

GOODWIN COLLEGE CONTACTS

Administration

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| President | Mark Scheinberg | mscheinberg@goodwin.edu |
| Vice President | Ann Clark | aclark@goodwin.edu |
| Director of Enrollment Services | Daniel Noonan | dnoonan@goodwin.edu |
| Director of Curriculum Planning & Accreditation | Janet Jefford | jjefford@goodwin.edu |
| Director of Finance & Business Services | Sharon Daddona | sdaddona@goodwin.edu |
| Director of Financial Aid | Pat Hickey | phickey@goodwin.edu |
| Director of Information Technology & Facilities Management | Bryant Harrell | bharrell@goodwin.edu |
| Director of Career Services | David Zoppoli | dzoppoli@goodwin.edu |
| Director of Alumni Services | Guy LaBella | glabela@goodwin.edu |
| Librarian | Marilyn Nowlan | mnowlan@goodwin.edu |

Academic Office Contacts

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| Academic Dean | Judy Zimmerman | jzimmerman@goodwin.edu |
| Assistant Dean/Registrar | Denise Schwabe | dschwabe@goodwin.edu |
| Assistant Dean/Student Services | Joy Costello Butler | jbutler@goodwin.edu |
| Assistant to the Dean | Mary Henderson | mhenderson@goodwin.edu |
| Coordinator of Records & Registration | Simona Burgio | sburgio@goodwin.edu |
| Academic Advisor | Frank Ruotolo | fruotolo@goodwin.edu |
| Administrative Assistant | Ivy Altius | ialtius@goodwin.edu |
| Admissions Coordinator | Ardella Jordan | ajordan@goodwin.edu |

Department Chairs

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| Nursing | Jan Costello | jcostello@goodwin.edu |
| General Education | Geraldine Simpson | gsimpson@goodwin.edu |
| Allied Health (Healthcare Support, Medical Assisting, Medical Office, Medical Billing and Coding) | Danielle Wilken | dwilken@goodwin.edu |

Program Directors

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| English As A Second Language | Alina Ciscel | aciscel@goodwin.edu |
| Early Childhood Development | Lori Blake | lblake@goodwin.edu |
| Health Sciences | Paula Dowd | pdowd@goodwin.edu |
| Histology | Zoe Durkin | zdurkin@goodwin.edu |
| Homeland Security | Ron Lee | rlee@goodwin.edu |
| Respiratory Care | Tracey Jackson | tjackson@goodwin.edu |

ACADEMIC INFORMATION

Transfer of Credit

- **Official transcripts** from other collegiate institutions **must** be received in the Academic Office within the first semester (16 weeks)

- If you have any concerns in your classes
 - Talk to your professor
 - Talk to your Department Chair
 - Talk to the Assistant Dean, Mrs. Butler
 - Talk to the Dean, Mrs. Zimmerman
 - Final arbitration with the Academic Review Committee (ARC)
 - Contact Ann Clark – Committee Chair aclark@goodwin.edu
- Once you have signed up for a program at Goodwin College, do not take courses at other colleges as the credits will not be accepted in transfer
 - See your Academic Advisor if you have any questions
- If you have only had one MMR shot
 - You **must** receive the other shot within 30 days of the first
 - You **must** submit paperwork notifying the Academic Office that this requirement has been completed
- If you are in the Medical Assisting Program
 - You must submit your physical exam form to the Academic Office within the first semester (16 weeks)
- Every college has its own add/drop policy
 - If you must drop a class
 - Before the semester begins, you will not be charged
 - After the semester begins but before the 14th day, you will be charged 50%
 - After the 14th day, you will be charged 100% of the course
 - If you drop a class that starts in the second 8 weeks of the semester, you will be charged 100% for the course
- All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. Goodwin College reserves the right to dismiss any student who exhibits conduct which is found by the administration to be detrimental to the individual, other students, the community or the school. In particular, the school maintains a policy which prohibits students and employees from using or distributing controlled substances or alcohol on the school's property or as part of the school's activities. A copy of our entire drug and alcohol abuse prevention policy is found on pages 36-37 in the college catalog.
- At the discretion of the Dean of Academic Affairs, a student may be placed on probation for any improper conduct. He/she may be terminated if a second offense occurs. If a student is dismissed or suspended due to misconduct or infraction of school regulations, he/she may appeal for re-entry to the Academic Review Committee.
- Under no circumstances are students allowed to bring children to classes.
- Students are expected to dress appropriately for a college environment.

- Parking is provided in specially designated areas adjacent to the school. Students must procure a parking tag/sticker during orientation by registering their cars with the Receptionist in the Administration building. All cars must have the parking tag/sticker prominently displayed when parking in designated areas. **Under no circumstances are students to park in the Visitor's Parking area, the street by the condominiums, the lot to the left behind the Goodwin House or in driveways. Cars parked there will be towed at owner's expense.**
- Goodwin College is not responsible for any personal property. Lockers should be used for storing personal items. They may be obtained for the Receptionist in the Administration Building. Students are required to supply their own locks. All items found in the school are turned in to the lost and found box in the Academic Office. The school will keep them for 30 days. Then they will be discarded.
- Goodwin College is a non-smoking establishment. This means that smoking is prohibited in all buildings. Smoking is permitted outside in designated areas only. Please dispose of cigarette butts in proper containers provided.
- School telephones cannot be used for personal calls unless an emergency exists. No incoming calls for students will be honored unless it is a case of extreme emergency. Due to congestion of our phones, it is impossible for us to take any messages for students. The college offers pay phones for your personal use. Out of consideration for other students, please limit your phone calls to five minutes.
- Cell phones, pagers, and beepers are to be turned off when in class. Interruptions are disturbing to students and instructors.
- Any visitor wishing to sit in on classes must have prior approval from the Dean of Academic Affairs.