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College of Education,  
Sport, and Human Sciences*

## **ADVISING MANUAL**

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# Winthrop Advising Information

## Application for Graduation

- Students should apply to graduate upon earning **87 hours**.
- Applications for graduation are completed in Wingspan under the Student Tab (select apply to graduate).
- The student must inform the Office of Records and registration if there has been a change of major, minor, or concentration so that a new degree review can occur.
- \$50 graduation fee is charged at the time of the submission of the graduation application.
- Deadlines: See [Five Year Calendar](#)
- Application filed after deadline will result in a late fee

[Winthrop University: Records & Registration - Graduation Steps](#)

Updated 10/2/2022

## Auditing Courses

- Student may audit a course with the permission of the instructor of the course, the department chair, and the academic dean on a space available basis.
- Students have through the first week of the beginning of the fall and spring semester and the first day of each summer session to select the audit option.
- Students **are not** required to participate in any examinations or graded course assignments.
- Students must complete a [Course Audit form](#) in the Office of Records and Registration.
- Tuition is the same for auditing course as it is for taking the course for credit.

Updated 10/2/2022

## Classification of Students

- Students are either classified as either regular or special.
  - Special students are those who are admitted under special circumstances and who are not candidates for degrees.
- Regular student classifications:
  - Freshmen: fewer than 24 credit hours earned
  - Sophomores: at least 24 but fewer than 54 credit hours earned
  - Juniors: at least 54 but fewer than 87 credit hours earned
  - Seniors: at least 87 credit hours earned

See Academic Regulations in Current Catalog

<https://www.winthrop.edu/recandreg/catalogs.aspx>

Updated 10/21/19

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## Code for General Education Transfer Courses

- GLOB – Global Perspective Transfer Course
- GSTC – General Elective Course
- HISP – Historical Perspective Transfer Course
- HUMA – Humanities and Art Transfer Course
- NSCE – Earth Science Transfer Course
- NSCL – Life Science Transfer Course
- NSCP – Physical Science Transfer Course
- ORAL – Oral Communication Transfer Course
- QUAN – Quantitative Methods Transfer Course
- SOSOC – Social Science Transfer Course
- TECH—Technology Requirement Course

These codes are used when a course meets the spirit of a general education course or category but no Winthrop equivalent exists.

## Cultural Events

- Graduation requirement: **New freshmen** – 18 events, **transfers** – 3 for every 20 hours needed to reach 120 hours (minimum 4 events)
- The **required number of Cultural Event events is located in DegreeWorks at the top of the 'Worksheets' page.** (Number of events attended is also shown.)
- **Cultural Events Petitions** can be submitted by students who wish to receive credit for **past experiences** that are considered to be culturally significant including off-campus events, travel within the U.S. or abroad, and military service. (Post-high school experience only)
- Form/information/calendar: visit <https://www.winthrop.edu/culturalevents/> or stop by Cultural Events Office located at 126 Tillman Hall

## Degree Requirements

- **Minimum of 120 hours** required for graduation/ 40 hours above 299
- **2.00 cumulative GPA** required for good standing and graduation (most degree programs in CESHHS have more stringent GPA requirements)
- All students must meet the **Constitution/Founding Documents requirement**
- Student apply for graduation upon having 35-37 remaining hours
- Cultural Events: **New freshmen** – 18 events, **transfers** – 3 for every 20 hours needed to reach 120 hours (minimum 4 events)
- For more information on degree requirements visit <https://www.winthrop.edu/catalog/undergraduate/degree-requirements.aspx>

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## [DegreeWorks/Planner](#)

- Accessing: DegreeWorks/Planner is located in **Wingspan** under the **Student** tab
- **User Guide/Tutorial** is available at [Winthrop University: Degree Works](#)
- DegreeWorks contains a GPA calculator and a “What If” scenario option for students and advisor to use together.

See additional tips and [“How To”](#) information

Updated 10/2/2022

## [General Education Program](#)

- All baccalaureate degree programs at WU require the successful completion of the General Education Core. Core Courses: ACAD 101 (first-time freshmen only), WRIT 101, HMXD 102, CRTW 201 (all require a grade of C- or better) or HXCT 301 for transfer students that came in with 60 credits and two Writing courses.

