal)
- Must have administrative rights to their system

### Getting Help

The Technical Support Center will provide limited assistance for the personally-owned devices of students who are currently enrolled and registered for classes, but not enrolled in the eWarrior Digital Life and Learning Program. This includes the following:

- Connecting personally-owned devices to the campus wired and wireless network.
- Connecting personally-owned devices to campus projectors and other peripheral devices (e.g., in classrooms, meeting rooms, the Library).
- Learning how to use campus-supported software applications.

You will need to work with through the vendor of any personally-owned laptop, tablet, or smartphone or a third-party service for most hardware repairs, software re-installations, and other technical issues.

## WIRELESS NETWORKING

Use the following guides to connect personally-owned devices to the WSU wireless network:

Connecting Personally-Owned Laptops to the WSU Campus Wireless Network: [https://learn.winona.edu/Connecting\\_personally-owned\\_laptops\\_to\\_the\\_WSU\\_network](https://learn.winona.edu/Connecting_personally-owned_laptops_to_the_WSU_network)

Connecting Wireless Media Devices to the Warrior Network: [https://learn.winona.edu/Connecting\\_Wireless\\_Media\\_Devices\\_to\\_the\\_Warrior\\_Network](https://learn.winona.edu/Connecting_Wireless_Media_Devices_to_the_Warrior_Network)

## LAPTOP RENTAL

Laptops are available to rent for a maximum of one week. Rates are listed at <https://www.winona.edu/technology/campus-devices.asp>

## SOFTWARE

We have provided all students the opportunity to purchase software at a discounted rate through <http://winonastate.onthehub.com/>

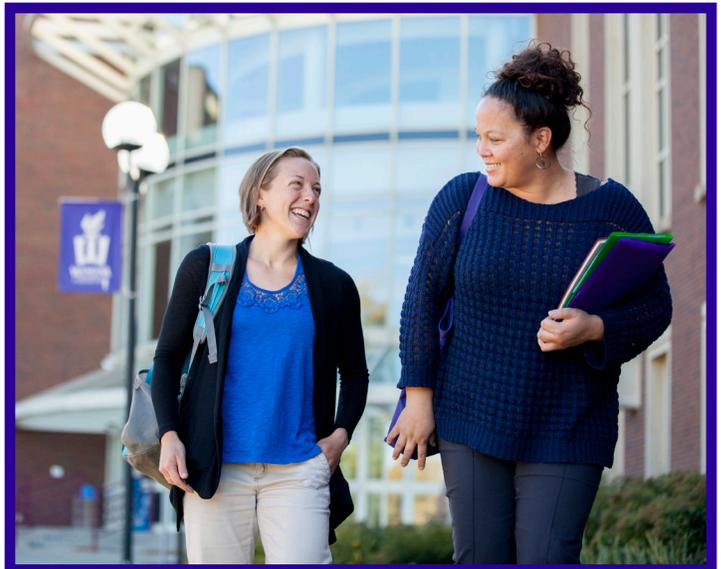
For detailed information about the hub please go to [https://learn.winona.edu/On\\_The\\_Hub](https://learn.winona.edu/On_The_Hub)

## WEB-BASED PRINTING

Web based printing ([https://learn.winona.edu/Web\\_based\\_printing](https://learn.winona.edu/Web_based_printing)) is available for students with personally owned mobile devices meeting minimum specifications and connected to the Warrior wireless network. Go to [print.winona.edu](http://print.winona.edu) to print, check your printing balance and check your printing history. You will need to login with your WSU username and password. From here you can print, check your printing balance and check your printing history. Students requiring assistance with this in the library can talk to Brian Anderson.

