

WINONA STATE UNIVERSITY—ROCHESTER

STUDENT HANDBOOK

FALL 2023



WINONA
STATE UNIVERSITY
ROCHESTER

WSU-R ROCHESTER CAMPUS

www.winona.edu/rochester

wsurstudentservices@winona.edu

507.285.7100

1.800.366.5418

WSU-WINONA CAMPUS

www.winona.edu

1.800.242.8978



WSU-R CAMPUS SERVICES
RCTC CAMPUS SERVICES
WSU-R TECHNICAL SUPPORT
FINANCIAL AID TIMELINE
PAYMENT INFORMATION
ACADEMIC CALENDARS
WSU-R CAMPUS DIRECTORY
MAPS



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
Heintz Work Force	HWF

BUILDING CODES – ROCHESTER COMMUNITY

Rochester on Broadway	ROB
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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 charged with Student Conduct Code violations. All students 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 <https://www.winona.edu/sld/studentconductcode.asp>



STUDENT AND CAMPUS SERVICES OFFICE

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. Connect with us by emailing wsurstudentservices@winona.edu or calling 507.285.7100.

SCS Office provides assistance with:

Access Services	International Student Services
Admissions	Registration
Advising	Student Services Advocate
Career Services	Veteran Services
Financial Aid	Warning/Suspension
Graduation	

Hours of Service

Assistance from a Distance:	Monday-Friday	7:30am.-4:30pm
In-Person Appointment:	Monday-Friday	8:00am-4:00pm

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

ACCESS SERVICES

WSU Access Services has many academic accommodations to provide students with disabilities with equal access to their education, including 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 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 or call 507.457.5878.

ADVISING

A full-time general advisor is available for appointments in the WSU-R SCS office in (SS) 128 for 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 by emailing wsurstudentservices@winona.edu or calling 507.285.7100.

BOOKSTORE

Winona State University collaborates with Barnes and Noble to provide textbooks, course materials, university apparel, and other supplies. Visit <https://winona.bncollege.com> to find your textbooks and order online.

CAREER SERVICES

Our WSU-R Career Counselor is available for appointments in the WSU-R SCS office in (SS) 128. 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, wsurstudentservices@winona.edu, or calling 507.285.7100.

DIRECT DEPOSIT

WSU uses direct deposit to electronically transfer funds to students' bank accounts, including financial aid, student paychecks, and student refunds.

Begin Direct Deposit:

1. Log in 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."

All bank account information is secure and encrypted, and it will be accessed only by the WSU Business Office.

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/>

FINANCIAL AID

Current students can meet with a financial aid counselor by phone, email, or video conference. Contact a counselor by email via financialaid@winona.edu or call 507.457.5090.

If you receive financial aid of any kind– including any scholarships– you need to set up direct deposit so WSU can disburse your aid. This is required even if you don't expect any extra funds left after paying your student account balance.

For questions regarding your direct deposit, call 507.457.5076.



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 commencement information.

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

WSU's International Student and Scholar Services is housed on the Winona campus, but their staff connect with WSU-R students via assistance from a distance. Visit <https://www.winona.edu/international-services/> for more information.

Appointments can be made via email at is@winona.edu or by calling [507.457.5303](tel:507.457.5303).

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://www2.winona.edu/library/>

<https://libguides.winona.edu/students/distance>

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.

If you have any questions or want to schedule an appointment, please email counselingservices@winona.edu or call [507.457.5330](tel:507.457.5330). Counseling Services staff will respond within one business day.

RCTC Health Services has partnered with Zumbro Valley 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. While there is a fee for this service, 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](tel:507.285.7261) or stopping by the RCTC Health Services location in the Health Science building, (HS) 140.

REGISTRATION

Students register online via eServices after meeting with a faculty advisor and receiving a faculty access code to register. Assistance can be requested via email at wsurstudentservices@winona.edu or by calling [507.285.7100](tel:507.285.7100).

STUDENT HEALTH SERVICES

WSU's "Ask-A-Nurse" line is available at no additional charge. Students are encouraged to call [507.457.2292](tel: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 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 via email at wsurstudentservices@winona.edu or phone at [507.285.7100](tel:507.285.7100).

TUTORING SERVICES

Students who need additional academic assistance can connect with the WSU Tutoring Center (located in Winona) via assistance from a distance. 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](tel:1.800.342.5978) ext. 5680 or [507.457.5680](tel: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. Request assistance via email at veterans@winona.edu or call [507.457.5109](tel: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 required to complete an [Academic Warning Form](#) with their assigned faculty advisor or our Student Success and Career Advisor 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 to be readmitted and placed on Academic Probation.

