



NEW STUDENT RESOURCE BOOK

Brought to you by the Department of Student Affairs

Go Navigators!

In this resource book you will find helpful information about Goodwin University's resources to be a successful student here at Goodwin. Welcome to the Goodwin Family.

Goodwin University Resource Book

New Student Resource Book

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Welcome to Goodwin University!

On behalf of the entire Goodwin community, it is my pleasure to welcome you to our institution of higher learning. We are delighted that you have chosen to pursue your academic and personal goals with us.

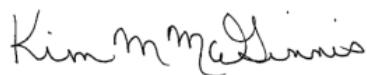
We are committed to providing you with an exceptional education that will prepare you for a fulfilling career and a lifetime of learning. Our faculty and staff are dedicated to helping you achieve your goals and to supporting your every step of the way.

As a student at Goodwin, you will have access to resources that will enable you to excel academically and personally. We offer a wide range of programs and services designed to help you succeed, including Academic Advising, Academic Success Center, Counseling, AccessAbility Services and Career Services.

In addition to our academic programs, Goodwin University also offers a multitude of support including the Ann B. Clark Co-Op, Veteran Services, a vibrant campus community with numerous extracurricular activities and clubs for you to explore. We encourage you to get involved and take advantage of the many opportunities available to you. Meet other students. Get involved in campus life.

I would like to extend a warm welcome and a special invitation for you to stop by my office so that I can personally greet you. We are thrilled to have you join our community and look forward to seeing you around campus and online.

Sincerely

A handwritten signature in black ink that reads "Kim McGinnis".

Dr. Kim McGinnis
Dean of Students

Meet the Deans



Michael Pardales

Provost and Vice President for Academic Affairs Administration

One Riverside Drive - 6th Floor MPardales@goodwin.edu



Diana LaRocco

Associate Provost for Learning and Teaching and Dean School of Applied Liberal Arts and Social Sciences

One Riverside Drive – 409

860-913-2281 DLarocco@goodwin.edu



Clifford Thermer

Assistant Vice President for Strategy and Business Development, Associate Professor, and Dean School of Business, Technology, and Advanced

Manufacturing / Economic and Strategic Development

Three Pent Road (formerly One Pent Road)

860-913-2058 CThermer@goodwin.edu



Vivienne Friday

Dean of Nursing and Health Professions,

Chief Nurse Administrator, and Associate Professor School of Nursing and Health Professions

One Riverside Drive - 309 Office - 860-913-2246

Fax: 860-913-2355 VFriday@goodwin.edu


















Kim McGinnis Dean of Students Student Affairs







One Riverside Drive – 210 Office

860-913-2043 KMcGinnis@goodwin.edu

Helpful Resources

Academic Calendar 	<p>Lists important dates for the semester. Bookmark the page so you can refer to it as need be.</p>	
Academic Catalog 	<p>Contains course listings, school policies, and other university information.</p>	
Academic Success Center (Tutoring) 	<p>The Academic Success Center (ASC) provides free tutoring to all Goodwin students by appointment. Check the website for details. (860) 913-2090</p>	
Ann B. Clark Community Co-op 	<p>The Ann B. Clark Community Co-op serves members of the Goodwin community and includes access to our campus food pantry. (860) 913-2185</p>	
Bookstore 	<p>The bookstore sells textbooks and other course materials. (860) 727-6721</p>	
Business Office 	<p>The Business Office is responsible for the billing and collection of tuition, fees, and miscellaneous charges that students incur while attending Goodwin. (860) 727-6784</p>	
Career Services 	<p>The Office of Career Services offers students and alumni resources and assistance with their career development, preparation, and access to an online job board.</p>	
Case Management and Student Response Fund 	<p>Case Management connects students with internal and community resources to assist in navigating personal challenges that may arise during their time at Goodwin.</p> <p>Currently enrolled students can request emergency financial assistance for energy utilities, food, housing, and technology support for courses.</p>	 

