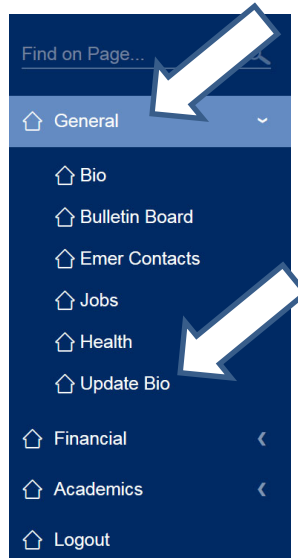


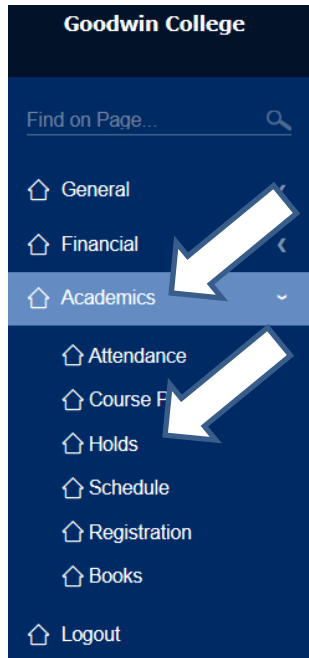
Goodwin College

Sonis Registration Instructions

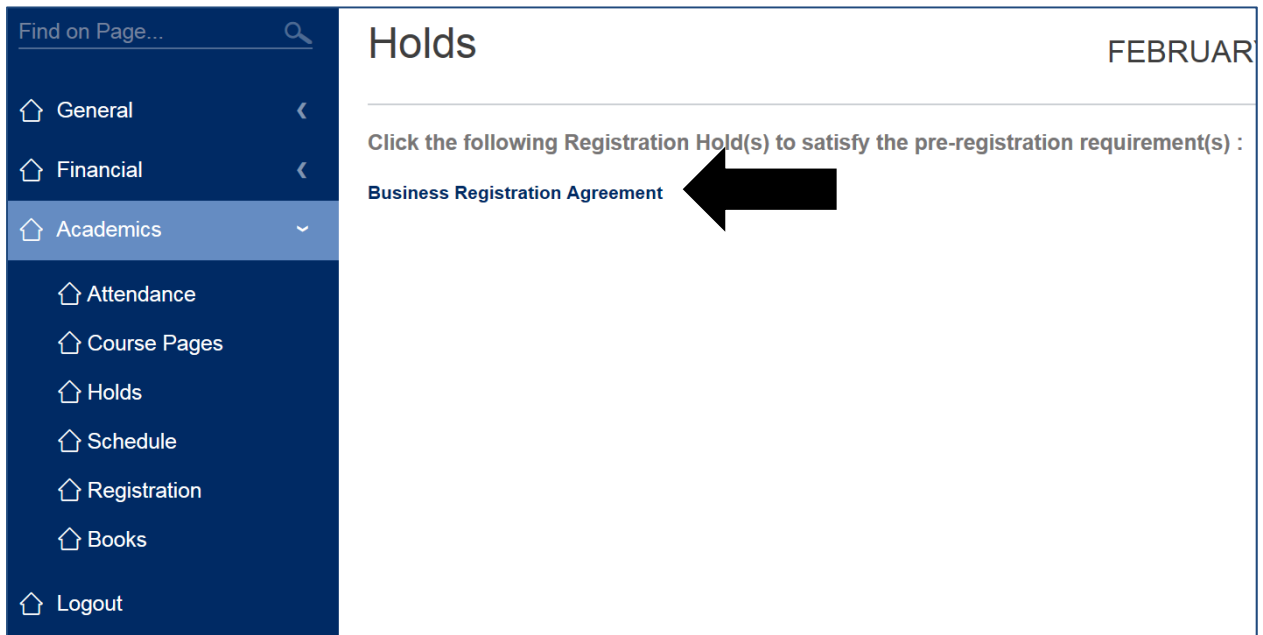
1. Click on the “General” option on the left of the screen, then the “Update Bio” option from the list.



2. Update your address, city, state, zip code and phone number then click submit at the bottom of the page. Please note that updating your contact information helps the College to stay in contact with you for important notices and information.
3. Click on the “Academic” option, then the holds option from the list on the left side of the page.



4. Then click on the Business Registration Agreement.



5. Read the below agreement and then click "I accept" or "Cancel".

Student FEBRUARY 04, 2016

REGISTRATION HOLDS

Read the following statement then click / Accept or Cancel.

