1. **Apply for Admission**
   Complete the Application for Admission online at [www.mnwest.edu/admissions](http://www.mnwest.edu/admissions).

2. **Submit Transcripts (High School & College)**
   Request a copy of your high school transcript to be sent to the Campus of your choice or submit a copy of your GED record. Request college transcripts if you have any prior college experience. Transcripts from Minnesota State Colleges are accessible by our staff electronically and do not need to be requested. To determine transfer of credits, course equivalencies, assessment testing requirements and/or course prerequisites, transfer students must have official transcripts from each college/institution attended sent directly to the college. An official transcript must be sent directly from an institution to Minnesota West in a sealed envelope, or if hand-delivered, transcripts must be provided unopened with the official seal intact. For more information go to [www.mnwest.edu/admissions](http://www.mnwest.edu/admissions).

3. **Apply for Financial Aid**
   Complete the Free Application for Federal Student Aid (FAFSA) online at [www.studentaid.gov](http://www.studentaid.gov). Minnesota West’s financial aid school code is **005263**. For additional information go to [www.mnwest.edu/financial-aid/](http://www.mnwest.edu/financial-aid/).

4. **Assessment Testing**
   Students should submit all course placement test results, high transcripts and any college transcripts upon application. Test results can include ACT, SAT, Accuplacer, or MCA. These will be used to determine course placement and whether you need to or should take the Accuplacer exam. Contact your Student Services Advisor for placement information. For additional information go to [www.mnwest.edu/admitted-students/assessment](http://www.mnwest.edu/admitted-students/assessment).

5. **Complete the New Student Orientation**
   All new students to Minnesota West must complete the New Student Orientation located in D2L. The orientation is designed to familiarize you with your rights and responsibilities as a Minnesota West Student, introduce you to services, and assist you in being successful. [www.mnwest.edu/admitted-students/advising-registration](http://www.mnwest.edu/admitted-students/advising-registration).

6. **“Opt-In” to Receive Text Messaging**
   Sign up to receive text messages regarding information on registration, dates & deadlines, campus events, etc. Simply log in to your e-Service Student Account, click on "My Profile" and turn text messaging on. **Note:** Text messaging is specific to each Minnesota State institution. If you attend multiple institutions, this must be turned on separately for each. [www.mnwest.edu/account](http://www.mnwest.edu/account)

7. **Register for Classes**
   Advising & Registration sessions are designed for new students to provide one on one appointments with an Advisor in which you will review your program information, register for classes, discuss financial aid, books, student life, e-Services and more. Select an Advising & Registration session online at [www.mnwest.edu/admitted-students/advising-registration](http://www.mnwest.edu/admitted-students/advising-registration).

8. **Pay Tuition and Buy Books**
   You may pay your tuition and fees with cash, check, credit card or the FACTS payment plan. **PLEASE NOTE:** the option to sign up for a payment plan will end on the fifth day of the semester. Further details can be found online at [www.mnwest.edu/business-office/pay-tuition](http://www.mnwest.edu/business-office/pay-tuition). **Tuition invoices are not mailed** so please check your e-Services Student Account for your balance. Minnesota West is now sending all textbooks out through our online book fulfillment center. All books orders are now placed online at [www.mnwest.edu/bookstore/order-books](http://www.mnwest.edu/bookstore/order-books).
Ten Steps to Receiving Financial Aid

Step 1. Start this process as early as possible!

Step 2. Gather your social security number, your Income Tax Return, and your parent’s Income Tax Return (if you are under 24 and not married).

Step 3. You (and your parents if you are a dependent student) will need to create a Federal Student Aid (FSA) ID. This will be your electronic signature on your FAFSA. Create your FSA ID at www.studentaid.gov.

Step 4. Visit www.studentaid.gov to fill out the Free Application for Federal Student Aid (FAFSA). You will be required to create a password just in case you have to save and close your application at any time. The school code for ALL Minnesota West campuses is 005263.

Step 5. Your financial aid will be processed by the FAFSA Central Processor, which could take up to two weeks depending on the time of year. During this time, the Financial Aid Office will contact you via email (your Minnesota West email account if you have one) if further information or verification is needed. Complete your FAFSA for fall enrollment by July 15th to ensure your aid is processed before fall term begins.

Step 6. You will receive notification via email of your Award Letter which details the types and amounts of aid for which you are eligible. You can access your Award Letter through your Minnesota West Student e-Services account on the website at: www.mnwest.edu/account.