The following is a list of printers available for web based printing from your laptop or tablet:

 PRINTSRV1\Gilde134A  
 PRINTSRV1\LIB-IG1  
 PRINTSRV1\LIB-IG2  
 PRINTSRV1\LIB-IG3  
 PRINTSRV1\LIB-IG4  
 PRINTSRV1\RochEA235  
 PRINTSRV1\RochGL1388  
 PRINTSRV1\RochHS000A  
 PRINTSRV1\Somsen1stFloor



## OTHER RESOURCES

LinkedIn Learning gives WSU students access to a library of over 2000 online courses taught by industry experts covering a wide variety of software tools and skills, as well as topics related to leadership, business, photography and other areas. LinkedIn Learning courses are available 24-7 from your laptop, tablet, or smartphone. Learn how to access LinkedIn Learning online training at <https://learn.winona.edu/Lynda>.



# PAYMENT INFORMATION



## SPRING SEMESTER 2021 PAYMENT INFORMATION

Winona State University  
Attn: Student Accounts  
PO Box 5838  
Winona MN 55987  
[www.winona.edu/billing](http://www.winona.edu/billing)

Billing information available to view online - Login to Student eServices: Bills & Payment	<b>12/01/20</b>		
If you did <b>NOT</b> file a FAFSA and do <b>NOT</b> meet one of the five conditions listed below, <b>payment is due in full OR begin using the WSU payment plan and pay \$300 or 15%</b>	<b>01/15/21</b>		
Have a valid check-in to WSU housing			
Have a valid FAFSA submitted to Financial Aid			
Have a valid State employee tuition waiver received by Student Accounts			
Have a valid Third Party Authorization (Veterans, DVR, etc, received by Student Accounts)			
Enrolled in Nelnet external payment plan			
*If <b>NONE</b> of the above are valid and <b>NO</b> payment is made by <b>01/15/21</b> , <b>REGISTRATION WILL BE CANCELLED</b> by this date	<b>01/18/21</b>		
*If one of the above <b>IS</b> valid, deadline for payment of tuition & fees in full (See WSU payment plan option below)	<b>02/05/21</b>		
<b>FINANCIAL AID DISBURSEMENT</b> (Includes Loans, Scholarships, Grants, 3rd Party Awards, etc)	<b>01/22/21</b>		
If receiving financial aid, deadline for payment of <b>remaining</b> tuition & fees in full <b>unless</b> you now choose to be on the WSU payment plan for the rest of your balance, then make the 2nd payment (financial aid disbursement was considered your 1st payment)	<b>02/05/21</b>		
<b>*WSU PAYMENT PLAN (\$30):</b>			
• 1st payment of <b>\$300 or 15%</b> , whichever is less, is due	<b>01/15/21</b>		
• 2nd payment due (1/3 of current balance) - assessed \$30 fee if not paid in full	<b>02/05/21</b>		
• 3rd payment due (1/2 of current balance) - \$10 fee if payment is missed	<b>03/05/21</b>		
• Final payment due (all of remaining balance) - \$10 fee if payment is missed	<b>04/02/21</b>		
<b>*NELNET PLAN (\$30):</b>			
<b>Last Day to Enroll</b>	<b>Required Down Payment</b>	<b># of Payments</b>	<b>Months of Payments</b>
Nov 2	None	5	Nov-March
Nov 13	15% or \$300	4	Dec-March
Dec 21	15% or \$300	3	Jan-Mar
Jan 25	30%	2	Feb & March
Jan 25	Full	1	Immediate
Jan 24	Full	1	Immediate

**FEE STATEMENTS WILL NOT BE MAILED - ACCESS YOUR ACCOUNT ONLINE TO VIEW YOUR BALANCE**

Login to Student eServices and click on Bills & Payment

### OPTIONS FOR MAKING A PAYMENT:

- **Online:** Login to Student eServices and click on Bills & Payment
- **In Person:**
  - Winona Campus:** Go to Cashier in Warrior Hub and pay by cash, personal check or credit card (Visa, Mastercard or Discover)
  - Rochester Campus:** Go to RCTC Cashiers, Student Services and pay by cash or personal check only
- **Mail Payment:** Please include student's name and ID—send to:
 

WINONA STATE UNIVERSITY  
ATTN: Cashier - 209 Maxwell Hall  
PO Box 5838  
Winona, MN 55987

Due to Family Educational Rights and Privacy Act (FERPA), student account information is available only to the student.