Appointments can be made via email at wsurstudentservices@winona.edu or phone at [507.285.7100](tel:507.285.7100).

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 and local radio and TV stations.

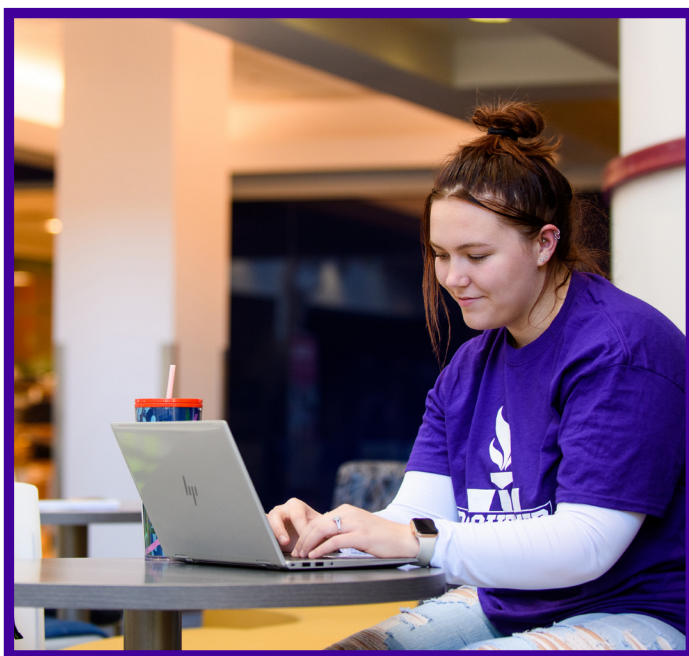


CAMPUS POSTING GUIDELINES

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/>. 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 (SS) 128 for the official WSU-R stamp.

CAR STARTING

Students can contact RCTC Campus Safety office at [507.280.5050](tel:507.280.5050) (5050 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](tel:507.285.7311). The Cashier's Office accepts payments for WSU students via check or cash ONLY. Students may also make payment through eServices via credit/debit card payments.

RCTC Cashier Hours

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

FOOD AND VENDING SERVICE

RCTC provides food service at multiple locations on the main campus and also at the Heintz Center campus. For more information, visit the RCTC website at <https://rctc.campus-dining.com/>. There are also vending machines at various locations on both RCTC campuses.

RCTC STUDENT HEALTH SERVICES

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, or call [507.285.7261](tel: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.

RCTC Health Services partners with Zumbro Valley 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. While there is a fee for this service, 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](tel:507.285.7261) or stopping by the RCTC Health Services location in the Health Science building.

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 website:

<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 in Coffman Hall (CF) 102 or by calling [507.280.5050](tel:507.280.5050). For off-hours and non-emergency, you should use the online reporting form.

LEARNING CENTER

The Learning Center is located on the third floor of the Atrium building (AT) 306 and offers support to undergraduate students. They provide FREE tutoring to help students build the skills and confidence to be successful in coursework and to reach academic goals. Contact [507.285.7182](tel:507.285.7182) for more information on the Learning Center and specific hours of tutoring services or visit <http://www.rctc.edu/learningcenter>.

Students can also 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](tel:1.800.342.5978) ext. 5680 or [507.457.5680](tel:507.457.5680). Visit <http://www.winona.edu/tutoring/onlineresources.asp> for online tutoring services.

LOST AND FOUND

RCTC Campus Safety office maintains lost and found service for the campus community. Report lost items and turn in items that are found unattended to the Campus Safety Office in (CF) 102 and at Heintz Center Office H1001. Found property will be held until the end of each semester. All unclaimed items will be donated or destroyed. Contact [507.280.5050](tel:507.280.5050) regarding lost and found items.



PARKING

All students, faculty, staff, and lessees pay a parking/access/security fee. Faculty and staff pay a parking fee based on their status as employees. Students pay a parking fee based on the number of credits.

Parking is only allowed in designated parking lots. See page 13 for RCTC campus maps. Parking on grass anywhere or blocking traffic flow on campus is not allowed.

Parking Enforcement:

- Handicapped spots, fire lanes, special permit spots, and other no-parking designated areas are enforced continuously.
- Special permit parking is designated for students or employees needing more convenient parking for health or other reasons. Please see the Health Services nurse in (HS) 140 for authorization for a special permit or call [507.285.7261](tel:507.285.7261).

