



*Richard W. Riley College of Education,
Sport, and Human Sciences*

Undergraduate Advising Manual

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Winthrop Advising Information

Application for Graduation

- Students should apply to graduate when they have 35-37 credit hours left to complete in their degree program.
- Applications for graduation are completed via the student's Wingspan account.
- The student must inform the Office of Records and Registration if there has been a change of major, minor, or concentration so that a new degree review can occur.
- A \$50 graduation fee is charged at the time of the submission of the graduation application. Late fees may apply if submitted after the deadline.
- Deadlines: See [Five Year Calendar](#)
- If a graduation date needs to be changed students should email UGgraduation@winthrop.edu to update their application.
- [Winthrop University: Records & Registration - Graduation Steps](#)

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Auditing Courses

- Students may audit a course with the permission of the instructor of the course, the department chair, and the academic dean on a space-available basis.
- Students have through the first week of the beginning of the fall and spring semester and the first day of each summer session to select the audit option.
- Once the audit option has been selected, the course may not be changed to be taken for credit.
- Students are **not** required to participate in any examinations or graded course assignments.
- Students must complete a [Course Audit form](#) in the Office of Records and Registration.
- Tuition is the same for auditing courses as it is for taking courses for credit.

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Classification of Students

- Students are either classified as either regular or special.
 - Special students are those who are admitted under special circumstances and who are not candidates for degrees.
- Regular student classifications:
 - Freshmen: fewer than 24 credit hours earned
 - Sophomores: at least 24 but fewer than 54 credit hours earned
 - Juniors: at least 54 but fewer than 87 credit hours earned
 - Seniors: at least 87 credit hours earned
- See Academic Regulations in Current Catalog:
<https://www.winthrop.edu/recandreg/catalogs.aspx>

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Code for General Education Transfer Courses

- GLOB – Global Perspective Transfer Course

- GSTC – General Elective Course
- HISP – Historical Perspective Transfer Course
- HUMA – Humanities and Art Transfer Course
- NSCE – Earth Science Transfer Course
- NSCL – Life Science Transfer Course
- NSCP – Physical Science Transfer Course
- ORAL – Oral Communication Transfer Course
- QUAN – Quantitative Methods Transfer Course
- SOSOC – Social Science Transfer Course
- TECH—Technology Requirement Course

These codes are used when a course meets the spirit of a general education course or category, but no Winthrop equivalent exists.

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Cultural Events

- Graduation requirement: New freshmen – 18 events, transfers – 3 for every 20 hours needed to reach 120 hours (minimum 4 events)
- The required number of Cultural Event events is located in DegreeWorks at the top of the Worksheets page. (Number of events attended is also shown.)
- Cultural events petitions can be submitted by students who wish to receive credit for past experiences (post-high school experience only) which are culturally significant including off-campus events, travel within the U.S. or abroad, and military service.
- For more information on cultural events, visit <https://www.winthrop.edu/culturalevents/> or stop by the Cultural Events Office located at 126 Tillman Hall.

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Degree Requirements

- **Minimum of 120 hours** required for graduation (40 hours above 299)
- **2.00 cumulative GPA** required for good standing and graduation (most degree programs in CESHS have more stringent GPA requirements)
- All students must meet the **Constitution/Founding Documents requirement**.
- Students apply for graduation upon having 35-37 remaining hours.
- Required Cultural Events: **New freshmen – 18; transfers – 3** for every 20 hours needed to reach 120 hours (minimum 4 events)
- For more information on degree requirements, visit <https://www.winthrop.edu/catalog/undergraduate/degree-requirements.aspx>.

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DegreeWorks/Planner

- DegreeWorks is located in **Wingspan** under the **Student Tools**.
- A **user guide/tutorial** for students is available at www.winthrop.edu/recandreg/degree-works.aspx.

- A guide for faculty and staff is available at <https://www.winthrop.edu/recandreg/degree-works-faculty-staff.aspx>
- DegreeWorks contains a GPA calculator and a “What If” scenario option for students and their advisor to use together.
- See additional tips and [“How To”](#) information.