By registering for these courses, I am legally responsible for payment of tuition and fees associated with these courses unless I officially withdraw from a course(s) prior to the start of the semester. Please refer to the Goodwin College catalog for the Refund policy for withdrawing from courses once the semester begins. Non-payment of this account is a breach of this agreement and may result in referral to a collection agency or attorney.

←

6. If you have any additional holds they will be listed here. Please contact the office(s) listed underneath holds in order to proceed with registering. All holds have to be removed before you can register for classes.

7. Click on the “Academic” option, then the “Registration” option from the list on the left side of the page.

Goodwin College

Find on Page...

- General
- Financial
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- Attendance
- Course Pages
- Holds
- Registration
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8. Use the letters in blue to find the course you wish to register for, then click the **Course Code** for the section you want

- a. Complete this step for each course you wish to register for

Currently registering under degree *Associate in Science* at *Goodwin College*
 PENDING REGISTRATION - NONE

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
Pending Credits: 0			Enrolled Credits: 0			Total Credits: 0	

SELECT BEGINNING COURSE LETTER - NONE

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U
 | V | W | X | Y | Z |

View All (slow load ~ 564 Total Courses)

COURSE OFFERINGS (CLICK A COURSE LINK BELOW TO ADD A COURSE TO YOUR CART.)

Course	Spaces	Wait	Description	Section	Session	Credits	Lead Faculty
HIS 101	20	0	American History Since 1900	10		3	A. ToBe
HIS 101	20	0	American History Since 1900	11		3	A. ToBe
HIS 101	20	0	American History Since 1900	O1	M1	3	A. ToBe

9. To officially register for the course(s) you've selected, click **Continue Registration Process**.

Currently registering under degree *Associate in Science* at *Goodwin College*
 PENDING REGISTRATION - TIME OUT AT 9:07 AM.

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
HIS 101	American History Since 1900	10		3	TUE 8:00am-10:50am	Credit River Campu	

Pending registration(s) are shown in red above. Click 'Continue Registration Process' when you have finished adding courses to your cart.

Pending Credits: 3 **Enrolled Credits: 0** **Total Credits: 3**

CONTINUE REGISTRATION PROCESS

SELECT BEGINNING COURSE LETTER

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U
 | V | W | X | Y | Z |

10. Next click "Continue Registration Process" to add your select courses to your schedule.

Student FEBRUARY 04, 2016

Course	Sect.	Cred	Lead Faculty	Time Desc	Campus	Enroll Code	Pass-Fail
HIS 101	10	3	A. ToBe	TUE 8:00am-10:50am	RC	Credit <input type="radio"/>	No

[CONTINUE REGISTRATION PROCESS](#)
[CLEAR PENDING AND RESTART REGISTRATION](#)

11. Click Return after you see the charges for your course(s).

Trans. Ref.	School Year	Semester	Invoice	Billable Credits	Amount
General Student Fee	201718	3		0.00	\$300.00
Technology Support Fee	201718	3		0.00	\$150.00
Tuition for ACC 110	201718	3		3.00	\$2,121.00

Total unposted credits: 3.00 Total Charges: \$2,471.00
 Delete All Unposted Courses Option Unavailable

[RETURN](#)

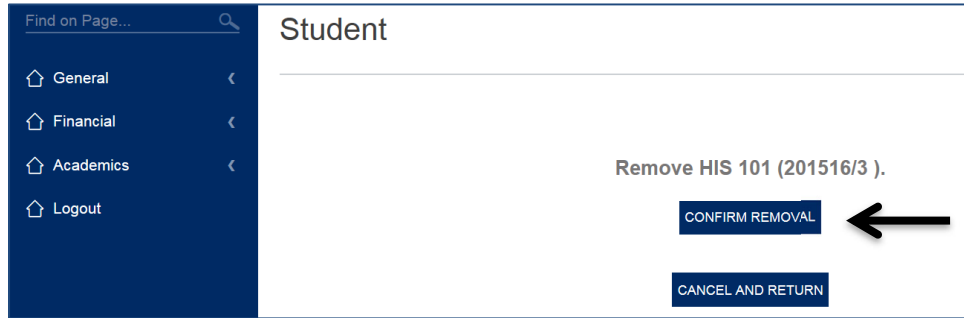
12. Click on “Academics” on the left side of the screen then click on “Schedule”. Please print a copy of your schedule for the semester.

Goodwin College

Find on Page...

- General
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13. To remove a course from your cart, click the **Course Code** for that course
a. To officially remove the course from your cart, click **Confirm Removal**



14. Don't forget to print your schedule by going to Academics then schedule. You can then click printable Version (pdf).

Course Codes Legend:

Blue : Open for registration

Red : Course is full

NOTE: To be placed on the Waitlist for a course with no openings, click the underlined number in the **Wait** column for the course you want