Step 7. Evaluate the Financial Aid that you have been offered to decide which sources you will use. To view your cost of attendance, click on the Bills and Tuition option on your Student e-Services account. Grants – This is gift aid that you don’t have to pay back (Pell Grant, MN State Grant, etc.) Subsidized Loans – This aid has to be paid back, but no interest accrues while you are in school. Unsubsidized Loans – This aid has to be paid back and interest accrues while you are in school. Work Study – This is on-campus employment. All information is on our website at: www.mnwest.edu/financial-aid/types/work-study.

Step 8. To request your loans, go to your Student e-Services account, select Financial Aid and then Loans. Click on each tab across the top of the screen to complete all of the loan application steps. You can also use this site to check on the status of your loan application at any time.

Step 9. Textbooks may be purchased using a book voucher if you have submitted a valid FAFSA to Minnesota West. Check the student calendar for the dates book vouchers are available. www.mnwest.edu/student-calendar.

Step 10. Your financial aid is applied towards your college account at the Business Office after the start of the term. You can receive any overage money by either direct deposit (into your bank account) or by a check. All checks will be mailed to the permanent address on your student account.

For more information, visit us at www.mnwest.edu/financial-aid. You may also contact the Resource Specialist on any of our campuses, or call the Communication Center at 800.658.2330.
Minnesota West Boasts An Affordable Education

Tuition and fee rates are set each year by the Minnesota State colleges and universities’ Board of Trustees. Fees include student life, State Student Association (MSCSA), technology, health services, and access/parking fees.

**Tuition & Fees 2023-2024**

<table>
<thead>
<tr>
<th>Per Credit **</th>
<th>Per Credit – fully online courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 194.94 per semester credit</td>
<td>$ 207.44 per semester credit</td>
</tr>
<tr>
<td>$ 10.00 per credit technology fee</td>
<td>$ 10.00 per credit technology fee</td>
</tr>
<tr>
<td>$ 5.50 per credit student life fee</td>
<td>$ 5.50 per credit student life fee</td>
</tr>
<tr>
<td>$ 3.00 per credit health service fee</td>
<td>$ 3.00 per credit health service fee</td>
</tr>
<tr>
<td>$ 2.35 per credit access/parking fee (includes tax)</td>
<td>$ 2.35 per credit access/parking fee (includes tax)</td>
</tr>
<tr>
<td>$ .35 per credit MSCSA fee</td>
<td>$ .35 per credit MSCSA fee</td>
</tr>
<tr>
<td>$ 216.14 per credit</td>
<td>$ 228.64 per credit</td>
</tr>
</tbody>
</table>

** Some programs or courses may carry a higher per credit rate due to higher costs associated with the curriculum.

Average tuition and fees per semester for a full-time resident student (15 credits) is approximately **$3,242.10**. Any unpaid balances will be turned over to collections.

**Non-Resident Tuition:**
Students who live in a state that has a reciprocity agreement with Minnesota will be charged tuition and fees based on their home state's negotiated rate. More information regarding reciprocity can be located on our website at: www.mnwest.edu or by contacting the business office for assistance.

**Other Costs & Fees:** Books, tools, and supplies vary by program of study

**Financial Aid**
Student Financial Aid programs are intended to provide financial assistance to students who otherwise would be unable to meet the costs of attendance at the College. The primary responsibility for meeting educational costs lies with the student and/or their family.

Financial aid is based upon the documented financial need of the eligible student who is enrolled as a regular student and who is meeting the College’s satisfactory progress standards while attending school. Whenever possible, the College offers the eligible student a financial aid package including gift aid (scholarships and grants) and self-help (loans and employment). Funding may depend upon federal and state program funding levels and the number of eligible students who qualify for assistance. It is important to file early and check your email for updates on your financial aid processing. Many students are required to provide additional documentation to complete their financial aid.

**How to Apply for Financial Assistance**
1. Complete the Free Application for Federal Student Aid (FAFSA) online at www.studentaid.gov. 005263 is the school code for all Minnesota West campuses and centers.
2. Apply and become accepted for admission to the College. You must declare a major to be eligible for financial aid.

**Financial Aid Programs**

<table>
<thead>
<tr>
<th>Grants:</th>
<th>Other Sources of Financial Assistance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alliss Education Foundation Grant</td>
<td>Agency Financial Assistance Programs</td>
</tr>
<tr>
<td>Federal PELL Grants</td>
<td>Scholarships</td>
</tr>
<tr>
<td>Federal Supplemental Ed. Opp. Grant</td>
<td>Tuition Reciprocity</td>
</tr>
<tr>
<td>MN Child Care Grant</td>
<td>Veterans Educational Benefits</td>
</tr>
<tr>
<td>MN GI Bill</td>
<td></td>
</tr>
<tr>
<td>MN Indian Scholarship</td>
<td></td>
</tr>
<tr>
<td>MN State Grant</td>
<td></td>
</tr>
<tr>
<td><strong>Employment:</strong></td>
<td>Loans:</td>
</tr>
<tr>
<td>Student Tutors</td>
<td>Federal Student Loans</td>
</tr>
<tr>
<td>Work-Study</td>
<td>Federal Parent PLUS Loans</td>
</tr>
</tbody>
</table>

