REGISTRATION INFORMATION FOR NON-DEGREE STUDENTS

1. Advisement for Non-Degree Students
   Permission from an academic advisor is not required prior to registering for a course(s). You should read the information provided in the remainder of this document and follow the instructions for registration.

2. Immunization Requirement
   Proof of immunization or immunity (see Immunization Form) is REQUIRED of ALL students in order to register for classes. Pages 1 and 2 of the enclosed Immunization Form must be submitted to Health & Counseling Services prior to class registration. Documentation of immunization means a healthcare provider or health department must sign your Immunization Form OR you must attach an official certificate such as from the military or health department.

3. Winthrop Email Account
   All admitted students must obtain a Winthrop E-mail account. This account will be used to log on to Wingspan, the student portal. You will register for classes on Wingspan.

   You may register for an e-mail account by logging on to the enrollment checklist: www.winthrop.edu/mychecklist or by going to Wingspan - https://wingspan.winthrop.edu/ - and clicking on Need an Account.

4. Registration
   If your immunization documentation has been received by Health Services, you may register on-line at https://wingspan.winthrop.edu/ beginning on March 25.

   If you do not have access to a computer, you may register at the kiosk located in Tillman Hall, Room 126.

   For additional information on registration procedures, please call the Office of Records and Registration at (803)323-2194 or visit their website at www.winthrop.edu/recandreg/registration.

5. Additional Information
   Complete information on the fall schedule of classes is available online at www.winthrop.edu/recandreg/courses.

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