

# Senior Citizen's Guide to Taking Undergraduate Classes at Winthrop University

Residents of South Carolina who are 60 years or older and not employed full-time are eligible to take classes tuition-free on a space-available basis. Seniors are responsible for any lab fees and supplies.

Questions regarding this program should be directed to Military, Adult, and Transfer Services at 803/323-4784 or 108 Dinkins Hall.

## APPLY TO THE UNIVERSITY

1. Contact Military, Adult, and Transfer Services to indicate your desire to enroll in classes. They will answer questions and direct you to the materials needed to begin the application process.
2. During the semester prior to your desired entry date, submit the Undergraduate Admissions application online at <https://www.winthrop.edu/admissions/apply>. Paper copies are available upon request. Questions regarding the application should be directed to the Office of Admissions at 803/323-2191.
3. You must apply as one of the following types of students:
  - Degree seeking: Taking courses towards earning a specific degree at the University. Degree-seeking students must meet the same admission requirements as non-senior citizen applicants. You must submit official transcripts from high school or GED (freshman applicants) or all colleges attended (transfer or second undergraduate degree applicants).
  - Non-degree seeking: Taking courses to earn college credit, but not pursuing an awarded degree. Non-degree seeking students must submit an official copy of the final high school transcript or GED if the applicant has never enrolled in a college or university, or an official copy of the college transcript from the last college attended if the applicant has ever enrolled at a college or university.
  - Audit: Taking courses without earning college credit. Students who audit will not participate in examinations or graded course assignments. Involvement in class activities and attendance requirements is at the discretion of the instructor. Students who audit do not need to submit any transcripts if pursuing undergraduate classes.
4. The Office of Admissions will notify you via mail of the admissions decision. Included in your admissions letter will be information related to registering for classes.

## ONCE ADMITTED, BUT BEFORE YOU REGISTER

1. Complete the [Immunization Form](#) and return it to **Health Services** (217 Crawford) before the first day of classes. Contact Health Services at 803/323-2206 with questions concerning immunization requirements. A non-refundable \$50 fee will be applied if immunization compliance has not been met by the first day of classes.
2. Activate your e-mail account from any computer with internet access. You may begin this process by visiting <http://www.winthrop.edu/mychecklist> or <https://asap.winthrop.edu/studentaccount/newaccount.aspx>.
3. If you are **NOT** seeking a degree, you do not need to be advised. If you are seeking a degree, you must be advised for Fall or Spring semester classes (not required for summer courses). You should plan on attending an Orientation Session to be advised. You may still only register at the start of the semester.
4. Explore the course(s) you wish to take from the **Schedule of Courses ONLINE** at: <http://www.winthrop.edu/recandreg/courses> and choose "Course Offerings"  
Since you are registering on a **SPACE-AVAILABLE BASIS**, choose several alternates.

**Please keep in mind you will not be able to register for classes until the first day of the semester.**

**Please see the reverse for registration dates and instructions.**

# NEW STUDENT REGISTRATION PROCEDURES

**Senior Citizens may begin registering for courses on the dates listed below.**

Fall & Spring Semesters: The first day of classes for the semester

Summer Sessions: The week before the summer session in which you are enrolling begins

*All campus offices are open M-F, 8:30 a.m. - 5 p.m. during the academic year.*

*Summer hours (mid-May – early August) are M-R, 8 a.m.—5:30 p.m. and F, 8 a.m.—11:30 a.m.*

**STEP 1:** Register for classes online at <http://wingspan.winthrop.edu> or visit the **Office of Records and Registration** (126 Tillman) and staff will assist you in registering for your course(s).

***If the course you wish to take is full you may*** register for an alternate class

(or) contact the department chair to discuss an override (degree-seeking students only). If the course you wish to take has pre-requisites, you will need to have previously spoken to the Department Chair to discuss your options if you do not have the pre-requisite completed.

**STEP 2: (AUDIT STUDENTS ONLY)** After registering for your course(s), visit the **Office of Records and Registration** (126 Tillman) to submit an Audit Form for classes by the add/drop deadline for the semester/session. A listing of those deadlines can be found at <http://www.winthrop.edu/recandreg/default.aspx?id=25474>. An audit form should be included in your Admissions letter or can be found at <http://www.winthrop.edu/uploadedFiles/recandreg/Course-audit.pdf>. You are not required to receive instructor/department chair permission to audit.

**STEP 3:** Register your vehicle with **Campus Police** (Good Building). You are responsible for the student vehicle registration fee, which will be charged to your student account.

**STEP 4:** Go to the **Cashiers Office** (22 Tillman) to pay your vehicle registration fee and any lab fees associated with your course(s). Failure to pay any required fees may result in your classes being dropped. Visit Student Financial Services (21 Tillman) with any questions.

**STEP 5:** Go to the **ID. Office** (1 McBryde Hall) for your Student I.D.

**STEP 6:** Purchase any books and supplies at the **Campus Bookstore** in the DiGiorgio Campus Center. All books and supplies are the responsibility of the student.

**STEP 7:** If necessary, **Records and Registration** will contact you via your Winthrop e-mail account to request documentation on your legal presence. Complete information about this process can be viewed online at <http://www.winthrop.edu/recandreg/default.aspx?id=8464>.

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Please contact **Military, Adult, and Transfer Services** with any questions.

Military, Adult, and Transfer Services is located in 108 Dinkins Hall or you may call 803/323-4784.

# RETURNING STUDENT REGISTRATION PROCEDURES

1. Contact the Military, Adult, and Transfer Services (803-323-4784) to indicate your intent to continue taking classes through this program.
2. The Military, Adult, and Transfer Services staff will review your information and determine if any updates to your information or additional materials are required.
3. Degree-seeking students must meet with their advisor to discuss course selection.
4. Follow the same procedures listed above to register and pay your fees. You will need to get a new ID card and parking permit only if your old one is expired or misplaced.