PUBLIC 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 Rochester Public Transit as their mode of transportation. Information and schedules can be found at <http://www.rochesternm.gov/government/departments/public-transportation>.

Rochester Public Transit Bus Passes

WSU-R has a limited number of bus passes available for currently enrolled students. These are good for 120 days from the first use and will work for the Rochester Public Transit bus line. To request a pass, email wsurstudentservices@winona.edu or call [507.285.7100](tel:507.285.7100).

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/>.

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.

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. For information on other Campus Security services, visit <https://www.rctc.edu/services/safety/>.

SPORTS CENTER FIELDHOUSE

WSU-R students with a current student ID have access to the RCTC Sports Center Fieldhouse and Fitness Center at no additional cost. Visit the RCTC website for information on open gym hours and fitness center hours.

Open Gym: https://www.rctcyellowjackets.com/facilities/Student_Open_Gym
 Fitness Center: https://www.rctcyellowjackets.com/facilities/Fitness_Center

Please note: To use the fitness center, Visit the RCTC Cashier's office in (SS) 124 to receive a pass You must also print and sign an [Assumption of Risk, Waiver of Liability, and Indemnity Agreement](#) and bring with your pass to the fitness center.



STUDENT PHOTO ID

All WSU-Rochester students are required to get a student photo ID card. These are available at the WSU-R IT Department office in Coffman Center (CF) 122.

TESTING 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 Testing Center also offers CLEP, DSST, and Kryterion testing. Visit <https://www.rctc.edu/services/learningcenter/testing-center/> for more information.

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



WSU-R TECHNICAL SUPPORT

At WSU-Rochester, our technicians are available for walk-in support on the first floor of Coffman Center, (CF) 122.

Contact us at [507.457.5240](tel:507.457.5240) or email techsupport@winona.edu for help and technical assistance.

WSU-ROCHESTER TECH SUPPORT CENTER HOURS

Academic Year

Monday-Thursday 8:00am-7:00pm
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.

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 Reset Your StarID Password

Please visit the How to Reset Your StarID Password page at https://learn.winona.edu/wiki/Reset_your_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/wiki/Microsoft_365.

STUDENT IDS

WSU-Rochester Warrior ID cards are available by visiting the IT Service Center, Coffman Center (CF) 122.

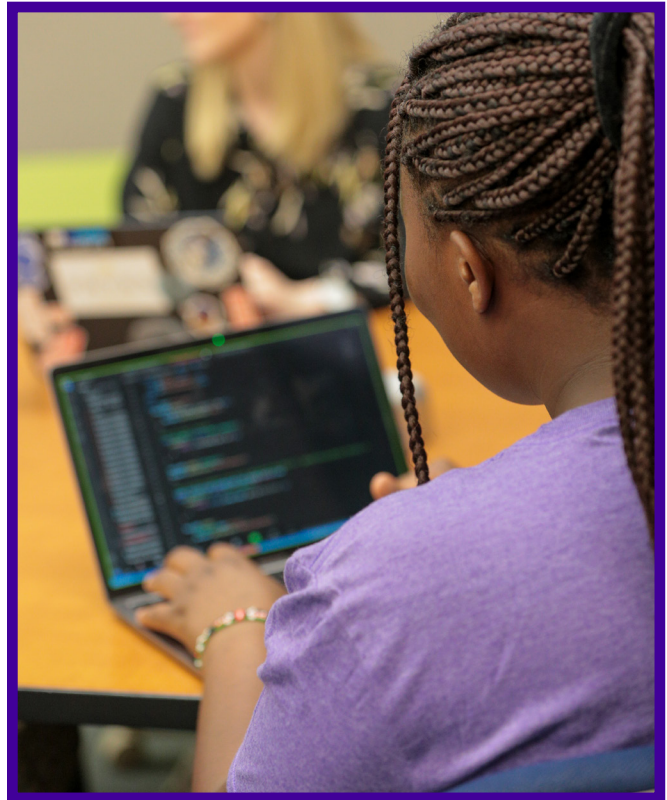
THE E-WARRIOR DIGITAL LIFE LEARNING PROGRAM

The e-Warrior Digital Life and Learning Program provides WSU students with a fully configured and supported 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. However, some programs do require students to fully participate in the program, while still others require a modified version. Talk to your academic advisor to find out if your program requires you to join the eWarrior program or not.

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

<https://www.winona.edu/technology/students.asp>



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	8:00am-7:00pm
Tuesday & Wednesday	8:00am-4:30pm
Thursday	8:00am-7:00pm
Friday	8:00am-4:30pm
Saturday	CLOSED
Sunday	CLOSED

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

This lab is exclusively for WSU graduate student use. There are two computers in this lab, both equipped with WSU software and applications.