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General Education Program

- All baccalaureate degree programs at WU require the successful completion of the General Education Core. Core Courses: ACAD 101 (first-time freshmen only), WRIT 101, HMXP 102, CRTW 201 (all require a grade of C- or better) or HXCT 301 for transfer students that came in with 60 credits and two Writing courses.
- Students are encouraged to complete CRTW by the time they earn 75 credit hours.
- General Education: [List of Approved General Education Courses](#)
Disclaimer: The use of a course for the general education program is dependent on when the student enrolls in the course. The most up-to-date information on courses is available in the course offerings search engine. You can search by a requirement.

Constitution Req. (0-3)	Global Perspective (3)	Historical Perspective (3)
Humanities/Arts (6)	Intensive Writing (0-3)	Natural Science (3-8)
Oral Communication (0-3)	Physical Activity (1)	Quantitative Skills (9-12)
Social Science (6)	Technology (0-3)	

- Social Science and Humanities/Arts must have two different designators.
- Natural Science must have one lab (usually 4 hrs).
- Students in the most recent General Education program can choose two quantitative courses and one lab science OR two science courses (one lab; different categories) and one quantitative course.
- Some Gen Ed courses have pre-requisites.
- [ARTT, ARTS, and ARTE] [DANR, DANA] [THRT, THRA] are considered same designator.
- A small number of students may be in a catalog using the older requirements. Please consult that catalog for information.
- For more information, see <https://www.winthrop.edu/gened/>.

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GPA (Grade Point Average)

- Undergraduate students must earn a minimum **2.0 cumulative GPA** in order to avoid being placed on academic probation or suspension (some programs have more stringent GPA requirements).
 - **2.75 GPA required for Teacher Education Program and restricted courses**
 - **2.50 GPA required for Exercise Science and Sport Management**
 - **2.25 GPA required for Human Development and Family Studies**

- **To register for more than 18 hours:** must have **3.0 cumulative GPA after the grades posted from previous semester** to be allowed to register for up to 21 hours
- **DegreeWorks** also contains a GPA calculator that is also useful for semester, cumulative, and "what-if" GPA's.
 - For students, this is located in Wingspan under the "Student" tab
 - For faculty, this is located in Wingspan under the "Faculty Services" tab
- A student's LIFE scholarship GPA may be different than their Winthrop GPA. Student's can access their LIFE GPA information in Wingspan under the "Student Record" tab.

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Incomplete Grades

- "Incomplete" indicates that, for a valid reason, the course has not been completed and that the instructor reserves the right to raise the grade if the incomplete work is completed within one year or by an earlier date specified by the instructor.
- Incomplete "I" is used only as a prefix to a letter (ID, IF).
- Incompletes do not affect GPA until "I" is removed.
- Grades may be changed through Wingspan.
- The incomplete grade will revert to the stated letter grade after one year if no updated grade is reported.
- Instructors are encouraged to document requirements for removing the incomplete for a higher grade in writing with an acknowledgment from the student. A copy of this should be provided to the chair in case the faculty member is unavailable and the student has questions.
- See Academic Regulations in Current Catalog:
<https://www.winthrop.edu/recandreg/catalogs.aspx>

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Interim Grades

- Interim grades **do not** appear on a transcript (unofficial or official), and students should keep in mind that their grade is only reflective of the amount of graded work done in the class up to that point.
- Students with questions about their interim grades should confer directly with their instructors.
- Interim grades can be located in Wingspan under Student Records in the "Student" tab. See how-to videos at <https://www.winthrop.edu/ceshs/sas/academic-advising-video.aspx>.
- Interim grades must be entered through Wingspan by the stated deadline. See [Registrar's Calendar](#).
- Interim grades are required for all full-term undergraduate courses (including internships, labs, special topics, etc.) and for some populations of graduate students.
- For more information, see <https://www.winthrop.edu/uploadedFiles/recandreg/Services/Interim-Grading-Instructions.pdf>.

