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**2013-2014**

**New Student Orientation Materials**

**WINONA STATE UNIVERSITY-ROCHESTER (WSU-R) CAMPUS SERVICES**

**STUDENT AND CAMPUS SERVICES OFFICES**

WSU-R Registration/Reception

**Student Services (SS) 128** Fall and Spring Semester: Monday-Friday 8:00 a.m.-4:30 p.m.

Summer Hours: Monday-Friday 8:00 a.m.-4:00 p.m.

Phone: 507-285-7100 or 1-800-366-5418

Email: rochsss@winona.edu

The Student and Campus Services office has extended hours of 8:00 a.m. to 6:00 p.m. during the first four days of Fall Semester and Spring Semester. 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, texts in alternative format, disability advising, sign language interpreters, a scribe and/or accessible classrooms and labs.

For more information on these and other academic accommodations, please email Access Services at access@winona.edu or call 507-457-5878.

**ADVISING**

Full-time general advisors are available on a daily basis for appointments and limited walk-in service in the WSU-Rochester’s Student and Campus Services Office in Student Services (SS) 128.  Advisors can advise undergraduate students until they are officially assigned an advisor in their chosen field of study.  Graduate students are advised by department faculty. Additional WSU Student Services advisors from Admissions, Financial Aid and International Student Services are also available for consultation throughout the semester.  Appointments for general advisors can be made via email at rochsss@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**

Career Services is available on the WSU-R campus in the WSU-R Student and Campus Services Office located in Student Services (SS) 128.  To make an appointment for a one-on-one individual meeting with a Career Counselor or to get information on the career services available on the WSU-R campus, call the Student and Campus Services Office at 507-285-7100 or send an email message to rochestercareer@winona.edu or rochsss@winona.edu.  The WSU Career Counselor is available to visit classes and present on a variety of career development topics.  These presentations can be tailored to meet your specific needs, or they can be general giving an overview of career services, résumé, job search etc.  Faculty and students can learn more about career services and resources via the Career Services website at [www.winona.edu/career](http://www.winona.edu/career).  Videos on a variety of topics are available via the Career Services website as well and the login page for EZlink (Career Services’ online job search tool) can be accessed via the website.

**COUNSELING & WELLNESS SERVICES (PERSONAL)**

Personal counseling services are available on the Rochester campus. Morning and afternoon appointments are available on Thursdays with Sara Hallberg, MS, LPC. To make an appointment, email her directly at shallberg@winona.edu or contact our Student and Campus Services office at rochsss@winona.edu or 507.285.7100.

**DIRECTORY INFORMATION**

WSU Faculty and Staff directory information is located on our website at the following location:

**Faculty:** <http://www.winona.edu/its/communications/index.asp>

RCTC provides a Faculty/Staff/Student Directory at <http://www.rctc.edu/directory/>. The RCTC directory allows you to look up RCTC departments, or staff by first/last name.

**TECHNICAL SUPPORT ROCHESTER Goddard Library (GL) 118**

WSU HELP DESK:  extension 33-5240 when dialing from a UCR phone, or

Toll-free 1-800-657-3870, or e-mail techsupport@winona.edu.

**Rochester Office hours: (year round)**

|  |  |
| --- | --- |
| Monday-Thursday                        | 8:00 a.m. - 9:00 p.m. |
| Friday | 8:00 a.m. - 4:30 p.m. |
| Saturday/Sunday | Closed |

**WSU Help Desk (Phone Support) hours: (Fall and Spring semester)**

|  |  |
| --- | --- |
| Monday - Thursday                       | 7:30 a.m. - 8:00 p.m. |
| Friday | 7:30 a.m. - 4:30 p.m. |
| Saturday | Closed |
| Sunday | 2:00 p.m. - 7:00 p.m. |

**Help Desk Summer Hours:**

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| --- | --- |
| Monday - Friday                       | 7:30 a.m. - 4:00 p.m. |

**Technical Assistance:**

Qualified technicians are on-site to handle any technology-related issues. Repair issues vary widely from simple computer “glitches” and “bugs” to more severe equipment failures.  If an immediate fix cannot be found for your problem, backup equipment may be provided.