(Most agencies telephone numbers and addresses can be obtained at the campus Student Services Office.)
We’re Dedicated to Helping You Succeed

Numerous student success services are available at each campus location. Some examples of services include:

♦ Developmental Coursework
♦ Study Skills Course
♦ Tutoring
♦ English as a Second Language (Worthington Campus)
♦ Transition Services
♦ Minority Services

GED – General Education Development and Adult Basic Education is available within the campus communities.

Accuplacer Assessment

All students are required to complete the Accuplacer Assessment which is an on-line assessment including reading, English and math. This test is not an entrance exam but is used for advising and course placement. Students may not be required to complete the Accuplacer if they have completed previous college level coursework, Accuplacer, SAT, ACT, MCA and have qualifying high school GPA. Students should submit any of these test scores along with college and high school transcripts, to the college, for advisor review. For additional information go to www.mnwest.edu/admitted-students/assessment.

Housing

Housing for students is provided by the campus communities. With the exception of the Carr Residence Hall in Canby, the college does not have campus-owned housing. All housing at Minnesota West is off campus. Housing is primarily the responsibility of the student, however each of the five campuses assists students in locating available housing opportunities. Contact the campus Resource Specialist for assistance.

A student housing development, Bluejay Villas, for Worthington campus students opened fall of 2018. For more information and leasing a suite, contact a leasing specialist at www.bluejayvillas.com.

Child Care

Information on community daycare providers is available from each campus Resource Specialist.

Awards

Associate of Arts – Meets the freshman/sophomore general education requirements at all state universities in Minnesota, at all colleges within the University of Minnesota and at many other four-year colleges and universities.

Associate of Science – Meets the first two years of various majors leading to a baccalaureate of professional degree in several technical areas.

Associate of Applied Science – Designed to prepare students for entry into chosen occupations. Students may elect to continue their education beyond this level but are encouraged to research specific course transferability with the college/university they might attend.

Diploma – Primarily meant to prepare students to enter a chosen occupation with appropriate technical skills.


Admissions Checklist

_____ Complete the Minnesota State Online Application. www.mnwest.edu/admissions/apply
_____ Send official high school transcript (and college transcripts if applicable).
_____ Schedule a campus visit if you haven’t already done so. www.mnwest.edu/get-started/schedule-a-visit
_____ Check out www.mnwest.edu/admitted-students/assessment for Accuplacer dates and times.

updated: 6/27/2023
### Target Dates to Enroll By

#### Summer 2023
Payment Plan available April 1, 2023

<table>
<thead>
<tr>
<th>Last Day to Enroll Online</th>
<th>Required Down Payment</th>
<th>Number of Payments</th>
<th>Months of Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Payments on the 5th of the month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 19</td>
<td>30%</td>
<td>2</td>
<td>June &amp; July</td>
</tr>
<tr>
<td>June 9</td>
<td>50%</td>
<td>1</td>
<td>July only</td>
</tr>
</tbody>
</table>

#### Fall 2023
Payment Plan available June 1, 2023

<table>
<thead>
<tr>
<th>Last Day to Enroll Online</th>
<th>Required Down Payment</th>
<th>Number of Payments</th>
<th>Months of Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Payments on the 5th of the month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 27</td>
<td>10%</td>
<td>4</td>
<td>Aug - Nov</td>
</tr>
<tr>
<td>August 21</td>
<td>15%</td>
<td>3</td>
<td>Sept - Nov</td>
</tr>
<tr>
<td></td>
<td>Payments on the 20th of the month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 25</td>
<td>15% or $300</td>
<td>3</td>
<td>Sept - Nov</td>
</tr>
</tbody>
</table>

#### Spring 2024
Payment Plan available November 1, 2023

<table>
<thead>
<tr>
<th>Last Day to Enroll Online</th>
<th>Required Down Payment</th>
<th>Number of Payments</th>
<th>Months of Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Payments on the 5th of the month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 26</td>
<td>10%</td>
<td>4</td>
<td>Jan - Apr</td>
</tr>
<tr>
<td>January 8</td>
<td>15%</td>
<td>3</td>
<td>Feb - Apr</td>
</tr>
<tr>
<td></td>
<td>Payments on the 20th of the month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 12</td>
<td>15% or $300</td>
<td>3</td>
<td>Feb - Apr</td>
</tr>
</tbody>
</table>

### Payment Methods

- Automatic bank payment (ACH)
- Credit card/debit card (An additional convenience fee will be assessed.)

