



Student Handbook

Fall 2024



WSU-R ROCHESTER CAMPUS

www.winona.edu/rochester

wsurstudentservices@winona.edu

[507.285.7100](tel:507.285.7100)

[1.800.366.5418](tel:1.800.366.5418)

WSU-WINONA CAMPUS

www.winona.edu

[1.800.242.8978](tel: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://w3.winona.edu/CampusDirectory/Home/Departments>

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.

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. Counseling Services staff will respond within one business day.

RCTC Health Services has partnered with Zumbro Valley Health Center (ZVHC) 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 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.

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 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.

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 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. Request assistance via email at 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 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.

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. Be sure 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.

All members of the WSU community are encouraged to register for the WSU Alert program, an emergency notification system (ENS) that provides immediate communication via text message, voice call, and/or email during emergencies. Learn how to sign up on the [WSU Alert System FAQs page](#).

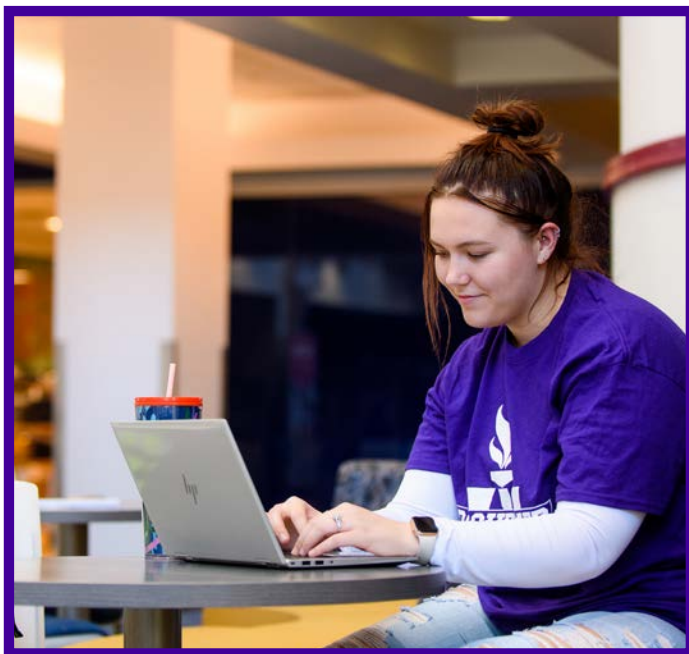


CAMPUS POSTING GUIDELINES

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://www.rctc.edu/services/food-service/>. 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 (ZVHC) 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 provides FREE tutoring to help students build the skills and confidence to be successful in coursework and to reach academic goals. The Writing Center and Math/Computer Science tutors are located in the Goddard Library. Science tutors are located in Atrium (AT) 309. 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 a 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. 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.

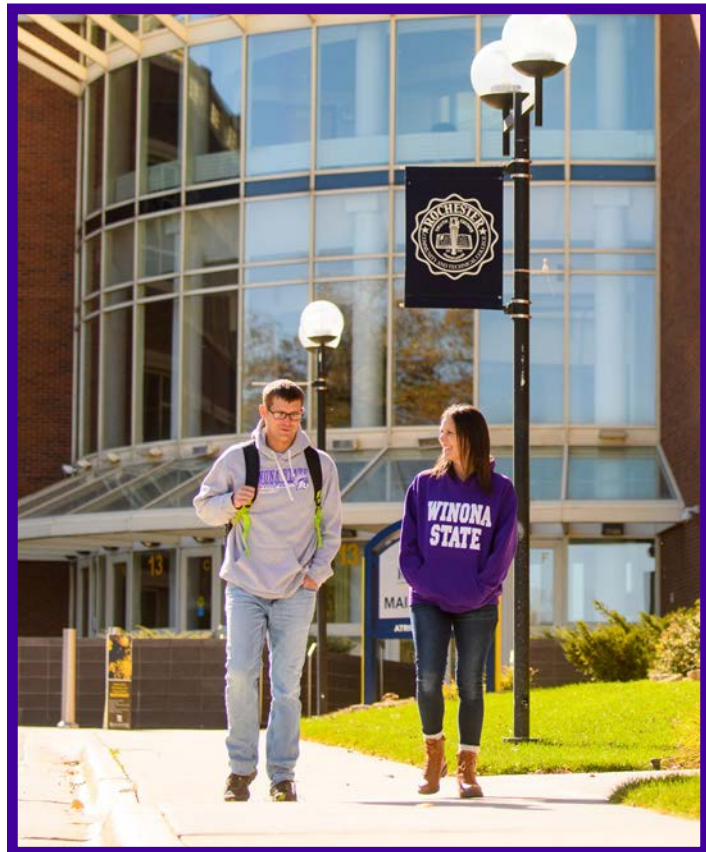
Our campus has made every effort to illuminate its parking lots at night. However, caution should be used when leaving an evening class or event. Anyone wishing an escort to their car should call Campus Security at 507.280.5050. For information on other Campus Security services, visit <https://www.rctc.edu/services/safety/>.

