



Academic Advising Syllabus

ACADEMIC ADVISING DEPARTMENT
GOODWIN COLLEGE

Academic Advisors: Suite 133

Monday-Thursday 8:30-7:30
Friday 8:30-5:00
Saturday 9:00-2:00

Frank Ruotolo, Department 860.727.6717 frutolo@goodwin.edu	Stephanie Kirkendall, Advisor 860.913.2169 - Suite 140 smaxwell@goodwin.edu	Qiona Woffard, Probationary 860.727.6733 - Suite 144 qwoffard@goodwin.edu
Paden Livingston, Advisor 860.727.6730 plivingston@goodwin.edu	Matt Banville, Advisor 860.727.6962 mbanville@goodwin.edu	Joe Cary, Disabilities Coordinator 860.727.6718 jcary@goodwin.edu
Stephanie Pizzuto, Advisor 860.727.6966 spizzuto@goodwin.edu	Tyesha Wood, Summer Bridge 860.727.6716 - Suite 144 twood@goodwin.edu	
Marc Limata, Advisor 860.727.6946 - Suite 140 mlimata@goodwin.edu	Kim Beebe, Student Activities 860.913.2018 - Suite 132 kbeebe@goodwin.edu	

Health Science Academic Advisors: Suite 302

Monday-Thursday 8:30-6:30
Friday 8:30-5:00

Catie Grosso, 860.727.6961 caleman@goodwin.edu	Katie Anderson, 860.913.2168 kanderson@goodwin.edu	Kaprece Smith, 860.913.2172 ksmith@goodwin.edu
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Program Directors: (by appointment only)

Dr. Cliff Thermer, Business 860.913.2058 cthermer@goodwin.edu	Paula Dowd, Health Sciences 860.727.6779 pdowd@goodwin.edu	Danielle Wilken, Medical Billing & Coding / Paramedic 860.727.6780 dwilken@goodwin.edu
Lori Blake, Early Childhood Studies 860.727.6776 lblake@goodwin.edu	Brian Murphy, Criminal Justice / Homeland Security 860.727.6772 bmurphy@goodwin.edu	
Bruce Morton, Env. Studies 860.913.2027 bmorton@goodwin.edu	Jack Matthews, Human Services 860.727.6774 jmatthews@goodwin.edu	
Amy Beauchemin, General Studies 860.913.2127 abeauchemin@goodwin.edu	Heather Kies, Medical Assisting 860.727.6979 hkies@goodwin.edu	

Expected Student Learning Outcomes

- Develop a rapport with their academic advisor through scheduled appointments.
- Come prepared with questions about course offerings, academic issues and other topics.
- Have knowledge of on-campus resources and services available.
- Make use of referrals to services and resources.
- Bring Plan of Study to Advising Session to discuss progress.
- Take ownership of course selection and registration processes.
- Accept responsibility for academic actions and decisions.

Student Responsibilities

- Read the College Catalog and Student Handbook.
- Follow college procedures for course registration and schedule adjustments.
<http://www.goodwin.edu/registrar.asp>
- Observe academic deadlines.
- Attend Advising appointments as scheduled, at least once per semester.
 - Bring a list of questions or areas of interest to discuss.
 - Gather all relevant decision-making information that will assist with the advisement appointment.
- Set short and long-term goals for your achievement.
- Seek resources that will assist you in making academic and career decisions.
 - Follow-up on referrals and inform your Advisor of the outcome of referrals.
- Keep a personal record of your degree progress and official college documents (program worksheets, copy of schedule changes and advisement appointment notes, etc.).
- Be aware of the prerequisites and grade requirements for each course.
 - Third attempts at any course require approval from program directors
- Inform your advisor or the Registrar's Office immediately whenever a serious problem (medical, financial, personal) disrupts your ability to attend classes or interferes with your ability to focus on his/her education.
- Be aware of your rights under the Family Educational Rights and Privacy Act (FERPA).
<http://www.goodwin.edu/ferpa.asp>