Our technicians are generally available in GL 118 for walk-in support.  If you are unable to come to GL 118, please call the help desk at ext. 335240 when dialing from a UCR campus phone, or toll free at 1-800-657-3870.  Our Help Desk technicians are able to resolve a majority of issues over the phone.  Calling the Help Desk is the preferred method for contacting technical support.  This will ensure that your issue is resolved in the quickest manner possible.  If the Help Desk technicians are unable to resolve the issue over the phone, they will contact a local technician who will contact you and make arrangements to come to you and resolve your issue in a timely manner.

The UCR Technical Support Center, located on the first floor of the Goddard Library GL 100 provides all classroom technical support for classrooms.  They can be reached at ext. 5555 when dialing from a UCR campus phone, or at 507-536-555 when dialing from an off campus phone. Many classrooms have a “Request Help” button on the media control panel at the front of the classroom.

**Technical Assistance for Personal Laptops:**

WSU does not provide technical support for personally owned laptops.  Nor do we install WSU licensed software on personally owned laptops.  All WSU software is available on the computers in the Learning Technology Center on the third floor of the Goddard Library or on WSU leased laptops.

**Network Username and Password Vs. Warrior ID and Password:**

There are two sets of unique credentials assigned to each student enrolled at WSU.  These credentials are easily and often confused.

The first credential a student receives is their Warrior ID and password.  These are assigned to the student when he or she has been accepted to the university.  They are sent to the student in a letter with their acceptance materials.

The Warrior ID and password are required for registering for classes.  Students may contact Student and Campus Support Services in SS 128 or by phone at 507-285-7100 to reset their password.

The second credential a student receives at WSU is their network username and password.   This password is not the same as the password you use to register for courses.

The network username and password are sent to the student in a letter before the start of their first term.  Students may contact the help desk to lookup their network username and password, or to reset their password.

A student’s e-mail address is simply, ‘username@winona.edu’.

The network username and password are used to login to the following network resources:

* Campus computers and laptops.
* WSU web-mail
* MyWSU Portal
* Desire2Learn (D2L)

**WSU Computer Labs at UCR:**

There are three UCR computer labs available to WSU students:

1. **Learning Technology Center (LTC)** – the main computer lab available to all WSU students and shared with RCTC students is located on the third floor of the UCR Goddard Library.  There are over 100 computers in this lab.  There are also five laptops available for WSU students to check out at the front desk of the LTC if a student wishes to work in a quieter place in the library.  These laptops are checked out on a first come, first serve basis and are for exclusive use by WSU students.  They can be used anywhere within the Goddard Library.  They must stay in the library and be returned by the end of the day.  There is also a printer set up in the library directly outside of the entrance to the LTC for use by WSU students to print from their personal laptops.  Instructions for printing to this printer are located in a binder on the wall next to the printer.
2. **Graduate Studies Lab (EA 235)** - This lab is for the exclusive use of WSU graduate students.  There are three computers in this lab, loaded with the same software as the laptop carts computers.  This lab is open whenever the UCR campus is open.  For security reasons, this lab requires a special access card to gain entry.  Graduate students interested in using this lab must request an access card - graduate nursing students should contact Carolyn Ryno in EA 129 and graduate students in education, educational leadership and counselor education should contact Sue Parks in EA 201.

There is a network printer in EA 235 available for use by graduate students.  WSU provides the toner and maintains the printer, but students are required to provide their own paper.

1. **Computer Science Student Lab (SH101)** - This lab is only available for use by WSU computer science students.  The computer systems are loaded with software specifically licensed to the computer science department.  This lab also requires a security access card available from the WSU Technical Support office in GL 118.