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



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-Friday 7:30am-4:30pm

Winter, Spring, & Summer Breaks

Monday-Friday 7:30am-4:00pm

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.

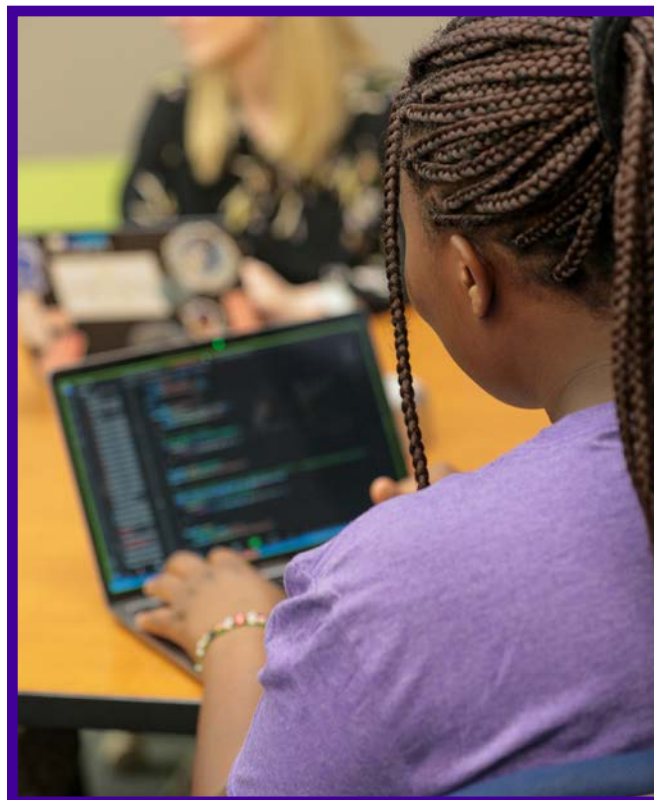
THE E-WARRIOR DIGITAL LIFE LEARNING PROGRAM

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	9:00am-5:00pm
Sunday	CLOSED

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	9:00am-5:00pm
Sunday	CLOSED



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 support 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 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 (learn.winona.edu/wiki/FollowMePrint) is available for students with personally owned mobile devices meeting minimum specifications and connected to the Warrior wireless network. Go to paper.winona.edu:9192/user 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 first thing you need to do is download the PaperCut Print Deploy Client on your PC or Mac.

PC/Windows computers: <https://paper.winona.edu/print-deploy/client-setup/windows.html>

MAC computers: <https://paper.winona.edu/print-deploy/client-setup/macOS.html>

Once you have the client installed, sign into the client with your StarID and password. The FollowMePrint print queue will be installed automatically. Follow the printing directions at learn.winona.edu/wiki/FollowMePrint



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.





Timeline for Financial Aid

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

JANUARY

File your FAFSA at www.studentaid.gov. You will need to *create* an account in order to login and complete your FAFSA.

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.

FEBRUARY

If WSU needs any additional information from you to resolve your FAFSA/financial aid file, we will start sending out information in February. Check your snail mail for a physical letter requesting more information.

The Summer Financial Aid Application will go live! Keep an eye out on your email for updates if you are planning on taking summer classes (and using aid to pay for them).

MARCH

FAFSA filing priority deadline to receive maximum aid consideration at WSU is March 1.

Please note: you can still file the FAFSA after this date, but some limited-funded programs may run out, so file as soon as you are able!

JUNE

Award emails will be sent out! You will be prompted to go to your [eServices](#) to view your award information for the upcoming year. Now is also a good time to begin completing the steps to finalize your aid for the upcoming year; respond to your award letter in your [eServices](#), accept your federal loans and complete loan requirements, start applying for private loans if needed, etc.

Please note: Loans can take up to 4-6 weeks to process once the application is complete, so make sure to complete this early to avoid delays for fall!