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Registration

- Registration of courses is completed in Wingspan (wingspan.winthrop.edu).
- Fall registration begins in April, spring registration begins in November, and both continue until the beginning of the semester.
- Summer registration (depending on the session) occurs over an extended period and ends on the first day of classes in that session.
- Early registration is available for certain populations of students the day before the posted start of registration.
- Newly admitted degree-seeking students **must** attend an orientation session to be able to register for first-term courses.
- Consultation with an advisor is **required** prior to registration.
- **Advisor Note:** Each semester, you must go to **Wingspan, Academics, Advise Students, then search for the student's name and click "yes"** to lift the hold on each student's account in order for them to register for classes.
- Dates and windows for the current semester are available at: <https://www.winthrop.edu/recandreg/registration-times.aspx>

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Repeat Exemption

- Any course may be repeated except courses with a grade of B or higher or a grade of S.
- Credit hours earned in a particular course taken at Winthrop will not be awarded more than one time (unless approved for additional credit).
- A student who enters Winthrop as a freshman is allowed a maximum of **four** repeated courses with grade exemption for any courses taken at Winthrop University.
- The original grade earned in the course will be exempted from the calculation of the cumulative GPA but will remain on the transcript.
- Students who transfer to Winthrop with fewer than 40 semester hours of credit also are allowed the four course repeats with grade exemption; those with at least 40 and fewer than 70 hours are allowed three; those with at least 70 and fewer than 100 are allowed two; and those with 100 or more are allowed only one repeat.
- Repeat exemptions only apply to courses taken and retaken at Winthrop.
- The repeat exemptions will be automatically applied to courses as they are repeated up to the allowed number of repeat exemptions.
- Receiving a grade of U in a repeated course will not replace a previous attempt's grade but will utilize one of the repeat exemptions.
- Students electing academic forgiveness (see Academic Regulations in current catalog) do not get additional repeat exemptions.
- For students receiving federal financial aid, the credit hours of the original course and the repeated course will both count in the student's attempted hours for calculation of percentage of hours earned (see Satisfactory Academic Progress Standards for Financial Aid: <https://www.winthrop.edu/finaid/satisfactory-academic-progress.aspx>).
- For more information on repeating a course, see: https://www.winthrop.edu/recandreg/general-information.aspx#Repeating_a_course.

S/U (Satisfactory/Unsatisfactory)

- Students have **five S/Us** available. **First time freshman may take TWO S/Us their first semester**, but after that, only one a semester like everyone else. (And in this case, all summer sessions – A, B, C and D – are considered one semester.) [Policy updated fall 2019]
- The five-course limit regarding the S/U option does not include those courses which are offered only on an S/U basis.
- **S/U does not impact GPA**; and credit is only given when S is earned. An S indicates a grade of C- or higher (for Honors, a grade of B or higher). A U indicates a grade of D+ or lower (for Honors, B-). Credit is not given for courses in which a U is earned.
- S/U must be chosen by the **final withdrawal date**. See [Registrar's Calendar](#).
- To declare S/U, a student should go into their Wingspan account under the Student Menu, click Student Record, and then click the link for S/U Request.
- **Students should be aware of majors which do not allow the S/U to be used on courses within the major**. This information can be found in the catalog and checklists.
- S/U taken during spring and fall 2020 do not count against the five total.
- For more information on S/U, see: <https://www.winthrop.edu/recandreg/general-information.aspx#SU>.

