College of Education Advising Guide

2020-2021

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    Links to various Handbooks
    More resources specific to advising graduate students
    Harrassment Steps and threatening behavior
    List of centers in college
    SAS FAQs
Contact COE SAS with additional ideas.

Winthrop Advising Information

Application for Graduation

- Students should apply to graduate upon earning **87 hours**.
- Applications for graduation are completed in Wingspan under the Student Tab (select apply to graduate).
- 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.
- $50 graduation fee is due at the time of the submission of the graduation application.
- Deadlines: **See Calendar Section**
- Applications filed after deadline will result in a late fee

https://www.winthrop.edu/recandreg/graduation-application.aspx

Updated 02/2020

Auditing Courses

- Student 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.
- Students **are not** required to participate in any examinations or graded course assignments.
- Students must complete a **Course Audit Form** (https://www.winthrop.edu/uploadedFiles/recandreg/Course-audit.pdf) in the Office of Records and Registration.
- Tuition is the same for auditing course as it is for taking the course for credit.
- Students can audit a course for which they already have credit without impacting previous grade/credit.

https://www.winthrop.edu/recandreg/general-information.aspx#Auditing_a_course

Updated 08/2020

Change of Catalog

- Students can elect to change catalogs to a later year.
- This is typically done when a program has a predicted change in process when the student comes to the university, but the new program will not appear in the catalog until the next year.
- When a student changes catalog they are subject to all expectations in later catalog including, but not limited to graduation expectations set by program and university; general education requirements in the new catalog; and GPA and testing requirements in new catalog.
- The process begins by undergraduates submitting a form (https://www.winthrop.edu/uploadedFiles/recandreg/CHANGEOFCURRICULUM.pdf) to the Student Services office.
- The process begins by graduates submitting a form (https://www.winthrop.edu/uploadedFiles/recandreg/gr-change-of-concentration-catalog.pdf) to Office of Records and Registration.

https://www.winthrop.edu/recandreg/directions-for-change-of-major-minor-advisor.aspx

Updated 02/2020

Change of a Grade

- Grade changes are processed through Wingspan and require approval of the Dean. This approval is facilitated in the system but requires instructor to include justifications when submitting change.
- Instructions are provided by the Office of Records and Registration.

https://www.winthrop.edu/recandreg/faculty-and-staff-services.aspx

Updated 03/2020

Winthrop Advising Information

Change of Major

- Change of majors originate in the Student Services office of the current major.
- Students complete a change of major form and submit to the home college. The form is then processed and advising materials are sent to the new college so an advisor can be assigned. This process can take several days.
- Students can use the same form to declare a minor, concentration, etc.

https://www.winthrop.edu/uploadedFiles/recandreg/CHANGEOFCURRICULUM.pdf

Updated 02/2020

Changing/Adding a Minor

- To add, drop, or change a minor, students need to fill out a Change of Curriculum Request (www.winthrop.edu/recandreg/directions-for-change-of-major-minor-advisor.aspx) and turn it into Student Academic Services, found in **144 Withers**.
- List of all Minors see Current Catalog (https://www.winthrop.edu/recandreg/catalogs.aspx)
- If you have any questions
  - Student Academic Services – **144 Withers**, (803) 323-4750
  - Records and Registration – **128 Tillman Hall**, (803) 323-2194, or RecandReg@winthrop.edu

Updated 02/2020

Classification of Students

- Students are either classified as regular or special.
  - Special students are those who are admitted under special circumstance 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

Updated 02/2020

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
- SOSC – Social Science Transfer Course

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

Updated 10/2019

Winthrop Advising Information

Cultural Events

- Graduations 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** that are considered to be culturally significant including off-campus events, travel within the U.S. or abroad, and military service. (Post-high school experience only)
- Form/information/calendar: visit https://www.winthrop.edu/culturalevents/ or stop by Cultural Events Office located at **126 Tillman Hall**

Updated 10/21/19

Degree Requirements

- **Minimum of 120 hours** required for graduation / 40 hours above 299
- **Program-specific cumulative GPA** requirments for good standing and graduation
  - Athletic Training: 2.5 cumulative GPA and 2.75 major GPA
  - Exercise Science: 2.5 cumulative GPA at completion of 45 semester hours until graduation to enroll in 300-level coursework
  - Graduate Programs: 2.85 cummulative GPA in first 18 hours and 3.0 for remainder of program.
  - Human Development and Family Studies: 2.25 cumulative GPA for graduation and enrollment in ACS 211, 501, HDFS 350, 500, and 595
  - Sport Management: 2.5 cumulative GPA at completion of 45 semester hours until graduation to enroll in 300-level coursework
  - Teacher Education (all areas): 2.75 for admission and must be maintained to enroll in restricted coursework
- All students must meet the **Constitution requirement**
- Student apply for graduation upon having 35-37 remaining hours
- Cultural Events: **New freshmen** – 18 events, **transfers** – 3 for every 20 hours needed to reach 120 hours (minimum 4 events)

Undergraduate catalog: https://www.winthrop.edu/catalog/undergraduate/degree-requirements.aspx
Graduate Catalog: https://www.winthrop.edu/graduateschool/graduate-catalogs.aspx

Updated 02/2020

DegreeWorks/Planner

- Student Access: DegreeWorks/Planner is located in **Wingspan** from the **Student** tab
- Faculty Access: DegreeWorks/Planner is located in **Wingspan** from **Home** tab or **Faculty Services** tab
- **User Guide/Tutorial** is available at https://www.winthrop.edu/coe/sas/academic-advising-video.aspx
- DegreeWorks contains a GPA calculator and a "What If" scenario option for students and advisor to use together.
- See additional tips and "How To" (https://www.winthrop.edu/recandreg/faculty-and-staff-services.aspx)

Updated 10/2019

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)
    - Students must complete CRTW by the time they earn 75 credit hours.
- 2019-20 General Education: See List of Approved General Education Courses linked from left menu at: https://www.winthrop.edu/gened/
    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 require that courses include two designators in each
- Natural Science must have one lab (usually 4 hrs.)
- Students can choose two quantitative courses and one lab science OR two science courses (one lab; different categories) and one quantitative course
- Some General Education 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.

