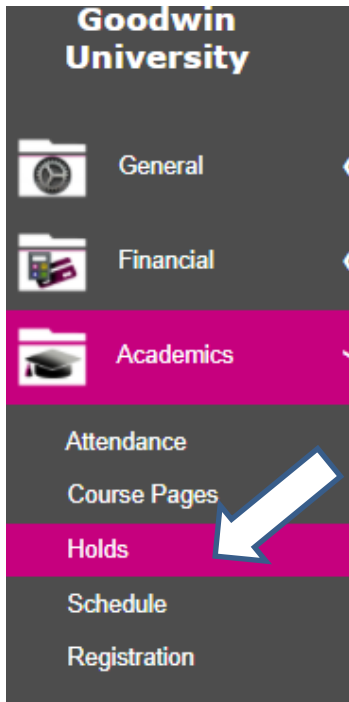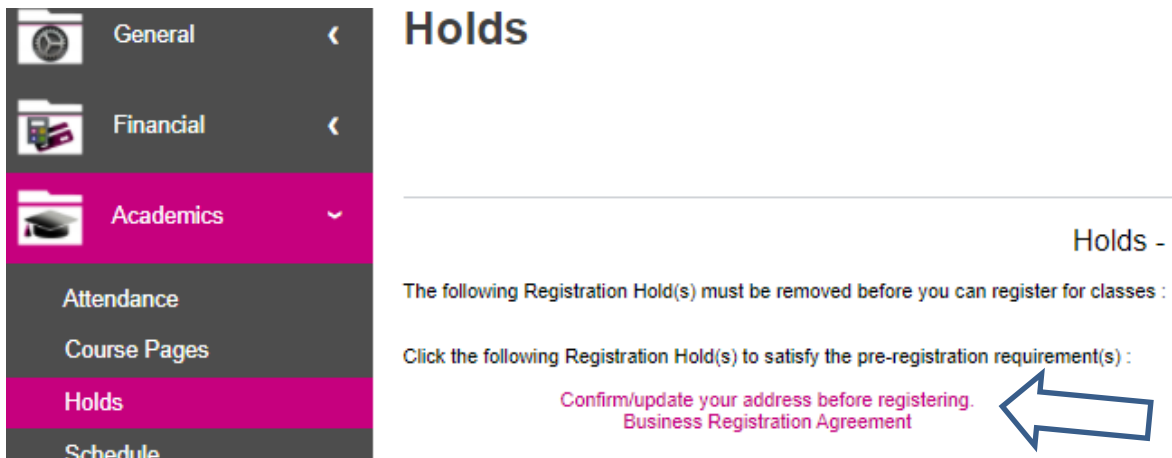# Goodwin University
Sonis Registration Instructions

1. Click on the "Academics" option on the left of the screen, then the "Holds" option from the list.

2. Next, click on Confirm/Update your address before registering.

You can click I accept if your address is correct. If you need to make changes you can use the Update Bio link at the top to make changes. Please note that updating your contact information helps the University to stay in contact with you for important notices and information.

Read the following statement then click *I Accept* or *Cancel.*

You must update or confirm your address before you will be allowed to register. You can use the 'Update Bio' link at the top left corner of this page to make any changes. If your address is current you can continue to register by clicking the 'I Accept' button below. By continuing to register you are confirming that your address is current and correct.

I Accept

Cancel

3. Then click on the Business Registration Agreement.

Holds

Holds - I

The following Registration Hold(s) must be removed before you can register for classes :

Click the following Registration Hold(s) to satisfy the pre-registration requirement(s) :

Business Registration Agreement

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

Read the following statement then click *I 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.

I Accept

Cancel

5. 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.

6. Click on the "Academic" option, then the "Registration" option from the list on the left side of the page.
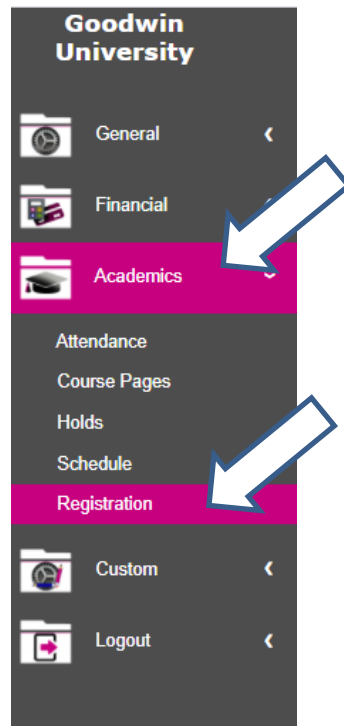
7. Use the letters to find the course you wish to register for, then click the **Course Code** for the section you want

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

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

View All (slow load ~ 556 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	16	0	American History Since 1877	10_OnGround		3	A. ToBe
HIS 101	17	0	American History Since 1877	O1_OnLine	F1	3	A. ToBe
HIS 101	19	0	American History Since 1877	O3_OnLine	F2	3	A. ToBe

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

PENDING REGISTRATION – TIME OUT AT 3:08 PM.

Course	Description	Section	Session	Credits	Lead Faculty	Time Desc
HIS 101	American History Since 1877	10_OnGround		3	A. ToBe	WED 6:00pm-8:50pm

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

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

Course	Sect.	Cred	Lead Faculty	Time Desc	Campus	E
HIS 101	10_OnGround	3	A. ToBe	WED 6:00pm-8:50pm	RC	

Continue Registration Process

CLEAR PENDING AND RESTART REGISTRATION

Enrollment code for Registration explained:

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

11. 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 University

- General
- Financial
- Academics
  - Attendance
  - Course Pages
  - Holds
  - Schedule
  - Registration
- Custom
- Logout

12. To remove a course from your cart, click the **Course Code** for that course under Registration.
    a. To officially remove the course from your cart, click **Confirm Removal**

Remove HIS 101 (202122/1).

Confirm Removal ←

CANCEL AND RETURN

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

Course Codes Legend:
Purple: Open for registration

Red: Course is full

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