

# Winthrop University Schedule Change Form

This form is to be used after the add period has ended. Students may enroll with the appropriate permission if they make payment arrangements with Student Financial Services. This form must be signed by Student Financial Services and returned to Records and Registration **within one week** of College Dean/Student Services signature. It is the student's responsibility to make sure all registration holds are removed before turning in the form. **This form must be turned in to Records and Registration (126 Tillman Hall, [recandreg@winthrop.edu](mailto:recandreg@winthrop.edu)) for Fall 2021 full-semester classes by September 13, 2021 at 5pm. Late adds will not be processed after that date.**

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Student name (Last, First Middle) *Please Print*

\_\_\_\_\_  
Date

**Courses to add to student schedule (Please see below for the signature requirements for each college):**

CRN <i>Ex. 19876</i>	Subject <i>Ex. WRIT</i>	Course-Section <i>Ex. 101-001</i>	Classes attended	Attendance Verification/ Instructor signature** and <b>date</b>	College Dean/Student Services signature and <b>date</b>
		-			
		-			
		-			
		-			
		-			
		-			

\*\*The instructor is not expected to sign unless the student has been attending the class, is engaged with work, and/or has established a plan for missed work.

\_\_\_\_\_  
Student Financial Services Signature (Tillman 21) *(required for all students)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Arts & Sciences:** Instructor and Student Services (in that order). The Student Services office is located in **106 Kinard Hall**. Subjects in this college include AAMS, ANTH, BIOL, CAPE, CHEM, CHIN, CRTW, DSCI, ENGL, ENGE, ENVS, FILM, FREN, GEOG, GEOL, GERM, GRNT, HIST, IMCO, INDV, ITAL, LATN, LART, LGST, MAED, MATH, MCOM, MDST, MLAN, NUTR, PEAC, PHIL, PHYS, PLSC, PSYC, RELG, SCIE, SCST, SCWK, SOCL, SPAN, SPCH, SUST, WMST, and WRIT.

**Business:** Instructor and Student Services. The Student Services office is located in **226 Thurmond**. Subjects in this college include ACCT, BADM, CSCI, DIFD, ECON, ENTR, FINC, HCMT, MGMT, MKTG, and QMTH.

**Education:** Instructor and associate dean or dean (in that order). The dean's office is located in **106 Withers**. Subjects in this college include ATRN, CSDV, ECED, EDCI, EDCO, EDLD, EDUC, ELEM, EXSC, HLTH, HDFS, MLED, OUTL, PESH, PETE, PHED, SPED, SPMA, and SPFA.

**Visual & Performing Arts:** Instructor and dean or student services (in that order). The dean's office is located in **133 McLaurin**, and Student Services is in **124 McLaurin**. Subjects in this college include ARTA, ARTE, ARTH, ARTM, ARTS, ARTT, DANC, DANT, DCED, DESF, INDS, MUSA, MUSR, MUST, MUTC, THED, THRA, THRT, and VPAS.

**University College:**

ACAD—ACAD director (**233 Dinkins**) or University College Dean (**209 Dinkins**)

HMXP—Instructor, HMXP director (**330 Bancroft**), UC Dean (**209 Dinkins**) [in that order]

HONR—HONR director (**Honors Center, Courtyard**), UC Dean (**209 Dinkins**) [in that order]

LEAD—LEAD director (**148 Bancroft**) or UC Dean (**209 Dinkins**)

8/2021