- Students are encouraged to complete CRTW by the time they earn 75 credit hours.

- General Education: [List of Approved General Education Courses](#)

*Disclaimer: The use of a course for the general education program is dependent on when the student enrolls in the course. The most up-to-date information on courses is available in the course offerings search engine. You can search by a requirement.*

|                          |                         |                            |
|--------------------------|-------------------------|----------------------------|
| Constitution Req. (0-3)  | Global Perspective (3)  | Historical Perspective (3) |
| Humanities/Arts (6)      | Intensive Writing (0-3) | Natural Science (3-8)      |
| Oral Communication (0-3) | Physical Activity (1)   | Quantitative Skills (9-12) |
| Social Science (6)       | Technology (0-3)        |                            |

- Social Science and Humanities/Arts must have two different designators
- Natural Science must have one lab (usually 4 hrs.)
- Students in the most recent General Education program can choose two quantitative courses and one lab science OR two science courses (one lab; different categories) and one quantitative course
- Some Gen Ed courses have pre-requisites
- [ARTT, ARTS, and ARTE] [DANR, DANA] [THRT, THRA] are considered same designator
- A small number of students may be in a catalog using the older requirements. Please consult that catalog for information.

<https://www.winthrop.edu/gened/>

## [GPA \(Grade Point Average\)](#)

- Undergraduate students must earn a minimum **2.0 cumulative GPA** in order to avoid being placed on academic probation or suspension (some programs have more stringent GPA requirements)
  - **2.75 GPA required for Teacher Education Program and restricted courses**
  - **2.5 GPA required for Athletic Training, Exercise Science, and Sport Management**
  - **2.25 GPA required for Human Development and Family Services**
- **To register for more than 18 hours:** must have **3.0 cumulative GPA** after the grades posted from previous semester to be allowed to register for up to 21 hours
- **DegreeWorks** also contains a GPA calculator that is also useful for semester, cumulative, and "what-if" GPA's.
  - Available for students is located in Wingspan under the “Student” tab
  - Available for faculty is available in Wingspan from “Home” and “Faculty Services” tab

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## Incomplete Grades

- Incomplete indicates that for a valid reason the course has not been completed and that the instructor reserves the right to raise the grade if the incomplete work is completed within one year or by an earlier date specified by the instructor.
- Incomplete “I” is used only as a prefix to a letter (ID, IF).
- Incompletes do not affect GPA until “I” is removed
- Grades may be changed through Wingspan
- The incomplete grade will revert to the stated letter grade after one year if no updated grade is reported
- Instructors are encouraged to document requirements for removing incomplete for a higher grade in writing with an acknowledgment from the student. A copy of this should be provided to the chair in case the faculty member is unavailable and the student has questions.

See Academic Regulations in Current Catalog  
<https://www.winthrop.edu/recandreg/catalogs.aspx>

Updated 10/21/19

## Interim Grades

- Interim grades **do not** appear on a transcript (unofficial or official), and students should keep in mind that their grade is only reflective of the amount of graded work done in the class up to that point.
- Students with questions about their interim grades should confer directly with their instructors.
- Interim grades can be located in Wingspan under the Student Records in the Student Tab. See how-to videos at <https://www.winthrop.edu/coe/sas/academic-advising-video.aspx>
- Interim grade must be entered through Wingspan by the stated deadline – see [Registrar’s Calendar](#)
- Interim grades are required for all full-term undergraduate courses (including internships, labs, special topics, etc.) and for some populations of graduate students.