Counseling 	Mental health services such as crisis intervention, individual, family, and group counseling are offered at One Riverside Drive. There is no cost to students. (860) 913-2395	
Disability and Access Services 	Disability and Access Services ensures that all aspects of campus life are universally accessible through resources, education, and direct services. (860) 727-6718	
Financial Aid 	The Financial Aid Office helps students identify financial aid opportunities that make attending college more affordable. They will also assist with filling out FAFSA forms. (860) 727-6723	
Hoffman Family Library 	The Hoffman Family Library provides a variety of educational resources to the Goodwin community. (860) 913-2042	
IT (Information Technology) 	The IT department issues campus ID badges and offers support for My Navigator Log In, email, and Microsoft applications. A full list of services can be found on the IT website listed below. (860) 727-6743	
My Navigator Log-in 	My Navigator allows students to log into all their Goodwin applications in one place.	
Navigator Discount Program 	The Navigator Discount Program features local businesses who have partnered with Goodwin to offer discounts to students, alumni, and employees.	
Online Studies 	The Online Studies department is the foundation of Goodwin University's online coursework and offers Canvas and Colleague support for students and faculty. Canvas Support: 860-913-2152 GUsupport@goodwin.edu Colleague/ Self-Service Support: selfservice@goodwin.edu	

Registrar's Office 	<p>The Registrar's Office oversees student status, course registration, student transcripts, official records, immunizations and more.</p> <p>(860) 727-6708</p>	
Student Engagement 	<p>The Office of Student Engagement connects students with activities, groups, and events to enrich and enhance their Goodwin experience.</p>	
Student Handbook 	<p>Contains the Student Code of Conduct and lists student policies, rules, and regulations. Scan the QR code below to view the 2024-2025</p>	


All of the above information and more can be found on Goodwin's website. Scan the QR code below to navigate to the Goodwin.edu homepage.



Guide to Asynchronous, On-Ground, or Hybrid Courses


What equipment do I need to participate in an asynchronous course?

You need the following essential equipment to participate in asynchronous online learning effectively.

Reliable Computer	You need a desktop or laptop that has a reliable internet connection and sufficient processing power to handle online learning applications and multimedia content.
High-Speed Internet 	A stable and fast internet connection is essential for seamless online learning.
Webcam	A webcam might be needed to record assignments when asked.
Microphone	A microphone might be needed for audio recording when asked.
Comfortable, Quiet Workspace	You will need a comfortable, quiet, and distraction-free workspace. This could be a desk or a table and a chair in the corner of a room.

What can I do to maximize my success in an asynchronous course?

Students who are successful in an asynchronous course have self-discipline, self-motivation, professional ethics, and confidence in their ability to learn independently.

Get Organized	Review the course syllabus and due dates. Then, enter critical dates and deadlines in your calendar.
Set Study Time 	Create a weekly schedule dedicating time each day for learning and completing tasks.

Guide to Synchronous Online Courses


What equipment do I need to participate in synchronous learning effectively?

You need the following essential equipment to participate effectively in synchronous online learning and get the most out of the experience.

Reliable Computer	Your desktop or laptop must have a reliable internet connection and sufficient processing power to handle online learning applications and multimedia content.
High-Speed Internet	A stable and fast internet connection is essential for seamless online learning. This is especially true for synchronous courses.
Webcam	You will need a webcam to participate in the live sessions and to record assignments when asked.
Microphone	A microphone is essential to participate in the live sessions and for audio recording when asked.
Headphones	Headphones with a built-in microphone are ideal as they provide clear audio and reduce background noise.
Comfortable, Quiet Workspace	You will need a comfortable, quiet, and distraction-free workspace. This could be a desk or a table and a chair in the corner of a room.

What are the expectations & etiquette for participating in synchronous learning?

Participating effectively in synchronous learning, a willingness to engage actively by demonstrating respect for yourself and others, listening attentively, contributing to discussions, and asking questions.