**Wireless Networking at UCR:**

A secure wireless network has been setup on the UCR campus for usage by WSU students, faculty, and staff.  The name (SSID) of this network is **warrior**.  This network allows students to print wirelessly from their laptops as well as securely access other WSU network resources.  Students who participate in the eWarrior: Digital Life and Learning Program can automatically connect to the **warrior** wireless network.  Students with personally owned laptops may also connect to the **warrior** wireless network if they meet the following requirements:

1. **Minimum Laptop Requirements for PC**
	1. Must be an “Admin” on the laptop
	2. 802.11x versions G or N Wireless card
	3. Windows 7 Home Premium or better
	4. Internet Explorer 9 or better
	5. Firefox 17 or better
	6. RAM – 3GB or better
	7. Processor speed core i3 or better
2. **Minimum Laptop Requirements for Macintosh**
	1. Must be an “Admin” on the laptop
	2. 802.11x versions G or N Wireless card
	3. Mac OSX Lion operating system or better
	4. Safari 5.0 or better
	5. Firefox 17 or better
	6. RAM – 3GB or better
	7. Processor speed 2.4Ghz or better
3. **Antivirus Requirements for Both PC and Macintosh(must have a current subscription to one of the following:**
	1. Norton (Symantec) Antivirus
	2. Kaspersky Antivirus
	3. MacAfee Antivirus
	4. Webroot Antivirus
	5. Microsoft Security Essentials

If students with personally owned laptops meet the above requirements, they must setup an appointment with the IT Staff in Rochester to have the connection to the **warrior** wireless network setup on your laptop.  WSU does not provide technical support for personally owned laptops.

**Public Printing at UCR:**

Five network printers have been installed at UCR to allow students to print directly from their laptops.  Students must first be connected to the **warrior** wireless network and have the printer to which they wish to print installed on their laptop.  Students who are participating in the eWarrior: Digital Life and Learning Program can add these printers through the usual “add network printer” process.  Students with personally owned laptops can print to the public printers if they have had the **warrior** wireless network setup on their laptops.  Students must come see the WSU IT department in GL118 to have the public printers installed on their laptop.  The IT staff are able to do this when students come in to have wireless access setup on their laptops.   Public printers are located in the following locations:

|  |  |
| --- | --- |
| Printer Name | Printer Location |
| RochGL138A | GL138 – 1st floor Goddard Library |
| RochGL138B | GL138 – 1st floor Goddard Library |
| RochHS000A | HS000 – Lower floor Health Sciences |
| RochHB100A | Heintz Center Common Area  |
| RochHB100B | Heintz Center Common Area |

**TEACHING, LEARNING AND TECHNOLOGY SERVICES (TLT)**

Teaching, Learning, and Technology Services (TLT) empowers the entire WSU campus community to utilize technology effectively by providing a wide range of learning opportunities; designing and maintaining engaging learning spaces; managing academic and workplace technology projects; and exploring new technologies that enrich digital life and learning. TLT teaches the WSU campus community how to use technology; plans, installs, and maintains learning space technology; conducts and supports campus projects focused on digital life and learning; delivers services and resources that support, enhance, and expand the use of laptops on campus; investigates new technologies with the potential to enhance digital life and learning; and advises and guides the campus community on the effective use of instructional and workplace technology and position Winona State University as a leader in the application of technology in higher education. To learn more about TLT, please visit their website at [www.winona.edu/tlt](http://www.winona.edu/tlt), call 507-457-2900, or send an email to tlt@winona.edu.

**UNIVERSITY CENTER ROCHESTER (UCR) CAMPUS SERVICES**

**BOOKSTORE**

The UCR Bookstore is located in Hill Theatre (HT) 100 and the phone number is 507-285-7202. Students may purchase WSU-R textbooks online at <http://bookstore.roch.edu>, or at the UCR Bookstore for Rochester-based WSU courses.

2013 Fall Hours:

|  |  |
| --- | --- |
| August 5 – 9, 2013  | 8:00 am – 4:30 pm |
| August 12-16, 2013  | 8:00 am – 4:30 pm |
| August 19-22, 2013  | 8:00 am – 8:00 pm |
| August 23, 2013  | 8:00 am – 4:30 pm |
| August 24, 2013  | 9:00 am – 3:00 pm |
| August 25, 2013  | 12:00 pm – 4:00 pm |
| August 26-29, 2013  | 8:00 am – 8:00 pm |
| August 30, 2013 | 8:00 am – 4:30 pm |
| September 2, 2013 | Closed – Holiday |