<https://www.winthrop.edu/uploadedFiles/recandreg/Services/Interim-Grading-Instructions.pdf>

## Registration

- Registration of courses is completed in Wingspan ([wingspan.winthrop.edu](http://wingspan.winthrop.edu)).
- Fall registration begins in April, Spring registration begins in November and both continue until the beginning of the semester
- Summer registration (depending on the session) occurs over an extended period and ends on the first day of classes in that session.
- Early registration is available for certain populations of students the day before the posted start of registration.
- Newly admitted degree-seeking students **must** attend an orientation session to be able to register for first term courses.
- Consultation with an adviser is **required** prior to registration.
- **ADVISOR NOTE:** Each semester, you must go to **Wingspan → Advising Menu → Advise Students → and click “yes”** to lift the hold on each student’s account in order for them to register for classes.
- Dates and windows for the current semester are available at:  
<https://www.winthrop.edu/recandreg/registration-times.aspx>

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## Repeat Exemption

- Any course may be repeated except courses with a grade of B or higher or a grade of S.
  - Credit hours earned in a particular course taken at Winthrop will not be awarded more than one time (unless approved for additional credit).
  - A student who enters Winthrop as a freshman is allowed a maximum of **four** repeated courses with grade exemption for any courses taken at Winthrop University.
  - The original grade earned in the course will be exempted from the calculation of the cumulative GPA but will remain on the transcript.
  - Students who transfer to Winthrop with fewer than 40 semester hours of credit also are allowed the four course repeats with grade exemption; those with at least 40 and fewer than 70 hours are allowed three; those with at least 70 and fewer than 100 are allowed two; and those with 100 or more allowed only one repeated.
  - Repeat exemptions only apply to courses taken and retaken at Winthrop
  - The repeat exemptions will be automatically applied to courses as they are repeated up to the allowed number of repeat exemptions.
  - Receiving a grade of U in a repeated course will not replace a previous attempt's grade, but will utilize one of the repeat exemptions.
  - Students electing academic forgiveness (see Academic Regulations in current catalog) do not get additional repeat exemptions.
  - For students receiving federal financial aid, the credit hours of the original course and the repeated course will both count in the student's attempted hours for calculation of percentage of hours earned (See: Satisfactory Academic Progress Standards for Financial Aid <https://www.winthrop.edu/finaid/satisfactory-academic-progress.aspx>).
- [https://www.winthrop.edu/recandreg/general-information.aspx#Repeating\\_a\\_course](https://www.winthrop.edu/recandreg/general-information.aspx#Repeating_a_course)

Updated 10/21/19

## S/U (Satisfactory/Unsatisfactory)

- Students have **FIVE S/Us** available. **First time freshman may take TWO S/Us their first semester**, but after that, only one a semester like everyone else. (And in this case, all summer sessions – A, B, C and D – are considered one semester.) [Policy updated fall 2019]
- The five-course limit regarding the S/U option does not include those courses which are offered only on an S/U basis.
- **S/U does not impact GPA**; and credit is only given when S is earned. An S indicates a grade of C- or higher (for Honors, a grade of **B** or higher). A U indicates a grade of **D+** or lower (for Honors, **B-**). Credit is not given for courses in which a U is earned.
- S/U must be chosen by the **final withdrawal date** – See [Registrar's Calendar](#)
- To declare S/U a student should go into their Wingpan account under the Student Menu click Student Record then the link for S/U Request.
- **Students should be aware of majors which do not allow the S/U to be used on courses within the major.** This information can be found in the catalog and checklists.
- S/U taken during spring and fall 2020 do not count against the five total

<https://www.winthrop.edu/recandreg/general-information.aspx#SU>

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## Scholarship GPA Requirements (Hope/Life/Palmetto Fellows)

- SC Hope Scholarship-
  - **Note:** The HOPE scholarship cannot be renewed after the freshman year, but a student can gain eligibility for the Life scholarship by meeting the GPA and Hour requirements for their second, third, and/or fourth academic year:
    - After freshman year to gain Life Scholarship– **30 hours** and LIFE GPA of **3.000**
- SC Life Scholarship-
  - Renewal:
    - After freshman year – **30 hours** and LIFE GPA of **3.000**
    - After sophomore year- **60 hours** and a LIFE GPA of **3.000**
    - After Junior year- **90 hours** and a LIFE GPA of **3.000**
  - **If student loses eligibility for one academic year, they can regain the scholarship in future academic years**
- SC Life Enhancement-
  - Students who declare approved math or science majors **by the first day of class their sophomore year at Winthrop**. (COE programs: Exercise Science and Middle Level—Math/Science option only)
  - If they earn the LIFE scholarship in their Sophomore, Junior, or Senior year and at least **14 hours of Math or Science coursework were earned by the end of their freshman/first year**.
- SC Palmetto Fellows Scholarship
  - Renewal: Can be renewed by earning **30 hours** each academic year and maintaining a **Winthrop GPA of 3.000**
  - If a student loses eligibility for the Palmetto Fellows for the next academic year, it cannot be regained but the student may have remaining eligibility for the LIFE scholarship.
- LIFE GPA General Information: <https://www.winthrop.edu/finaid/life-gpa.aspx>
- Office of Financial Aid contact information: (803) 323-2189 or [FinAid@winthrop.edu](mailto:FinAid@winthrop.edu)  
<https://www.winthrop.edu/finaid/sc-scholarships.aspx#SC%20Hope%20Scholarship>

