

## CVPA Advising for Next Semester

### ADVISING TIPS

- Ask your students how they are doing in their current courses. You can view your advisees' interim grades in Wingspan so you can discuss accordingly. If students are not going to finish a course successfully this term, it will affect their schedule next semester.
- If you have concerns about a student (either academically or personally), such as poor attendance or falling asleep in class, please email [atrisk@winthrop.edu](mailto:atrisk@winthrop.edu) with the student's name/number and your specific concerns.
- You can also email Student Services ([cvpastudentservices@winthrop.edu](mailto:cvpastudentservices@winthrop.edu)) if you feel a student needs assistance in any area. Student Services can determine what campus resources are most appropriate for the student.

### ACADEMIC POLICIES

- **Students must have passed WRIT 101, HMXP 102, and CRTW 201 with a grade of C- or better by the time they have completed 75 credits.** Students who do not meet this requirement will be limited to 12-hour course loads per semester and will not be allowed to enroll in courses above 299.
- 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, (i.e. Art & Art History or Theatre & Dance) it will look like the course sharing is allowed on Degree Works. However, when the student applies for graduation and Records and Registration does the initial review (pre-clear), they will manually adjust any courses that are being counted in both the major and minor so that the courses are *only* being used in *either* the major or the minor, but not both. 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. A student may elect to apply up to an additional 6 semester hours in the same subject designator toward general electives, General Education program distribution requirements, or a minor with the exception of the social sciences minor, unless limited by the major program." For the purposes of this rule, applied and theory designators are considered different. For example, students are allowed 36 hours in DANT and an additional 36 hours of DANA to apply toward the major. 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 aren't surprised when they apply to graduate.
- Academic Standing is listed on Degree Works under general degree requirements (first yellow block). A cumulative GPA of 2.0 or better is required for a student to be in good academic standing. Students who are on probation are required to work with the Academic

Success Center on the 1<sup>st</sup> floor of Dinkins (323-3929) or at [www.winthrop.edu/success](http://www.winthrop.edu/success).

**Students are limited to 15-hour course loads while on probation.** Students who are on probation in the current semester must earn a 2.0 in the current semester in order to return to Winthrop the next semester.

- **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 come to my office for assistance. Students have until the end of the first week of classes to adjust their schedules.

## GENERAL EDUCATION

- **The approved list of courses that can fulfill general education requirements is updated each year.** While the catalog will list the requirements of that year, the choices to fulfill those requirements may change each year. This is extremely important because some courses drop off the approved list. 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 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.

## TRiO STUDENTS

- TRiO students are flagged in Banner and Degree Works. Generally speaking, if a student has three advisors listed in Degree Works (TRiO staff), they are likely a TRiO student.
- **Federal regulations** state that TRiO must provide academic advising to all participants. The TRiO counselors are listed as secondary academic advisors and cannot lift the registration hold for these students. TRiO participants are required to meet first with their TRiO academic counselors to draft a schedule. They will then bring an advising worksheet with them when meeting with their faculty advisor. *If a TRiO student does NOT bring this worksheet to their advising appointment, **faculty advisors should NOT remove the registration hold and send them back for their mandatory TRiO advising.***

## DEGREE WORKS

- Use Degree Works **along** with Department Checklists to advise students. Degree Works will help with general education and university requirements, while checklists help with planning and course sequences within the major. Students should also check Degree Works

after they have registered to make sure courses are appropriately applied.

- Remember that Degree Works has the “What If” feature so a student can see how requirements change if a different catalog year, degree, major, minor, or concentration is selected. There is a GPA term calculator will help the student determine the potential GPA at the end of the semester.
- Use Degree Works to record suggested courses for your advisee instead of paper. Click on the Planner Tab, select a term on the right-hand side of the page, and simply drag and drop courses from the worksheet to the term plan. Type a name in the description field, click the LOCK box as well as the box beside the term, and then click SAVE PLAN. The student can see this on their Degree Works and cannot delete it. For a short tutorial, visit: [www.winthrop.edu/uploadedFiles/recandreg/WU\\_DegreeWorks\\_Planner\\_Tutorial.pdf](http://www.winthrop.edu/uploadedFiles/recandreg/WU_DegreeWorks_Planner_Tutorial.pdf)
- Most importantly, Degree Works is how students are cleared for graduation. If you see something that is not accurate, be sure to contact me. **Otherwise, all remaining requirements listed in red are considered “still needed”.**
- If you find an error in Degree Works, please make a request to have it fixed at the following link: [https://winthrop.qualtrics.com/SE/?SID=SV\\_bNt96PhAJcEL4Mt&Q\\_JFE=0](https://winthrop.qualtrics.com/SE/?SID=SV_bNt96PhAJcEL4Mt&Q_JFE=0)