Graduate Studies Student Lab Hours

Monday-Friday	6:30am-9:00pm
Saturday & Sunday	9:00am-5:00pm

COMPUTER SCIENCE STUDENT LAB: SINGLEY HALL (SH)101

This lab is only available for use by WSU-Rochester computer science students.

Computer Science Student Lab Hours

Monday-Friday	6:30am-9:00pm
Saturday & Sunday	9:00am-5:00pm



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/wiki/Connecting_personally-owned_laptops_to_the_WSU_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/>

WEB-BASED PRINTING

Web based printing (https://learn.winona.edu/wiki/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 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\RochGL138B
 PRINTSRV1\RochHS000A
 PRINTSRV1\Somsen1stFloor



OTHER RESOURCES

LinkedIn Learning gives WSU students access to a library of 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. Sources are available 24-7 from your computer or mobile device. Learn how to access LinkedIn Learning online training at https://learn.winona.edu/wiki/LinkedIn_Learning.



FINANCIAL AID TIMELINE

WSU Financial Aid | Maxwell Hall 2nd Floor
Ph: 507.457.5090 | Fx: 507.457.5628
FinancialAid@winona.edu



October

File FAFSA

All Students: October 1 of each year, the FAFSA (www.fafsa.ed.gov) becomes available for the next school year. You will need your (and typically your parents') financial and tax information from two years preceding the academic year for which you are filing a FAFSA. For example, to complete a FAFSA for the 2021-2022 academic year, you will need financial and tax information from the 2019 tax year.

Your FAFSA must be received by Winona State by mid-May to ensure your financial aid will be available to pay on your student account by the upcoming Fall semester's 1st payment due date (www.winona.edu/billing).

You will need to *create* your FSA ID at www.fsaid.ed.gov to login and complete your FAFSA



November

WSU starts receiving submitted FAFSAs

All Students: Winona State can begin seeing the FAFSA information for students submitted with school code (002394).

Students may receive a letter that requests additional information to their Student e-Services account and permanent mailing address. Approximately 1/3 of all students will receive these letters, to verify the information on their FAFSA is correct.

Continuing WSU Students: begin applying for Foundation Scholarships.

January-
April

Preliminary Awards

Incoming Freshmen: will receive a letter to their permanent address with their initial *estimated* award letter. This letter will be an estimate because Winona State must wait for the MN State Legislature to determine some costs and aid amounts.

Continuing WSU Students: award letters will not be available until mid-to-late-June.

All Students: are reminded to notify WSU Financial Aid Office of any outside scholarships they have been awarded.

May-
June

Awarding

All Students: Financial Aid awarding starts for all students. Incoming freshman will be sent an updated official award letter. Continuing students will also be notified of their official award and may review on e-services.

Monitor your Student e-Services account for your financial aid award letter. Once you receive your award, **review and accept or decline any aid which has been offered.**

First time Federal Student Loan borrowers (subsidized or unsubsidized) must complete the loan pre-requirements (MPN and Entrance Counseling) at www.studentaid.gov.

Optional alternative loan eligibility may be available to you. Optional loans must be applied for directly with the lender of your choice and often may require a co-signer (visit the WSU financial aid website for further information)

Students eligible for Work Study will be notified via their award letter. Available Work Study jobs can be found and applied for on the WSU website.

August-
September

Disbursement/ Payment

All scholarships, grants and certified loans will be applied to the balance of the student's Fall bill beginning on the second Friday of the semester.

Students who wish to avoid late fees on their student account should have their student bill paid off by the September payment due date. Students who have an account balance remaining after this due date will automatically be placed on the Extended Payment Plan and will be assessed a \$30 fee. (www.winona.edu/billing)

November-
December

\$0 Account Balance

Students who do not have a \$0 account balance prior to Spring Registration will not be able to register for Spring classes.

If you are having trouble paying your account balance or need help accepting your financial aid, please contact the Financial Aid Office to meet with a counselor.

*If you have not yet accepted your financial aid for the upcoming Spring semester, be sure to do so, so your aid is applied to your Spring bill on the second Friday of the Spring semester.