# DIRECT DEPOSIT

Direct deposit will be used as the normal means to distribute all student paychecks, student refunds and financial aid overage checks. Student paychecks, as well as all refunds and financial aid overage amounts, will be forwarded to students bank accounts using electronic funds transfer. Students who have direct deposit information on file will no longer be issued a check for Financial Aid or for their Student Paycheck.

If you receive financial aid of any kind including any scholarships, you should supply us with bank account information in order for us to disburse you aid to you via direct deposit (even if you do not anticipate an overage). Students who do not have a valid bank account listed will experience a delay in receiving their overage amounts. The information you provide will not be disclosed to anyone outside the Winona State Business Office and the bank.

We have provided a secure and encrypted web form which will submit your bank account information to the WSU business office. You will need your bank routing number and account number. You can find this information on the bottom of your checks.

## **BEGIN DIRECT DEPOSIT**

1. Login to eServices by entering your StarID and password.
2. Select "Financial Aid" from the left-hand menu.
3. Select "Direct Deposit Setup."
4. Select "ADD Direct Deposit Account."
5. Enter your bank account type, routing number, and account number.
6. Re-enter your password and select "Save."



# STUDENT ID & BOOKS

## STUDENT PHOTO ID

All WSU-Rochester students are required to get a student ID card.

- Where to go:** Goddard Library (GL) 118  
WSU-R IT Department
- What to bring:**
- A copy of your schedule
  - Your Warrior ID number
  - A current photo ID
  - Your best smile!



## BOOKS ON STATEMENT – SPRING 2021

WSU-R Students can charge bookstore purchases of textbooks and course-related supplies to their WSU student account.

To charge the items, a WSU-R student must provide the following:

1. WSU-R printed class schedule with Warrior ID and name printed on it, and
2. Any form of picture ID.

This information should be given to an RCTC bookstore staff member at the time of purchase.

The last day to charge items to an account is to be determined.

Please contact the Student & Campus Services office at 507.285.7100 for more information.



# WSU-R CAMPUS DIRECTORY

## STUDENT AND CAMPUS SERVICES

### Student Services (SS) 128

507.285.7100

1.800.366.5418

Jane Applen-Andersen, *Administrative Assistant*  
Assists ACE, Computer Science, Social Work, & SCS Office  
[jaanderson@winona.edu](mailto:jaanderson@winona.edu)

Trent Dernbach, *Student Success & Career Advisor*  
Student Advising, Career Advising, & Student Life Activities  
[tdernbach@winona.edu](mailto:tdernbach@winona.edu)

Joe Hammes, *Recruitment and Marketing Coordinator*  
Develops and Manages Recruitment & Marketing/  
Communication  
[joseph.hammes@winona.edu](mailto:joseph.hammes@winona.edu)

Marianne Hensley, *Office and Administrative Specialist Senior*  
Assists Recruitment and Marketing  
[marianne.hensley@winona.edu](mailto:marianne.hensley@winona.edu)

Diane Runkle, *Student and Campus Services Customer Service*  
Student Services Support  
[drunkle@winona.edu](mailto:drunkle@winona.edu)

Kristi Ziegler, *Director*  
Oversees Student and Campus Services Offices/Ombudsperson  
[kziegler@winona.edu](mailto:kziegler@winona.edu)

## WSU-ROCHESTER ADMISSIONS

### Welcome and One Stop Center

507.285.7100

507.285.7557

Sammie Eckerson, *Recruitment & Admissions Advisor*  
WSU-Rochester Undergraduate & Graduate Admissions  
[sdeckerson@winona.edu](mailto:sdeckerson@winona.edu)

Paula Carlsen, *RCTC Welcome Center Shared Advisor*  
WSU/RCTC Path to Purple Program Advisor  
[paula.carlsen@rctc.edu](mailto:paula.carlsen@rctc.edu)