Normal bookstore hours, starting September 3 until the end of the semester:

|  |  |
| --- | --- |
| Monday-Thursday | 8:00am – 6:00pm |
| Friday  | 8:00am – 4:30pm |
| ***Summer Hours:*** |
| Monday-Friday | 8:00am – 4:30pm |

**BUILDING CODES – UCR**

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

*Heintz Center on next page….*

**BUILDING CODES – Heintz Center**

|  |  |
| --- | --- |
| Heintz Building A | HA |
| Heintz Building B | HB |
| Heintz Building C | HC |

**BUS TRANSPORTATION (CITY LINES)**

Using the Bus system in Rochester is easy and convenient. Employees and students can access any part of the city using [Rochester City Lines](http://www.rochestercitylines.com/index.htm) as their mode of transportation. The buses are clean, safe, and enjoyable to ride. The Rochester City Lines services UCR every 30 minutes. Bus schedules are available online at [www.rochestercitylines.com](http://www.rochestercitylines.com). Bus passes are available for purchase ($80.00 for Fall, September through December) at the UCR Bookstore. The UCR Bookstore will accept cash or check only for bus passes.

**CAMPUS POSTING GUIDELINES**

Employees and students who wish to advertise events and services may do so at designated locations on campus. Postings must comply with the UCR posting guidelines. It is expected that all materials posted in designated areas will be reasonably neat and attractive in the interest of the advertiser and the University Center Rochester. Offensive, obscene, inflammatory advertising, etc. will not be permitted. All material must stamped with the WSU-R-logo and contain last date 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 UCR staff. You will need to bring your posting to Kelly Hahn in Student Service (SS) 128 for the official WSU-R stamp.

**CAR STARTING**

Students, staff, faculty, visitors will need to contact UCR Security at 507-285-7262 (7262 if calling from internal phone) regarding the need to have their vehicle jump started.  UCR Security will contact a towing service and request they respond to the designated parking lot where the vehicle is located.

THERE IS NO CHARGE for this service. This service is provided by RCTC Student Senate.

**CASHIER**

The UCR Cashier’s Office in Student Services (SS) 124 accepts payments for WSU employees and students. Students may also make payment through their web portal. The Cashier’s Office is open Monday-Friday 8:00 a.m. - 4:30 p.m. (Phone: 507-285-7311). The Cashiers Office does not accept credit card payments. Credit card payments are accepted online via student e-services: <https://webproc.mnscu.edu/registration/search/advanced.html?campusid=078>

**CHILDCARE SERVICES**

Civic League Day Nursery provides childcare on the UCR campus to WSU-R faculty, staff, students and the general public for children age two to five. Children are enrolled on either a full-time or part-time basis. There is generally a five hour and three day minimum enrollment requirement. Parents may stop by the Center to fill out a registration form. For more information, call the Civic League Day Nursery at 507-285-7232 or e-mail cldnse@cldnmn.com.

You can also visit their website at: [www.civicleaguedaynursery.org](http://www.civicleaguedaynursery.org)

Hours of operation: Monday – Friday, 6:30 a.m. – 6:00 p.m.

**FOOD AND VENDING SERVICE**

Lancer Hospitality is contracted to operate UCR’s dining and catering food services. The Fresh Stop Café’s are located on the third floor of the College Center and the Heintz Center; the Espresso Plus is located in the Health Science Building. A meal plan for students, faculty and staff is available. Catering services are available during and after regular cafeteria hours. Please contact Joanne McCann for your specific needs:

***Lancer Hospitality***
507.285.7209 - direct
651.290.9442 - fax
jmccann@lancercatering.com
<http://www.rctc.edu/services/html/food_service.html>

Fresh Stop Café –Main Campus Monday-Friday-Breakfast 7:30 a.m. – 2:00 p.m.

(3rd floor of the College Center) (hours may vary)

Espresso Plus (Health Science Building) Monday-Thursday 7:30 a.m. – 6:00 p.m.

 Friday 7:30 a.m. – 1:00 p.m.

Fresh Stop Café-Heintz Center Monday-Thursday 7:30 a.m. – 2:00 p.m.

 Friday 7:30 a.m. – 1:00 p.m.