Payments are processed on the 5th or 20th of each month and will continue until the balance is paid in full. You must have a minimum balance of $100 to budget through the automatic payment plan.

### Cost to Participate

- $20 enrollment fee per semester (ACH & credit card)
- $30 nonrefundable returned payment fee if a payment is returned

### Simple Steps to Enroll

- Log in to Student e-Services
- Left hand navigation menu select ‘Bills and Payments’
- Click on ‘Nelnet/FACTS Payment Plan’
- Eligible terms for payment plan enrollment/plan management are listed as options to select from
- Select the term you wish to enroll or manage
HOW TO PURCHASE BOOKS
Books are generally ready to be purchased two weeks before classes begin. **You need to have your class schedule and 8 digit Student ID to purchase your books!** There are a number of classes and instructors teaching the same class but they require different books. Your schedule lists your class number, section number, and instructor therefore assuring you acquire the appropriate books.

PSEO STUDENTS
Post-secondary option students must have all their paperwork completed and approved with the PSEO coordinator before they can order books. Students must order all required books/supplies within the first 10 days of class. This is necessary because we have to bill your high school. **Please coordinate with your HS Counselor if you have questions (Order online and shipped to your home, or shipped to your high school for pick-up).**

When ordering online your tender option will be “FinAid/3rd pty/VA/PSEO/Nelnet”. You must have your 8 digit numerical ID.

PAYMENT METHODS
Books may be paid for by credit card or for those who qualify, book voucher or third party.

BOOK VOUCHERS
Students with a FAFSA on file are eligible for a book voucher. Student may place an online order, but “FinAid/3rd pty/VA/PSEO/Nelnet” will be the tender type and indicate your Student ID where requested. There is typically a 2-3 week window - usually two weeks before classes start through the first week of classes - that Book Vouchers are available.

THIRD PARTY CHARGES
Students who have an agency and/or employer paying for their books must have written authorization on file in the Bookstore (each term) before books will be released.

REFUND POLICY
**Books enclosed in shrink-wrap are NOT RETURNABLE IF UNWRAPPED.** We cannot return these books to the publisher if they are unwrapped. Please do not open a shrink-wrapped book until you are sure you are in the correct class and you are staying in that class. New books sometimes contain student specific access codes. The Access Code must remain un-registered to be eligible for return. **NO RECEIPT – NO RETURN.** You will receive a full refund the first 6 days of classes (drop/add period + 1 academic school day after) if you have your receipt, the books are returned in the same condition as they were originally purchased, and are postmarked by the 6th academic day of the semester. Please include the return slip provided to you.

BOOK BUYBACK
Get cash for your books! Book buyback is offered after Fall and Spring term (usually the week of finals). Watch the website for details, dates and time. [www.mnwest.edu/bookstore/buy-back-dates](http://www.mnwest.edu/bookstore/buy-back-dates)
PURCHASING BOOKS ONLINE – ALL BOOKS ARE TO BE ORDERED ONLINE

You will NEED to know your 8 digit student ID number. Example: 12345678 (NOT your StarID) Your Student ID is located in the upper right hand corner when you login to e-Services, and also on your Minnesota West photo ID card).

1. Visit our HOME PAGE at WWW.MNWEST.EDU
2. Hover over CURRENT STUDENTS and click on BOOKSTORE
3. Click on Order Books Online
   a. Scroll down to Minnesota West Online Bookstore
4. Log In (First time, create an account by clicking on Register Here)
   a. Create profile for Browsing and Shopping
      i. ALWAYS check mailing address when placing order by clicking on Maintain Shipping Address
      Book (PHYSICAL ADDRESS REQUIRED - NO PO BOXES!)
5. Scroll up and click on Textbooks
   (To find your registered classes visit your e-Services student account, click on Courses and Registration where you will review your plan and find out what courses you will need in search of your books.)

6. Click Term
7. Select Department
8. Select Course and Section.
   a. Repeat for each course

CHECKING OUT
11. Once the books are in Your Cart
   ✷ Choose new or used for each book selected. (If used is not available, new will be substituted—the cost will show as new, but will be recalculated if used is packed).
12. Go to Shopping Cart
13. View and proceed with Continue Checkout
14. On the Order Preference screen
   ✷ Check the “I Understand……..” Box
   ✷ Choose order update action
   ✷ Continue checkout
15. Payment Options
   ✷ Financial Aid (book vouchers)
   ✷ If PSEO, financial aid, or 3rd party – click on Financial Aid/3rd party/PSEO
   ✷ Credit Card
16. Choose Pickup or Ship order (limited days for pickup from the Worthington Campus)

17. When your selections are all made and you are ready to finalize your order, Click the Blue Button “Submit Order”. It is IMPORTANT to make sure you get a confirmation number. This number is specific to your order and aids us when you make inquiries regarding your purchase.

