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

2. **Submit Application Fee**
   Submit a $20 non-refundable Application Fee. This is required before an application can be considered complete and can be paid when applying online using a credit card or e-check. If submitting your check by mail, please send to:
   - **Business Office**
   - **1011 First Street West**
   - **Canby, MN 56220**

3. **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).

4. **Apply for Financial Aid**
   Complete the Free Application for Federal Student Aid (FASFA) online at [www.fafsa.gov](http://www.fafsa.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/).

5. **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).

6. **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).

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, eServices 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.fafsa.gov.

Step 4. Visit www.fafsa.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. Text books 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, and access/parking fees.

### Tuition & Fees 2019-2020

<table>
<thead>
<tr>
<th>Per Credit **</th>
<th>Per Credit – fully online courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 176.68 per semester credit</td>
<td>$ 189.18 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>$ 2.35 per credit access/parking fee</td>
<td>$ 2.35 per credit access/parking fee</td>
</tr>
<tr>
<td>$.35 per credit MSCSA fee</td>
<td>$.35 per credit MSCSA fee</td>
</tr>
<tr>
<td>** $ 194.88 per credit</td>
<td>** $ 207.38 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 **$2,923.20.** 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](http://www.mnwest.edu) or by contacting the business office for assistance.

### Other Costs & Fees:

- **Application Fee** $20.00
- 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.fafsa.gov](http://www.fafsa.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

#### Grants:
- Alliss Education Foundation Grant
- Federal PELL Grants
- Federal Supplemental Ed. Opp. Grant
- MN Child Care Grant
- MN GI Bill
- MN Indian Scholarship
- MN State Grant

#### Employment:
- Student Tutors
- Work-Study

### Other Sources of Financial Assistance:

- Agency Financial Assistance Programs
- Scholarships
- Tuition Reciprocity
- Veterans Educational Benefits

#### Loans:
- Federal Student Loans
- Federal Parent PLUS Loans
- Federal Perkins Loans
- MN Student Educational Loan Funds
- Private Loans

(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 new 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 507-727-1470 or 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).
_____ Submit a $20.00 non-refundable application fee (payable online). If applying to more than one Minnesota West campus you need to pay the $20.00 only once.
_____ 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: 1/30/2020
Tuition Smarter.
Monthly payments to fit your life.

Your school partners with Nelnet Campus Commerce to let you pay
Your tuition and fees over time, making college more affordable.

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
- Go to www.mnwest.edu
- Log in to Student eServices
- 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

<table>
<thead>
<tr>
<th>Target Dates to Enroll By</th>
<th>Summer 2020</th>
<th>Payment Plan available April 1, 2020</th>
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</thead>
<tbody>
<tr>
<td>Last Day to Enroll Online</td>
<td>Required Down Payment</td>
<td>Number of Payments</td>
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<tr>
<td>Payments on the 5th of the month</td>
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<tr>
<td>May 22</td>
<td>30%</td>
<td>2</td>
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<tr>
<td>June 12</td>
<td>50%</td>
<td>1</td>
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<thead>
<tr>
<th></th>
<th>Fall 2020</th>
<th>Payment Plan available June 1, 2020</th>
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<tr>
<td>Last Day to Enroll Online</td>
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<tr>
<td>Payments on the 5th of the month</td>
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<td></td>
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<tr>
<td>July 23</td>
<td>10%</td>
<td>4</td>
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<tr>
<td>August 24</td>
<td>15% or $300</td>
<td>3</td>
</tr>
<tr>
<td>Payments on the 20th of the month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 28</td>
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<table>
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<tr>
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<th>Spring 2021</th>
<th>Payment Plan available November 1, 2020</th>
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<tbody>
<tr>
<td>Last Day to Enroll Online</td>
<td>Required Down Payment</td>
<td>Number of Payments</td>
</tr>
<tr>
<td>Payments on the 5th of the month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 22</td>
<td>10%</td>
<td>4</td>
</tr>
<tr>
<td>January 11</td>
<td>15% or $300</td>
<td>3</td>
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<tr>
<td>Payments on the 20th of the month</td>
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<td></td>
</tr>
<tr>
<td>January 15</td>
<td>15% or $300</td>
<td>3</td>
</tr>
</tbody>
</table>

To see enrollment deadlines, required down payments, and other payment details online, visit our website below.
Please note that all down and full payments are processed immediately.

MyCollegePaymentPlan.com/mnwest
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
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.

Updated: 11/25/2019
Minnesota West Student Email is hosted by Microsoft Office 365. This guide is intended to assist you in accessing your account for the first time. If you encounter any issues or have questions please direct them to our Minnesota West Communication Center at 800.658.2330 or visit our IT Help Desk page for hours and phone information www.mnwest.edu/larc/help-desk

To access student email you can either follow the links on our website or enter https://outlook.com/live.mnwest.edu in your browser’s URL. Our email system is hosted by Microsoft therefore Internet Explorer is the most compatible browser.