WSU School Code:
002394





SPRING SEMESTER 2023 PAYMENT INFORMATION

Winona State University
Attn: Student Accounts
PO Box 5838
Winona MN 55987
www.winona.edu/billing

Billing information available to view online - Login to Student eServices: Bills & Payment	12/01/22																								
If you did NOT file a FAFSA and do NOT meet one of the five conditions listed below, payment is due in full <u>OR</u> begin using the WSU payment plan and pay \$300 or 15%	01/13/23																								
<ul style="list-style-type: none"> • 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 NONE of the above are valid and NO payment is made by 01/13/23 , REGISTRATION WILL BE CANCELLED by this date	01/17/23																								
*If one of the above IS valid, deadline for payment of tuition & fees in full (See WSU payment plan option below)	02/02/23																								
FINANCIAL AID DISBURSEMENT (Includes Loans, Scholarships, Grants, 3rd Party Awards, etc)	01/20/23																								
If receiving financial aid, deadline for payment of remaining tuition & fees in full unless 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)	02/02/23																								
*WSU PAYMENT PLAN (\$30):																									
• 1st payment of \$300 or 15% , whichever is less, is due	01/13/23																								
• 2nd payment due (1/3 of current balance) - assessed \$30 fee if not paid in full	02/02/23																								
• 3rd payment due (1/2 of current balance) - \$10 fee if payment is missed	03/02/23																								
• Final payment due (all of remaining balance) - \$10 fee if payment is missed	03/30/23																								
*NELNET PLAN (\$30):																									
<table border="1"> <thead> <tr> <th>Last Day to Enroll</th> <th>Required Down Payment</th> <th># of Payments</th> <th>Months of Payments</th> </tr> </thead> <tbody> <tr> <td>Nov 3</td> <td>None</td> <td>5</td> <td>Nov-March</td> </tr> <tr> <td>Nov 12</td> <td>15% or \$300</td> <td>4</td> <td>Dec-March</td> </tr> <tr> <td>Dec 20</td> <td>15% or \$300</td> <td>3</td> <td>Jan-Mar</td> </tr> <tr> <td>Jan 24</td> <td>30%</td> <td>2</td> <td>Feb & March</td> </tr> <tr> <td>Jan 24</td> <td>Full</td> <td>1</td> <td>Immediate</td> </tr> </tbody> </table>	Last Day to Enroll	Required Down Payment	# of Payments	Months of Payments	Nov 3	None	5	Nov-March	Nov 12	15% or \$300	4	Dec-March	Dec 20	15% or \$300	3	Jan-Mar	Jan 24	30%	2	Feb & March	Jan 24	Full	1	Immediate	
Last Day to Enroll	Required Down Payment	# of Payments	Months of Payments																						
Nov 3	None	5	Nov-March																						
Nov 12	15% or \$300	4	Dec-March																						
Dec 20	15% or \$300	3	Jan-Mar																						
Jan 24	30%	2	Feb & March																						
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.



ACADEMIC CALENDAR

WINONA STATE UNIVERSITY

FALL 2022 ACADEMIC CALENDAR

Monday, August 22, 2022 – Thursday, December 8, 2022

Commencement -- December 9, 2022

FALL 2022

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
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	3	4	5	6					1	2	3							1			1	2	3	4	5						1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31		
													30	31																					

Fall 2022 General Registration Opens for WSU Students **Monday, April 4, 2022**

First day to apply for Fall 2022 Graduation Monday, April 4, 2022

New Freshmen Registration Week Mon-Fri, June 20 - 24, 2022

Visiting Student Registration for Fall 2022 Opens Monday, June 27, 2022

Final New, International, PSEO & Exchange Student Registration Sessions Wednesday, August 17, 2022

Fall 2022 Orientation Days Wed-Sat, August 17 - 20, 2022

Fall 2022 Classes Begin **Monday, August 22, 2022**

Online Wait-listing for Course Registration Ends at Noon Wednesday, August 24, 2022

Last day to drop Fall 2022 courses with 100% tuition refund **Friday, August 26, 2022**

Last day to add courses without instructor approval (Registration Overrides required after this date) Friday, August 26, 2022

Last day to apply for Arranged Courses or Independent Studies Friday, August 26, 2022

Last day to clear in-progress (IP) grades from Summer 2021 courses Friday, August 26, 2022

Registration Cancellation/Drop for Non-Payment: Students must pay or have made arrangements to pay

Fall 2022 tuition by the end of business day (4:30 P.M.) **Friday, August 26, 2022**

Last day to submit Registration Overrides Thursday, September 1, 2022

Financial Aid Disbursement Friday, September 2, 2022

Labor Day Holiday (no classes/offices closed) **Monday, September 5, 2022**

University Improvement Day – Non-Class Faculty Duty Day (Classes meeting before 3:30 p.m. are cancelled.

