

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

Residents of South Carolina for at least one year and who are 60 years or older are eligible to take classes tuition-free on a space-available basis. Seniors are responsible for any fees and supplies for the course.

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

## APPLY TO THE UNIVERSITY

1. Contact Military, Adult, and Transfer Services to indicate your desire to enroll in classes. They will answer questions and or direct you to the appropriate campus resource.
2. Determine how you would like to enroll:
  - Degree seeking: Taking courses towards earning a specific graduate degree at the University. Degree-seeking students must meet the same admission requirements as non-senior citizen applicants. Official transcripts from colleges attended must be submitted. Every degree program has additional requirements (GRE scores, letters of recommendation, etc.), which can be found at <http://www.winthrop.edu/graduateschool/programs>.
  - Non-degree seeking: Taking courses to earn credit or on a non-credit basis (audit), but not pursuing an awarded degree. Non-degree seeking senior citizen students must submit official college transcripts or a copy of their awarded diploma. Students who audit will not participate in examinations or graded course assignments. Involvement in class activities and attendance requirements is at the discretion of the instructor. Audit students must submit an additional form following registration (see Step 2 on reverse). \*Some courses are not open to non-degree seeking/audit students.
3. Apply Online\* at <https://www.winthrop.edu/graduateschool/graduate-school-application.aspx>
  - Create an account. You will receive a message indicating an account activation email has been sent to your email address.
  - Activate your account then click "Log In". Log in then click "Online Application" to begin the application
  - At the end of the application click "Submit & Pay".
  - After submitting your application, you will also need to provide any required transcripts/diplomas based on your enrollment status.

Questions regarding the application process should be directed to the Graduate School at 803/323-2204.

\*For non-degree seeking students only, paper-based applications are available in the Graduate School office.
4. The Graduate School will review your materials and send you an e-mail indicating your admission status.

## ONCE ADMITTED, BUT BEFORE YOU REGISTER

1. Visit the Newly Admitted Student Checklist at <http://www.winthrop.edu/graduateschool/default.aspx?id=25266> for instructions on activating your Winthrop e-mail account and submitting your immunization forms. To avoid a non-refundable \$50 fee, submit completed immunization information before the first day of classes. Contact Health Services at 803/323-2206 with questions.
  2. If you are **NOT** seeking a degree, you do not need to be advised. If you are seeking a degree, you must be advised prior to registering for courses. Contact information for your advisor will be listed in your acceptance e-mail.
  3. Explore the course(s) you wish to take from the **Schedule of Courses ONLINE** at: <http://www.winthrop.edu/recandreg/courses> and choose "Course Offerings"
- Since you are registering on a **SPACE-AVAILABLE BASIS**, choose several alternates.

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

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

# NEW STUDENT REGISTRATION PROCEDURES

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

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

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

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

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

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

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

*(or) contact the department chair to discuss an override (degree-seeking students only).*

**STEP 2: (AUDIT STUDENTS ONLY)** After registering, visit the **Office of Records and Registration** (126 Tillman) to submit an Audit Form for classes by the add/drop deadline for the semester/session. A listing of those deadlines can be found at <http://www.winthrop.edu/recandreg/default.aspx?id=25474>. The Audit form is available in the Office of Records and Registration and online at <http://www.winthrop.edu/uploadedFiles/recandreg/Course-audit.pdf>. You are not required to have instructor or graduate director signatures unless the course is full and/or there are pre-requisites/course restrictions.

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

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

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

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

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

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

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

## RETURNING STUDENT REGISTRATION PROCEDURES

1. Contact Military, Adult, and Transfer Services (803/323-4784) to indicate your intent to continue taking classes through this program.
2. The MATS Staff will review your information and determine if any updates to your information or additional materials are required. Students who have not enrolled in classes for more than one semester (excluding summer) will need to submit an application for readmission via the Graduate School.
3. Degree-seeking students must meet with their advisor to discuss course selection.
4. Follow the same procedures listed above to register and pay your fees. You will need to get a new ID card and parking permit only if your old one is expired or misplaced.