If you are expecting any private/outside scholarships and haven't notified us yet, now is the time to let us know that you are expecting those.

AUGUST

Your fall semester bill will be posted out on your [eServices](#) under the "Bills and Payments" tab.

SEPTEMBER

Fall Financial Aid Disbursement! Aid always begins disbursing towards student bills on the second Friday of classes each semester. Any overage (excess aid beyond your bill) will be sent out approximately 3-5 days after disbursement.

WSU SCHOOL CODE: 002394





FALL SEMESTER 2024 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 **08/01/24**

If you did **NOT** file a FAFSA and do **NOT** meet one of the five conditions listed below,
payment is due in full OR begin using the WSU payment plan and pay \$300 or 15% **08/30/24**

- 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 **08/30/24**,
REGISTRATION WILL BE CANCELLED by this date **09/03/24**

*If one of the above **IS** valid, deadline for payment of tuition & fees in full
(See WSU payment plan option below) **09/12/24**

FINANCIAL AID DISBURSEMENT **09/06/24**

(Includes Loans, Scholarships, Grants, 3rd Party Awards, etc)

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) **09/12/24**

*WSU PAYMENT PLAN (\$30):

- 1st payment of **\$300 or 15%**, whichever is less, is due **08/30/24**
- 2nd payment due (1/3 of current balance) - assessed \$30 fee if not paid in full **09/12/24**
- 3rd payment due (1/2 of current balance)- Late fees may result if payment is missed **10/03/24**
- Final payment due (all of remaining balance) - Late fees may result if payment is missed **10/31/24**

Dates could change as the Academic Year Calendar for 2023-2024 becomes available

*NELNET PLAN (\$30):

Last Day to Enroll	Required Down Payment	# of Payments	Months of Payments
June 24	15% or \$300	4	July-Oct
July 27	15% or \$300	3	Aug-Oct
Aug 24	30%	2	Sept & Oct
Aug 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 personal check or credit card (Visa, Mastercard or Discover)
 - Rochester Campus:** Go to RCTC Cashiers, Student Services and pay by 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.



Winona State University Academic Calendar

2024-2025

August 24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 24						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 24						
Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 24						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 25						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 25						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 25						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8/26	Fall Classes Begin
9/2	Labor Day Holiday
10/8	University Improvement Day
11/5	Election Day-no activities after 6 pm
11/11	Veterans Day Holiday
11/27	Thanksgiving Break Day for Students
11/28-29	Thanksgiving Break
12/6	Fall Classes End
12/9-12	Final Exams
12/13	Commencement Day
12/24-25	Winter Break
1/01	New Years Holiday
1/13	Spring Classes Begin
1/20	Martin Luther King, Jr. Holiday
2/11	Assessment Day
3/10-14	Spring Break Week
4/11	Spring Break Day for Students
4/24	Research and Creative Achievement Day
5/2	Spring Classes End
5/5-8	Final Exams
5/9	Commencement Day
5/26	Memorial Day
6/19	Juneteenth
7/4	Independence Day
	First class day of semester
	Holiday - University closed
	Improvement/Assessment/Research Days
	Student break day/faculty duty day/offices open
	Spring break
	Commencement Day
NOTE: Calendar subject to change.	



ACADEMIC CALENDAR 11

WINONA STATE UNIVERSITY FALL 2024 ACADEMIC CALENDAR Monday, August 26, 2024 – Thursday, December 12, 2024 Commencement -- December 13, 2024