## WSU VISITING STAFF

### Access Services for Students with Disabilities

Ramona Bartels, *Technology Specialist, Access Services*  
WSU Campus, Maxwell Hall 314  
507.457.5878  
[rbartels@winona.edu](mailto:rbartels@winona.edu)  
<http://www.winona.edu/accessservices/gettingstarted.asp>

### Admissions

Sarah Curtin, *Transfer Admissions Associate Director*  
Student Services (SS) 128  
507.285.7100  
[WSURStudentServices@winona.edu](mailto:WSURStudentServices@winona.edu)  
**Appointments available on a monthly basis.**

### College of Business

Kattie Sacia, *Advising Coordinator*  
Student Services (SS) 128  
507.285.7100  
[WSURStudentServices@winona.edu](mailto:WSURStudentServices@winona.edu)  
**Appointments available on a monthly basis.**

## Financial Aid Resources

Financial Aid Advisor/Staff  
Student Services (SS) 128  
507.285.7100  
[WSURStudentServices@winona.edu](mailto:WSURStudentServices@winona.edu)  
**Zoom appointments daily.**

## International Services

Shivaun Wolf, *Advisor*  
Student Services (SS) 128  
507.285.7100  
[WSURStudentServices@winona.edu](mailto:WSURStudentServices@winona.edu)  
**Appointments available on a monthly basis.**

## Personal Counseling

Kateri Johnson, *Counselor*  
Student Services (SS) 128  
507.285.7100  
[WSURStudentServices@winona.edu](mailto:WSURStudentServices@winona.edu)  
**Initial phone call/Zoom appointments available daily.**

## ADMINISTRATIVE ASSISTANT STAFF

### WSU-Rochester Education Department

Sue Parks, *Administrative Assistant*  
Heintz Center H1408  
507.285.7488  
[sparks@winona.edu](mailto:sparks@winona.edu)

### WSU-Rochester Nursing Department

Christina Pruka, *Undergraduate Administrative Assistant*  
Health Science (HS) 107  
507.285.7349  
[cpruka@winona.edu](mailto:cpruka@winona.edu)

Patti Gangl, *Graduate Administrative Assistant*  
Rochester on Broadway (ROB) 228  
507.535.2584  
[patti.gangl@winona.edu](mailto:patti.gangl@winona.edu)

Jill Rasmussen, *Graduate Administrative Assistant*  
Rochester on Broadway (ROB) 227  
507.535.2583  
[jill.rasmussen@winona.edu](mailto:jill.rasmussen@winona.edu)

### WSU-Rochester Master of Social Work Department

Tonya Klees, *Administrative Assistant*  
Rochester on Broadway (ROB) 304  
507.535.2539  
[tonya.klees@winona.edu](mailto:tonya.klees@winona.edu)

## WEBSITES

**Winona State University**  
[www.winona.edu](http://www.winona.edu)

**Winona State University – Rochester**  
[www.winona.edu/rochester](http://www.winona.edu/rochester)

**Winona State University Warrior Hub**  
[www.winona.edu/warriorhub](http://www.winona.edu/warriorhub)

**Winona State University Bookstore – Winona**  
[www.wsubookstore.com](http://www.wsubookstore.com)

**RCTC Bookstore – Rochester**  
<http://bookstore.roch.edu/home.aspx>

**RCTC Learning Center – Rochester**  
<https://www.rctc.edu/services/learningcenter/>

**Winona State University Library – Winona**  
[www.winona.edu/library](http://www.winona.edu/library)



# ACADEMIC CALENDAR

**WINONA STATE UNIVERSITY**  
**SPRING 2021 ACADEMIC CALENDAR**  
**Monday, January 11, 2021 – Thursday, May 6, 2021**  
**Commencement – Friday, May 7, 2021**

**SPRING 2021**

January							February							March							April							May						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6		1	2	3	4	5	6					1	2	3							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28							28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
31																												30	31					

