



Dear Goodwin College Student,

In response to your concerns and to better serve you, President Scheinberg recently assembled a Registration Task Force and charged them with designing a new registration process specifically to transition us from our current student information system to our new one. The challenge from President Scheinberg was “less waiting-more convenience”. As a result, we are pleased to offer a two-tiered registration process for Spring 2011 which we believe will greatly reduce and, in some cases, eliminate long lines and waiting. While you will still have to come to campus this time to register for the spring semester, many of you will be registering by appointment, while others will be trained to register online in groups of 30 or more at a time. Most importantly, you now will have the ability to accept your Financial Aid award via your Goodwin College email which eliminates the need to visit Financial Aid in person. The new registration process is provided below:

For students enrolled in the following programs:

Homeland Security, Criminal Justice, Human Services, Early Childhood, Child Studies, General Studies, Business Administration, Environmental Studies, Occupational Therapy, Medical Assisting, Histologic Science, Medical Billing and Coding, Paramedic Studies, Phlebotomy, Nursing, and Respiratory Care:

- ✓ Your registration period opens on October 11 and closes on November 12.
- ✓ Call or email your chair/director to make an appointment to register.
 - Make your appointment early to be sure there are spaces available in the classes you need.
- ✓ At your appointment, you will complete and sign a Registration form with your chair/director.
- ✓ The Financial Aid Office will email your award letter to your Goodwin College email address. Instructions on how to access your Goodwin email address will be given to you at this appointment.
 - Shortly after the award notice has been sent, the Goodwin College Call Center will give you a follow-up call.
- ✓ You must accept your award or make payment arrangements by December 10.
 - You are encouraged to accept your award online. If you are unable to do this, you may receive assistance at the Financial Aid Office.
 - Instructions for electronic acceptance will be provided to you when you meet with your chair/director.
- ✓ If you do not accept your award or finalize payment arrangements by December 10, the classes for which you've registered will be removed from your schedule and your seat in class will no longer be guaranteed.
 - You will need to follow the late registration procedure explained at the end of this letter.

For Health Science students not enrolled in the programs listed above:

- ✓ Your registration period opens on November 1 and closes on November 15 according to the following schedule:

- Students registering for BIO 235-Microbiology - November 1 - 8:00am-6:00pm.
 - Students registering for BIO 212-A & P II - November 4 - 8:00am-6:00pm.
 - Students registering for BIO 211-A & P I - November 5 - 8:00am-6:00pm.
 - Students registering for CHEM 101-Chemistry - November 8 - 8:00am-6:00pm.
 - Students registering for BIO 120-Human Biology and SCI 101-Introduction to Life Sciences - November 11 and 12 - 8:00am-6:00pm.
 - Open Registration session for any Health Science student - November 15 - 8:00am-6:00pm.
 - Science registrants may register on or after their eligibility day, but not before.
 - Health Science students who are NOT registering for a science course may register at any Health Science session.
- ✓ You will register online in groups of 30 with assistance from Goodwin College staff members.
 - ✓ You will need your student ID at check-in.
 - To get your student ID before your registration date:
 - Visit the IT Office, room 136, located on the first floor across from the Admissions Office - Mondays-Thursdays 8:00am-8:00pm and Fridays 8:00am-4:00pm.
 - ✓ During your registration session, you will be shown how to access the student portal, register for classes, view your schedule, accept your award letter online, and gain access to your Goodwin College email account.
 - ✓ The Financial Aid Office will email your award letter to your Goodwin College email address.
 - Shortly after the award notice has been sent, the Goodwin College Call Center will give you a follow-up call.
 - ✓ You must accept your award or make payment arrangements by December 10.
 - You are encouraged to accept your award online. If you are unable to do this, you may receive assistance at the Financial Aid Office.
 - ✓ If you do not accept your award or finalize payment arrangements by December 10, the classes for which you've registered will be removed from your schedule and your seat in class will no longer be guaranteed.
 - You will need to follow the late registration procedure explained below.

For all students:

Late Registration opens December 16, 2010. Students must visit the Accounting Office to pay a \$100.00 late fee before they can register for classes in the Academic Advising Office (room 133). Late Registration hours are Mondays-Thursdays 9:00am-6:30pm, Fridays 9:00am-2:00pm, and Saturdays 9:00am-12:00pm in the Academic Advising Office.

If you have any questions, please contact the Academic Office at 860 727-6708.

Our best wishes for a successful semester!

Sincerely,

Denise Schwabe

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Registrar