*\*All food service locations are closed during holidays, weekends and RCTC non-class days.*

Vending machines are operated by the Society for the Blind and are located throughout the campus. For refunds or to report problems with machines, contact the Cashiers Office at 507-285- 7212.

**STUDENT** [**HEALTH SERVICE**](http://www.roch.edu/rctc/services/html/student_health_services.html)

Treatment of minor illnesses, emergency first aid, non-prescription medications, referrals, health counseling and diagnostic tests are available for students through Student Health Services. The Student Health Service office is located in the Health Science Building (HS) 140. You can stop in or reach them by phone at 507-285-7261. A registered nurse is available every day during the academic year and a physician or nurse practitioner is on campus weekly. There is usually no additional cost to WSU-R students for Student Health Services visits.

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, add Ask-A-Nurse into your cell phone contacts. 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>.

**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. The incident report is submitted in to the Security Office located in Atrium (AT) 201/Goddard Library (GL) 204 (UCR security supervisor’s office).

**LEARNING CENTER**

The UCR Learning Center works in collaboration with the WSU Tutoring Center (located in Winona). The UCR Learning Center provides support to students from entry level to doctorate level in many disciplines. They promote academic success and the highest levels of academic, personal and professional achievement. WSU students have found immense value in assistance with computer applications, statistics, writing and APA format, science, psychology, accounting/finance and oral presentation. Contact 507-285-7182 for information on the Learning Center. WSU students interested in tutoring should contact Jill Quandt, WSU Tutoring Coordinator, at 1-800-342-5978 ext. 5680 or jquandt@winona.edu.

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| **Learning Center Department (Atrium Level/Third Floor):** |
| AT 301 | Science |
| AT 306 | Writing, Math, Computer Applications, Drop-In Tutoring and other disciplines |
| AT 308 | Proctoring (see Proctoring section) |
| AT 311 | Reading, Speech |
| **Hours for each subject/student area vary. Please visit the UCR Learning Center website at** [**http://www.roch.edu/learningcenter/**](http://www.roch.edu/learningcenter/) **for hours and additional information.**  |

**LIBRARY SERVICES**

WSU-R library holdings are integrated into Goddard Library at UCR. WSU-R and RCTC share support and usage of the library. This partnership enables students and faculty to access an extensive resource of reference and research materials.

WSU has allocated funds to purchase books, periodicals, and electronic resources to meet student and faculty needs. These materials are merged with about 95,000 books and non-print materials, 350 printed periodical titles, and about 13,000 electronic periodical titles. Collection holdings are cataloged into the MnPals on-line catalog which includes access to all MnSCU library holdings and is searchable by individual library. A listing of periodicals housed is available by searching the “List of Journals” under the “Find Articles“ tab “Periodicals List” in the “Research Tools” section on the Goddard Library website. The library maintains an active website with many professional, full-text materials and e-books available from your home, office or classroom via a browser. The library website is [www.roch.edu/library](http://www.roch.edu/library).

Remote access to Article Databases can be achieved by obtaining a library card at the Circulation Desk and following the remote access information instructions on the Goddard Library web pages. The Krueger Library (located in Winona) databases can be accessed via Krueger web pages using your WSU email user name and password. Library materials can be transferred overnight from Krueger Library to Goddard Library.

To check out library materials, you must have a UCR ID card which will act as a library card.  UCR/Warrior ID cards are made at the circulation desk in Goddard Library. Your ID photo will be taken in the library, and an ID card will be made while you wait. This card will also have your Warrior ID number on it, which you will need for various other uses on campus.

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| **Goddard Library & LTC hours when classes are in session:** |
| Monday - Thursday | 7:30 a.m. - l0:00 p.m. |
| Friday  | 7:30 a.m. - 4:30 p.m. |
| Saturday | 9:00 a.m. - 5:00 p.m. |
| Sunday | 1:00 a.m. - 5:00 p.m. |

The Library Technology Center (LTC) is located on the 3rd floor of the library with about 100 open lab computer workstations shared by WSU and RCTC students. The Technology Support Center (TSC) is located on the 1st floor of the library providing support to faculty, students and staff for technology needs including computer, e-learning, media services and classroom technology. To check out technology materials and equipment in the TSC, you will need your ID card.