https://www.winthrop.edu/gened/
Updated 02/2020

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
- COE programs have the following required GPAs for graduation as well as restricted coursework:
    - 2.75 GPA required for Teacher Education Program
    - 2.5 GPA required for Athletic Training, Exercise Science, and Sport Management
    - 2.25 GPA required for Human Development and Family Services
- To register for more than 18 hours the student must have a 3.0 cumulative GPA after the grades posted from previous semester. Once the GPA is posted/finalized the students can enroll 21 credit hours
- DegreeWorks also contains a GPA calculator that is also useful for semester, cumulative, and "what-if" GPA's.
    - Available for students in Wingspan under the Student tab
    - Available for faculty in Wingspan from Home or Faculty Services tab

Updated 10/21/19

Incomplete Grades

- Incomplete grades can be awarded if the course can not been completed for a valid reason.
- 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 (e.g., ID, IF).
- Incomplete grades do not affect GPA until "I" is removed
- Grades can be changed through Wingspan. See directions at https://www.winthrop.edu/recandreg/grading.aspx
- Instructors are encouraged to document requirements for removing the incomplete grade 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. COE form available at: https://www.winthrop.edu/coe/coe-forms.aspx.

See Academic Regulations in Current Catalog: https://www.winthrop.edu/recandreg/catalogs.aspx

Updated 02/2020

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 the Student Records in the Student Tab. See how-to videos at https://www.winthrop.edu/coe/sas/academic-advising-video.aspx
- Interim grade must be entered through Wingspan by the stated deadline – **see Calendar Section.**
- Interim grades are required for all full-term undergraduate courses (including internships, labs, special topics, etc.) and for some populations of graduate students.

https://www.winthrop.edu/uploadedFiles/recandreg/Services/Interim-Grading-Instructions.pdf

Updated 02/2020

Course Overrides

- Students seeking overrides in COE courses should visit https://www.winthrop.edu/coe/sas/forms-and-policies.aspx for complete instructions.
  - Courses with the following designators use a survey embedded in the override system that send information for chair for review. Student are notified by email when the request has been reviewed and results are logged in a common file.
    - CLES Department: CSDV, EDLD, EDUC, FACS, HDFS, MLED, SPED
    - CUPD Department: ECED, EDCI, ELEM, READ
    - EDCO Department: EDCO
    - PESH Department: ATRN, EXSC, HLTH, OUTL, PETE, PESH, PHED, SPFA, SPMA
  - PESH Department course requests require a form and advisor signature.
- Directions for all other courses are maintained by Records and Registration and can be review at https://www.winthrop.edu/recandreg/general-information.aspx#Overrides

Updated 02/2020

Winthrop Advising Information

Registration

- Registration for 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 adviser is required prior to registration.
- **ADVISOR NOTE:** Each semester, you must go to **Wingspan → Advising Menu → Advise Students → 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

Updated 10/2019

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 allowed only one repeated.
- 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).

https://www.winthrop.edu/recandreg/general-information.aspx#Repeating_a_course

Updated 10/2019

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 page 16 for Five-Year Calendar
- A form (www.winthrop.edu/uploadedFiles/recandreg/SU-form.pdf) is required to change elect the S/U grading option and must be turned in to the Office of Records and Registration by the deadline. (See Registration Calendar www.winthrop.edu/recandreg/registration-calendar.aspx)
- **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.

https://www.winthrop.edu/recandreg/general-information.aspx#SU

Updated 10/2019

Scholarship/Grants: College of Education

- The College of Education has a number of scholarship that are awarded to students based on the donor's stated wishes and availability of funds.
- Eligible, continuing students are invited to apply each spring through an electronic application system.
- Each application is evaluated using the following categories by members of the college scholarship committee. Programs are then provided with a ranked list of students from which to award program specific awards. The committee meets to review awards and select the candidates for more general COE awards.
- Applications are evaluated based on quality of information provided in the narrative, academic performance, need (when appropriate), and participation in activities outside of the class (especially those related to major)
- Each fall students are invited to a scholarship luncheon if his/her donor will be in attendance and all awardees are required to write a thank you note through the Winthrop Advancement office.
- Awardees are notified of fall awards by June (after final grades can be reviewed), but awards are not posted until August. Elgibility is checked again in December for Spring awards.

https://www.winthrop.edu/coe/sas/scholarships-and-awards.aspx

Updated 02/2020

Scholarship/Grants: Hope/Life/Palmetto Fellows

- SC Hope Scholarship-
    - **Note:** The HOPE scholarship cannot be renewed after the freshman year, but a student can gain eligibility for the life scholarship by meeting the GPA and Hour requirements for their second, third, and/or fourth academic year:
        - After freshman year to gain Life Scholarship– **30 hours** and LIFE GPA of **3.000**
- SC Life Scholarship-
    - Renewal:
        - After freshman year – **30 hours** and LIFE GPA of **3.000**
        - After sophomore year- **60 hours** and a LIFE GPA of **3.000**
        - After Junior year- **90 hours** and a LIFE GPA of **3.000**
    - **If student loses eligibility for one academic year, they can regain the scholarship in future academic years**
- SC Life Enhancement-
    - Students who declare approved math or science majors **by the first day of class their sophomore year at Winthrop**. (COE programs: Exercise Science and Middle Level—Math/Science option only)
    - If they earn the LIFE scholarship in their Sophomore, Junior, or Senior year and at least **14 hours of Math or Science coursework were earned by the end of their freshman/first year**.
- SC Palmetto Fellows Scholarship
    - Renewal: Can be renewed by earning **30 hours** each academic year and maintaining a **Winthrop GPA of 3.000**
    - If a student loses eligibility for the Palmetto Fellows for the next academic year, it cannot be regained but the student may have remaining eligibility for the LIFE scholarship.
- LIFE GPA General Information: https://www.winthrop.edu/finaid/life-gpa.aspx
- Office of Financial Aid contact information: (803) 323-2189 or FinAid@winthrop.edu

https://www.winthrop.edu/finaid/sc-scholarships.aspx#SC%20Hope%20Scholarship

Updated 10/2019

Scholarship/Grants: SC Teachers Loan

- The SC Teachers Loan is a state funded program to support teacher candidates seeking certification in high-need subject areas and agree to teach in SC schools
- Candidates must meet current elgibility reqirements:
- Teacher candidates can receive both the TEACH grant and SC Teachers Loan at the same time
- These funds can be available for undergraduate and graduate work associated with intial certification programs