Keep Organized	Review your syllabus and enter critical dates and deadlines in your calendar. Complete assignments before the virtual session and have needed materials where you can access them during the class session.
Be On Time 	Log in to your virtual class session at least five minutes before it starts to ensure your technology and internet connection are working.

Connect With Faculty

What are faculty office hours?

Faculty office hours are dedicated time slots when your instructor can meet with students outside regular class time. These sessions allow one-on-one or small-group interactions between you and your instructor.

Why should you attend faculty office hours?

- Attending office hours can significantly enhance your learning experience through:
- In-depth discussions: Explore course topics more thoroughly than class time allows.
- Personalized support: Get individualized attention and guidance tailored to your needs.
- Assignment clarity: Ask questions about assignments to ensure you understand expectations.
- Success strategies: Receive personalized advice on how to excel in the course.
- Build relationships: Develop a stronger connection with your instructor.

How can attending office hours help you?

- Deeper understanding: Clarify complex concepts and fill gaps in your knowledge.
- Improved performance: Get help with challenging areas to boost your grades.
- Skill development: Enhance your critical thinking and problem-solving abilities through direct interaction with your instructor.
- Networking: Build a professional relationship that could lead to future opportunities (e.g., recommendations).
- Confidence boost: Gain confidence in your understanding of the material and your ability to succeed in the course.

Where can you find information on faculty office hours?

You can find information about office hours in several places:

1. **Syllabus:** Check the first page of your course syllabus for posted office hours.
2. **Email your instructor:** If you need help finding the information or need to schedule a different time, contact your instructor directly via your Goodwin University email.
3. **Canvas announcements:** Instructors may post reminders or updates about office hours on the course's Canvas page.









Remember



Don't wait until you're struggling! Take a proactive approach to your learning by attending office hours regularly. Office hours are a valuable resource that can be of benefit to you. Make the most of this opportunity to enhance your learning experience!

Tips for Academic Success

Area	Tips
Stay Connected 	<ul style="list-style-type: none"> • Have a working computer • Ensure internet connectivity • Know your Goodwin ID number • Set-up your Goodwin email on your computer and all smart devices • Check your Goodwin email daily to be sure you are in the know
Apply Productive Study Habits 	<ul style="list-style-type: none"> • Scan the QR Code on the left and complete an online short course that introduces and provides practice in study strategies • Develop a consistent study routine • Create a dedicated study space (i.e., quiet, well lit, comfortable, free of distractions) • Enter assignment (e.g., papers, tests) due dates into your phone or other smart device and be sure to turn on notifications • Schedule blocks of study time and mark them in your calendar
Engage in Learning 	<ul style="list-style-type: none"> • Be present in your course Canvas shells (e.g., log in, read announcements) • Look ahead and check each module to be sure you're completing assignments and making the most of extra resources • Attend your face-to-face classes, arriving on time, staying through the end, and leaving personal distractions outside
Practice Self-care 	<ul style="list-style-type: none"> • Make time for yourself to relax, recharge, and socialize • Eat healthy, drink water, exercise, and get plenty of sleep • Acknowledge the effort that you put into school • Celebrate your success!
Build Productive Relationships 	<ul style="list-style-type: none"> • Communicate respectfully and openly • Keep in contact with your professors (e.g., call, send an email) • Ask questions and be proactive • Keep in contact with your academic advisor (e.g., call, send an email)
Adhere to the Academic Integrity Policy 	<ul style="list-style-type: none"> • Goodwin University expects absolute integrity from every student in all academic undertakings • Students are expected to be honest with respect to the intellectual efforts of themselves and their peers • Submission of work for academic credit must be the student's own work • All outside assistance must be acknowledged and documented in the required format • The full Academic Integrity Policy can be viewed here. https://www.goodwin.edu/policies/

CAREER SERVICES



Get help with:

- Résumés
- Job placement
- Career Fairs
- Graduate opportunities
- Mock Interviews
- Networking
- Internships
- and more!