   **If you don’t receive a confirmation number – your order DID NOT get placed:** Example: Order #1234

Once your order is placed, you will receive status report emails as your order progresses. It is very important to check the email you provided to us. If there are delays/complications/payment problems with your order – we communicate through the email address you provided at the time of checkout. Please be prompt in responding so we can get your order delivered to you in a timely fashion.

**Questions or problems - contact**

- Communication Center – 800-658-2330

**Pricing & Book Information Disclaimer**

All information regarding Book ISBN, edition status, and materials can change with the change of instructors, addition of sections and courses, or materials becoming outdated. All totals are calculated using new prices, as we cannot guarantee the availability of used books. Pricing changes often and can occur daily. We make every effort to ensure the accuracy of all the book and pricing information on the website.
Minnesota West Student Email is hosted by Microsoft Office 365. Accounts are created after you register for classes. Follow these steps to set up your account.

1. Go to [www.mnwest.edu](http://www.mnwest.edu). Hover your mouse over the words **Current Students** and select **Student Account/Email login**

![Student Account/Email login](image)

2. Click on **Login to your Student Email**. This will bring you to the Sign in page for Microsoft.

![Sign in page](image)

3. Enter your login credentials to sign in to your account. **Ex. starid@go.minnstate.edu**. Then select Next.

4. Enter in your StarID password and select next.

5. If you should get an error message at this time and need to reset your password go to: [https://starid.minnstate.edu/](https://starid.minnstate.edu/). For additional assistance please call the Communication Center at 800-658-2330.

6. In order to complete the set up, you will now need to secure your account. You can download the app or select **I want to set up a different method**. Following are steps to set up a phone method:
Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. Download now

After you install the Microsoft Authenticator app on your device, choose "Next".

I want to use a different authenticator app

I want to set up a different method

Choose a different method

Which method would you like to use?

Phone

Cancel Confirm

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1) Enter phone number

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.
7. Select Next after entering in the code. You should get an SMS verified. Your phone was registered successfully. Selected Next and then Done.

**NOTE:** Your Minnesota West student email address is your firstname.lastname@live.mnwest.edu
This is the address people will use to send you email.

Contact the Communication Center for assistance Monday - Friday 8:00 am – 4:00 pm at 800-658-2330 or visit our IT Help Desk page at: www.mnwest.edu/larc/help-desk
Want to get organized?  
Want more reminders for assignment due dates?

The Brightspace Pulse App can help!

Download the Brightspace Pulse App and you can...

- View a full schedule display of important dates and deadlines
- Receive notifications of new announcements, course content and more
- Monitor your grades on the go

The app is available for Android and iPhones, simply visit your app store and search Brightspace Pulse. Once downloaded, select Minnesota West Community & Technical College as your school and login with your StarID.

Please use with caution - this app is just one tool to help you get organized. Please remember you still need to access your classes regularly and check D2L for complete assignments and due dates. Not all instructors use the same settings and all assignments may not appear under Upcoming.
LARC
Library and Academic Resource Center

Library Resources
- Minnesota West libraries have approximately 50,000 catalogued items.
- Browse the online catalogue from our web site.
- Access to local newspapers
- Online access to magazines and newspapers, many available full-text online
- Variety of books to support coursework and leisure reading
- Interlibrary loan: If you cannot find a book, CD, etc. in our library, we can help you locate it from another library and have it sent here for you
- Access “LibGuides” – subject guides compiled by Minnesota West librarians to help you through the research process for your classes

Study Area
- Quiet areas to study: tables, chairs, sofa and lounge chairs, individual carrels
- Meet fellow students for a study group

Tutoring
- Minnesota West has professional and student tutors available to meet with all students, either in-person or via web conferencing tools.
- Request tutoring via the Tutoring webpage, or by emailing tutoring@mnwest.edu.
- Tutor.com is a free online tutoring service which provides tutoring (both immediate/real-time and asynchronous) for students who are on or off campus and is accessed directly from your D2L Brightspace home page.

Computer Lab
- Internet access for assignments, research, and testing
- Access your student email, D2L, and e-services account
- Staff available to answer technology questions (Email, D2L, College Central, Office 365)
- Printer access (linked to Papercut software)
Career Services

- Minnesota West uses College Central Network as its official resume and job posting service. All students have access to College Central and its network of job postings.
- Access Career Services directly from the LARC homepage

Copies

- Make photocopies. Ten cents per page.
- Scan documents electronically.