Advisor Responsibilities

- Adhere to FERPA regulations. Respect your right to privacy of educational records and confidentiality in general.
- Create a welcoming and safe environment where you feel comfortable discussing academic, career and life goals.
- Actively listen to you and take steps to provide information and support as needed.
- Answer questions regarding college policies and procedures, academic programs, and student services.
- Assist you in developing an education plan that is consistent with each student's abilities and interests (program demands, academic background, life commitments, etc.)
- Monitor academic progress and discuss performance toward graduation.
- Help you understand that you are responsible for your own decisions and actions.

Recommended Materials

- Planner or Calendar
- Writing Utensil
- College Catalog
- Student Handbook

- Course Bulletin
- Plan of Study or Suggested Course Sequence Form

Appointment-Based Advising

Academic Advisors strongly encourage you to schedule appointments with your assigned advisor, as this will promote:

- Planning and preparation for you and your advisor.
- A consistent relationship with your advisor who understands your academic goals/needs.
- Efficiency and effectiveness of your advising session.

We understand that at times you may not be able to make an appointment. Walk-in appointments are available; however, please be aware that your advisor may be committed to previously scheduled appointments and/or meetings. We will do our best to meet with you in a timely fashion. If you walk-in and your advisor is not immediately available, you may make an appointment or wait until he or she is available. Should your advisor be off-campus, you may have the option of seeing an alternate advisor.

Advising Appointments

We encourage you to make an appointment with your advisor, anytime you feel the need to inform your advisor of events, changes, progress, etc. However, some dates and/or issues should always warrant you to take the initiative to contact your advisor (i.e. class schedule, plan of study, degree/certificate selection, and academic goals). Course Selection is the most important time to visit with your academic advisor. Each full-time advisor has over 300 students so we encourage you to set up an appointment early.

Course Selection and Registration Procedures

Refer to the link below for Official Summer Registration information.

http://www.goodwin.edu/official_registration_information.asp

For a Master Schedule of all Fall 2011 course offerings, refer to the link below.

<http://www.goodwinsonisweb.com/GENSRsC.cfm>

Student SonisWeb Registration Process

1. Log onto www.goodwinsonisweb.com
 2. Click **Students** from the menu on the left
 3. On Enter your Student ID and PIN, then click LOGIN
 4. Click on the **Registration** tab
 - a. Verify that you are registering for the school year 201112/2 (2= Spring Semester)
 5. Click the course code to add the courses to your registration cart
 - a. Click on the alphabetical table at the top of the list to locate each course
 - i. P = All PSY courses
 - b. To remove a course from your cart, click on the course code, then on the next page click CONFIRM REMOVAL
 6. Once you are satisfied with the courses in your cart, click **Complete Registration** to confirm your registration
 - a. Your courses will now be displayed as enrolled status
- If the course section you want is full you may chose to waitlist up to three courses
 - You will be notified by the Registrar's Office via your Goodwin College e-mail. You must respond within 24 hours to be enrolled in the course or you will lose your place on the wait list

- Seven and a half week modular courses are denoted as:
 - S2: January 9 – February 28
 - S2: February 29 – April 22
- If there is a hold placed on your registration by any of the service offices (Academic Advising, Accounting, Financial Aid or Registrar's Office) you will not be able to register until you have resolved this/these issue(s)
- Some courses may have authorization codes (Ex: ENG 101D; ENG 101A)
 - Click the code letter to read the attached message before registering for the course
 - The authorizations have been added to ensure that students take courses in the correct sequence so that they are well prepared for academic success. The authorizations will not stop you from registering, however students who do not comply with the authorizations will be responsible for tuition charges if they are not successful or if they choose to withdraw from that course due to academic difficulty.