Labs and classes meeting once per week meet as scheduled/offices open.) **Tuesday, October 4, 2022**

Midterm **Friday, October 7, 2022**

Last day to clear incompletes (I) from Winter Session 2021-2022, Spring 2022 & Summer 2022 courses Friday, October 7, 2022

Last day to submit Application for Graduation for Fall 2022 and appear in the commencement

program – approved late applicants may still participate in Commencement Friday, October 7, 2022

General Registration for Spring 2022 Opens for WSU Students **Monday, October 31, 2022**

General Registration for Summer 2022 Opens for WSU Students **Monday, October 31, 2022**

General Registration for Winter Session 2022 Opens for WSU Students **Monday, October 31, 2022**

First day to apply for Spring 2022 and Summer 2022 Graduation Monday, October 31, 2022

Veterans' Day Holiday (no classes/offices closed) **Friday, November 11, 2022**

Last Day to Change Grading Method on Full Term Courses Thursday, November 17, 2022

Withdrawing from Fall 2022 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 Fall Break Day (no classes/offices open) **Wednesday, November 23, 2022**

Thanksgiving Holiday (no classes/offices closed) **Thurs-Fri, November 24 - 25, 2022**

Final Examinations Mon-Thurs, December 5 - 8, 2022

Last Day of the Term Thursday, December 8, 2022

Fall 2022 Commencement **Friday, December 9, 2022**

Grading Period Fri-Wed, December 9 - 14, 2022

Grades Due, 12:00 noon Wednesday, December 14, 2022

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, extra curricular 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.*



WINONA STATE UNIVERSITY
SPRING 2023 ACADEMIC CALENDAR
Monday, January 9, 2023 – Thursday, May 4, 2023
Commencement – Friday, May 5, 2023

SPRING 2023

December 2022 – WINTER SESSION							January 2023 – WINTER SESSION						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

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	3	4	5	6	7			1	2	3	4		1	2	3	4				1					1	2	3	4	5	6			
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31											
																			30															

Winter Session and Spring 2023

- Spring 2023 General Registration Opens for WSU Students** **Monday, October 31, 2022**
- Summer 2023 General Registration Opens for WSU Students** **Monday, October 31, 2022**
- Winter Session Registration Opens** **Monday, October 31, 2022**
- First day to apply for Spring 2023 and Summer 2023 Graduation Monday, October 31, 2022
- Winter Session Begins**.....**Friday, December 9, 2022**
- Winter Session Student break day (no classes/offices closed).....**Friday, December 23, 2022**
- Winter Session Student break day (no classes/offices closed).....**Monday, December 26, 2022**
- Winter Session Student break day (no classes/offices closed)..... **Monday January 2, 2023**
- New student/Transfer/PSEO registration for Spring 2023Friday, January 6, 2023
- Winter Session Ends** (*Final exams are held during the last scheduled class meeting or as determined by instructor*).....**Saturday, January 7, 2023**
- Spring 2023 Classes Begin**.....**Monday, January 9, 2023**
- Online Wait-listing for Course Registration Ends at Noon Wednesday, January 11, 2023
- Winter Session Grades Due, 12:00PM Thursday, January 12, 2023
- Last day to drop Spring 2023 courses with 100% tuition refund** **Friday, January 13, 2023**
- Last day to add courses without instructor approval (Registration Overrides required after this date) Friday, January 13, 2023
- Last day to apply for Arranged Courses or Independent Studies Friday, January 13, 2023
- Last day to clear in-progress (IP) grades from Fall 2021 courses Friday, January 13, 2023
- Registration Cancellation/Drop for Non-Payment: Students must pay or have made arrangements to pay**
- Spring 2023 tuition by end of business day (4:30 P.M.)**..... **Friday, January 13, 2023**
- Martin Luther King holiday (no classes/offices closed)**Monday, January 16, 2023**
- Last day to submit Registration OverridesThursday, January 19, 2023
- Financial Aid Disbursement Friday, January 20, 2023
- 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 14, 2023**
- Midterm** **Friday, March 3, 2023**
- Last day to notify the Office of Graduate Studies of intent to take Summer Term Comprehensive Examinations..... Friday, March 3, 2023
- Last day to clear incompletes (I) from Fall 2022 courses..... Friday, March 3, 2023
- Last day to submit Application for Graduation for Spring 2023 and Summer 2023 and appear in the commencement program – approved late applicants may still participate in commencement Friday, March 3, 2023
- Spring Break (no classes/offices open)..... **Mon-Fri, March 6 - 10, 2023**
- Classes resume..... Monday, March 13, 2023
- General Registration for Fall 2023 Opens for WSU Students** **Monday, April 3, 2023**