Help Desk

- Available to assist students with D2L, Email, Tutoring, and other resources.
- Phone: 507-372-3476

Test Proctoring

- Minnesota West Community & Technical College offers proctoring services in a secure, quiet environment for the following circumstances:
  1) students who cannot take a scheduled classroom exam
  2) students in online or ITV courses where proctored exams are required
  3) students who require alternative testing accommodations due to a documented disability
  4) individuals from other colleges or institutions requiring a live test proctor

Scheduling Information:

- Test proctoring sessions must be scheduled in advance and can be done via the Proctoring webpage, or by emailing proctoring@mnwest.edu

Student ID Card

- Use Minnesota West photo ID cards for library checkout

Additional Information

- Additional information about LARC services and hours is available at www.mnwest.edu/larc.
**Eduroam**

Eduroam is a secure global wireless access service for the educational and research community offered across Minnesota State colleges and universities. Minnesota West students and employees can use their StarID credentials (StarID@go.minnstate.edu or StarID@minnstate.edu) to access the Wi-Fi when visiting participating institutions.

Eduroam serves the goal of improving seamless access across Minnesota State colleges and universities. Instead of wondering how to get access to the guest Wi-Fi, you can simply use eduroam. Once a device is configured to use eduroam, it can automatically join: open your laptop or phone, and go.

Eduroam does not completely replace guest wireless networks, but it does facilitate wireless access for education users, including students and employees of any Minnesota State college or university, and faculty visiting from other higher education institutions.

**How to connect to Eduroam**

Before traveling to another eduroam participating institution, we recommend signing onto eduroam at your home campus with each device you will be using to be sure everything works. Connecting involves installing a security certificate.

**Connecting to Eduroam**

1. On your device, select **eduroam** from the list of available Wi-Fi networks.
2. You will be prompted to sign onto the network. Enter the following for credentials.
   - Username: **StarID@go.minnstate.edu** (for example, ab1234cd@go.minnstate.edu).
   - Password: your StarID password
3. You may be prompted to accept a security certificate. If this happens, verify the certificate is from radius.mnstate.us. If so, click OK to accept.

If your device asks for more information, use the following settings:

- Security: 802.1x EAP
- EAP Method: TTLS
- Phase-2 Authentication: PAP or GTC
- Proxy Settings: none
- IP Settings: DHCP
- CA Certificate: Use system certificates
- Domain: minnstate.edu
- Anonymous Identity: not needed, leave blank
Using the Eduroam configuration assistant

Some devices, especially those running Windows older than Windows 10, may require the use of eduroam’s configuration assistant to make eduroam work. Note that this requires administrative privileges on your device.

1. Go to https://cat.eduroam.org/
2. Click/tap the “eduroam user: download your eduroam installer” button.
3. Select Minnesota State Colleges and Universities as your Home Institution.
4. Click Download your Eduroam installer for your operating system
5. Enter the following when prompted.
   Username: StarID@go.minnstate.edu (for example, ab1234cd@go.minnstate.edu).
   Password: your StarID password
6. Go to your device’s Wi-Fi setting and select eduroam

Your device is connected to eduroam and will automatically connect at eduroam-participating institutions.
1. When you log into a computer on campus, the PaperCut Balance window will appear in the right hand corner of your screen.

2. Each semester, students will receive $12.50 of credit to be used for printing. Your current balance will appear in the PaperCut Balance window.

3. When you print, a Print Job Notification window will appear. The student will then confirm the print request and the charge to their PaperCut account. The file is then sent to the printer.

   **HINT:** Remember to always use the PRINT PREVIEW selection where possible to ensure you are printing exactly what you need.

4. Cost for single-sided black & white 8 1/2 X 11 page is 5 cents.

5. Students may add additional money, if needed, into their PaperCut account by going to any business office contact and paying with cash, check or credit card.

**Additional information:**

- Students cannot carry over any of the $12.50 credit after the semester ends. The amount will be reset to $12.50 at the beginning of each semester.
- Students may login to their PaperCut account, to view their printing information/details.
DO YOU NEED HELP PAYING FOR COLLEGE?
IS FINANCIAL AID NOT COVERING ALL OF YOUR COSTS?
We can help!!!

SOUTHWEST MINNESOTA PRIVATE INDUSTRY COUNCIL

LEARN NEW, IN-DEMAND SKILLS AT
NO COST TO YOU.