Technical Issues

- After three unsuccessful login attempts, you will be locked out of the system
 - Call the IT Help Desk **860-727-6752** to resolve this issue
- After 15 minutes of inactivity, you will be logged out of the system and any courses in your cart will be emptied
 - Log back in and refill your registration cart

Academic Advising Facebook Page

The Academic Advising & Counseling Facebook is a great source of information. The page is utilized as a discussion board, a blog and an informational newsletter for department happenings. Each week an advisor posts a topic that they feel may be beneficial to your academic experience. Some topics include- raising your GPA, ways to relieve stress, links to job offers, disabilities information, etc. We encourage you to check the Facebook often, post your thoughts and create discussion regarding academic success.

On Campus Resources

- Book Store (Miranda Hughes, mhughes@goodwin.edu, 860.727.6721)
- Career Services (David Zoppoli, dzoppoli@goodwin.edu, 860.727.6768)
- Counseling Services (Tyesha Wood, twood@goodwin.edu, 860.727.6716)
- Disability Services (Joe Cary, jcary@goodwin.edu, 860.727.6718)
- Learning Resource Center (Joy Castello-Butler, jbutler@goodwin.edu, 860.727.6712)
- Transfer Coordinator (Nicole Peterson, npetersen@goodwin.edu, By Appointment Only)
- Writing Center (Joy Castello-Butler, writingcenter@goodwin.edu, 860.727.6712)

Fall 2011: Weekly Calendar

Week	Registrar Information	Advising Notes	Student Responsibility (action items to be completed)
Week 1 9/5 – 9/9	9/6 - Summer Semester Starts Add/Drop begins		Review catalog and student handbook; see your advisor with any questions
Week 2 9/12 – 9/16	9/13 - Last day to ADD class(es) for first module		If applicable, meet with your advisor to complete paperwork
Week 3 9/19 – 9/23	9/20 - Last day to DROP for 1 st module and 15-week class(es)		If applicable, see advisor to complete paperwork
Week 4 9/26 – 9/30		Begin planning for 1 st module finals	Visit Learning Resource Center (LRC), to solidify study groups
Week 5 10/3 – 10/7	10/7 - Last day to WITHDRAW from first module class(es)		If applicable, see advisor to complete withdraw paperwork
Week 6 10/10 – 10/14		Course Selection begins; meet with your advisor or department chair during scheduled time Schedule an appointment early in the semester to see your advisor	Schedule to meet with your advisor or department chair as soon as possible
	10/10 – Columbus Day NO CLASSES		
Week 7 10/17 – 10/21	Finals Week for first module	Meet with your advisor regarding course selection for Spring 2012 if you have not yet done so	
Week 8 10/24 – 10/28	10/25 - First module ends	Advisor will update plan of study	
	10/26 - Second module begins		
Week 9 10/31 – 11/4	11/2 - Last day to ADD class(es) for second module	If applicable, see advisor to complete paperwork	If taking second module courses, solidify study groups, visit LRC
Week 10 11/7 – 11/11	Summer 2010 Registration -Week 1	Limited Appointments Available Schedule an appointment early in the semester to see your advisor	Visit www.goodwin.edu for registration information
	11/9 - Last day to DROP second module class(es)		If applicable, see advisor to complete paperwork
	11/11 – Veteran's Day NO CLASSES		
Week 11 11/14 – 11/18	Summer 2010 Registration -Week 2	Limited Appointments Available	
Week 12 11/21 – 11/25		Begin planning for Finals	Visit LRC, meet study group
	11/24-27 – Thanksgiving NO CLASSES		
Week 13 11/28 – 12/2	12/2 - Last day to Withdraw from semester or second module classes	If applicable, see advisor to complete paperwork	
Week 14 12/5 – 12/9			Solidify study groups for Finals Week
Week 15 12/12 – 12/17	<ul style="list-style-type: none"> • Finals Week • LATE REGISTRATION 		\$100 late fee applies - see Financial Aid and Registrar