https://www.winthrop.edu/finaid/federal-teach-grant.aspx

Updated 02/2020

Scholarship/Grants: TEACH Grant

- The TEACH Grant is a federally funded program to support teacher candidates who are seeking certification in high-need subject areas and agree to teach in high need schools/districts.
- Federal high-need areas include: Bilingual Education and English Language Acquisition, foreign language, mathematics, reading specialist, science, special education.
- South Carolina high-need areas for 2019-2020 include: Academically Advanced (Gifted) Education; Agricultural Science and Technology; Art; Business, Marketing, and Information Technology (BMIT); Dance; Family and Consumer Science; French; German; Health Science; Latin; Library/Media Specialist; Literacy; Middle Level/Secondary Education Only (Drivers' Education, English, Industrial Technology, Math, Science, and Social Studies); Music; Physical Education; Spanish; Speech Language Pathology; and Theatre. (Not all majors are offered at Winthrop.)
- Candidates must meet current elgibility reqirements:
  - **GPA or test scores:**
    - New Freshmen
      - Have a high school GPA of 3.25 or greater on a 4.00 scale OR have a test score on a nationally recognized college admissions test (e.g. SAT or ACT) that is above the 75th percentile. Winthrop University's Office of Admissions does not receive the percentile of your scores. You would need to provide this documentation to the financial aid office. You may be charged a fee to receive archived SAT/ACT scores. Therefore, you may want to first check with your high school to see if they can provide the information.
      - *Note - New Freshmen cannot be reviewed for the TEACH Grant until the final high school transcript has been received and processed by Winthrop.*
    - New Transfer Students
      - Your transfer GPA must be 3.25 or higher OR have a test score on a nationally recognized college admissions test (e.g. SAT or ACT) above the 75th percentile. Your GPA will be calculated using only the courses and grades that have been accepted toward your degree program at Winthrop.
    - New Graduate Students
      - Have at least a 3.25 cumulative GPA in undergraduate program OR have a test score on a nationally recognized college admissions test (e.g. SAT, ACT, GRE) above the 75th percentile.
    - Teachers seeking a Graduate degree
      - No GPA is required for current teachers or retirees from another occupation with expertise in a high-need field who are seeking a master's degree, as well as current or former teachers who are completing a high-quality alternative certification, such as Teach for America.
    - Continuing Students (Undergraduate and Graduate)
- Maintain a cumulative Winthrop GPA of at least 3.25 OR have a test score on a nationally recognized college admissions test (e.g. SAT or ACT) above the 75th percentile.Teacher candidates can receive both the TEACH grant and SC Teachers Loan at the same time
- These funds can be available for undergraduate and graduate work associated with intial certification programs

https://www.winthrop.edu/finaid/federal-teach-grant.aspx

Updated 02/2020

Scholarship/Grants: Winthrop University

- The University has a number of scholarship that are awarded to students based on the donor's stated wishes and availability of funds.
- Eligible, continuing students are invited to apply each spring through an electronic application system.
- Each application is evaluated by members of the university scholarship committee. The committee meets to select the awardees.
- Each fall students from the college are invited to a scholarship luncheon if his/her donor will be in attendance and all awardees are required to write a thank you note through the Winthrop Advancement office.
- Awardees are notified of fall awards by June (after final grades can be reviewed), but awards are not posted until August. Elgibility is checked again in December for Spring awards.

https://www.winthrop.edu/finaid/academic-scholarships.aspx
Updated 02/2020

Student Academic Services

- Office for each academic college:
  - College of Art and Science: 106 Kinard/ 803-323-2183
  - College of Education: 144 Withers/ 803-323-4750
  - College of Business: 225 Thurmond/ 803-323-4833
  - College of Visual And Performing Art: 124 McLaurin/ 803-323-2465
  - University College: 108 Dinkins Hall/ 803-323-4784
- Services: clarify degree requirements, change major/minor, evaluate transfer credit, support prospective and new student, and participate in retention efforts.
- Undeclared students are assigned an adviser through University College.

www.winthrop.edu/coe/sas
Updated 10/2019

Travel 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. The International Center offers two Group Advising Sessions per week during the fall and spring semesters. Students must attend one session (30 min. long).
  Group Advising is held in **Dinkins 217 on Tuesdays from 11am-11:30am** and **Friday from 2pm-2:30pm**.
  - Step 2: Set up an account in the online Study Abroad Portal https://winthrop.abroadoffice.net/register.html.
  - Step 3: Research and explore program options through the Study Abroad Portal. Research the Office of Nationally Competitive Awards (ONCA) (https://www.winthrop.edu/onca/index.aspx) for study abroad scholarship opportunities.
  - Step 4: Once you have completed the steps above, contact the international center to set up a one-on-one appointment.
  - Step 5: Discuss plans to study abroad with your academic advisor and financial aid.
  - Step 6: Apply for a semester study abroad program online one full semester before you plan to study abroad.
- If you have any questions, please contact the International Center at studyabroad@winthrop.edu or call (803) 323-2133.

https://www.winthrop.edu/international/study-abroad.aspx
Updated 10/2019

Taking Courses at Another Institution

- Students wanting to take a course at another institution other than WU can visit **SCTRAC.ORG** to determine the equivalence of the WU courses at the other institution. (on sctrac.org select Transfer Courses on homepage and enter information)
- To receive credit for a course taken at another institution, **student must first get permission from the Student Academic Services Office.** Students should submit an Approval to Transfer Credit Form (https://www.winthrop.edu/coe/sas/forms-and-policies.aspx) and submit 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. As such they cannot be used to "replace" a grade in the Winthrop GPA calculation.
- If student is a recipient of the HOPE or LIFE state scholarship, courses taken at other institutions **do count** towards the LIFE GPA and hours needed to renew the scholarship for the following year.

Updated 10/2019

Transfer Course Articulation (SC Technical Schools)

See a complete list of SC Technical School course equivalencies at https://www.winthrop.edu/recandreg/transfer-articulation.aspx.