Student Academic Services

- Office for each academic college:
 - College of Arts & Sciences: 106 Kinard, 803/323-2183
 - College of Education, Sport, & Human Sciences: 144 Withers, 803/323-4750
 - College of Business & Technology: 225 Thurmond, 803/323-4833
 - College of Visual & Performing Arts: 124 McLaurin, 803/323-2465
 - Center for Advising & Transfer Success: 108 Dinkins Hall, 803/323-4784
- Services offered include clarifying degree requirements, changing of major/minor, evaluation of transfer credit, and supporting prospective and new students.
- Undeclared students are assigned an advisor through the Center for Advising & Transfer Services.
- For more information, see <https://www.winthrop.edu/ceshs/sas>.
- Phone: 803/323-4750
- Email: ceshsas@winthrop.edu

Study Abroad Information

- Winthrop offers many different Study Abroad opportunities, such as Faculty-Led Programs, Exchange Programs, Partner Programs, and National Student Exchange (NSE) (<https://winthrop.abroadoffice.net/aboutnse.html>).
- Steps to Study Abroad:

- **Step 1:** Attend a group advising session. The International Center offers two group advising sessions per week during the fall and spring semesters. Students must attend one session (30 minutes long).
 - To sign up for group advising, students should visit <https://www.winthrop.edu/international/studyabroad/steps-to-study-abroad.aspx>.
- **Step 2:** Meet with the Study Abroad Coordinator to start planning.
- Semester 1: Research programs and funding options. Discuss academic and financial plans with the study abroad coordinator, academic advisors, Financial Aid office, and family/friends.
- Semester 2: Apply to Winthrop for approval to study abroad. Submit other applications required for the study abroad program and/or study abroad scholarships if needed.
- Summer or Semester 3: Study abroad!
- If you have any questions, please contact the International Center at studyabroad@winthrop.edu or call 803/323-2133.
- For more information on study abroad, see <https://www.winthrop.edu/international/studyabroad/>.

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Taking Courses at Another Institution

- Students wanting to take a course at another institution other than WU can visit <https://www.winthrop.edu/recandreg/transfer-articulation.aspx> to determine the equivalence of the WU courses at the other institution.
- To receive credit for a course taken at another institution, **students must first get permission from the Student Academic Services office**. Students should submit an Approval to Transfer Credit form (<https://www.winthrop.edu/ceshs/sas/forms-and-policies.aspx>) and submit it to Withers 144. The student will need to take the approved form to the institution where the course is being taken.
- It is the student's responsibility to have transcripts forwarded to WU. (This does not happen automatically.)
- Courses taken at other institutions **do not** count towards a student's Winthrop cumulative GPA.
- If the student is a recipient of the HOPE or LIFE state scholarship, courses taken at other institutions **do count** towards the LIFE GPA.

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Withdrawal

- Withdrawal from a course must be **within the first 60% of the instructional days** of the course unless documented extenuating circumstances warrant withdrawal from the course.
- The official date of withdrawal from a course is the date the withdrawal occurs through DegreeWorks. *Note: A student cannot withdrawal from all courses electronically and must visit Records and Registration in such cases.*
- For the last day to withdraw from a full and partial semester courses for each semester, see the [Registrar's Calendar](#).

- Students receive an “N” (No Grade) which **does not affect GPA but may impact financial aid.**
- For more information on withdrawing from a course, see <https://www.winthrop.edu/recandreg/withdrawing-from-a-course.aspx#>.

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Resources for Assistance

Academic Success Center

- The ASC offers one-on-one consultation, tutoring, interim grade consultations, individual and group study spaces, referral to other university supports, academic coaching, and more.
- Services are **free of charge for all undergraduate students.**
- Walk-ins and scheduled appointments are welcomed.
- Referrals can be made to the ASC by students, faculty, and staff by calling or emailing the center at success@winthrop.edu.
- For more information on the ASC, see www.winthrop.edu/asc.