Contact: Marty Levine, M.A., SPHR, CPRW
Senior Career Specialist
mlevine@goodwin.edu
860-913-2128



Ann B. Clark Co-Op



**Providing food and household goods to families
within the Goodwin University community**



- Toiletries
- Hygiene kits
- Non-perishables
- Fresh produce
- Frozen foods
- Rice
- Pasta
- Dairy products

PICK UP



**Scan the QR Code
to place your order**



For more information, please contact



OR
Co-Op staff at
co-op@goodwin.edu / 860-913-2029





Ann B. Clark Co-op: Focusing on students so they can focus on success

The Ann B. Clark Co-op serves members of the Goodwin University community. Named in honor of Goodwin's provost emerita, the Co-op ensures that no Goodwin student must choose between affording school, food, or clothing. Under the operation of Student Affairs, a dedicated volunteer team of faculty, staff, and students addresses food, clothing, and hygiene needs, and provides direction to other important resources. Services at the Co-op are free to current Goodwin University and magnet school students.

Our strategic work with community partners, as well as generous donations from our internal supporters, ensures that our shelves are always stocked with quality products. As often as possible, the Co-op offers dairy-free, peanut/nut-free, and vegetarian options as well as fresh produce, meats, and fish to ensure there is something for all dietary needs. Co-op items are ranked using a Supporting Wellness at Pantries (SWAP) model initiative from the Institute for Hunger Research & Solutions at Connecticut Foodshare.

Quick Facts

First college-level program enrolled with Connecticut Foodshare	
First established as Transition Food Pantry	2011
Families currently being served	145
Families enrolled in Temporary Emergency Assistance Program Enrollment (TEFAP)	91
Food distributed September 2021 to September 2022	20,601 lbs.

Services

Clothing bank
Diaper bank
Food pantry onsite
Holiday giving program
Referrals to other campus services
SNAP application assistance
Toiletries

Community Partners






Connecticut Foodshare
Dairy Farmers of America
Dignity Grows
Highland Park Market
Price Rite Marketplace
Rebel Dog Coffee Company
ShopRite
Stop & Shop

Information and statistics as of 10.28.22

To help support the Co-op and its services to Goodwin University students and their families, please visit
www.goodwin.edu/foundation/co-op

Ann B. Clark Co-Op
167 Riverside Drive, East Hartford, Connecticut
860-913-2029
co-op@goodwin.edu
www.goodwin.edu/co-op

Office of Disability and Accessibility Services (ODAS)

<p>Equal Access</p> 	<p>Goodwin strives to create equal access for all students with disabilities and follows the guidelines of:</p> <ul style="list-style-type: none"> Americans with Disabilities Act (ADA) <ul style="list-style-type: none"> Title II: Prohibits discrimination against students Section 504 of the Rehabilitation Act <ul style="list-style-type: none"> Prohibits disability discrimination at public and private schools that receive federal funding Gives people the right to reasonable accommodations
<p>What is a Disability?</p> 	<ul style="list-style-type: none"> A disability is a physical or mental impairment that substantially limits one or more major life activities. Examples can include: Mental health/psychiatric disorders, learning disabilities, traumatic brain injury, physical impairment, chronic illness, hearing or vision impairment, etc.
<p>What is a Reasonable Accommodation?</p> 	<ul style="list-style-type: none"> Reasonable accommodations are modifications or adjustments to the tasks, environment or to the way things are usually done that enable students with disabilities to have an equal opportunity to participate in an academic program . Examples can include: Extra time on exams, assistive technology, distraction reduced environment for testing, etc.
<p>Requesting Accommodations</p> 	<ol style="list-style-type: none"> Complete the registration form Submit the documentation from a licensed healthcare provider Meet 1:1 with ODAS Manager If accommodations are approved, you will receive a Letter of Accommodation to review and sign Communicate with professors about your accommodations and give them your signed Letter of Accommodation
<p>Resources and Contact Information</p> 	<ul style="list-style-type: none"> Molly Zatony, ODAS Manager: mzatony@goodwin.edu Information on the ADA: https://adata.org/ Webpage: https://www.goodwin.edu/disability-access-services/overview



Financial Literacy: FIL101 Course on Financial Avenue

What is FIL101?