FALL 2024

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

Fall 2024 General Registration Opens for WSU Students	Monday, April 1, 2024
First day to apply for Fall 2024 Graduation	Monday, April 1, 2024
New Freshmen Registration Week	Mon, Tues, Fri, June 17, 18, & 21, 2024
Visiting Student Registration for Fall 2024 Opens	Monday, June 24, 2024
July Incoming Student Registration	Friday, July 19, 2024
August Incoming Student Registration	Thursday, August 22, 2024
Fall 2024 Orientation Days	Wed-Sat, August 21-24, 2024
Fall 2024 Classes Begin	Monday, August 26, 2024
Online Wait-listing for Course Registration Ends at Noon	Wednesday, August 28, 2024
Last day to drop Fall 2024 courses with 100% tuition refund	Friday, August 30, 2024
Last day to add courses without instructor approval (Registration Overrides required after this date)	Friday, August 30, 2024
Last day to apply for Arranged Courses or Independent Studies	Friday, August 30, 2024
Last day to clear in-progress (IP) grades from Summer 2023 courses	Friday, August 30, 2024
Registration Cancellation/Drop for Non-Payment: Students must pay or have made arrangements to pay	
Fall 2024 tuition by the end of business day (4:30 P.M.)	Friday, August 30, 2024
Labor Day Holiday (no classes/offices closed)	Monday, September 2, 2024
Last day to submit Registration Overrides	Thursday, September 5, 2024
Financial Aid Disbursement	Friday, September 6, 2024
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 8, 2024
Midterm	Friday, October 18, 2024
Last day to clear incompletes (I) from Winter Session 2023-2024, Spring 2024 & Summer 2024 courses	Friday, October 18, 2024
Last day to submit Application for Graduation for Fall 2024 and appear in commencement publications – approved late applicants may still participate in Commencement	Friday, October 18, 2024
General Registration for Spring 2025 Opens for WSU Students	Monday, November 4, 2024
General Registration for Summer 2025 Opens for WSU Students	Monday, November 4, 2024
General Registration for Winter Session 2024-2025 Opens for WSU Students	Monday, November 4, 2024
First day to apply for Spring 2025 and Summer 2025 Graduation	Monday, November 4, 2024
*General Election Day (No university activities after 6:00pm)	Tuesday, November 5, 2024
Veterans' Day Holiday Observed (no classes/offices closed)	Monday November 11, 2024
Last Day to Change Grading Method on Full Term Courses	Thursday, November 21, 2024

Withdrawing from Fall 2024 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 27, 2024
Thanksgiving Holiday (no classes/offices closed)	Thurs-Fri, November 28 - 29, 2024
Final Examinations	Mon-Thurs, December 9 - 12, 2024
Last Day of the Term	Thursday, December 12, 2024
Fall 2024 Commencement	Friday, December 13, 2024
Grading Period	Fri-Wed, December 13 - 18, 2024
Grades Due, 12:00 noon	Wednesday, December 18, 2024

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.*





STUDENT AND CAMPUS SERVICES

Student Services (SS) 128

507.285.7100

1.800.366.5418

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Student Advising, Career Advising, & Student Life Activities
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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 Assistant Director*
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/student-life/support/warrior-hub/

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

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patti.gangl@winona.edu

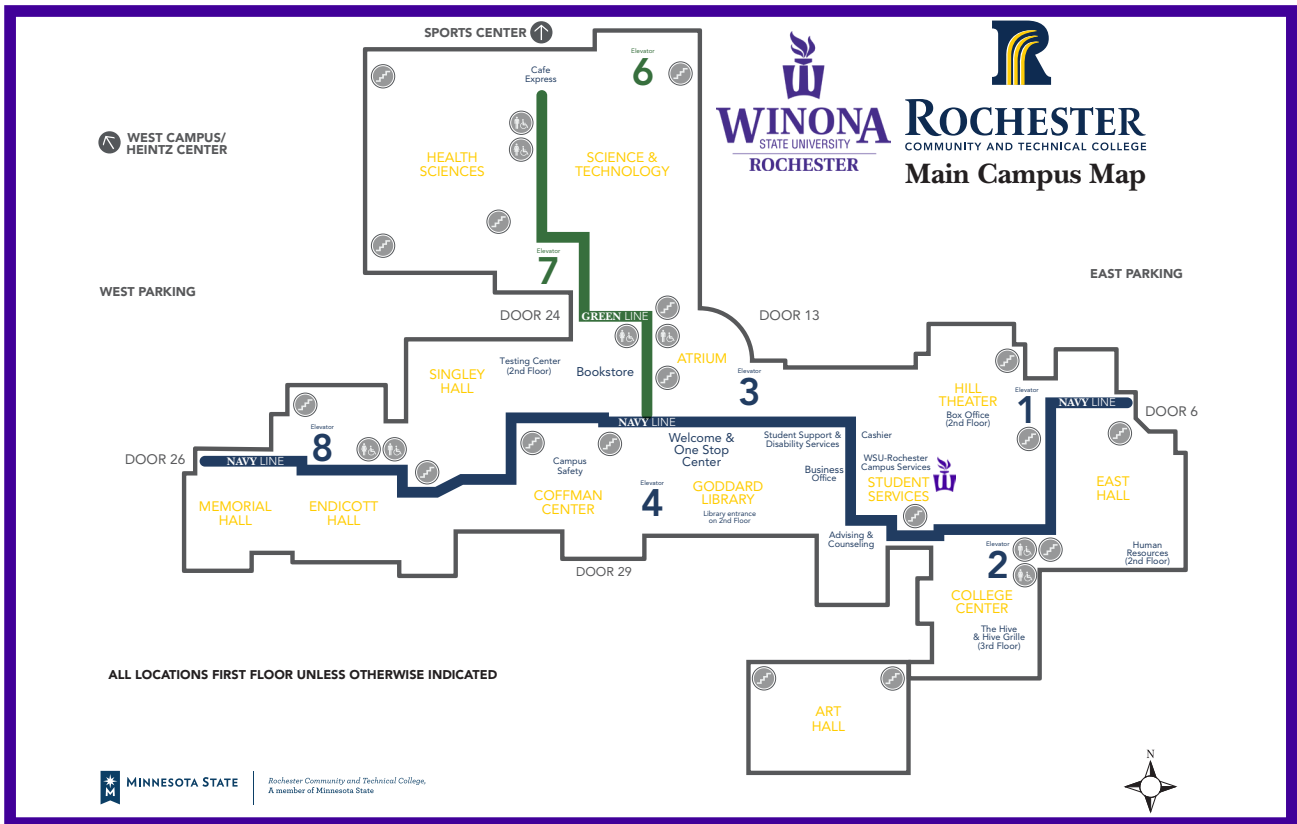
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WSU-Rochester Master of Social Work Department