Updated 08/2020

Withdrawal

- Withdrawal from a course must be **within the first 60% of the instructional days** of the course unless documented extenuating circumstances should 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.*
- **See Five Year Calendar** - last day to withdrawal from a full semester course for fall semester
- See registration calendar for dates on partial semester courses (https://www.winthrop.edu/recandreg/registration-calendar.aspx)
- Students receive an "N" (No Grade) which **does not affect GPA, but may impact financial aid**

https://www.winthrop.edu/recandreg/withdrawing-from-a-course.aspx#

Updated 10/2019

Resources for Assistance

Academic Success Center

- Typical fall/spring office hours are Monday – Friday 8:30am – 5:00pm (Evening and weekend appointments available upon request.) (www.winthrop.edu/success/)
- Located: **106 Dinkins Hall**
- **Services**: one on one consultation, tutoring, interim grade consultations, individual and group study spaces, referral to other university supports, academic coaching, etc.
- Services are **free of charge to all undergraduate students**.
- Walk-ins and scheduled appointments are welcomed.
- Referrals can be made to the ASC by students, faculty, and staff buy calling or emailing the center at success@winthrop.edu
- Student wanting a tutor must attend a training once each year INSERT LINK
- The ASC is regularly in need of additional tutors in high demand courses, consider encouraging a high achieving student to consider tutoring.

www.winthrop.edu/success
Updated 10/2019

Academic Instruction and Testing Center (AITC)

- Located: **107 Dinkins Hall**
- AITC is a computer lab for testing in online classes or for classes needing a computer lab for occasional use.
- Contact the University College Dean's office to schedule use of the lab at **803-323-3900**

Updated 10/2019

Athletic Advising (NCAA Rules) Assistance

- To maintain NCAA eligibility, student must:
    1) Complete twenty-four (**24**) credits prior to the second (**2nd**) year of enrollment
    2) Eighteen (**18)** credits must be earning during the academic year **(excluding summer)**
    3) Six **(6)** credits must be earned in the previous regular academic term of full-time enrollment
    4) Declare a major **no later than** the beginning of the fifth (**5th**) academic semester or third (**3rd**) year of enrollment and, thereafter, complete the required credits in courses applicable to your declared major
    5) Complete **40%, 60%,** and **80%** of your degree requirements before the beginning of your third, fourth, and fifth years of enrollment, respectively.
    6) Maintain a minimum cumulative GPA that is **90%** of minimum GPA required to graduate (**1.8**) at the beginning of your **second year**, **95%** of the minimum GPA (**1.9**) at the beginning of your **third year** and **100%** minimum GPA (**2.0**) the **fourth and fifth year**.
- 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 athelic advisor but only to examine the course schedule and class selection in light of NCAA regulations, <u>athletes are expected to meet with the program advisor</u>.

Director of Academic and Student Services: Claire Mooney-Melvin (mooneymelvin@winthrop.edu or x6405)
NCAA Faculty Athletics Representative: Dr. Trent Kull (kullt@winthrop.edu or x4547)

Updated 10/2019

Additional Resources

Center for Career and Civic Engagement

- Typical fall/spring office hours are Monday – Friday 8:30 – 5:00
- Located: **129 Crawford Building**
- **Services**: career consultation, career coaching, resume and cover letter help, mock interviewing, job search help, faculty consultation, volunteer and internship consultation
- **Services are free for students and alumni**
- Appointments: book an appointment online at www.winthrop.edu/cce or call 803-323-2141

www.winthrop.edu/cce

Updated 10/2019

Counseling Services

- Typical fall/spring office hours are Monday – Thursday 8:30-5, Friday 9:30-5
- Located: **Crawford Building (second floor)**
- **Services**: Individual counseling, group counseling, online self-help services, case management.
- Appointments: Intake appointments (first appointment) are usually 30 minutes, and they are offered every day on a first-come/first-serve basis. Call first thing on the morning you want to come in.
- Phone: 803-323-2206

www.winthrop.edu/hcs

Updated 10/2019

COE Student Academic Services

- Located in **144 Withers Building**
- Staff is available for assisting students in their planning and academic needs.
- Information about academic advising, forms, catalogs, courses, degree requirements, major/minor changes, and other student resources found here and on the website.
- Phone: 803-323-4750
- Email: coesasga@winthrop.edu

https://www.winthrop.edu/coe/sas/

Updated 10/2019

Dean of Students

- Located in **246 DiGiorgio Campus Center**
- The Dean of Students Office Supports the development of the Whole Person by helping Students Build Character and Self-Awareness, While Empowering them to be Responsible Individuals and Community Members.

https://www.winthrop.edu/student-life/dean-of-students-mission.aspx

Updated 02/2020

Additional Resources

Health Services

- Located on the 3rd floor of the Crawford Building
- Services include general medical visits; travel clinic; allergy shots; immunizations; laboratory tests; and sexual health counseling
- Fall and spring hours are typically M-T 8:30 to 4 (emergencies only until 5) and F 9:30 to 2 (emergencies only until 3). Summer hours vary and are posted at: https://www.winthrop.edu/hcs/contact-us.aspx.
- Students do have access to after hours and weekend care through local urgent and emergency services but this is not covered by the regular health fee. (https://www.winthrop.edu/hcs/after-hours-and-weekend-healthcare.aspx).
- There are also several wellness program available to students. (https://www.winthrop.edu/hcs/wellness-services.aspx)
- The Health and Counseling fee is $180.00 per regular semester. This fee is assessed to undergraduate students enrolled in 6 or more credit hours and graduate students enrolled in 9 or more credit hours. Students not assessed this required fee, may access all regular Health and Counseling Services by paying the $180 per regular semester fee. Summer students may access Health and Counseling Services since all fees are rolled into the regular summer credit hour fee. Office visits are offered at no charge. Some services, e.g., laboratory, medical supplies/procedures, will incur a minimal fee.
- Health services also monitors compliance with the Immunization requirements for students. All on-campus students must satisfy all immunization requirements by the first day of classes to avoid a non-refundable $50.00 Non-Compliance Fee. These immunization requirements must be met before students can be seen at Health and Services. Further, students will have a hold placed on registration until immunization requirements are met.