**LOST AND FOUND**

Items found on the UCR campus should be turned in to the Security Office located in the Atrium (AT) 201.

**PARKING AT UCR**

**Parking Fees**: All employees and students pay a parking/access/security fee. For students, the 2013-2014 academic year parking fee is $4.75 per credit. (Rates are subject to change).

**Parking Lots**: Parking is allowed in designated parking lots or at parking meters only. **Parking on grass anywhere on campus is not allowed.** 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.

**Parking Enforcement:**

* Handicapped spots, fire lanes, special permit spots, and other no-parking designated areas are enforced continuously.
* Parking meters are monitored and enforced 8:00 a.m. - 8:00 p.m., Monday - Thursday

 8:00 a.m. - 3:00 p.m., Fridays

* Faculty/staff parking lots are monitored and enforced from 8:00 a.m. - 5:00 p.m.

Monday - Friday. After 5:00 p.m., Faculty/staff lots are open to students. 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.

* Special permit parking is designated for students or employees needing more convenient parking for health or other reasons. For authorization, please see the Health Services nurse in HS 140 for a special permit, or call 507-285-7261.

**PROCTORING SERVICES**

WSU-R and RCTC are now offering proctoring services in a secure, quiet environment for students who cannot take a scheduled class exam. This has proven to be a valuable service as it is sometimes difficult to coordinate a time when students and instructors can meet for a monitored exam outside of class. In addition, students taking online or traditional courses at institutions other than RCTC and WSU may also arrange for proctored exams. Please contact your professor if you need proctoring services.

**SECURITY**

Employees and students are strongly encouraged to report crimes **immediately**. To report a crime or suspicious circumstance in progress or medical emergencies, call 911. Otherwise, contact campus security at 507-285-7262. The Student Health Service, (which operates for limited hours at the UCR campus), may be contacted for assistance at 507-280-2887.

***Student Health Service is not an emergency care provider.***

**“Emergency Code Blue Light Button Poles”** can be used in an emergency to contact UCR Security. The emergency poles are intercom connections activated by pushing a button.

**“Emergency Code Blue Light Button Poles”** are located in these areas:

One in the North Parking lot, one in the West Parking lot, and three along the bike path. (West of campus).

**SECURITY ESCORT**

UCR 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 507-285-7262.

**SPORTS CENTER FIELDHOUSE**

WSU-Rochester students may use the Fitness Center in the Sports Center Fieldhouse 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, Student Services (SS) 124. You will also be required to present your UCR student ID picture with your pass in the Fitness Center.

To use the Fitness Center you **must** first watch a 55 minute video and successfully pass a 10 question quiz on the usage, safety and policies of the Fitness Center. You will first be prompted to enter your 14 digit barcode from the back of your current UCR ID card. Once you have successfully completed the quiz you will be eligible to use the Fitness Center. Click here to register and watch the video and take the quiz [Fitness Center Video and Quiz](http://www.roch.edu/app/sc/quiz/)

**STAR ALERT EMERGENCY NOTIFICATION SYSTEM**

In the interest of promoting the safety of our campus community, Winona State University is implementing a new wireless emergency notification system, called Star Alert™, for students, faculty and staff.

***What Is Star Alert?*** Star Alert emergency messages are sent to you through text message and e-mail during emergencies that threaten life or safety and/or severely impact standard campus operations. **The Star Alert system will only be used in emergency situations.**

## ***Who Can Register?*** All members of the WSU community are encouraged to register for this valuable service. Star Alerts provide immediate emergency communication, and as a wireless notification system, they provide critical information if computers and telephones are compromised.

## ***More Details:*** Notifications are brief and clearly identified as Star Alerts. They will include information on the situation at-hand, what action to take and where to find additional information.