FIL101 is a mandatory, non-credit Financial Literacy course assigned to ALL incoming students in their first semester at Goodwin University. It consists of two modules on the Financial Avenue site:

Psychology of Money and **Foundations of Money**.

- **Duration:** 60–90 minutes
- **Deadline:** Sunday, August 24, 2025

How do I complete this course?

First, you must create an account on Financial Avenue. Visit <https://inceptia.instructure.com/enroll/BWEM6P> or simply scan the QR Code below with your smart phone. Once you've set up your account, complete *both* the Psychology of Money and Foundations of Money modules.



COURSES	
COLLEGE AND MONEY	FOUNDATIONS OF MONEY
DEBT AND REPAYMENT	FUTURE OF YOUR MONEY
EARNING MONEY	LOAN GUIDANCE
FAFSA	PSYCHOLOGY OF MONEY
CREDIT AND PROTECTING YOUR MONEY	SPENDING AND BORROWING

How do I reset my password? Email

inceptiacs@inceptial.org

When will I see a grade? Grades are updated on

Canvas within 24 business hours.

Helpful notes:

- Check for FIL101 updates on your Canvas account through the Goodwin Student Portal.
- Please complete each section of the assigned modules; you'll know you've reached the end of the module once you see the *Summary* slide.
- Please contact Toniko Cox, Financial Literacy Coordinator, at tc Cox@goodwin.edu for any further questions regarding the FIL101 course.

For more information, contact: Toniko Cox, Financial Coordinator tc Cox@goodwin.edu | 860-913-2147



Federal Work Study Program

What is Federal Work Study?

Federal Work-Study (FWS) is a federally funded program that gives undergraduate and graduate students with financial need an opportunity for part-time employment. The funds you earn from a FWS job are paid directly to you in a bi-weekly paycheck and your wages are not taken off your charges for the semester.

The FWS program is also an opportunity that allows you to build your resume before you graduate. Federal Work Study jobs emphasize employment in civic education and work related to your course of study. Prior FWS Positions include:

- Reading Tutor (Offsite): Tutoring preschool and elementary age children in reading
- Research Assistant: Assisting faculty with ADA compliance work
- Library Student Worker: Organizing books, filing, and assisting library patrons
- Social Media Student Worker: Maintaining and updating social media platforms for the Management and Leadership team
- Recreation Associate: Recruiting students and organizing the resources necessary for club and intramural sports for the Athletics department

What do I need to do to be eligible for Federal Work Study?

- Complete a FAFSA.
- Answer "Yes" to the question on the FAFSA that asks if you are interested in the work study program.
- Submit all your Financial Aid Documentation.
- Be in compliance with Goodwin College's Satisfactory Academic Progress Policy to be eligible for Work-Study.
- Send an email indicating your interest to studentjobs@goodwin.edu

Hours and Earning Potential

- At Goodwin, students may work up to a maximum of 15 hours per week.
- Students will earn at least the current federal minimum wage. An individual's Work-Study award will depend on the date of application, level of financial need, and the level of school funding.

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Your

HOFFMAN FAMILY LIBRARY

Spring 2025

Quick Guide

Hours

Monday-Thursday
8:30am-8:00pm
Friday
8:00am-3:00pm
Saturday/Holidays
Check library website

Location

Main Campus Building
One Riverside Drive

Website
<https://www.goodwin.edu/library/>

Librarians

Cynthia Hunt
*Assistant
Director of
Library Services*
chunt@goodwin.edu

Carolyn Polis
*Reference
Librarian*
polisc@goodwin.edu

Leah Lin
*Part-Time
Librarian*
linl@goodwin.edu

Printing



Goodwin students can print for free!