Withdrawing from Spring 2023 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 AND CAMPUS SERVICES

Student Services (SS) 128

507.285.7100

1.800.366.5418

Trent Dernbach, *Student Success & Career Advisor*
Student Advising, Career Advising, & Student Life Activities
tdernbach@winona.edu

Sue Parks, *Administrative Assistant*
Graduate Studies
sparks@winona.edu

Diane Runkle, *Student and Campus Services Customer Service*
Student Services Support
drunkle@winona.edu

Kendra Weber, *Director*
Oversees Student and Campus Services Offices/Advocate
kweber@winona.edu

WSU-ROCHESTER ADMISSIONS

Student Services (SS) 128

507.285.7100

507.285.7557

Sammie Eckerson, *Recruitment & Admissions Advisor*
WSU-Rochester Undergraduate & Graduate Admissions
sdeckerson@winona.edu

Paula Carlsen, *RCTC and WSU-R Shared Advisor*
WSU/RCTC Path to Purple Program Advisor
paula.carlsen@rctc.edu

Winona State University
www.winona.edu

Winona State University – Rochester
www.winona.edu/rochester

Winona State University Warrior Hub
www.winona.edu/warriorhub

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

Winona State University Library – Winona
www.winona.edu/library

ADMINISTRATIVE ASSISTANT STAFF

WSU-Rochester Computer Science Department

Nadia Miranda, *Administrative Assistant*
507.457.5386
nmiranda@winona.edu

WSU-Rochester Bachelor Social Work Department

Lori Moe, *Administrative Assistant*
507.457.5420
lmoe@winona.edu

WSU-Rochester Education Department

Jackie Frisch, *Administrative Assistant*
507.457.2876
jfrisch@winona.edu

WSU-Rochester Nursing Department

Christina Pruka, *Undergraduate Administrative Assistant*
Health Science (HS) 101
507.285.7349
cpruka@winona.edu

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

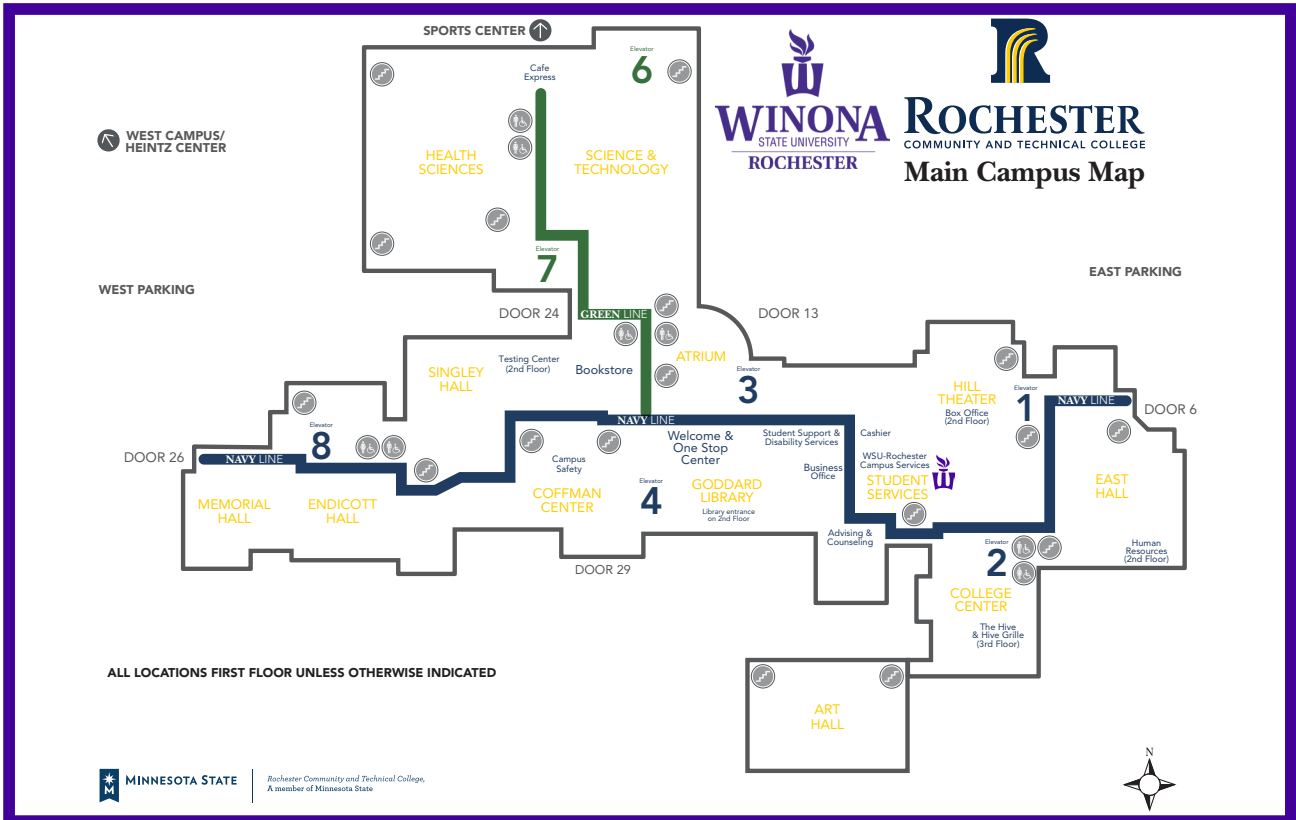
Jill Rasmussen, *Graduate Administrative Assistant*
Rochester on Broadway (ROB) 227
507.535.2583
jill.rasmussen@winona.edu