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

Your login credentials to access your email account are tied to your StarID. In order to login to your account you will need to use StarID@GO.minnstate.edu (e.g., ab1234cd@GO.minnstate.edu) as the user account. Your password will be your StarID password.

What you need to do if you haven’t activated your StarID:
1. Visit the activation site at https://starid.minnstate.edu
2. Click on Activate StarID and follow the instructions on the page.
   a. If you have a social security number you will need to click on TechID (i.e. Student ID) and follow instructions.
   b. If you do not have a social security number you need to click on Verification Code and follow instructions.

*Note: Some versions of Internet Explorer are not compatible with the activation site. It may be necessary to switch to compatibility mode or use a browser such as Firefox or Google Chrome.
1) Enter your login email address: StarID@go.minnstate.edu
   Note: (make sure you use .edu and not .com)
2) Enter your StarID password.
3) Click on the “Sign In” button.

The first time you login you will need to select your time zone and then click on the “OK” button.

Congratulations! You are now ready to start using your student email account!
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.
All Students

Minnesota West uses a retention tool called GradesFirst. GradesFirst correspondence will come in the form of a text and email. GradesFirst provides students access to instructor progress reports or alerts, midterms, schedules, and tutoring requests. GradesFirst does not replace D2L/Brightspace where pertinent class content is housed. If you are at risk for failing a course or “not making the grade” you will receive messages from instructors and advisors. This contact is made to reach out and help you. Minnesota West wants to assist in your success so please make every effort to respond to your instructors and advisors. For info, go to www.mnwest.edu/advisory-services/gradesfirst.

Text Message: The GradesFirst text message will come from the number, 915-52.

How to Activate Your GradesFirst Account:

Students enrolled in classes at Minnesota West Community & Technical College can activate their GradesFirst Account once they have received the No-Reply email from GradesFirst. In addition, students can accept a Face Book invite to add the GradesFirst application to their Face Book account. If you have not activated your GradesFirst account, please check your email inbox (also check Junk Mail folder) from your Minnesota West Student Email account. After you open your No Reply email from GradesFirst, go to the website provided which will activate your GradesFirst Student Account. As soon as that happens, there will be another follow-up GradesFirst email providing your login and default password. The system will also request you to change your default password, so please do so.

Your password can be changed by clicking on User Setting found on the top right corner of your GradesFirst home page. Your password needs to be 8 characters.

A GradesFirst Student Guide is posted on our College website under Current Students > All Resources > Do It Online > GradesFirst.

Please do not reply to this message as it comes from an administrative mailbox (see body of email for contact information if you have questions).
Some options shown may not be available to you. User permissions and system settings may vary between institutions.

- **Get Advising** - Schedule an advising appointment.
- **Schedule a Tutor Appointment** - To schedule a tutor appointment for a particular class, click the *Schedule Tutor Appt* link next to the relevant class.
- **Get Tutoring** - Schedule a tutor appointment for a tutoring service.
- **Send Message to Professor** - Need to contact your professor? Simply check the box by your class and click the *Send Message to Professor* button.
- **Request a Tutor Appointment** - Need help with a class? Click the *Request Tutor Appt* link next to the relevant class.
- **Upcoming Appointments** - View upcoming appointments without navigating to your calendar.
- **Calendar** - View your class schedule, assignments and all appointments that have been scheduled for you. Print your calendar or event list.
- **Conversations** - View all of the messages (emails and text messages) sent by you and to you in GradesFirst.
- **Reports** - View advising appointment reports, tutoring appointment reports, and other notes.
- **Search** - Search for other users in GradesFirst that you have permission to see.
- **Study Hall Information** - View your study hall stats for the current week.
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.
- Tutor.com is an online tutoring service which provides tutoring (both immediate/real-time and asynchronous) for students who are on or off campus.
- Request tutoring by calling the LARC Help Desk at 507-372-3476, emailing tutoring@mnwest.edu, or requesting an appointment via GradesFirst.

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
**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
- Access through AskJay on the web site.

**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.

**Scheduling Information:**
- Test proctoring sessions **must be scheduled in advance**

**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](http://www.mnwest.edu/larc).

Updated: 10/4/2019 kw
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.
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Minnesota West
Community & Technical College

Campus Security & Fire Safety
Annual Report
2019

Campus Locations

Canby  Granite  Jackson  Pipestone  Worthington

Center Locations

Luverne  Marshall

Reporting Period
January 1, 2018 to December 31, 2018

A member of the Minnesota State Colleges and Universities System
An affirmative Action Equal Opportunity Educator/Employer

http://www.mnwest.edu/about/reports

Compiled by the Safety Director
DIRECTORY OF IMPORTANT PHONE NUMBERS

EMERGENCY ................................................................................................................................. 911

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
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- Military Courses and Occupations
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- International Courses
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