- Spring 2021 General Registration Opens for WSU Students** ..... **Monday, November 2, 2020**
- Summer 2021 General Registration Opens for WSU Students** ..... **Monday, November 2, 2020**
- First day to apply for Spring 2021 and Summer 2021 Graduation ..... Monday, November 2, 2020
- New student/Transfer/PSEO registration for Spring 2021 ..... Friday, January 8, 2021
- Spring 2021 Classes Begin** ..... **Monday, January 11, 2021**
- Online Wait-listing for Course Registration Ends at Noon ..... Wednesday, January 13, 2021
- Last day to drop Spring 2021 courses with 100% tuition refund** ..... **Friday, January 15, 2021**
- Last day to add courses without instructor approval (Registration Overrides required after this date) ..... Friday, January 15, 2021
- Last day to apply for Arranged Courses or Independent Studies ..... Friday, January 15, 2021
- Last day to clear in-progress (IP) grades from Fall 2019 courses ..... Friday, January 15, 2021
- Registration Cancellation/Drop for Non-Payment: Students must pay or have made arrangements to pay**
- Spring 2021 tuition by end of business day (4:30 P.M.)** ..... **Friday, January 15, 2021**
- Martin Luther King holiday (no classes/offices closed) ..... **Monday, January 18, 2021**
- Last day to submit Registration Overrides ..... Thursday, January 21, 2021
- Financial Aid Disbursement ..... Friday, January 22, 2021
- All University Assessment Day (regularly scheduled classes meeting before 3:30 p.m. are cancelled/labs and classes meeting once per week meet as scheduled/offices open) ..... **Tuesday, February 16, 2021**
- Minnesota Caucus Day: No Events or Courses after 6PM ..... Tuesday, February 23, 2021
- Midterm** ..... **Friday, March 5, 2021**
- Last day to notify the Office of Graduate Studies of intent to take Summer Term Comprehensive Examinations ..... Friday, March 5, 2021
- Last day to clear incompletes (I) from Fall 2020 courses ..... Friday, March 5, 2021
- Last day to submit Application for Graduation for Spring 2021 and Summer 2021 and appear in the printed Spring 2021 commencement program – approved late applicants may still participate in commencement ..... Friday, March 5, 2021
- Spring Break (no classes/offices open March 8 - 12) ..... **Mon-Fri, March 8-12, 2021**
- Classes resume ..... Monday, March 15, 2021
- General Registration for Fall 2021 Opens for WSU Students** ..... **Monday, April 5, 2021**
- Last day to change grade method on full term courses ..... Tuesday, April 13, 2021

**Withdrawing from Spring 2021 courses:** Withdrawal deadlines are set at 80% of the way through each listed course. Withdraw dates are posted online in the course information per section. Withdrawals are noted on the transcript with a **W**.

- Student Spring Break Day (no classes/offices open) ..... **Friday, April 16, 2021**
- Final Examinations ..... Mon-Thurs, May 3-6, 2021
- Spring 2021 Commencement** ..... **Friday, May 7, 2021**
- Grading Period ..... Fri-Wed, May 7-12, 2021
- Summer 2021 Term Begins ..... Saturday, May 8, 2021
- Grades Due, 12:00 noon ..... Wednesday, May 12, 2021

The University calendar is subject to modification or interruption due to occurrences such as fire, flood, labor disputes, service interruption, natural disaster, civil disorder, war, and changes in MinnState Board or WSU Policy. In the event of such occurrences, the University will attempt to accommodate its students. It does not, however, guarantee that courses of instruction, extracurricular activities or other University programs or events will be completed or rescheduled. Refunds will be made to eligible students in accordance with our governing board's policy.

\*Excerpt: **204C.03 Public meetings prohibited on election day.** Subd. 2. **State colleges and universities.** Except for regularly scheduled classes, no Minnesota state college or university shall schedule an event between 6:00 p.m. and 8:00 p.m. on the day that an election is held in any political subdivision in which the university or college is located. *Copyright 2005 by the Office of Revisor of Statutes, State of Minnesota.*







800.366.5418 | 507.285.7100 | [www.winona.edu/rochester](http://www.winona.edu/rochester)  
Winona State University – Rochester, 859 30th Avenue SE, Rochester, MN 55904