Phone: 803-323-2206
https://www.winthrop.edu/hcs/about-health-services.aspx
Updated 02/2020

International Student Assistance

- International Center (located in **218 Dinkins Hall**)
- 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
- Phone: (803) 323-2133
- Email: international@winthrop.edu

https://www.winthrop.edu/international/
Updated 10/2019

Mathematics Tutorial Center

- Open hours vary by semester. See link below for specific hours each semester.
- Located: **271 Bancroft**
- 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 come with specific topics or examples from other study materials.
- Students should bring your textbook, notes, and calculator (if needed) to the MTC and be prepared to ask questions.
- No appointment is needed
- Phone: 803-323-2175

https://www.winthrop.edu/cas/math/math-tutorial-center.aspx
Updated 10/2019

Additional Resources

Military, Adult, and Transfer Services

This office no longer exsists. Most services are now assumed under the responsibilities of **University College Academic Advising**

Updated 08/2020

Office of Accessibility (OA)

- Office hours (fall/spring): Monday – Thursday 8AM-5PM; Friday 9:30AM-4PM
- Located: **307 Bancroft**
- **Services**: determine eligibility for accommodation service for students and ensure that students with disabilities have an equal opportunity to participate fully in their educational experience by facilitating accommodations, discourse, and engagement.
- **Accommodations must be set up or updated each semester**.
- Appointment: Call 803/323-3290 (V/TDD) or stop by 307 Bancroft Hall to schedule an appointment with OA professional staff
- Phone: **803-323-3290**
- Email: **accessibility@winthrop.edu**

www.winthrop.edu/hcs/about-accessibility.aspx
Updated 10/2019

Office of Financial Aid

- Typical fall/spring office hours are Monday – Friday: 8:30AM – 5PM
- Located: **Sykes House**
- **Services:** assist students find appropriate ways to finance their Winthrop education
- Phone: **803-323-2189**
- Email: **FinAid@winthrop.edu**

www.winthrop.edu/finaid
Updated 10/2019

Office of Student Activities

- Typical fall/spring office hours are Monday – Friday 8:30 AM to 5 PM
- Located: **269 DiGiorgio Campus Center**
- **Services:** connects students with other students, services, programs, and organizations that allow student to create meaningful out-of-class learning opportunities.
- Students can access list of student organizations, volunteer and community services, information about fraternities and sororities in the Office of Student Activities or online
- Phone: **803-323-2248**

www.winthrop.edu/studentactivities
Updated 10/2019

Additional Resources

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Office of Victims Assistance

The Office of Victims Assistance is committed to providing direct services to survivors of sexual assault, domestic and dating violence, stalking, and victims of crimes or discrimination based on bias. We provide and support campus-wide educational programming and education directed at eradicating sexual violence both on campus and in the community.

Advocacy
- Informing students of their rights and reporting options (Title IX and Legal Prosecution)
- Medical options
- Safety planning
- Information on civil protection orders
- Accompaniment to court
- Academic advocacy
- Housing advocacy
- Assistance with navigating systems (academic, administrative, criminal, and more)

Throughout the entire process, students will be able to choose their own resources and have a supportive presence encouraging and empowering them along the way. Student are able to receive services regardless of whether or not they choose to report to law enforcement or file a Title IX compliant.

Counseling
- A fully confidential resource that is included in your Health and Counseling fee
- Assessment of physical and emotional safety
- A Safe place to emotionally process traumatic events
- Counselors who are specifically trained to treat Post Traumatic Stress Disorder and related symptomology
- Increased scheduling flexibility
- Referrals to other health professionals when necessary
- Referrals to additional academic support when necessary

https://www.winthrop.edu/hcs/ova-about-the-office.aspx
Updated 08/2020

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Praxis Core Resources

- EDCO 191 is a course that uses an oneline platform to provide individualized study plans targeting mathematics, reading, and writing skills aligned with Praxis Core. Students that have not met the testing requirement by the semester in which s/he is enrolling in EDCO 201/202 must enroll in EDCO 191 as aco-requisite with these courses.
- Khan Academy has partnered with ETS to provide free online diagonostic testing and study materials. (https://www.ets.org/praxis/prepare/khan)
- Teacher candidates can visit 144 Withers and cheack out study books.
- ETS regularly updates video resources for general guidance and testing suggestions.(https://www.ets.org/praxis/prepare/)
- The Mathematics Tutorial Center has a number of Praxis Core study books for reference. The tutors are willing to help candidates that have questions from various review sources, but candidates must come with specific topics or examples in mathematics.

https://www.winthrop.edu/coe/sas/core-study.aspx
https://www.winthrop.edu/coe/sas/ed-admission-testing.aspx
Updated 03/2020

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Praxis Subject Assessment Resources

This section is still under development.

https://www.winthrop.edu/coe/sas/ed-subject-exam.aspx
Updated 03/2020

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Additional Resources

<u>Residence Life</u>

237 DiGiorgio Center
Rock Hill, SC 29733, USA
803/323-2223

<div align="right">https://www.winthrop.edu/reslife/
Updated 03/2020</div>

<u>Student Advocate</u>

The Student Advocate works with students whose academic success is in jeopardy because of circumstances beyond their control, as well as counsels students who have been academically suspended from the University to help them determine how to be successful upon re-admission. Additionally, she serves as the contact person for our Senior Citizen students as they enroll at Winthrop.

<div align="right">Dr. Gloria Jones
jonesg@winthrop.edu
Updated 08/2020</div>

<u>University College Academic Advising</u>

- Located in 108 Dinkins Hall
- Services: the University College Academic Advising office serves undeclared majors, transfer students, and students enrolled in the LEAP program throughout their Winthrop Career. Staff is available to provide personalized one-on-one consultations related to academic planning and skills, personal concerns, and campus involvement.
- Schedule an appointment by emailing ucadvising@winthrop.edu