- Large print jobs must be approved by a librarian.
- All color printing must be approved by a librarian.
- PowerPoint slides should be printed 3 slides per page.
- All printing should be double sided.

Study Rooms



We have three study rooms available for group work.

- Reservations can be made up to three days in advance.
- Rooms can be reserved for a maximum 6 hours.
- Student IDs **must** be presented by each group member.

Course Reserves



Microscopes, slides, anatomy models, and course textbooks* are available.

- Student ID is required to check out course reserve materials.
- Only one course reserve can be checked out at a time.
- Course reserve materials **must** remain in the library.

Tutoring

Make an appointment with our writing, math, and science tutors, in-person or virtually!



Chat with Us!

Use the **chat** feature on the library's website to talk to a librarian in real time! The chat is monitored during the library's open hours and a chat bot is available to help after hours.

APA Style

Your writing assignments will require you to use APA formatting. **Academic Writer** will help you get started, and you can always ask a librarian for help! APA formatting is important for proper citations and readability.



*we do not have course reserve textbooks for all courses



Registrars Office

New Student Orientation

Registrar's Office

IMMUNIZATION FORMS:

All students (**in-person, online and hybrid**) must send in their immunization records.

Takes 1-3 business days to process and lift the hold.

Vaccinations Needed:

MMR (Measles, Mumps, and Rubella)

Varicella (Chicken Pox)

Ways to Send in Immunizations:

Email: registrar@goodwin.edu

Fax Number: 860-206-5222

If you cannot obtain your vaccinations from your primary care provider, we also accept lab results from an immunization titer test. (Via Walk-in Clinics, CVS, and certain Healthcare Centers)

HIGH SCHOOL TRANSCRIPT HOLD

You are responsible for following up with your high school to request your transcript.

Ways to submit official high school transcripts:

- **Must be sent by the school directly to be official!!!**
- Electronic/Email: transfer@goodwin.edu
- Mailing Address: 1 Riverside Dr., East Hartford, CT 06118; attn Registrar's office

**Must be signed,
sealed, and have a
graduation date**

OFFICIAL COLLEGE TRANSCRIPTS

This only applies to students who have previously attended a college/university.

Takes 5-7 business days to review and post transfer credits.

Ways to submit official college transcripts:

Must be sent by the school directly to be official!!!

Electronic/Email: transfer@goodwin.edu

Mailing Address: 1 Riverside Dr., East Hartford, CT 06118; attn Registrar's office

ATTENDANCE

All students (**in-person, online and hybrid**) must establish attendance before
Census Day

Please submit at least 1 assignment submission
or attend your in-person lectures to be accounted for.

One Riverside Drive, East Hartford, CT 06118 p: 860-727-6708 f: 860-206-5222 www.goodwin.edu



Case Management Services



Navigating the road to graduation

Many difficulties may arise for students related to academic pressures, personal mental and physical concerns, and daily stressors of college life.

Please note **that case management is not counseling or therapy; rather, it provides** support in accessing community resources to help students navigate such challenges and stay on the path to graduation.

Resources & Services

- Food Pantry Referrals
- Alternative or Low-cost Housing Resources
- Physical & Mental Health Referrals
- Financial support on and off campus
- And many more community referrals

Contact

Travis Samuels
860-913-2268
TSamuels@goodwin.edu

Students are encouraged to make an appointment by phone or email. However, the case manager is available for walk-in appointments.



NEED FINANCIAL ASSISTANCE?

APPLY TODAY!

Any student currently enrolled exhibiting the following needs.

