



Master Schedule and Registration Procedures Summer 2010 Semester

Please pay attention to all deadlines to insure a smooth registration

BEFORE YOU BEGIN

MAKE SURE YOUR FINANCIAL AID APPLICATION (FAFSA) IS CURRENT

- You must file your FAFSA by February 19, 2010
- See Financial Aid if you are unsure about your FAFSA

SELECT YOUR COURSES

- Course selection advising is between February 22nd and March 12th
- You will not be permitted to register for courses without a completed course selection worksheet (*included in this packet*) Please follow directions and guidelines on the worksheet so that you are ready to register. Chairs and directors are listed below:

▪ Billing and Coding/Medical Office	Danielle Wilken dwilken@goodwin.edu xt. 6780
▪ Business Studies	Meg McCrudden mmcrudden@goodwin.edu xt. 2058
▪ Criminal Justice/Homeland Security	Brian Murphy bmurphy@goodwin.edu xt. 6772
▪ Early Childhood/BS Child Studies	Lori Blake lblake@goodwin.edu xt. 6776
▪ Environmental Studies	Bruce Morton bmorton@goodwin.edu xt. 2027
▪ General Studies	Nichole Petersen npetersen@goodwin.edu xt. 6719
▪ Histology	Zoe Durkin zdurkin@goodwin.edu xt. 6917
▪ Human Services	Jack Matthews jmatthews@goodwin.edu xt. 6774
▪ Medical Assisting	Heather Kies hkies@goodwin.edu xt. 6976
▪ Nursing ADN Phlebotomy	Jan Costello jcostello@goodwin.edu xt. 6919 Paula Dowd pdowd@goodwin.edu xt. 6779

Nursing students who need to register for general education courses should refer to their degree audit sheet and add course selections to their Nursing registration form. .

▪ Nursing BSN	Rosemary Hathaway rhathaway@goodwin.edu xt. 6738
▪ Respiratory Care	Tracey Jackson tjackson@goodwin.edu xt. 6777
▪ AS/BS Health Students – Academic Advising Center (<i>located in Suite 144 on the Riverside Campus</i>)	
Kim Beebe	kbeebe@goodwin.edu or 913-2018
Joe Cary	jcary@goodwin.edu or 727-6718
Aaron Isaacs	aisaacs@goodwin.edu or 913-2072
Frank Ruotolo	fruotolo@goodwin.edu or 727-6717
Qiona Woffard	qwoffard@goodwin.edu or 727-6773
Tyesha Wood	twood@goodwin.edu or 727-6716

If you are graduating in April and registering for a new program in May, please visit the Registrar's Office prior to registration to declare your new program.

REGISTRATION ELIGIBILITY DATES

You may only attend registration according to your ASSIGNED eligibility date below!

If you attend registration during the wrong week, you will not be permitted to register. If you miss your eligibility date, you will have to wait until the Late Registration period which begins on April 5, 2010.

Week of March 15-19

Hours: Monday-Thursday 9-12 and 4-6, Friday 9-12

REGISTRATION DEADLINE: Friday, March 19th at noon

Students in the following programs may register at any of the sessions during this week, but **MUST** clear all offices by Friday, Mar. 19 at noon to avoid a late registration fee. Students who do not have all clearances by this deadline will not be able to complete the registration process until the Late Registration period which begins on April 5th.

- Business Studies
- Criminal Justice
- Child Studies and Early Childhood
- Environmental Studies
- General Studies
- Phlebotomy
- Health Science students who do **not** plan to register for a science in May
- Homeland Security
- Human Services
- Medical Assisting, Medical Office, Billing and Coding

Week of March 22-26

Hours: Monday-Thursday 9-12 and 4-6, Friday 9-12

REGISTRATION DEADLINE: Friday, March 26th at noon

AS & BS Health Science students registering for a lab science course may register according to the schedule below. You may register for all other courses at this time. You **MUST** clear all offices by Friday, March 26 at noon to avoid a late registration fee. Students who do not have all clearances by this deadline will not be able to complete the registration process until the Late Registration period which begins on April 5th.

- **Monday, March 22**—students registering for **SCI 101** or **BIO 120**
- **Tuesday, March 23** students registering for **CHEM 101** and/ or **BIO 211**
- **Wednesday, March 24**—students registering for **BIO 212** or **BIO 235**
- **Thursday and Friday, March 25 and 26**—open registration for any AS/BS Health Science student needing a science course

Week of March 29-April 2

Hours: Monday-Thursday 10-2 and 4-6, Friday 10-2

REGISTRATION DEADLINE: Friday, April 2nd at 2pm

Students in the following programs may register at any session, but **MUST** clear all offices by 2pm on April 2 avoid a late registration fee. The Late Registration Period begins on April 5.

- All Nursing students
- Respiratory Care students
- Histology students
- Paramedic students

DAY OF REGISTRATION

- When you arrive during your registration eligibility period, you will:
 - check-in with registration staff and receive a number (students will be seen in numerical order)
 - be sent to the appropriate office(s) before you register *if* you require clearance from Accounting or Default Management
 - be directed to the auditorium to wait for your number to be called.
- Once your number is called, you will meet with a registration staff member who will enter your chosen courses into the student database and print a provisional schedule for you.
- The registration staff will let you know if you are required to see Financial Aid before making your schedule official.
 - **You are not considered officially registered until you receive Financial Aid clearance!**
 - **If you are required to get clearance, you must do so by your assigned registration deadline** (*see previous page for your deadline*).
 - If you are told that you do NOT need to see Financial Aid, you are officially registered!

**There may be a wait, so please plan to bring homework, study materials, or other activities to help pass the time.*

MAKING YOUR REGISTRATION OFFICIAL & AVOIDING LATE FEES

- In order to avoid a late registration fee, you must see both Academics/Registrar and Financial Aid (if necessary) no later than the deadlines based on your eligibility dates (*see previous page*). These deadlines will also be printed on your provisional schedule. **After this time, the late registration fee is in effect.**
- **The Late Registration period for ALL students begins on April 5th. Late registration hours are 10-12 and 3-5pm Monday-Thursday and 10-12 on Friday.**
- **If you came to registration, but did not receive Financial Aid clearance by your eligibility deadline, you can go straight to Financial Aid/Accounting to pay your late fee and receive the necessary clearance.**
- **If you did not attend registration during your eligibility period, begin the late registration process by going to Academic Advising. You will have to pay the late registration fee.**
Please note that course meeting times may be limited during late registration. To have greater options of course availability, plan to register during your eligibility period. Students registering late may still need financial aid clearance.

If you have not been cleared by Financial Aid by Monday, April 19th, your registration will be cancelled and you will have to re-register.

Course Selection Worksheet

Students in the following programs must complete this worksheet with their department chair or program director. Chairs and directors will sign the completed worksheet. Unsigned worksheets will not be used to enter courses into the student database at registration.

Criminal Justice/Homeland Security
Early Childhood/Child Studies
Human Services
Environmental Studies

Medical Assisting, Billing and Coding
Business and Technology
Phlebotomy

Health Science students must have a completed course selection worksheet ready at the time of registration. Please refer to your plans of study or visit your academic advisor during Course Selection. You do not need a signed worksheet.

Students who are completing a program in April and registering for courses in a new program for May must declare their new program with the Registrar's Office before registration.

Student Name _____

Program of Study _____

First choice selections:

Term	Course Code and Title	Meeting Days/Times	DC/PD initials
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Second choice selections:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Chair/Director signature