CAREER SPECIALISTS
CAN HELP ENSURE THAT THE
COST OF COLLEGE IS NOT WHATS
KEEPING YOU FROM YOUR FUTURE
CAREER

If you are low income,
receiving public assistance, or
basic skills deficient you may qualify for our programs!

OUR TAILORED SERVICES
• Help in determining your career options
• Tuition assistance for counselor-approved classroom training that supports your career goal
• Referrals to community agencies
• Tailored support services while you are in school (gas cards, daycare financial support, etc.)

START RECEIVING HELP TODAY

TIM JONES
📞 507.476.4040
📧 tjones@swmnpic.org
🌐 www.swmnpic.org

Equal Opportunity Employer and Program Provider - Upon request the information in this document can be made available in alternative formats for people with disabilities by contacting Carrie Bendix at cbendix@swmnpic.org or 507-476-2188
FOOD AND PERSONAL CARE
Supply Pantry
available on each campus and the Luverne Center

Minnesota West has established food and personal care supply pantries on each campus and the Luverne Center for students.

Pantry Locations

CANBY CAMPUS - LARC
GRANITE FALLS CAMPUS - BETWEEN THE LARC AND COMMONS
JACKSON CAMPUS - COMMONS
LUVERNE CENTER - COMMONS
PIPESTONE CAMPS - LARC
WORTHINGTON CAMPUS - STUDENT SERVICES

We invite all of our students to access the pantry for food and personal care items as needs arise. If you have any questions regarding the pantries, please contact your Resource Specialist or Student Services Advisor.
WHAT WE OFFER

SERVICES OFFERED AT THIS TIME INCLUDE INDIVIDUAL AND GROUP THERAPEUTIC SERVICES AS WELL AS REFERRALS TO COMMUNITY RESOURCES.

THERAPEUTIC SESSIONS
Mental health services at Minnesota West provide a range of free and confidential options to address problems related to personal, social, educational, and mental health concerns. The goal is to provide support to students to increase academic success and personal wellness.

WHAT TO EXPECT
Discussing the reasons that brought you to seek out assistance including addressing your concerns or symptoms you are experiencing, how you are coping, and how it is affecting you academically as well as other areas of your life. There will also be a discussion on confidentiality, consent to treatment, and what it means to give a release of information.

HOW TO SCHEDULE
Appointments are available with Mental Health and Wellness Specialist, Kathy Gruis, in-person, by phone, or virtually over zoom. To schedule call or email the below information.

507-372-3451
KATHY.GRUIS@MNWEST.EDU

WHEN SHOULD I SEE A MENTAL HEALTH PROVIDER?

- ACADEMIC WARNING/PROBATION/SUSPENSION
- RELATIONSHIP CONCERNS (INTERPERSONAL SKILLS, SEXUAL ORIENTATION, CONFLICT RESOLUTION)
- TRANSITION TO COLLEGE (HOUSING, TRANSPORTATION)
- STRESS MANAGEMENT
- PAST OR PRESENT ABUSE (PHYSICAL, EMOTIONAL, SEXUAL)
- ANGER MANAGEMENT
- HEALTH AND WELLNESS
  - DEPRESSION AND SUICIDAL THOUGHTS
  - DRUG/ALCOHOL USE
  - EATING PROBLEMS/BODY IMAGE
  - SPIRITUALITY
  - TIME MANAGEMENT
  - GRIEF AND LOSS
  - ANXIETY
Night-owls and early-birds: we’re here to help you study.

Students have 24/7 access to free online tutoring, so you can get your school work done... even at 1 AM.

Connect with a tutor today:
Access Tutor.com through your D2L home page and/or within each D2L course page.
Minnesota West
Community & Technical College

Campus Security & Fire Safety
Annual Report
2022

Campus Locations

Center Locations

Reporting Period
January 1, 2021 to December 31, 2021

A member of the Minnesota State
An affirmative Action Equal Opportunity Educator/Employer


Compiled by the Safety Administrator
DIRECTORY OF IMPORTANT PHONE NUMBERS

EMERGENCY .................................................................................................................. 911
SUICIDE AND CRISIS LIFELINE .................................................................................. 988

Campus Phone Number (Canby, Granite Falls, Jackson, Pipestone & Worthington)... 1.800.658.2330
   Marshall Center ........................................................................................................ 507.537.7051
   Luverne Center ....................................................................................................... 507.449.2772

Community Information and Referral ...................................................................... 211 or
   (24/7 phone access for all Minnesota West Campuses)............................. 1.800.543.7709