- Fuel and Energy Assistance
- Technology supports for courses
- Financial supports for Food and Housing
- And More



Apply Here



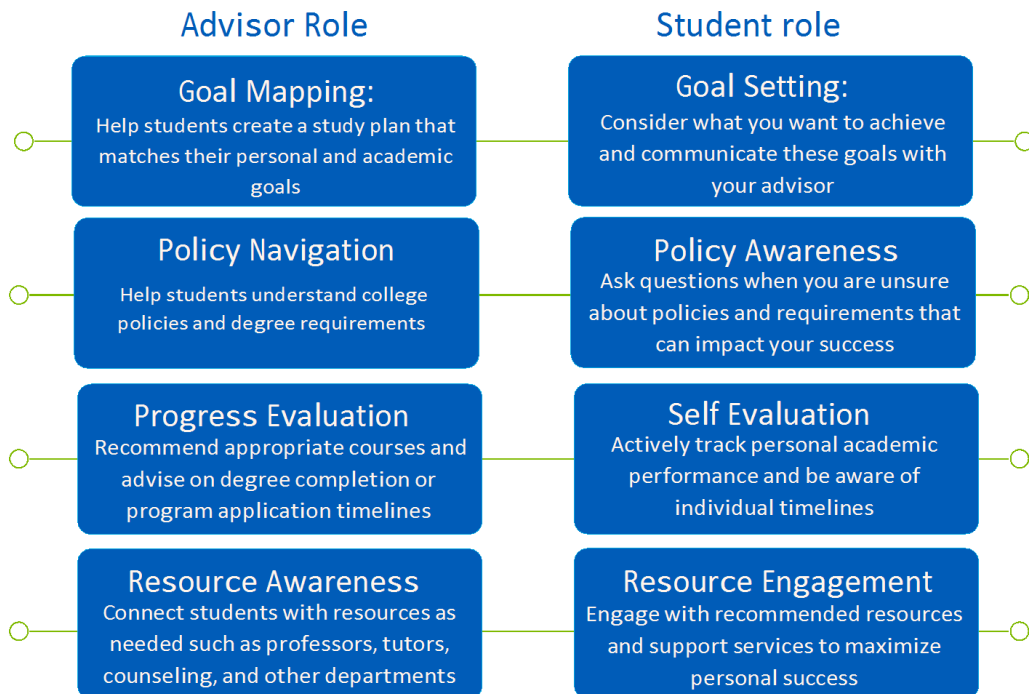
TRAVIS SAMUELS

Case Manager
TSamuels@goodwin.edu

FOR QUESTIONS, CONTACT

ADVISOR AND STUDENT ROLES: TIPS FOR SUCCESS

Your academic advisor is a partner in your success. Here are examples of how each advisor and student can be prepared for an effective advising appointment.



*T.I.P.S for Success

Transparent

Share your goals and any challenges you are facing so your advisor can help.

Intentional

Record key information from the meeting, including important deadlines & recommended courses.

Proactive

Read your emails, schedule appointments, stay on top of deadlines, & resolve holds.

Self-Reflective

Come to advising meeting prepared by reviewing your courses & asking questions.

www.goodwin.edu



*Inspired by UCLA



COUNSELING AND WELLNESS CENTER

Counseling services are offered in person at One Riverside Drive, online via Zoom, and by phone, to address the needs of our students and support our growing community. Mental health services, emotional support, and referrals are available to students at no cost.

Make an appointment if you find yourself in need of counseling for any reason:



Visit our webpage:
goodwin.edu/forms/counseling-inquiry
or call 860-913-2395



Feel free to contact our counselors directly:

Lisa Mooney, LMFT
Counseling Center Director
860-913-2159
lmooney@goodwin.edu

Mari Sullivan, LCSW
Counselor
860-727-6925
msullivan@goodwin.edu

Services Offered Include:

- ✓ Individual Counseling
- ✓ Stress Management
- ✓ Crisis Intervention
- ✓ Grief Counseling
- ✓ Anger Management
- ✓ Communication Building
- ✓ Post Traumatic Stress Disorder