WSU-Rochester Master of Social Work Department

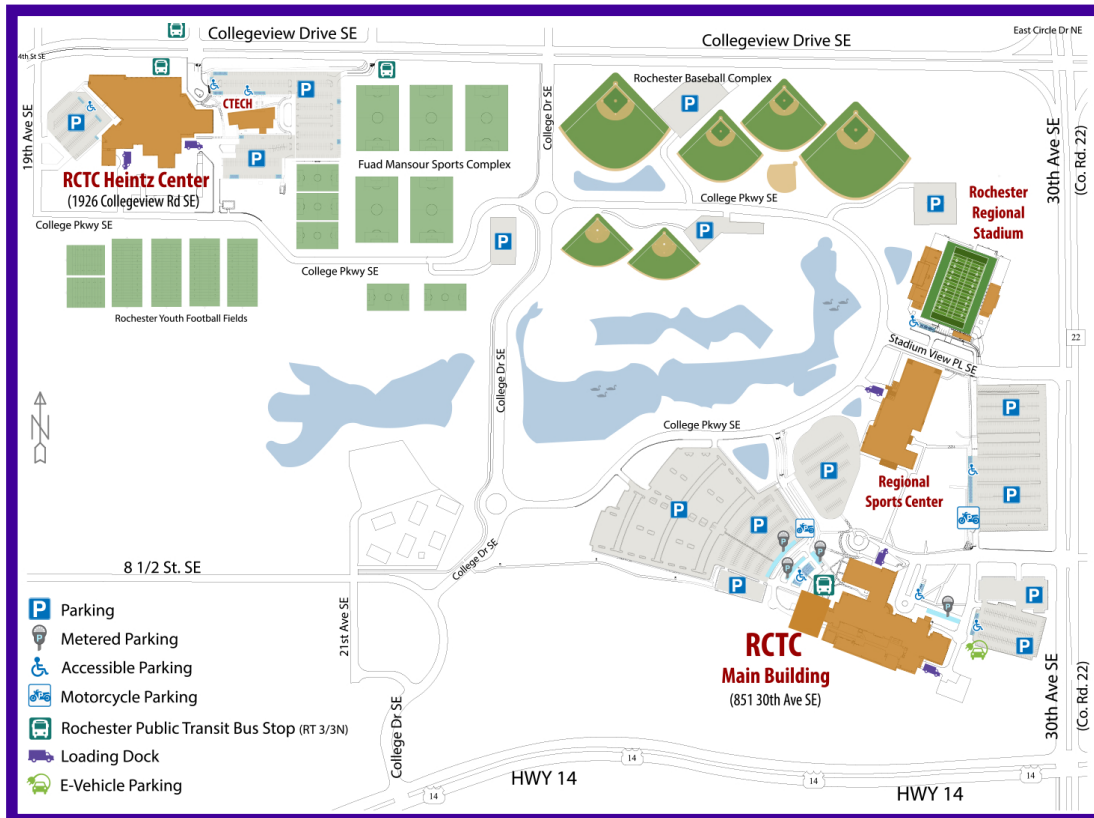
Tonya Klees, *Administrative Assistant*
Rochester on Broadway (ROB) 304
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tonya.klees@winona.edu



MAIN CAMPUS



CAMPUS OVERVIEW/PARKING





800.366.5418 | 507.285.7100 | www.winona.edu/rochester
Winona State University – Rochester, 859 30th Avenue SE, Rochester, MN 55904