## SUMMER SCHOOL REGISTRATION

- Information about summer school enrollment can be found at: <http://www.winthrop.edu/summer/>. Summer courses are posted in Course Offerings in Wingspan. No advising is required for summer course registration. Early registration for summer courses opens in late March.

## TRANSFER CREDITS

- Students who wish to take courses at another institution (domestic or abroad) should research courses at the other institution and discuss the possible equivalency to their program of study with their advisor. *Approval to Transfer Credit* forms are located in the rack outside our office (or will be mailed to the student if studying abroad) and should be completed and returned to my office. **I can evaluate any courses intended to fulfill general education requirements by reviewing the course description.**

## GRADUATION

- Send students my way if they have questions regarding graduation. If there is a concern about Degree Works showing remaining requirements, I am happy to review Degree Works and sort out potential problems. Students planning to graduate at the end of the next semester but have not applied in Records & Registration must do so **ASAP**. Students are charged a late fee for missing the application deadline. All information about the

graduation process and deadlines can be found at:

<http://www.winthrop.edu/recandreg/default.aspx?id=7333>. If uncertain as to whether the student is ready to graduate, it is better to apply. There is no penalty to postpone graduation, but there is an additional fee for applying late. The graduation application status is listed on Degree Works. In order to participate in the Commencement Ceremony, ALL requirements must be met including Cultural Events. ***There will be no exceptions!***

## REGISTRATION TIME ASSIGNMENTS FOR REGISTRATION

- Time Assignments can be found at:  
<http://www.winthrop.edu/recandreg/default.aspx?id=7539>.
- When checking to find out when to register, the student should look at the Earned Hours (EHRS) on unofficial transcript or Degree Works in Wingspan. The number shown is the number you go by to register for the next semester.
- 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.***
- A student may not register before his/her assigned time but may register any time after the assigned time.
- All registration will be done online via [Wingspan](#).

## ACADEMIC RESOURCES

- Remember the Academic Success Center is an excellent resource for students having academic difficulties. The office is located at 106 Dinkins and can be reached at 803-323-3929.
- Financial Questions: There is a website that has videos and other resources to assist students (and parents) with financial aid questions. Please share this website with your students if they have financial concerns. <http://www2.winthrop.edu/mymoneymatters/>
- Students who wish to change majors/minors/concentrations/catalog year should complete a *Change of Curriculum* form found in the rack outside the Office of Student Services, McLaurin 124 or on-line under: **Academics- Records & Registration - Forms Online**. Return the form to our office (McLaurin 124). The student will need to contact the new advisor, Department, or College to discuss how the change may affect graduation and to make any necessary schedule changes.
- Please contact me with any questions or concerns. I can be reached at ext. 4853 or by email at [fredericksa@winthrop.edu](mailto:fredericksa@winthrop.edu). If I am not in the office, please email me because I check and respond to email frequently after hours or while I am in meetings, etc.
- The email for the Office of Student Services is: [cvpastudentservices@winthrop.edu](mailto:cvpastudentservices@winthrop.edu)  
Students can use this email for general questions, or to set up an appointment to see me.

- The following forms are online at: <http://www.winthrop.edu/cvpa/default.aspx?id=13520>.
  - Schedule change (for drop/add or change to S/U grading *after* registration is closed at the end of the first week of classes)
  - Student complaint form and university-wide petition process
  - Approval to Transfer Credit form
  
- The following forms are online at: <https://www.winthrop.edu/cvpa/default.aspx?id=25379>
  - CVPA Individual Substitution form
  - University Blanket Substitution form
  
- The following forms are online at:  
<http://www.winthrop.edu/recandreg/default.aspx?id=7051>
  - Application for graduation
  - Approval of transfer credit (getting formal approval for transfer credits)
  - Course audit
  - Extenuating circumstances course withdrawal (after the withdrawal deadline)
  - Cultural events petition
  - Name and social security number change
  - Schedule worksheet
  - University-wide undergraduate petition

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