Crisis Support Hot Line Numbers
   Canby .......................................................................................................................... 800.658.2429
   Granite Falls .............................................................................................................. 800.992.1716
   Jackson, Pipestone, Worthington .......................................................................... 800.642.1525
   Marshall New Horizons Crisis Center ................................................................... 800.658.2429
   Luverne ...................................................................................................................... 800.658.2429

Sexual Assault Hotline
   Canby & Granite Falls .............................................................................................. 888.564.4894
   Jackson, Pipestone, Worthington ........................................................................... 800.376.4311
   Marshall New Horizons Crisis Center ................................................................... 800.881.7493
   Luverne ...................................................................................................................... 507.283.9917

Poison Control .......................................................................................................... 800.222.1222

Help Lines/Counseling
   Western Human Development Center .................................................................. 800.658.2429
   Western Human Development Center Granite Falls .......................................... 320.564.2238
   Crisis and Drug Abuse ............................................................................................ 800.392.0280
   Southwest Crisis Center .......................................................................................... 507.283.9917
Will My Courses Transfer?

www.transferology.com

We make exploring college transfer easy, for free.

Create an account. Add some courses. Get results! ▶ Watch how easy it is.

Save time and money with Transferology's quick, intuitive way of getting your college transfer credit questions answered. Create your free account now.

Will my courses transfer?
Simply enter your courses to find equivalent courses at other schools. Matches are ranked by awarded credit, so you can eliminate the guesswork and maximize your transfer potential.
School Profiles offer quick access to program information, school size, and tuition cost. You can even set up a campus visit with a click of a button!

Find a replacement course
Need to pick up a few extra credit hours? Looking to take some courses at another school over the summer? Let Transferology do the heavy lifting of figuring out if the credit will transfer back.
Search for courses to take at another school based on the courses needed to complete your degree at the school you currently attend.

See what courses transfer

Search for a replacement course

Since Transferology launched 3 years ago, more than 1 million students from all 50 states and 177 countries have searched to see how their courses transfer. Get your answers today!

Have other types of credit?
We've got you covered.

- Standardized Exams
  Discover how the exams you've taken (including AP Credit, CLEP, and International Baccalaureate) may be awarded credit from any number of schools.
  Explore Standardized Exam Credit Transfer

- Military Courses and Occupations
  Are you a veteran of the United States Military? Add your courses and military occupations to find out what transfer credit hours you can receive for your experiences.
  Explore Military Credit Transfer

- International Courses
  In addition to thousands in the US, our network has schools in Canada and around the world. Enter your courses to learn how they might transfer to schools in the United States.
  Explore International Credit Transfer
Dislocated Worker Program

Are you a Dislocated Worker?

Were you laid off from your job?

Are you eligible for or collecting unemployment benefits?

GET BACK TO WORK QUICKLY!
• Good jobs with good pay are available in your area.
• Career Specialists can help you qualify for these jobs.
• Learn new-in demand skills at no cost to you.

How can the Dislocated Worker Program help me?
Services are tailored to your unique needs and may include:
• Assessment of your current skills and interests
• Help in determining your career options
• Assistance in preparing your resume and cover letters
• Access to earn-while-you-learn training opportunities
• On-the-job training
• Tuition assistance for counselor-approved classroom training that supports your career goal
• Information and assistance in getting a high school diploma or its equivalent
• Referrals to community agencies
• Interview coaching
Workforce Innovation & Opportunity Action (WIOA) Adult Program

Contact us for your career solutions today!
For more information:
Julie Beckmann
Career Specialist
jbeckmann@swmnpic.org
507-476-3064
swmnpic.org

How much will the program cost?
There are no fees to you.

When and how do I get started?
The sooner the better! The earlier you begin, the easier your transition will be to your next job. Career Specialists will work with you to create a plan that will put you on the road to a good job.

Opportunity
Just Ahead

Do you need help paying for college?
Do you have a resume that needs to be updated?
Do you need training to help you succeed in your career field?

GET BACK TO WORK QUICKLY!
If you are low income, receiving public assistance or basic skills deficient you may qualify for the Workforce Innovation and Opportunity Act (WIOA) Adult Program.

• Good jobs with good pay are available in your area.
• Career Specialists can help you qualify for these jobs.
• Learn new-in-demand skills at no cost to you.

How can the WIOA Adult Program help me?
Services are tailored to your unique needs and may include:
• Assessment of your current skills and interests
• Help in determining your career options
• Assistance in preparing your resume and cover letters
• Access to earn-while-you-learn training opportunities
• On-the-job training
• Tuition assistance for counselor-approved classroom training that supports your career goal
• Information and assistance in getting a high school diploma or its equivalent
• Referrals to community agencies
• Interview coaching

CareerForce
It's your state of success
Equal Opportunity Employer and Program Provider