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## Student Academic Services

- Office for each academic college:
  - College of Art and Science: 106 Kinard/ 803-323-2183
  - College of Education: 144 Withers/ 803-323-4750
  - College of Business: 225 Thurmond/ 803-323-4833
  - College of Visual And Performing Art: 124 McLaurin/ 803-323-2465
  - University College: 108 Dinkins Hall/ 803-323-4784
- Services: clarify degree requirements, change major/minor, evaluate transfer credit, support prospective and new student, and participate in retention efforts.
- Undeclared students are assigned an adviser through University College.

[www.winthrop.edu/coe/sas](http://www.winthrop.edu/coe/sas)

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## Study Abroad Information

- Winthrop offers many different Study Abroad opportunities, such as Faculty-Led Programs, Exchange Programs, Partner Programs, and National Student Exchange (NSE) (<https://winthrop.abroadoffice.net/aboutnse.html>).
- Steps to Study Abroad:
  - Step 1: Attend a Group Advising. The International Center offers two Group Advising Sessions per week during the fall and spring semesters. Students must attend one session (30 min. long).
    - To sign up for Group Advising students should go to this [link](#).
  - Step 2: Meet with the Study Abroad Coordinator to start planning
- Semester 1: Research programs and funding options. Discuss academic and financial plans with the study abroad coordinator, academic advisors, financial aid office, and family/friends.
- Semester 2: Apply to Winthrop for approval to study abroad. Submit other applications required for the study abroad program and/or study abroad scholarships if needed.
- Summer or Semester 3: Study abroad!
- If you have any questions, please contact the International Center at [studyabroad@winthrop.edu](mailto:studyabroad@winthrop.edu) or call (803) 323-2133.

<https://www.winthrop.edu/international/study-abroad.aspx>

## Taking Courses at Another Institution

- Students wanting to take a course at another institution other than WU can visit **SCTRAC.ORG** to determine the equivalence of the WU courses at the other institution. (on sctrac.org select Transfer Courses on homepage and enter information)
- To receive credit for a course taken at another institution, **student must first get permission from the Student Academic Services Office**. Students should submit an Approval to Transfer Credit Form (<https://www.winthrop.edu/coe/sas/forms-and-policies.aspx>) and submit to Withers 144. The student will need to take the approved form to the institution where the course is being taken.
- It is the student's responsibility to have transcripts forwarded to WU. (This does not happen automatically.)
- Courses taken at other institutions **do not** count towards a student's Winthrop cumulative GPA.
- If student is a recipient of the HOPE or LIFE state scholarship, courses taken at other institutions **do count** towards the LIFE GPA.

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## Withdrawal

- Withdrawal from a course must be **within the first 60% of the instructional days** of the course unless documented extenuating circumstances should warrant withdrawal from the course.
- The official date of withdrawal from a course is the date the withdrawal occurs through DegreeWorks. *Note a student cannot withdrawal from all courses electronically and must visit Records and Registration in such cases.*
- See [Registrar's Calendar](#) - last day to withdrawal from a full and partial semester courses for each semester
- Students receive an "N" (No Grade) which **does not affect GPA, but may impact financial aid**  
<https://www.winthrop.edu/recandreg/withdrawing-from-a-course.aspx#>