The WSU Star Alert program will provide notification of emergencies that occur on the Winona campus. Registration is free, quick and easy. Participants must be able to receive text or email messages on their cell phones. The process can also be reversed if the service is no longer desired. **Information submitted through the registration process will only be used for the Star Alert system.** [Winona Campus Student Registration Star Alert](http://entry.inspironlogistics.com/mnscu/winona/wens.cfm?ep_id=student)

A separate program is developed for the Rochester campus (UCR) by Rochester Community and Technical College (RCTC). WSU-R faculty, staff and student should also register for the Rochester alert program [UCR Campus Student Star Alert Registration](http://entry.inspironlogistics.com/mnscu/rochester_tech/wens.cfm?ep_id=student)

[**STUDENT LIFE**](http://www.roch.edu/rctc/studentlife/index.html)

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 Rochester Community and Technical College, WSU-Rochester offers students a selective offering of activities and leadership opportunities available on the UCR campus and in the Rochester community.   Activities are developed in collaboration with the WSU-Rochester Student Advisory Group (SAG) and provided by Student Activity Fee funding.  Information on events and activities are publicized on campus and communicated to all WSU-Rochester students via a weekly email student newsletter.  Information on all campus activities is available through the WSU-R Student and Campus Services Office in Student Services (SS) 128 on the UCR campus by calling 507-285-7100 or email rochsss@winona.edu

All university-sponsored events are alcohol-free whether held on or off campus.

**TUTORING SERVICES**

WSU Tutoring Services collaborates with the UCR Learning Center to provide academic assistance in a variety of subjects. Currently, tutoring is provided by both Peer and Master Tutors. Online tutoring is also available. Details are available at [www.winona.edu/tutoring](http://www.winona.edu/tutoring). Questions, concerns or comments should be directed to Jill Quandt, Tutoring Services Coordinator at 507-457-5680 or jquandt@winona.edu.

**WEATHER/EMERGENCY CLOSINGS**

During periods of inclement weather or other emergencies, faculty, staff and students are responsible for monitoring community announcements of school closings or delays on local media to listen for announcements regarding the delay or cancellation of classes or activities or the closing of the University Center Rochester, and then stay tuned for further updates. Whenever possible, the decision to close the UCR, have a delayed opening, or cancel day classes will be made prior to 6:00 a.m. Special attention will be given to night classes as many of our evening students and staff travel considerable distances. Whenever possible, the decision to cancel evening class will be made by 3:00 p.m. The following radio and television stations will be notified:

## Print/Online:

Winona: Winona Daily News [www.winonadailynews.com](http://www.winonadailynews.com)
Radio

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Winona** | **Rochester** | **Red Wing** | **La Crosse** | **Twin Cities** |
| KQAL 89.5-FMKAGE 1380-AMKAGE 95.3-FMKWNO 1230-AMKWNO 99.3-FMKHME 101.1-FM | KNXR 97.5-FMKROC 106.9-FMKROC 1340-AMKYBA 105.3KWWK 96.5KLCX 103.9KWEB 1270-AMKRCH 101.7-FM | KCUE 1250-AMKWNG 105.9-FM | WIZM 1410-AMWIZM 93.3-FMWKBH 100.1-FMWKTY 580-AMCC106.3-FMMagic 105 (104.9-FM)Eagle 102.7-FMClassic Rock 100.1-FMWLFN 1490-AM | WCCO 830-AM |

## Television:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Winona** | **Rochester** | **La Crosse** | **Twin Cities** | **Eau Claire** |
| HBC Cable 20 and 25 | KTTC - 10KXLT - 47 | WKBT - 8 (7) [7]WXOW - 19 (11) [18] | KSTP - 5WCCO - 4 | WEAU - 13 |

*(The number in parentheses is Winona Charter Cable system's channel designation for La Crosse stations.)
[The number in brackets is Winona HBC Cable system's channel designation for La Crosse stations.]*

## Internet:

In the event of Severe Weather related class cancellations, the WSU Communications office posts a list of canceled classes in an orange "Severe Weather Alert" section on [WSU's Home Page](http://www.winona.edu/). The posting contains specific information about severe weather closing or class cancellations on days when such events occur.

You may view the policies and procedures on the Closing of University Center- Rochester and the Cancellation of Classes or Activities Due to Inclement Weather/Other Emergencies at:

<http://www.rctc.edu/policies/hr/Weather_Emergency.html>.

Campus closings or class/event delays or cancellations will also be posted as quickly as possible on the WSU and WSU-Rochester websites.