

Advising for Spring of 2026

ADVISING TIPS

- ✓ Check Advisee Interim Grades in Wingspan. Open Faculty Dashboard – View My Advisee Listing – View the Student Profile – View 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. Most of our programs require a **C** or better in major courses so keep this in mind while advising.

- ✓ **Encourage students to look at Prepare for Registration.** Students can see details about Registration in Wingspan under Student-Registration - Spring 2026 -Prepare for Registration.

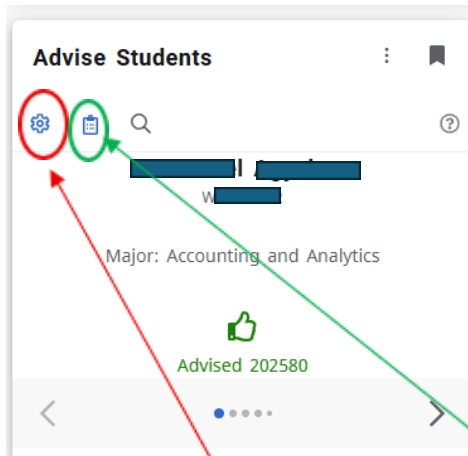
The image displays two side-by-side screenshots of the 'Prepare for Registration' page in Wingspan. Both screenshots show the 'Registration Status' section for the term 'Fall 2023'. The left screenshot shows a red arrow pointing to a red 'Advising Needed' message, while the right screenshot shows a green 'Advising Complete Registration Starts - 4/10/2023 12:00 AM' message, with a red arrow pointing to it. The 'Permit Override' and 'Earned Hours' sections are also visible in both screenshots.

- ✓ **Always use Degree Works when advising.** Make sure you are looking at Degree Works for every advisee. Degree Works Tools and Tutorials can be found here [Degree Works Help](#). 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. The link to checklists is: [CVPA Checklists](#). If you see an error on the checklist, let me know. **Encourage students to check Degree Works after they register to make sure all courses applied as expected.**
- ✓ **Take some sort of note while advising.** It's important to keep records of what was discussed during advising. You can do what makes the most sense for you whether written notes, email recaps, or notes in Degree Works under Plans (preferred).

- ✓ **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? You are not only their advisor, but also their mentor so check in with them on how they are doing in the major and what more they could do to plan for their professional goals.
- ✓ **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 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 (January 16, 2026) to adjust their schedules.

✓ **To Clear Students for Advising**

- Find the Advise Students card in Wingspan.



- Click the **settings** icon to select the term you’re advising for.
- If you have just a few advisees, use the arrows at the bottom of the card to toggle between students. To see your advisee list, click on the **clipboard** icon.
- Click **ADVISE FOR [Spring 2026]** to lift the student’s flag. This message will change to **Advised [Spring 2026]**.
- If clearing advising from the list, simply click Yes.

GENERAL EDUCATION

- ✓ **The approved list of courses that can fulfill general education requirements can change.** While the catalog will list the requirements of that year, the choices to fulfill those requirements may change. Encourage students to Advanced Search 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 meets the intended requirement. In addition, the student can confirm in Degree Works after registered.

Below is the link to the current Gen Ed list:

<https://www.winthrop.edu/uploadedFiles/recandreg/CourseSchedule/General-Education-program.pdf>

- ✓ **The Physical Activity Requirement** is met with all DANA courses, but only PESH 100 level courses. Advise students to check the current list to make sure the course they want to take is an approved Gen Ed.
- ✓ **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 Special Populations

- ✓ A student pursuing a BA degree **cannot** share a course between a major and a minor (or two minors). If a student is pursuing a major & minor that share course requirements, the hours in either the major or minor will need to be replaced with additional courses. Please advise accordingly.
- ✓ Students pursuing a PK-12 Teaching Certification will need to be made aware of any updates to the program. If you have questions regarding Education advising, you can contact your Department Education Coordinator, Department Chair, or Gabrielle Tull, CVPA Director of Arts Education.
- ✓ HXCT 301 is a combination of HMXF 102 and CRTW 201. It is meant for specific students and Degree Works is coded accordingly. Students who have earned an AA or AS from a South Carolina Technical School are eligible to have the General Education Program requirements waived except for HXCT 301 and a Constitution Founding Documents course. Transfer students who have 60+ credit hours and ENG 101 & 102 are also eligible to take HXCT 301. Please send students to me if they have questions regarding this policy.

ACADEMIC RESOURCES

- ✓ **At Risk Students:** Report a student to the Dean of Students through a Care Alert: <https://www.winthrop.edu/studentconduct/report-an-incident.aspx>
- ✓ Students who wish to change majors/minors/concentrations/catalog year should complete a *Curriculum Change* request form on-line under: **Go to OLD WINGSPAN - Student - Student Records - Curriculum Change Request.**

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).

[Anna's Calendar - Book an Appointment Here](#)

HELPFUL LINKS

- [Override Request](#)
- [CVPA Checklists](#)
- [Substitution Form](#)
- [Degree Works Edit Request](#)

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