# Resources for Assistance

## Academic Success Center

- Typical fall/spring Office Hours are Monday – Friday 8:30am – 5:00pm (Evening and weekend appointments available upon request.) ([www.winthrop.edu/success/](http://www.winthrop.edu/success/))
- Located: **106 Dinkins Hall**
- **Services:** one on one consultation, tutoring, interim grade consultations, individual and group study spaces, referral to other university supports, academic coaching, etc.
- Services are **free of charge to all undergraduate students.**
- Walk-ins and scheduled appointments are welcomed.
- Referrals can be made to the ASC by students, faculty, and staff by calling or emailing the center at [success@winthrop.edu](mailto:success@winthrop.edu)

[www.winthrop.edu/success](http://www.winthrop.edu/success)

Updated 10/2/2022

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## **Athletic Advising (NCAA Rules) Assistance**

- To maintain NCAA eligibility, student must:
  - 1) Complete twenty-four (**24**) credits prior to the **second (2<sup>nd</sup>)** year of enrollment
  - 2) Eighteen (**18**) credits must be earning during the academic year (**excluding summer**)
  - 3) Six (**6**) credits must be earned in the previous regular academic term of full-time enrollment
  - 4) Declare a major **no later than** the beginning of your fifth (5<sup>th</sup>) academic semester or third (3<sup>rd</sup>) year of enrollment and, thereafter, complete the required credits in courses applicable to your declared major
  - 5) Complete **40%, 60%, and 80%** of your degree requirements before the beginning of your third, fourth, and fifth years of enrollment, respectively.
  - 6) Maintain a minimum cumulative GPA that is **90%** of minimum GPA required to graduate (**1.8**) at the beginning of your **second year**, **95%** of the minimum GPA (**1.9**) at the beginning of your **third year** and **100%** minimum GPA (**2.0**) the **fourth and fifth year**.
- The athletics department maintains a Director of Academic and Student Services who can assist students with advising related to Athletics eligibility. Students meet with the advisor but only to examine the course schedule and class selection in light of NCAA regulations, athletes are expected to meet with the program advisor as well.

Director of Academic and Student Services: Claire Mooney-Melvin ([mooneymelvin@winthrop.edu](mailto:mooneymelvin@winthrop.edu) or x6405)

NCAA Faculty Athletics Representative: Dr. Trent Kull ([kullt@winthrop.edu](mailto:kullt@winthrop.edu) or x4547)

## **Center for Career Development and Internships**

- Typical fall/spring Office Hours are Monday – Friday 8:30 – 5:00
- Located: **129 Crawford Building**
- **Services:** career consultation, career coaching, resume and cover letter help, mock interviewing, job search help, faculty consultation, volunteer and internship consultation
- **Services are free for students and alumni**
- Appointments: [book an appointment](#) online or call 803-323-2141

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## Counseling Services

- Typical fall/spring Office Hours are Monday – Thursday 8:30-5, Friday 9:30-5
- Located: **Crawford Building (second floor)**
- **Services:** Individual counseling, group counseling, online self-help services, case management.
- **Appointments:** Intake appointments (first appointment) are usually 30 minutes, and they are offered every day on a first-come/first-serve basis. Call first thing on the morning you want to come in.
- Phone: 803-323-2206

[www.winthrop.edu/hcs](http://www.winthrop.edu/hcs)

Updated 10/21/19

## CESHs Student Academic Services

- Located in **144 Withers Building**
- Staff is available for assisting students in their planning and academic needs.
- Information about academic advising, forms, catalogs, courses, degree requirements, major/minor changes, and other student resources found here and on the website.
- Phone: 803-323-4750
- Email: [coesas@winthrop.edu](mailto:coesas@winthrop.edu)

<https://www.winthrop.edu/coe/sas/>

Updated 10/21/19

## International Student Assistance

- International Center (located in **218 Dinkins Hall**)
- **Reminder**—there are visa requirements for international students, including the requirement to maintain a full-time status and limitations on online courses. Therefore it important for international students to consult with the Interational Center regarding their schedule.
- Provides comprehensive immigration advising, assistance in securing a driver’s license and social security card, regular trips for shopping, fall break and spring break excursions and much more
- Phone: (803) 323-2133
- Email: [international@winthrop.edu](mailto:international@winthrop.edu)

<https://www.winthrop.edu/international/>

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## **Mathematics Tutorial Center**