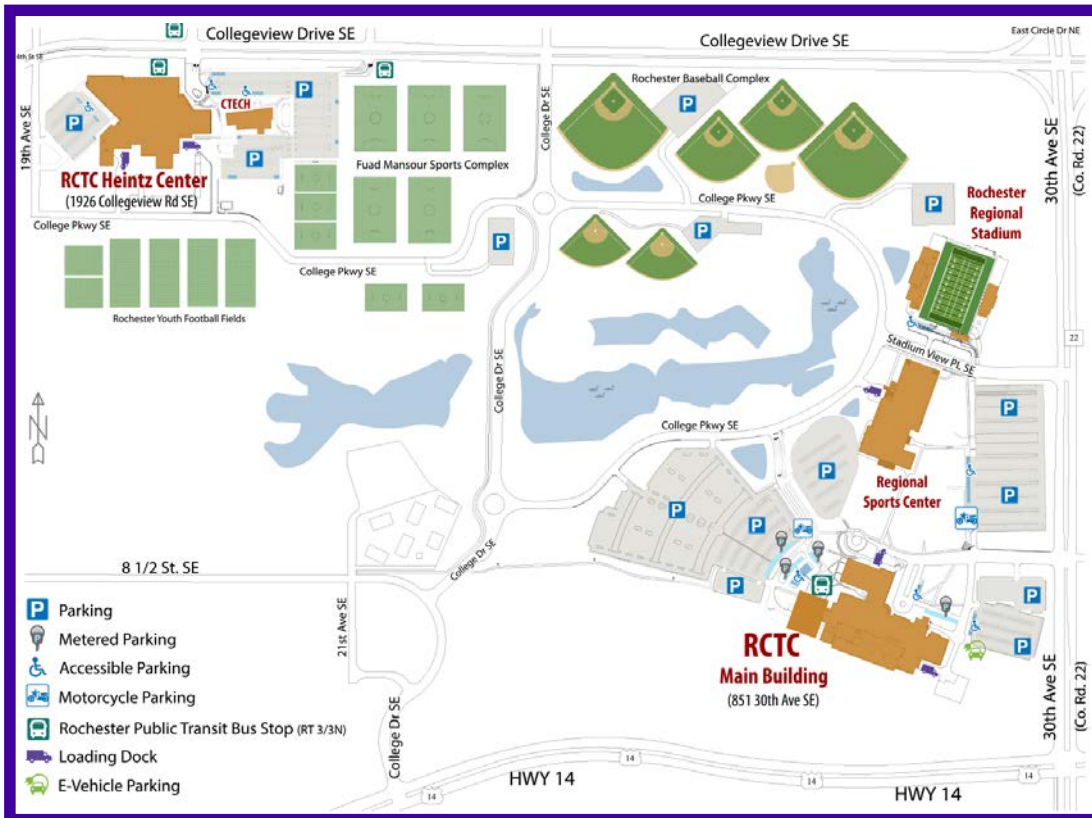
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MAIN CAMPUS



CAMPUS OVERVIEW/PARKING





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