<div align="right">https://www.winthrop.edu/ucadvising/
Updated 08/2020</div>

Additional Resources

<u>Writing Center</u>

- Open hours vary by semester. See link below for specific hours each semester.
- Located: **242 Bancroft Hall**
- Provides **free** writing consultation and tutoring service 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 writing in the long term.
- Schedule appointments using **MyWCOnline** (appointments **cannot** be made through email)

www.winthrop.edu/writingcenter
Updated 10/2019

Additional Resources

Academic Calendars

- General page listing all calendars: https://www.winthrop.edu/calendars/
- Exam schedules by term
- Faculty goverance calendar (https://www.winthrop.edu/acadschedule/faculty-governance-calendar-by-committee.aspx) lists all university committees and bodies that meet on a regular cycle. This includes but is not limited to bodies such as Faculty Conference, Faculty Assembly, Graduate Faculty Assembly, College Assembly.
- The five-year calendar (https://www.winthrop.edu/uploadedFiles/acadschedule/5yrcalendar.pdf) is typical updated each summer and lists major dates that affect course scheduling and faculty responsibilities around reporting on student performance.
- Important dates for faculty (https://www.winthrop.edu/acadschedule/important-dates.aspx) includes more detailed information on add/drop, advising, and key university events for students.
- An opening events calendar is posted each August that covers major events in the weeks leading to the start of the fall semester as well as a few events in the first week of classes.
- The registration calendar (https://www.winthrop.edu/recandreg/registration-calendar.aspx) provides university deadlines related to students. The dates are similar to the Important Dates for Faculty calendar, but formatted in a student focused manner.
- The three-year online program calendar (https://www.winthrop.edu/uploadedFiles/calendars/OnlinePrograms3yr.pdf) is similar to the five-year calendar, but focused solely on the modified calendar used in 100% online programs.

In addition to these primary academic calendars the university provides additional links for calendars related to alumni, athletics, arts, cultural and general university events.

https://www.winthrop.edu/calendars/

Updated 02/2020

Additional Resources

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Application Information: Athletic Training   C.2

All applicants for admission into the Clinical Stage of the WU-ATP must meet the following requirements:

1. Complete a minimum of 30 semester hours. (Required before application.)
2. Achieve a minimum cumulative grade point average of 2.5 for all coursework and a minimum cumulative grade point average of 2.75 for all coursework in the Athletic Training core. (Required before application.)
3. Complete the following Athletic Training core courses with a grade of "C" or better in each course: ATRN 151, ATRN 152, PESH 201. (Required before application.)
4. Enroll in BIOL 213 or BIOL 214 (or equivalent). --Students who do not earn a grade of "C-"or better may be given probationary status in the ATP.
5. Complete a minimum of 75 hours of directed observation with certified athletic trainers. At least 25 of the hours must be done in an athletic training setting outside of Winthrop University.
6. Submit an Application for Admission to the WU-ATP to the Program Director that includes:
   - official transcripts from all institutions of higher education attended.
   - WU-ATP application form.
   - an admission essay that documents the student's growth toward becoming an allied health professional.
   - two letters of recommendation, one should be from a certified athletic trainer.
   - log which documents 75 observation hours.
7. Undergo a standardized interview with the Admission Selection Committee comprised of the Program Director, Clinical Coordinator, Winthrop University Head Athletic Trainer, Winthrop University Assistant Athletic Trainer(s), one off-campus preceptor, and two current athletic training students.

Students denied admission to the WU-ATP and/or dismissed from the WU-ATP may appeal the decision in the following steps:

1. Submit a letter of appeal to the PD and the Chair of PE, Sport and Human Performance. The letter should detail how the student believes he/she has met the appropriate criteria.

2. Each appeal will be reviewed by an Appeals Committee comprised of the Chair of PESH and two faculty members of the Chair's choice.
3. Upon review of the appeal, the Appeals Committee may request input from the selection committee and the student may request an open discussion with the Appeals Committee to explain his/her position.
4. The Appeals Committee will submit a written document to the student and to the PD regarding the decision on the student's status.
5. All Appeals Committee decisions remain confidential and final.

Updated 03/2020

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Additional Resources

Application Information: Teacher Education Program   C.3

- Students can apply for admission once they have:
  - Viewed the videos on admission to the Teacher Education Program
  - Complete 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 coursed with a grade of "**C**" or better: EDCO 101, EDCO 200, and EDCO 201/202 or equivalents.
  - Achieved satisfactory field evaluations in course mentioned above.
  - Passed all three sections of either the PRAXIS Core Academic Skills for Educators Test or PRAXIS I or have satisfied the testing requirements with a minimum score on the SAT, SAT I, or ACT.
- Once met, 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 (www.winthrop.edu/uploadedFiles/coe/sas/DispositionSelfEvaluationAndReflectionTEPAdmission.pdf)
  - Successful Sophomore Review (**Music Education Students Only**)
- **NOTE:** A Teacher Education program fee of **$250** will be billed to the candidate upon acceptance

Updated 10/2019

Additional Resources

Application Information: Teacher Education Internships

- Admission Requirements for **Internship I**:
  - Submission of Internship Application to the Office of Field and Clinical Experiences
  - Preliminary or full admittance to the teacher education program
  - GPA of **2.75** or above for coursework completed at Winthrop
  - Completion of all required pre-requisite courses as specified by faculty in the major
  - Completed disclosure statement regarding criminal or unethical conduct and obtained clear fingerprint/FBI background check
  - Competency Review indicating satisfactory completion of (a) EDCO 201 and 202 or equivalent courses, (b) satisfactory performance in the junior field experience including passing scores on the Junior Field Experience Final Evaluation and (c) evidence of satisfactory professional disposition
  - Receive a favorable review from:
    - Competency Review Committee
    - The Department Chair in candidates major; and
    - The Directors of the Office of Field and Clinical Experiences
- Admission Requirements for **Internship II:**
  - All requirements listed above for Internship I
  - Submission of Internship II application to Office of Field and Clinical Experiences
  - Completion of a minimum of **110** semester hours
  - GPA of **2.75** for coursework at Winthrop
  - Documentation of passing scores on PRAXIS II content areas exams
  - Competency Review indicating satisfactory completion of (a) EDCO 305 and 350 or equivalent courses, (b) satisfactory performance in Internship I including passing scores on the Internship I Final Evaluation and (c) evidence of satisfactory professional disposition
- For more information, please contact the Office of Field and Clinical Experiences (**143 Withers**, (803) 323-4734) or reference the Internship Student Handbook (http://www2.winthrop.edu/rex/rex/downloads.html)

http://www2.winthrop.edu/rex/rex/office_about.html

Updated 10/2019

Certification: Athletic Training BOC

A passing score on the BOC is not a degree requirement, but individuals must meet score requirements to be cvertified as an athletic trainer.