- Open hours vary by semester. See link below for specific hours each semester.
- Located: **271 Bancroft**
- Open to students enrolled in all mathematics courses but is primarily designed to support students enrolled in MATH 101, MATH 104, MATH 105, MATH 111, MATH 112, MATH 141, MATH 150, MATH 151, MATH 201, and MATH 291. The MTC is also prepared to answer specific questions about the Praxis Core Mathematics Content. Students should come with specific topics or examples from other study materials.
- Students should bring your textbook, notes, and calculator (if needed) to the MTC and be prepared to ask questions.
- No appointment is needed
- Phone: 803-323-2175

<https://www.winthrop.edu/cas/math/math-tutorial-center.aspx>

Updated 10/21/19

## **Student Veterans and Military-Affiliated Students**

- Student Veterans Center is located on the garden level of Bancroft Hall. Access to the Center can be gained by student ID card. Students with questions about ID access should contact the Associate Dean for Student Diversity, Engagement, and Inclusive Excellence.
- Veterans should contact the Veterans Benefits Office in 126 Tillman for information regarding VA benefits.

<https://www.winthrop.edu/student-engagement/military-and-veterans/index.aspx>

## **Office of Accessibility (OA)**

- Office Hours (fall/spring): Monday – Thursday 8AM-5PM; Friday 9:30AM-4PM
- Located: **Macfeat House**
- **Services:** determine eligibility for accommodation service for students and ensure that students with disabilities have an equal opportunity to participate fully in their educational experience by facilitating accommodations, discourse, and engagement.
- **Accommodations must be set up or updated each semester.**
- Appointment: Call 803/323-3290 (V/TDD) or stop by 307 Bancroft Hall to schedule an appointment with OA professional staff
- Phone: **803-323-3290**
- Email: [accessibility@winthrop.edu](mailto:accessibility@winthrop.edu) or [oa\\_team@winthrop.edu](mailto:oa_team@winthrop.edu)

[www.winthrop.edu/hcs/about-accessibility.aspx](http://www.winthrop.edu/hcs/about-accessibility.aspx)

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## Office of Financial Aid

- Office Hours: Monday – Friday: 8:30AM – 5PM
- Located: **Sykes House**
- **Services:** assist students find appropriate ways to finance their Winthrop education
- Phone: **803-323-2189**
- Email: **FinAid@winthrop.edu**

[www.winthrop.edu/finaid](http://www.winthrop.edu/finaid)

Updated 10/21/19

## Office of Student Activities

- Typical fall/spring Office Hours are Monday – Friday 8:30 AM to 5 PM
- Located: **269 DiGiorgio Campus Center**
- **Services:** connects students with other students, services, programs, and organizations that allow student to create meaningful out-of-class learning opportunities.
- **Students** can access list of student organizations, volunteer and community services, information about fraternities and sororities in the Office of Student Activities or online
- Phone: **803-323-2248**

[www.winthrop.edu/studentactivities](http://www.winthrop.edu/studentactivities)

Updated 10/21/19

## Writing Center

- Hours vary per semester and are posted on their website.
- Located: **242 Bancroft Hall**
- Provides **free** writing consultation and tutoring service to students, staff, administrators, and faculty.
- The Writing Center **cannot** provide a proofreading/editing service or guarantee better grades; its primary purpose is to improve your writing in the long term.
- Schedule appointments using **MyWCOonline** (appointments **cannot** be made through email)

[www.winthrop.edu/writingcenter](http://www.winthrop.edu/writingcenter)

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# Additional Resources

## Override Requests

- Students who need an override into a closed or restricted course need to complete the Override Form.
- The Override Request Form can be found [here](#).
- Requests are sent to chair of the department that houses the course and they will communicate if and when the request has been granted.

## Petition Process

- If a student is petitioning a College of Education, Sport, and Human Sciences policy they will need to follow the college procedures which are outlined here: <https://www.winthrop.edu/uploadedFiles/coe/sas/ceshs-petition-procedures.pdf>
- If the policy the student is petitioning is a University policy, detailed instructions on the process as well as the calendar of when the Undergraduate University Petition Committee will be meeting can be found here on the Records and Registration website at this [link](#).
- Any undergraduate student petitioning academic suspension or dismissal will need to follow the procedures outlined at this [link](#).

