

# **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.

# New Student Resource Book

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#### **Welcome to Goodwin University!**

Our entire team is here to support you as you pursue your academic and personal goals. Our dedicated faculty and staff are committed to providing you with an exceptional educational experience that prepares you for a fulfilling career and a lifetime of learning. We are here to support you every step of the way.

As a student at Goodwin, you can access resources that enable you to excel academically and personally. We provide a wide range of programs and services designed to help you succeed, including tutoring through our academic success center, counseling, accessibility services, career services, and much more.

In addition, Goodwin offers many supportive services, including the Ann B. Clark Co-op, veteran's services, and a vibrant campus community with numerous activities to explore. I encourage you to take advantage of the many opportunities available to you. Meet other students and get involved in campus life.

We are thrilled to have you join our community and look forward to seeing you around campus and

online.

Sincerely,



**Michael Pardales** 

Provost and Vice President for Academic Affairs Administration

One Riverside Drive - 6th Floor <a href="mailto:MPardales@goodwin.edu">MPardales@goodwin.edu</a>

## Meet the Assistant Deans of Student Affairs



Eric Emet
Assistant Dean for Student Affairs, Director of Athletics, and Instructor of MSOL Student Affairs / School of Business, Technology, and Advanced Manufacturing One Riverside Drive - 217
860-727-6793
eemet@goodwin.edu



Danni Millett
Assistant Dean of Students, Student Conduct Officer
Student Affairs
One Riverside Drive - 217
860-913-2149
dmillett@goodwin.edu

# Helpful Resources

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

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	•	
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	The Registrar's Office oversees student status, course registration, student transcripts, official records, immunizations and more.  (860) 727-6708	
Student Engagement	The Office of Student Engagement connects students with activities, groups, and events to enrich and enhance their Goodwin experience.	
Student Handbook		

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 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.
<b>2</b>	
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

# **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 suffici processing power to handle online learning applications and multimedia content.	
High-Speed	A stable and fast internet connection is essential for seamless online learning. This is especially true for synchronous courses.
Internet	
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 au 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 en Complete assignments befor where you can access them	e the virtual session and	,
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.		
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## Connect with Faculty

# **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

#### 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.



**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



# **Tips for Academic Success**

Area	Tips
Stay Connected	<ul> <li>Have a working computer</li> <li>Ensure internet connectivity</li> <li>Know your Goodwin ID number</li> <li>Set-up your Goodwin email on your computer and all smart devices</li> <li>Check your Goodwin email daily to be sure you are in the know</li> </ul>
Apply Productive Study Habits	<ul> <li>Scan the QR Code on the left and complete an online short course that introduces and provides practice in study strategies</li> <li>Develop a consistent study routine</li> <li>Create a dedicated study space (i.e., quiet, well lit, comfortable, free of distractions)</li> <li>Enter assignment (e.g., papers, tests) due dates into your phone or other smart device and be sure to turn on notifications</li> <li>Schedule blocks of study time and mark them in your calendar</li> </ul>
Engage in Learning	<ul> <li>Be present in your course Canvas shells (e.g., log in, read announcements)</li> <li>Look ahead and check each module to be sure you're completing assignments and making the most of extra resources</li> <li>Attend your face-to-face classes, arriving on time, staying through the end, and leaving personal distractions outside</li> </ul>
Practice Self-care	<ul> <li>Make time for yourself to relax, recharge, and socialize • Eat healthy, drink water, exercise, and get plenty of sleep</li> <li>Acknowledge the effort that you put into school</li> <li>Celebrate your success!</li> </ul>
Build Productive Relationships	<ul> <li>Communicate respectfully and openly</li> <li>Keep in contact with your professors (e.g., call, send an email)</li> <li>Ask questions and be proactive</li> <li>Keep in contact with your academic advisor (e.g., call, send an email)</li> </ul>
Adhere to the Academic Integrity Policy	<ul> <li>Goodwin University expects absolute integrity from every student in all academic undertakings</li> <li>Students are expected to be honest with respect to the intellectual efforts of themselves and their peers</li> <li>Submission of work for academic credit must be the student's own work</li> <li>All outside assistance must be acknowledged and documented in the required format</li> <li>The full Academic Integrity Policy can be viewed here. https://www.goodwin.edu/policies/</li> </ul>

## **Career Services**



# **CAREER SERVICES**



#### Get help with:

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

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

## Ann B. Clark Co-Op











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





Scan the QR Code to place your order





For more information, please contact



OR Co-Op staff at co-op@goodwin.edu/86o-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	201
Families currently being served	
Families enrolled in Temporary Emergency Assistance Program Enrollment (T	
Food distributed September 2021 to September 2022	

#### Services

Clothing bank
Diaper bank
Food pantry onsite
Holiday giving prpgram
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