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Athletic Advising (NCAA Rules) Assistance

- To maintain NCAA eligibility, student must:
 - Complete 24 credits prior to the second year of enrollment
 - 18 credits must be earned during the academic year (excluding summer)
 - Six credits must be earned in the previous regular academic term of full-time enrollment
 - Declare a major no later than the beginning of your fifth academic semester or third year of enrollment and, thereafter, complete the required credits in courses applicable to your declared major
 - Complete 40%, 60%, and 80% of your degree requirements before the beginning of your third, fourth, and fifth year of enrollment, respectively.
 - Maintain a minimum cumulative GPA that is 90% of minimum GPA required to graduate at the beginning of your second year (1.8), 95% of the minimum GPA at the beginning of your third year (1.9), and 100% minimum GPA the fourth and fifth year (2.0).
- The Athletics Department maintains a Director of Academic and Student Services who can assist students with advising related to Athletics eligibility. Students meet with the advisor but only to examine the course schedule and class selection in light of NCAA regulations; athletes are expected to meet with the program advisor as well.
- Contacts:
 - Assistant Athletic Director, Academic & Student Services: Claire Kurtz (kurtzc@winthrop.edu or x6405)
 - NCAA Faculty Athletics Representative: Dr. Stacy Martin (martins@winthrop.edu or x2452)

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Center for Career Development and Internships

- Services offered include career consultation, career coaching, resume and cover letter help, mock interviewing, job search help, faculty consultation, and volunteer and internship consultation.
- Services are free for students and alumni.
- [Book an appointment](#) online or call 803/323-2141.

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Counseling Services

- The Center for Student Wellness offers individual counseling, group counseling, online self-help services, and case management.
- Intake appointments are usually 30 minutes, and they are offered every day on a first-come/first-serve basis. Call first thing in the morning when you want to come in or contact via the Patient Portal (<https://patient-winthrop.mediatconnect.com/>).
- For more information, see www.winthrop.edu/csw.
- Phone: 803/323-2206

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International Student Assistance

- There are visa requirements for international students, including the requirement to maintain a full-time status and limitations on online courses. Therefore, it is important for international students to consult with the International Center regarding their schedule.
- The International Center provides comprehensive immigration advising, assistance in securing a driver's license and social security card, regular trips for shopping, fall break and spring break excursions, and much more.
- For more information, see <https://www.winthrop.edu/international/>.
- Phone: 803/323-2133
- Email: international@winthrop.edu

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Mathematics Tutorial Center

- The MTC is open to students enrolled in all mathematics courses but is primarily designed to support students enrolled in MATH 101, MATH 104, MATH 105, MATH 111, MATH 112, MATH 141, MATH 150, MATH 151, MATH 201, and MATH 291. The MTC is also prepared to answer specific questions about the Praxis Core Mathematics Content.
- Students should bring their textbook, notes, and calculator (if needed) to the MTC and be prepared with their questions, specific topics, or examples from other study materials.
- For more information, see <https://www.winthrop.edu/cas/math/math-tutorial-center.aspx>.
- No appointment needed.
- Phone: 803/323-2175
- Email: math@winthrop.edu

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Office of Accessibility (OA)

- The OA determines eligibility for accommodation services for students and ensures that students with disabilities have an equal opportunity to participate fully in their educational experience by facilitating accommodations, discourse, and engagement.
- Students must go through the OA in order to receive accommodations from faculty.
- **Accommodations must be set up or updated each semester.**
- For more information, see <https://www.winthrop.edu/student-affairs/accessibility/>.
- Phone: 803/323-3290
- Email: accessibility@winthrop.edu

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Office of Financial Aid

- Services include assisting students in finding appropriate ways to finance their Winthrop education.
- Questions about scholarships and scholarship requirements (Hope/Life/Palmetto Fellows) should be directed to the Office of Financial Aid.
- For LIFE GPA general information, see <https://www.winthrop.edu/finaid/life-gpa.aspx>.
- For more information on financial aid, see <https://www.winthrop.edu/finaid>.
- Phone: 803/323-2189
- Email: FinAid@winthrop.edu

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Office of Student Engagement

- Their services include connecting students with other students, services, programs, and organizations that allow students to create meaningful out-of-class learning opportunities.
- Students can access list of student organizations, volunteer and community opportunities, and information about fraternities and sororities in the Office of Student Engagement or online.
- For more information, see <https://www.winthrop.edu/student-engagement/>.
- Phone: 803/323-2248

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Student Veterans and Military-Affiliated Students

- The Student Veterans Center is located on the garden level of Bancroft Hall. Access to the Center can be gained by student ID card. Students with questions about ID access should contact the Office of Student Engagement.
- Veterans should contact the Veterans Benefits Office in 126 Tillman for information regarding VA benefits.
- For more information, see <https://www.winthrop.edu/student-engagement/military-and-veterans/index.aspx>.

