

## Advising for Spring 2023

### ADVISING TIPS

- Check Advisee Interim Grades in Wingspan.  
**Faculty Services – Advising Menu – Advisee Grades**

If students are not going to finish a course successfully this term, it will affect their schedule next semester. WRIT 101, HMXP 102 and CRTW 201 need a C- or better to complete the requirement. Many majors programs also require either a C-, C or C+ in major courses so keep this in mind while advising.

- Check to see if the student has registration holds in Wingspan.  
**Faculty Services – Advising Menu – View Holds**

If a student has a hold for any reason, they can work to get it cleared prior to registration. The student can also view the hold in Wingspan and will see directions on whom to contact. Call me with any questions regarding holds.

- **Always use Degree Works when advising.**  
Please make sure you are looking at Degree Works for every advisee. Records and Registration has Degree Works Tools and Tutorials.  
<https://www.winthrop.edu/recandreg/faculty-and-staff-services.aspx>  
You can contact me for individual training. **Degree Works is the best way to track degree progress.** Use Degree Works along with the program checklist.
- Many students will say they are “fine” or “good”. Ask them to elaborate on what that means. Ask them questions such as: Do you work or have other responsibilities outside of school? What courses do you like most/least this semester and why?
- **Course Overload.** Students who want to register for more than 18 hours in the next semester will need to wait until grades for the **current semester are posted**. If their cumulative GPA after the current semester is a 3.0 or better, they will be allowed to register via Wingspan for up to 21 hours. If the GPA is below 3.0, the student will need to submit a *University-wide Undergraduate Petition*, unless it is the student’s final semester. In that case, the student should contact me for assistance. Students have until the end of the first week of classes (August 26, 2022) to adjust their schedules.
- When finished advising, lift the “advising flag” in Wingspan.  
**Faculty Services – Advising Menu – Advise Students – Spring 2023 - Submit**

## GENERAL EDUCATION

- **The approved list of courses that can fulfill general education requirements is can change.** While the catalog will list the requirements of that year, the choices to fulfill those requirements may change. Encourage students to sort by the “**attribute**” in Course Offerings in Wingspan, which means the type of requirement that course meets. This is the easiest way to ensure the class is meeting the intended requirement. In addition, the student can confirm in Degree Works after registered.
- Note the **Constitution-Founding Documents Requirement** is met by taking ECON 103 or PLSC 201 - these two courses double count as Social Science. Students may take HIST 211 or 212 for the Constitution Requirement, but it **DOES NOT** double count as a Social Science.

## ACADEMIC POLICIES for BA Students

- A student **cannot** share a course between a major and a minor (or two minors). If a student is pursuing a major and minor that share course requirements, the hours in either the major or minor will need to be replaced with additional courses. Please advise accordingly.
- **Remind students that there is a “36 hour rule” for students pursuing a BA degree.** The catalog states: “Not more than 36 semester hours in any one subject designator may be applied toward the major for a Bachelor of Arts degree.” Please contact with me regarding questions concerning the 36 hour rule. It is important to make sure the BA students are aware of this rule so they are not surprised when they apply to graduate.

## REGISTRATION TIME ASSIGNMENTS FOR SPRING 2023 REGISTRATION

1. Graduate students may begin registering for Spring 2023 at 12:01 a.m. on Wednesday, November 2.
2. Degree-seeking Undergraduates, check your Earned Hours (EHRS) on your unofficial transcript on Wingspan. The number shown is the number you go by to register for Spring 2023.
3. Registration is based on hours earned (completed), including AP, IB, CLEP, and transfer credit, and is not affected by hours in which the student is currently registered.
4. A student may not register before his/her assigned time but may register any time after the assigned time.
5. Registration begins at 12:01 a.m. on Wednesday, November 2 and will continue through Friday, January 13, 2023.
6. All registration will be done online via Wingspan.
7. Non-degree students, such as transient, may register beginning Thursday, November 10, 2022.

8. Senior Citizens may register the first week of classes, regardless of whether they are non-degree or degree-seeking.
9. New Freshmen and Transfers for Spring are not included in Time Assignments. Attendance at Orientation this summer is required. [Visit the Orientation Website](#) for more information.

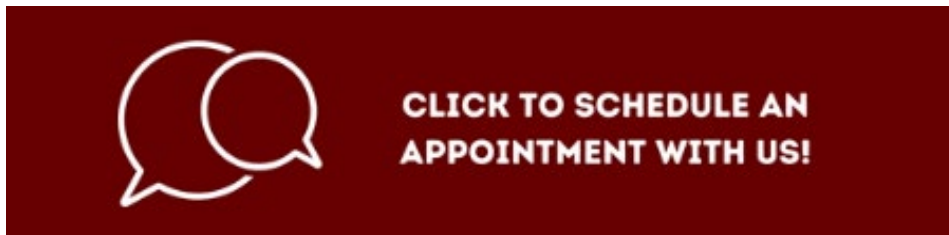
**REMEMBER: Students use EARNED hours on Degree Works to find the appropriate registration time. The hours they are currently registered for in Fall 2022 do not count.**

If you've COMPLETED this many hours	Then your time assignment begins
103-999	Wednesday, November 2, 12 AM
87-102.99	Wednesday, November 2, Noon
71-86.99	Friday, November 4, 12 AM
54-70.99	Friday, November 4, Noon
39-53.99	Monday, November 7, 12 AM
24-38.99	Monday, November 7, Noon
12-23.99	Wednesday, November 9, 12 AM
0-11.99	Wednesday, November 9, Noon

## ACADEMIC RESOURCES

- Report a student to At Risk: [At Risk Reporting](#) or via Navigate. You can find Navigate on Wingspan under Employee Tools on the left side of homepage. You can [Issue an Alert](#) under Actions on the top right corner.
- Students who wish to change majors/minors/concentrations/catalog year should complete a *Change of Curriculum* form on-line under: **Academics- Records & Registration - Forms Online**. Return the form to [fredericksa@winthrop.edu](mailto:fredericksa@winthrop.edu).

The best and fastest way to reach me is to make an appointment at the link below. This is for students and faculty and will ensure that I can answer questions in a timely manner. Otherwise, faculty can reach me at my direct line x4853 or by email ([fredericksa@winthrop.edu](mailto:fredericksa@winthrop.edu)).



## HELPFUL LINKS

- [Override Request](#)
- [Change of Curriculum Form](#)
- [Substitution Form](#)
- [Degree Works Edit Request](#)

**Thank you for all you do for our students! Happy Advising!**