# Office of Disability and Accessibility Services (ODAS)

Equal Access	Goodwin strives to create equal access for all students with disabilities and follows the guidelines of:  • Americans with Disabilities Act (ADA)  ○ Title II: Prohibits discrimination against students  • Section 504 of the Rehabilitation Act  ○ Prohibits disability discrimination at public and private schools that receive federal funding  ○ Gives people the right to reasonable accommodations
What is a Disability?	<ul> <li>A disability is a physical or mental impairment that substantially limits one or more major life activities.</li> <li>Examples can include: Mental health/psychiatric disorders, learning disabilities, traumatic brain injury, physical impairment, chronic illness, hearing or vision impairment, etc.</li> </ul>
What is a Reasonable Accommodation?	<ul> <li>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 .</li> <li>Examples can include: Extra time on exams, assistive technology, distraction reduced environment for testing, etc.</li> </ul>
Requesting Accommodations	<ol> <li>Complete the registration form</li> <li>Submit the documentation from a licensed healthcare provider</li> <li>Meet 1:1 with ODAS Manager</li> <li>If accommodations are approved, you will receive a Letter of Accommodation to review and sign</li> <li>Communicate with professors about your accommodations and give them your signed Letter of Accommodation</li> </ol>
Resources and Contact Information	<ul> <li>Molly Zatony, ODAS Manager: mzatony@goodwin.edu</li> <li>Information on the ADA: https://adata.org/</li> <li>Webpage: https://www.goodwin.edu/disability-access-services/overview</li> </ul>

One Riverside Drive East Hartford, CT 06118 | P: (860) 528-4111 F: (860) 291-9550 | www.goodwin.edu

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## Financial Literacy



# 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, December 21, 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
SEST AND REPROPERT	FUTURE OF YOUR MONEY
EARNING MONEY	LOAM GUIDANCE
FAFSA	PSYCHOLOGY OF MONEY
CREDIT AND PROTECTING YOUR MONEY	SPENDING AND BURNEWING

#### How do I reset my password?

#### 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 tcox@goodwin.edu for any further questions regarding the FIL101 course.



For more information, contact: Toniko Cox,

Financial Literacy Coordinator tcox@goodwin.edu | 860-913-2147

## Federal Work Study Program



# **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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#### For more information, contact:

(860)727-6723 studentjobs@goodwin.edu

## **New Student Orientation**

Registrar's Office

#### **IMMUNIZATION FORMS:**

<u>All students</u> (in-person, online and hybrid) must send in their immunization records.

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

Vaccinations Needed:

Ways to Send in Immunizations:

MMR (Measles, Mumps, and Rubella)

Varicella (Chicken Pox)

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: <a href="mailto:transfer@goodwin.edu">transfer@goodwin.edu</a>
- · 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

<u>All students</u> (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



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## Hoffman Family Library

# Your

# HOFFMAN FAMILY LIBRARY

Fall 2025

Quick Huide

#### 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.ed u/library/

#### Librarians

**Cynthia Hunt** 

Assistant Director of Library Services • chunt@goodwin.edu

Carolyn Polis

Reference Librarian • polisc@goodwin.edu

Hailley Sierra

Reference Librarian • sierrah@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.
- 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.

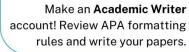
#### **Course Reserves**



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.

#### Need Help With APA?

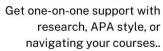




#### Chat with Us!

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.

#### Meet With a Librarian





Follow the Hoffman Family Library blog for research tips and library happenings!



\*we do not have course reserve textbooks for all courses



## **Student Support Services**





MANAGEMENT

This includes a comprehensive intake, creating personalized case plans, and connecting students with a wide range of resources both on and off campus.



EMERGENCY FINANCIAL SUPPORT

We offer limited, caseby-case assistance to help with unexpected financial crises, such as a one-time payment for an emergency utility bill or rent.



TRANSITIONAL HOUSING

This program offers housing solutions for students experiencing homolessness.



This program offers a temporary laptop for students to complete their coursework, with a loan period of up to two weeks.



ANN B. CLARK CO-OP

Our on-campus co-op provides essential items such as food, clothing, hygiene products, diapers and more.

#### Contact

# JANAE BRISSETT

Student Support Coordinator











## **Academic Success Center**



# THE ESTHER FURR ELLIS ACADEMIC SUCCESS CENTER: FREE TUTORING

#### **TUTORING SUBJECTS**



- Science (Biology, Chemistry, Anatomy and Physiology, etc.)
- Math (Algebra, geometry, nursing-related math, etc.)
- Writing/English (Research papers, editing drafts, brain storming, etc.)
- Learning Strategies (time management, study skills, etc.)