In order to become a certified athletic trainer, a student must follow these steps.
1. Register for his/her final semester at Winthrop University.
2. Create a profile on the Board of Certification web-site (bocatc.org) and follow the steps to apply for the BOC exam.
3. Verify completion of all prescribed course work.
4. Verify completion of prescribed clinical experiences under the direct supervision of a qualified preceptor.
5. Obtain the endorsement of the Program Director which verifies completion of all competencies and proficiencies. (This is not automatic upon completion of the WU-ATP).
6. Take and pass the BOC exam.
7. Submit official transcripts verifying graduation and proof of emergency cardiac care certification to the BOC.

Updated 03/2020

Additional Resources

Certification: Exercise Science

Although a passing score is not a degree requirement, all students must complete either the ACSM Certified Exercise Physiologists Exam in EXSC 492 or Certified Strength and Conditioning Specialists Exam in EXSC 493.

Updated 02/2020

Certification: Human Development and Family Studies

Although seeking the distinction of Certified Family Life Educator (CFLE) is not a requirement of the program, many student choose to apply for the Provisional Certification in their final year at Winthrop.

Fees for CLFE can be added to Winthrop student account, by following the following procedures during the semester **BEFORE the final semester**
1.   Complete, print and sign the CFLE Voucher Form (111 kb)
2.   Complete, print and sign the CFLE Approved Program Application Form (285 kb)
3.   Complete, print and sign the CFLE Code of Ethics Form (187 kb)
4.   Complete, print and sign the WU Transcript Request Form (302 kb)**, and finally,
5.   Bring all above documentation to Withers 204 to the attention of Ms. Curlene Moise/Dr. Patricia Arter.
**If students have any outstanding financial holds on an account at the end of the final semester when the transcript request is made, WU will NOT release transcripts; therefore, this process cannot be completed until all holds are satisfied.

https://www.ncfr.org/cfle-certification/become-certified
Updated 02/2020

Additional Resources

Certification: Teacher Education

The **Application for Student Teaching Approval and Initial Certification** (https://ed.sc.gov/educators/certification/cats/), finger printing, and review is required in advance of the Internship II semester.

- Candidates are encouraged to submit an application and pay the application fee in June before the start of a spring internship. Candidates planning a fall experience should complete the process in February prior the August start.
- Once an application and fee are submitted the candidate will receive communication from the state on finger printing requirements.
- Candidates should track application status through the state application system at the link above.
- This application is in addition to the Winthrop Internship Application.

https://www.winthrop.edu/coe/sas/certification.aspx

Candidates must also receive a satisfactory score on the appropriate Praxis Subject Assessment in advance of the Internship II Experience.

- Offical score reports are due in early-August for fall experiences and early-December for spring experiences.
- Current test requirements are available on the ETS website. https://www.ets.org/praxis/sc
- Student can request a Praxis Voucher if they need to have the cost of the exam placed on their Winthrop accounts.
- There are also ETS vouchers for qualified students who need additional support with exam costs. These are limited.
- Students with documented accodation needs can receive these for the Praxis exam, but the application process takes more than 6 weeks after materials and applications are submitted.

https://www.winthrop.edu/coe/sas/testing-requirements.aspx

Although meeting the cut the score on the edTPA is not a requirement of graduation, all candidates must submit a portfolio and make a plan for resubmission if applicable.

- The cost of the first submission is covered by fees collwcted during the internship experiences.
- Resubmissions are at the expence of a candidate.
- A candidate must have a passing score on the edTPA to be recommended for certification (regardless of state).
- Required handbooks and cut scores are maintained at: https://www.edtpa.com/PageView.aspx?f=GEN_SouthCarolina.html.
- A BlackBoard edTPA organization is maintained for candidates and faculty that includes current handbooks, templates, etc. Many candidates gain access due to the Internship I and II coursework automatically; however, faculty can request access for addition individuals by email rawlsj@winthrop.edu with the individuals Winthrop email address and name.

http://www.edtpa.com/PageView.aspx?f=GEN_About.html

Certification Recommendations

- During the final weeks of the semester candidates in the Internship II experience are sent directions and paperwork to completed related to a certification recommendation. This includes:
    - college recommendation form with Internship Placements and primary certification area;
    - transcript request form;
    - add-on area forms (if applicable); and
    - change of action form (if applicable).
- The assumption is that students will seek SC certification. This is recommended even if they do not plan to teach in SC immediately as they have already paid the certification fee and that is non-refundable.
- Recommendation forms for NC are also available to students automatically, but students intending to seek certification in states other than SC and NC should bring the form with them to the certification session.
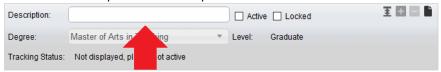
https://ed.sc.gov/educators/certification/certification-forms/
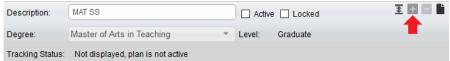https://licsalweb.dpi.state.nc.us/licsal/licensure/forms/Licensure%20Forms%20pdf%20format/Form%20V.pdf

Updated 02/2020

Degree Works How-To Guide

- The Student Educational Planner is an advising tool within DegreeWorks that students and advisors can use to map out the timeline for degree completion. It is available through DegreeWorks under the "Plans" tab.

  1. When the Create Plan Window Appears, select "Blank Plan"
  2. Add a name to the plan in the Description field text box

  3. Select if the plan will be active or locked
     a. Active Plans- default plans. Only one plan can remain active at a time. This should be the plan most closely aligned with the students' academic goals.
     b. Locked Plan- the final plan. This states that the plan has been reviewed and approved by an advisor.
  4. To add a term to the plan, click the plus sign in the gray description box.
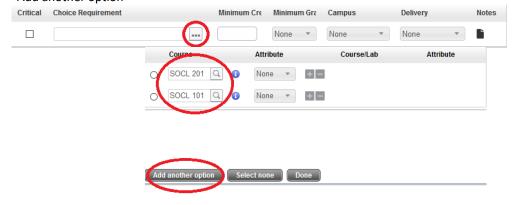

  5. To add a requirement, such as a course, choice of courses, test score, etc., click the plus sign in the gray bar for that specific course.

