

Welcome to Goodwin College Office of the Registrar

Goodwin College River
Campus

First floor-Suite 143

January 4-5, 2011

“Education is the key that unlocks
the door of freedom”. George
Washington Carver

The Registrar's Office:

- Participates in semester Orientation programs
- Oversees student status
- Handles registration each semester
- Monitors satisfactory academic progress
- Maintains student transcripts and records
- Collaborates with academic advising
- Conducts degree audits for graduation

Introducing SonisWeb

- SonisWeb is our new student database where all of your records are electronically stored. All Goodwin College students log into SonisWeb by:
 1. entering their nine digit student ID in the user name field
 2. Creating and entering a unique six character password

Once you enter this information, you should be able to access your personal records screen in SonisWeb.

Using SonisWeb

- Students can use SonisWeb to:
 - ✓ register for courses online and print schedule
 - ✓ make changes to their schedules online (add, drop)
 - ✓ make changes to their biographic information (phone number, address, etc)
 - ✓ view bills and financial records (future)
 - ✓ audit their progress towards program completion (future)
 - ✓ view grades and unofficial transcript
 - ✓ contact advisor via email
 - ✓ receive reminders from college staff and faculty
 - ✓ create reminders for themselves
 - ✓ view their booklists
 - ✓ view college's events/calendars
 - ✓ check to see if there is any kind of "hold" on their ability to register for classes

Unlock the information door. . .

- One of your keys to success at Goodwin College is using SonisWeb and your Goodwin College email to stay informed about college activities and deadlines.



Orientation—unlock the door to life at Goodwin College



Goodwin College is dedicated to the success of each student. The College's Orientation program is designed to introduce new students to college life through both formal and informal programs and meetings with academic advisors, department chairs, program directors, and other key personnel. The Registrar's Office participates in the planning and implementing of Orientation.

Student Status

Goodwin College recognizes that students often change their academic goals. Any enrolled student may make a program change (except into selective admissions programs) by going to www.goodwin.edu/student_forms.asp.

Print and complete the Enrollment Status Change form and submit to the Registrar's Office

Student Status

Sometimes, life happens! Students who need a semester off to handle unforeseen personal situations or who run into short term medical problems may visit the Registrar's office to file a request for a leave of absence. Some leaves will be official, while others are unofficial. The status of your leave depends on the circumstances.

Please visit the Registrar's Office to apply for a leave of absence.

Semester Registrations

During Week 10 each semester, students register for their courses for the next semester.

The Registrar's Office coordinates Registration and provides information about Official Registration via the College Website, your Goodwin College email, the Communications Department, and informational notices that become available during Week 5 of each semester. Students are strongly encouraged to use these informational resources.

Registration for May will begin on March 7!

Registering on time is the  to getting the courses you need.

Academic Progress

Each student's grades and grade point average are monitored every semester.

Students who appear to be having academic difficulties are referred to the Assistant Dean of Student Services who is able to arrange for free peer tutoring or for e-tutoring.

Academic Progress

Students must maintain a 2.0 grade point average to graduate from Goodwin College. The Registrar's office lets students know when they have fallen below that important benchmark and refers them to the Learning Resource Center. These students are placed on academic probation and closely monitored over the course of the next semester.

Unlock the door to academic success

- The PASS program was designed to offer personalized and focused attention to students who have been placed on academic probation. Many students who have taken advantage of this program have unlocked doors that appeared to be closed to them.

PASS= another  to success

Academic Progress

Students who earn at least six collegiate credits in a semester and achieve a 3.5+ grade point average are named to the Dean's List which is prepared and released by the Registrar during the fourth week of each semester.

Students who achieve a 4.0 while earning six collegiate credits are named to the President's List. The Registrar's Office is also responsible for the preparation and release of this list.

Grades and Transcripts

At the end of each semester, all grades are reported to the Registrar and are stored in the student database. The listing of courses that a student has taken, as well as the grades earned in those courses, is the student's transcript.

Students may access their unofficial transcripts on their SonisWeb records page.

Grades and Transcripts

Students may request an official transcript at any time by completing a transcript request form and submitting it first to our Accounting Department. An official transcript costs ten dollars payable at the time the transcript is requested. Official transcripts may not be released without clearance from Accounting.

Academic Advising

The Registrar's Office works closely with the Academic Advising Center. All students are assigned an advisor during their first semester at Goodwin College.

Students are encouraged to visit their academic advisor whenever they have a question about their program, a college policy, registering for classes, updating their plan of study, or possibly changing programs. Students who want to revise their schedules by adding, dropping, or withdrawing from courses should also visit with their advisor to discuss the change and take the appropriate action once a decision is reached.

Advising is t  making smart decisions.

Graduation—the to your future

Students entering their last semester should complete a graduation application at the time they are registering for those final courses. A final degree audit will be done by the Registrar's Office only when students have submitted their application.

Applications for the Award of Credential are available on the College Website (www.goodwin.edu). Students who plan to participate in our annual Commencement ceremony must electronically submit an application by the published deadlines.

Orientation to Graduation

From Orientation to Graduation, the Registrar's Office, in conjunction with the Academic Advising Center, plays an important role in guiding the students through the policies and processes they will need to use and follow to reach the goals they have set for themselves. Or perhaps, we may help them explore new interests and discover new goals!

We look forward to the opportunity to help you unlock your potential and reach your goals.

FERPA—the to privacy

The Family Educational Rights and Privacy Act (otherwise known as FERPA) was put into place by the federal government to protect the privacy and confidentiality of your records. If you are 18 or older, we cannot share any information with anyone without your consent. If you wish to allow us to share information, please complete and sign a Permission to Release form (www.goodwin.edu/student_forms.asp) and submit to the Registrar's Office.

FERPA laws do allow us to share some basic biographical information. If you wish to limit that information, please complete the Request to Restrict form located at the same web address and submit to the Registrar's Office.

Goodwin College is FERPA compliant as required by this law.