



Master Schedule and Registration Procedures Fall 2010 Semester

Please pay attention to all deadlines to insure a smooth registration

BEFORE YOU BEGIN

1. MAKE SURE YOUR FINANCIAL AID APPLICATION (FAFSA) IS CURRENT

See Financial Aid if you are unsure about your FAFSA

2. SELECT YOUR COURSES

- Course selection advising is between June 21 and July 9
- 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, please consult with them during Course Selection:

- Billing and Coding/Medical Office Danielle Wilken dwilken@goodwin.edu xt. 6780
- Business Studies Mark Fazioli mfazioli@goodwin.edu, 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 Jan Costello jcostello@goodwin.edu xt. 6919
- Nursing RN-BSN Rosemary Hathaway rhathaway@goodwin.edu xt 6738
- Occupational Therapy Deanne Anderson danderson@goodwin.edu xt
- Paramedic Danielle Wilken dwilken@goodwin.edu xt 6780
- Phlebotomy Paula Dowd pdowd@goodwin.edu xt 6779
- Respiratory Care Tracey Jackson tjackson@goodwin.edu xt 6777
- AS/BS Health Students – **Academic Advising Center** (*located in Suite 144 on the Riverside Campus*)
 - 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

3. If you are graduating in August and registering to begin a new program in Sept. please visit the Registrar's Office prior to registration to declare your new program.

OFFICIAL REGISTRATION ELIGIBILITY DATES

Students may only attend registration according to the ASSIGNED eligibility dates 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 August 9, 2010.

Week One: Week of July 12-16

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

REGISTRATION DEADLINE: Friday, July 16th at noon

Students in the following programs may register at any of the sessions during this week, but MUST clear all offices by Friday, July 16 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 August 9, 2010. Late registering students will be required to pay a \$100.00 late fee.

- Business Studies
- Criminal Justice
- Child Studies and Early Childhood
- Environmental Studies
- General Studies
- Phlebotomy
- Health Science students registering for SCI 101 and/or general education courses only in Sept
- Homeland Security
- Human Services
- Medical Assisting, Medical Office, Billing and Coding

Week Two: Week of July 19-23

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

REGISTRATION DEADLINE: Friday, July 23rd at noon

AS & BS Health Science students registering for a 4 credit 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, July 23 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 August 9, 2010. Late registering students will be required to pay a \$100.00 late fee.

- **Monday, July 19**—students registering for **BIO 120**
- **Tuesday, July 20** students registering for **CHEM 101** and/ or **BIO 211**
- **Wednesday, July 21**—students registering for **BIO 212** or **BIO 235**
- **Thursday and Friday, July 22 and 23**—open registration for any AS/BS Health Science student needing a science course

Week Three: Week of July 26-30

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

REGISTRATION DEADLINE: Friday, July 30th at 2pm

Students in the following programs may register at any session, but **MUST** meet all clearances by 2pm on July 30 to avoid a late registration fee of \$100.00. **These students register by taking their completed registration forms directly to the Financial Aid Office.** Students should list ALL courses that they are planning to take in the Fall on their Registration forms before visiting Financial Aid.

- Nursing students
- Respiratory Care Students
- Paramedic students
- Histology students

DAY OF REGISTRATION Weeks 1 and 2

- 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.*

Official registrations that have not cleared ALL offices by Friday, July 30th will be cancelled and students will have to re-register. Depending upon availability of seats, you may not be able to have your original selections reinstated.

Registration services are not available from July 31-August 7. Late registration opens up on August 9th. See next page for Late Registration information.

LATE REGISTRATION August 9-Sept 3

In order to avoid a late registration fee (\$100.00), 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 August 9th. 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 with your registration to pay your late fee and receive the necessary clearance.**
- **If you did not attend register at all during your eligibility period, begin the late registration process by going to Academic Advising. You will have to pay the late registration fee in the Financial Aid Office before your schedule can be made official.**

Late registrants may find that their selections are limited. To have greater options of course availability, plan to register during your eligibility period. All late registrants need Financial Aid clearance within 48 hours of their registration. After 48 hours, un-cleared registrations will be cancelled and students will have to re-register. There is no guarantee that your original registration can be reinstated.

NOTE:

The Fall Course offerings will be available on the website by June 18, 2010. Or, you may pick up a Registration Packet at the Information Desk or in Academic Advising.

The course offerings will now include textbook information.

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