  6. To add a course, click "course" in the add requirement menu, and type the course.

  7. To add a choice requirement, select choice requirement in the add requirement menu. Click in the choice requirement field and type the course in the course requirement field. To add another choice of course, click "Add another option"

Updated 10/2019

Additional Resources

ELL Endorsement

- Winthrop offers an add-on endorsement of ELL Education. The endorsement can be added on to existing licensure for K – 12 Educators.
- Courses:
    - **READ 415: Literacy to Meet Diverse Needs**
        - This course provides an overview of language acquisition processes in native and non-native speakers. Academic and social language challenges for diverse learners are discussed.
    - **READ 416: Practicum in Assessing and Teaching English Learners**
        - This course provides candidates with clinical experience in performance assessment, planning, and delivery of appropriate instruction to cognitively, linguistically, and/or culturally diverse learners.
- **Note:** These courses are offered **ONLY** in the summer term.

Updated 10/2019

Gifted and Talented Endorsement

- Winthrop offers an add-on endorsement of Gifted and Talented Education. The endorsements can be added to existing licensure for K – 12 educators.
- This course work is offered **100% online.**
- Courses for Beginning Add-On:
    - **EDUC 594: The Nature and Needs of Gifted and Talented Students**
        - The course emphasizes the developmental nature of gifted learners and their related learning characteristics and needs, as well as their relationship to appropriate educational services.
    - **EDUC 595: Introduction to Curriculum and Instruction for Gifted and Talented Students**
        - Course content includes an understanding of both the theoretical and practical implementation of appropriately differentiated curriculum and instruction for gifted learners Adaptations and modifications of regular classroom education is included.
- Courses for Intermediate Add-On:
    - **EDUC 554: Advanced Curriculum Practice for Gifted and Talented Students**
        - The course includes the design and development of differentiated curriculum for gifted learners.
    - **EDUC 555: Identification, Current Trends, and Issues in Gifted and Talented Education**
        - Course content focuses on the appropriate identification of gifted learners. Current issues and future trends related to the practice of gifted education are explored.

Updated 10/2019

General Education Requirements

- The inclusion of a course in for a general education requirement is based on the semester in which the course was taken.
- Updated lists of general education coursework are generated annually and posted through a left menu link at: https://www.winthrop.edu/gened/.
- The most upto date and reliable check is the searchable function of the Course Offerings system (https://ssb.winthrop.edu/prod/wu_bwckschd.p_disp_dyn_sched)

Updated 02/2020

Additional Resources

Internships: Human Development and Family Studies

The HDFS Internship gives students the chance to participate in a supervised professional experience. Students are required to complete six semester hours (300 contact hours) to meet the HDFS major requirement. The internship course gives students the opportunity to link their classroom content knowledge to the real world, to gain professional experience in HDFS, and to facilitate a network of professional relationships

https://www.winthrop.edu/coe/HD-FS/hdfs-internship.aspx

Updated 02/2020

Testing Requirement for Admission to Teacher Education

- Effective September 1, 2019, the following assessments and passing scores are required for admission to an undergraduate teacher preparation program in SC.

Assessment	Passing Score
Praxis Core: Reading (new code 5713)	156
Praxis Core: Mathematics (new test 5733)	150
Praxis Core: Writing (new code 5723)	158

- Composite Score Option

Required Composite Score: 464	Minimum Score
Praxis Core: Reading (new code 5713)	152
Praxis Core: Mathematics (new test 5733)	146
Praxis Core: Writing (new code 5723)	154

- **SAT**
  - 1100 Composite Score (evidence-based Reading and Writing and Math): Meets all aspects of Testing Requirement
  - 550 Evidence-based Reading and Writing Score: Meets Reading and Writing portions of Testing Requirement
  - 550 Math Score: Meets Mathematics portion of Testing Requirement

- **ACT**
  - 22 Composite Score: Meets all aspects of Testing Requirement
  - 22 English Score: Meets Reading and Writing portions of Testing Requirement
  - 22 Math Score: Meets Mathematics portion of Testing Requirement

https://www.winthrop.edu/coe/sas/ed-admission-testing.aspx

Updated 03/2020

Virtual Recommendations

Here are some tips that may help you navigate the virtual support environment:

1. Most college forms have been transitioned to fillable PDFs that allow for a digital signatures. If you have not already set up a digital certificate in Adobe Sign, you may want to do that now.
   a. Download the form from online as fields are typically not visible in the preview.
   b. You need to open in Adobe Acrobat DC not the Reader. If you do not have Adobe Acrobat DC please request that be added to your Winthrop computer.
   c. Click on the signature box.
   d. If you have a Digital ID set up it will show. If not you have the option of creating one through the dialog box. The system steps you through step-by-step.

2. Check out https://www.winthrop.edu/coe/sas/virtual-advising.aspx for the latest Virtual Resources.

3. SAS can provide lists of students in your major for retention and advising purposes. Please email requests to Alan Davis (davisr@winthrop.edu) and include specifically what information you are requesting. Such as email, hours completed, advisor, etc. The more specific you are the more likely he can provide the list quickly, but you should allow at least 5 business days.

4. The Grading System for fall 2020 will mirror that used in spring 2020. The primary difference is a grade of D $\pm$ will be recorded as CR regardless of S/U election and a grade of F will be recorded as UN. The date to elect the SU option has been extended to the final day of the term in which the course is scheduled. Students may **not** elect extra courses for SU grading. First semester freshmen can elect the SU grade in two courses in the first semester. In all other cases a student may only elect an SU grade in one course per term.

5. Teacher Education Advisor: We will continue to provide testing reports through the OneDrive for your program. Admission to Teacher Education initial review continues on an ongoing basis and the full review sessions will need to occur on the regular schedule. Please remember that the admission decision is to be a program/group decision and invite your Core Faculty reps to all virtual meetings.

6. Teacher Education Advisor: At the time of publication of there is no expected change in the admission expectations for the Teacher Education Program and Internship II. If you speak with an advisee and you feel they have an extenuating circumstance then they should complete a petition well in advance of any deadline. He Teacher Education program recognizes the extraordinary season in which we find our selves, but it is best for the candidate to meet the established requirements so they are elgible for certification at graduation. Note that ETS is continuing to open more F2F centers and has Test-at-Home options for many exams. We are also available to brainstorm solutions for candidates to use on campus technology to support a Test-at-Home scenario if accessibility is an issue.