



Master Schedule and Registration Procedures Spring 2011 Semester

*Course offerings are available online at www.goodwin.edu
Please pay attention to all deadlines to insure a smooth registration*

BEFORE YOU BEGIN

1. MAKE SURE YOUR FINANCIAL AID APPLICATION (FAFSA) IS CURRENT

See Financial Aid if you are unsure about your FAFSA

2. The Registration period for the following programs is October 11-November 12, 2010 by appointment!

Contact your director to make a registration appointment as soon as possible.

- Billing and Coding/Medical Office Danielle Wilken dwilken@goodwin.edu xt. 6780
- Business Studies Cliff Thermer cthermer@goodwin.edu. 2058
- Criminal Justice/Homeland Security Brian Murphy bmurphy@goodwin.edu xt 6772
- Early Childhood/BS Child Studies Lori Blake lblake@goodwin.edu xt. 6776
- Environmental Studies Bruce Morton bmorton@goodwin.edu xt. 2027
- General Studies Riette Pranger hpranger@goodwin.edu xt 6740
- Histology Zoe Durkin zdurkin@goodwin.edu xt. 6917
- Human Services Jack Matthews jmatthews@goodwin.edu xt. 6774
- Medical Assisting Heather Kies hkies@goodwin.edu xt. 6976
- Nursing ADN Jan Costello jcostello@goodwin.edu xt. 6919
- Nursing RN-BSN Rosemary Hathaway rhathaway@goodwin.edu xt 6738
- Occupational Therapy Deanne Anderson danderson@goodwin.edu xt 2069
- Paramedic Danielle Wilken dwilken@goodwin.edu xt 6780
- Phlebotomy Paula Dowd pdowd@goodwin.edu xt 6779
- Respiratory Care Tracey Jackson tjackson@goodwin.edu xt 6777

Health Science students should go directly to Item 3 for their registration schedule.

Official Registration for these programs closes on November 12, 2010 at 6:00 pm. Please be sure to register by then to avoid the late registration fee. (\$100.00)

Confirming your registration with Financial Aid and the Accounting Office:

You will no longer need to wait in line to confirm your registration and accept your FA awards. Your FA award letter will be sent to you via your Goodwin College email address ONLY! You must accept the award or make payment arrangements via your email by December 10, 2010 or your registration will be cancelled. Your registration is not confirmed until you have electronically accepted your FA award. You may do this in person if you prefer. Please make an appointment to see Financial Aid by December 10 if you wish to discuss your Financial Aid in person

Note: If you are graduating from one program in December and registering to begin a new program in January, please visit the Registrar's Office before registration to declare a new program.

3. Introducing online Registration for Health Science students beginning on November 1, 2010! You will need your student photo ID for this process. Please bring it with you to Registration.

We are pleased to be able to offer our students this new web-based registration process. We ask for your patience as the college makes this transition.

Health Science students will register online with assistance according to the schedule below:

November 1 students registering for BIO 235 8:00 am-6:00pm
November 4 students registering for BIO 212 8:00am-6:00pm
November 5 students registering for BIO 211 8:00am-6:00pm
November 8 students registering for CHEM 101 8:00am-6:00pm
November 11 and 12 students registering for BIO 120 or SCI 101 8:00am-6:00pm
November 15—Open Registration for any Health Science students who have not previously registered. 8:00am-6pm.

Health Science students who are not registering for a science may register at any one of the sessions listed above. Health Science students who are registering for any science course may register on their eligibility day or any day after that.

Health Science students should visit with their advisors prior to registration if they would like to discuss their plans of study or want help deciding what courses to take in January. Advisor contact information is listed below:

Official Registration for Health Science closes on November 15, 2010 at 6:00 pm. Please be sure to register by then to avoid the late registration fee. (\$100.00)

The Day of Registration : (Health Sciences)

- When you arrive on your registration eligibility day, you will:
 - check-in with registration staff and receive a number (students will be registering online using our new student information system in groups of 30)
 - be provided with written instructions and deadlines for registering, viewing your accounts, and accepting your financial aid award package electronically
 - be directed to the auditorium to wait for your group to be called
- Once your group is called, you will meet with registration staff members who will assist you in logging into the student portal of the new system and registering for the classes you want to take

Confirming your registration with Financial Aid and the Accounting Office:

You will no longer need to wait in line to confirm your registration and accept your FA awards. Your FA award letter will be sent to you via your Goodwin College email address ONLY! You must accept the award or make payment arrangements via your email by December 10, 2010 or your registration will be cancelled. Your registration is not confirmed until you have electronically accepted your FA award. You may do this in person if you prefer. Please make an appointment to see Financial Aid by December 10 if you wish to discuss your Financial Aid in person.

All students LATE REGISTRATION: December 16

The Late Registration period for ALL students begins on December 16. Late registration hours are 9:00-6:30 Monday- Thursday, 9:00-4:00 on Friday and 9:00-12:00 on Saturday

- **Students will need to pay the late fee first in Accounting and bring their receipt to Academic Advising in order to register online with assistance.**

Course Selection Worksheet

This is a worksheet only! It is not your registration.

Health Science students are strongly encouraged to have a completed course selection worksheet ready at the time of registration. Online registrations time out after 15 minutes, so it is important for you to have a good idea of the classes you want. Please refer to your plan of study or visit your academic advisor before Registration if you need assistance. You do not need a signed worksheet.

Students who are completing a program in December and registering for courses in a new program for January must declare their new program with the Registrar's Office before registration.

Student Name _____

Program of Study _____

First choice selections:

Term	Course Code and Title	Meeting Days/Times	DC/PD initials
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Second choice selections:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