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Writing Center

- The Writing Center provides **free** writing consultation and tutoring services to students, staff, administrators, and faculty.

- The Writing Center **cannot** provide a proofreading/editing service or guarantee better grades; its primary purpose is to improve your writing in the long term.
- Schedule appointments using winthrop.mywconline.com (appointments **cannot** be made through email).
- For more information, see www.winthrop.edu/writingcenter.

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Additional Resources

Changing a Catalog Year, Concentration, or Adding a Minor

- To change catalog year, concentration, or add/drop a minor, students need to fill out a Change of Curriculum Request. Students can submit the request in their Wingspan account under the Student Records menu.
- Directions: <https://www.winthrop.edu/uploadedFiles/recandreg/instructions-student-curriculum-changes-wingspan.pdf>
- For a list of all minors, see the catalog: <https://www.winthrop.edu/recandreg/catalogs.aspx>
- If you have any questions:
 - Student Academic Services – 144 Withers, 803/323-4750, ceshssas@winthrop.edu
 - Records and Registration – 128 Tillman Hall, 803/323-2194, RecandReg@winthrop.edu

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Override Requests

- Students who need an override into a closed or restricted course need to complete the [Override Request Form](#).
- Requests are sent to chair of the department that houses the course and they will communicate if and when the request has been granted.

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Petition Process

- If a student is petitioning a College of Education, Sport, and Human Sciences policy, they will need to follow the college procedures which are outlined here: <https://www.winthrop.edu/uploadedFiles/ceshs/sas/ceshs-petition-procedures.pdf>.
- If the policy the student is petitioning is a University policy, detailed instructions on the process as well as the calendar of when the Undergraduate University Petition Committee will be meeting can be found on the Records and Registration website (<https://www.winthrop.edu/recandreg/instructions-for-ug-petition-process.aspx>).
- Any undergraduate student petitioning academic suspension or dismissal will need to follow the procedures outlined at <https://www.winthrop.edu/recandreg/petitions-for-academically-suspended-or-dismissed-students.aspx>.

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Teacher Education Program

[Teacher Education Program Application](#)

- Students can apply for admission once they have met the following criteria:
 - Completed a minimum of 45 semester hours with at least 15 being at Winthrop
 - Maintained a minimum cumulative GPA of 2.75 for coursework completed at Winthrop
 - Completed the following core courses with a grade of “C” or better: EDCO 101, EDCO 200, and EDCO 201/202 or equivalents
 - Achieved satisfactory field evaluations in courses mentioned above
 - Passed all three sections of either the PRAXIS Core Academic Skills for Educators Test or satisfied the testing requirements with a minimum score on the SAT or ACT
- When applying, students should submit following information to the online Teacher Education Program Application System (<https://www2.winthrop.edu/teachered/>):
 - Disclosure statement concerning criminal/unethical conduct
 - Disposition self-evaluation and reflection
 - Successful Sophomore Review (Music Education Students Only)
- **Note:** A Teacher Education Program fee of **\$250** will be billed to the candidate upon full acceptance.

Testing Requirements

Information regarding PRAXIS requirements for admission to TED or PRAXIS Subject Exam for internship can be found at <https://www.winthrop.edu/ceshs/sas/testing-requirements.aspx>.

Teacher Education Internship I & II

For more information, visit <https://www.winthrop.edu/ceshs/rex/field-office-internship-and-field-experience.aspx> to view the "Internship Handbook" located under *Teacher Candidates*.

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[Insert Information about Endorsements \(once website is created\)](#)