#### **TUTORING SESSIONS**



- Tutoring sessions can take place on campus at the ASC and via Zoom
- Sessions are limited to 1 hour per subject per day
- Students can schedule multiple tutoring appointments throughout the week (based on availability)

#### **SETTING UP AN APPOINTMENT**



- Navigate to the Tutoring Website (See QR Code)
- 2. View and select tutor based on the subject and your availability
- 3. Schedule an appointment through the tutor's Calendly Link\*
- 4. Receive your confirmation email

\*We cannot guarantee appointments that are requested less than 24 hours in advance

#### **CONTACT INFO**



Tori Hicks, ASC Coordinator P: 860-913-2090 E:THicks@goodwin Suite 207 (211 Riverside Drive)



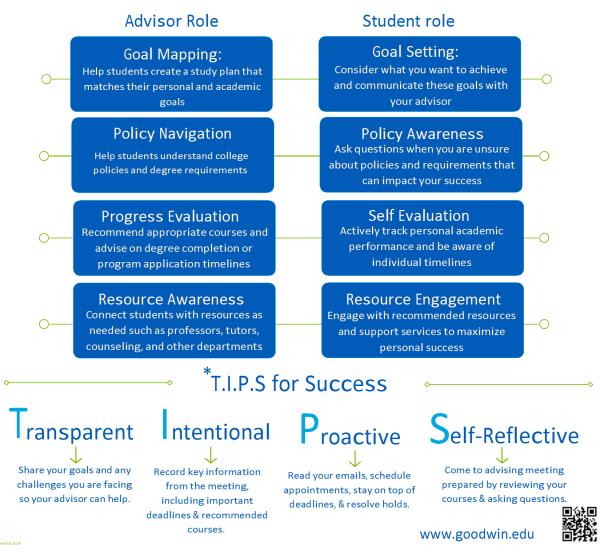
Scan to Schedule a Tutoring Appointment

## Advisor and Student



# 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.



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## Counseling and TimelyCare

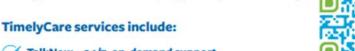


# **COUNSELING AND** WELLNESS CENTER

Now offering 24/7 options with TimelyCare



Goodwin students have unlimited access to TimelyCare, a virtual health and well-being platform. Whether it's late at night, during a holiday, or in between classes, support is just a click away.



Start anytime at: www.timelycare.com/goodwin



✓ TalkNow – 24/7, on-demand support

Scheduled counseling - Choose the day, time, and provider that works best for you. (6 visits per year)

Self-care content - Guided meditations, yoga videos, expert articles, and more

Peer community – A safe, anonymous space to connect with and support fellow students

#### On-Campus Counseling & Wellness Center

Prefer to speak to someone in person? The Counseling and Wellness Center is here to support you with free, confidential services on campus (One Riverside Drive).

#### Services include:

Individual counseling

**Grief counseling** 

Communication skill-building

Stress management

Anger management

Post-Traumatic stress support

**Crisis intervention** 

#### **Counseling Contacts:**

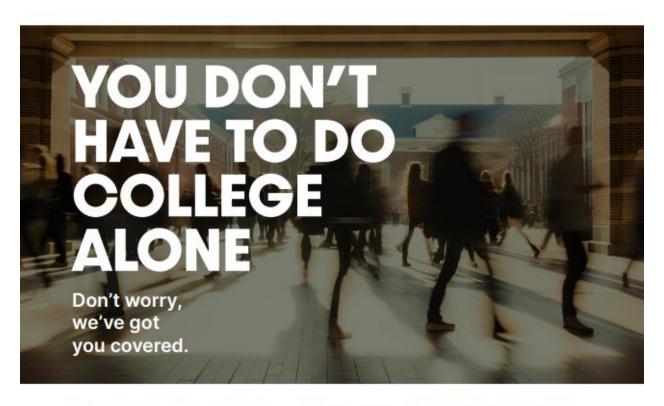
Lisa Mooney, LMFT 860-913-2159 Imooney@goodwin.edu



Scan to request an in-person appointment goodwin.edu/forms/counseling-inquiry or call 860-913-2395

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#### Your college experience is your own - but that doesn't mean you have to go through it alone.

TimelyCare is here to support you: your health, your goals, and everything life throws your way. Whether you need to talk, get sleep and nutrition tips, or just take a break, our care is built for you.

#### FEELING OFF?

Talk to a mental health professional 24/7. No waiting, no stress!

#### TRYING TO GET IT TOGETHER?

Self-care journeys are always just a tap away.

#### SPIRALING?

Same. Your classmates are, too. Jump into the community right from your phone.

# Having a backup plan... **ALWAYS SMART.**



SIGN IN NOW

Rev. 05/2025

100% FREE 🐥 NO INSURANCE NEEDED 🐥 100% FREE