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## Changing a Catalog Year, Concentration or Adding a Minor

- To add change a catalog year, update a concentration, or add or drop a minor, students need to fill out a Change of Curriculum Request students can submit the request for the update in their Wingspan account under the Student Records menu.
- Directions can be found [here](#).
- List of all Minors see Current Catalog (<https://www.winthrop.edu/recandreg/catalogs.aspx>)
- If you have any questions
  - Student Academic Services – **144 Withers**, (803) 323-4750
  - Records and Registration – **128 Tillman Hall**, (803) 323-2194, or [RecandReg@winthrop.edu](mailto:RecandReg@winthrop.edu)

## Application Information

### Teacher Education Program

- Students can apply for admission once they have:
  - Complete a minimum of **45 semester hours**, with at least 15 being at Winthrop
  - Maintained a minimum cumulative GPA of **2.75** for coursework completed at Winthrop
  - Completed the following core courses with a grade of “C” or better: EDCO 101, EDCO 200, and EDCO 201/202 or equivalents.
  - Achieved satisfactory field evaluations in course mentioned above.
  - Passed all three sections of either the PRAXIS Core Academic Skills for Educators Test or have satisfied the testing requirements with a minimum score on the SAT or ACT.
- Once met, students should submit following information to the online Teacher Education Program Application System (<https://www2.winthrop.edu/teachered/>)
  - Disclosure statement concerning criminal/unethical conduct
  - Disposition self-evaluation and reflection ([www.winthrop.edu/uploadedFiles/coe/sas/DispositionSelfEvaluationAndReflectionTEPAdmission.pdf](http://www.winthrop.edu/uploadedFiles/coe/sas/DispositionSelfEvaluationAndReflectionTEPAdmission.pdf))
  - Successful Sophomore Review (**Music Education Students Only**)
- **NOTE:** A Teacher Education program fee of **\$250** will be billed to the candidate upon full acceptance

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## Application Information

### **Teacher Education Internship I & II**

- Admission Requirements for **Internship I:**
  - Submission of Internship Application to the Office of Field and Clinical Experiences
  - Preliminary or full admittance to the teacher education program
  - GPA of **2.75** or above for coursework completed at Winthrop
  - Completion of all required pre-requisite courses as specified by faculty in the major
  - Completed disclosure statement regarding criminal or unethical conduct and obtained clear fingerprint/FBI background check
  - Competency Review indicating satisfactory completion of (a) EDCO 201 and 202 or equivalent courses, (b) satisfactory performance in the junior field experience including passing scores on the Junior Field Experience Final Evaluation and (c) evidence of satisfactory professional disposition
  - Receive a favorable review from:
    - Competency Review Committee
    - The Department Chair in candidates major; and
    - The Directors of the Office of Field and Clinical Experiences
- Admission Requirements for **Internship II:**
  - All requirements listed above for Internship I
  - Submission of Internship II application to Office of Field and Clinical Experiences
  - Completion of a minimum of **110** semester hours
  - GPA of **2.75** for coursework at Winthrop
  - Documentation of passing scores on PRAXIS II content areas exams
  - Competency Review indicating satisfactory completion of (a) EDCO 305 and 350 or equivalent courses, (b) satisfactory performance in Internship I including passing scores on the Internship I Final Evaluation and (c) evidence of satisfactory professional disposition
- For more information, please contact the Office of Field and Clinical Experiences (**143 Withers**, (803) 323-4734) or reference the Internship Student Handbook ([www.winthrop.edu/rex/rex/downloads.html](http://www.winthrop.edu/rex/rex/downloads.html))

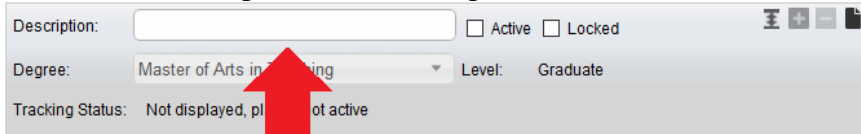
Updated 10/21/19

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## Degree Works How-To Guide

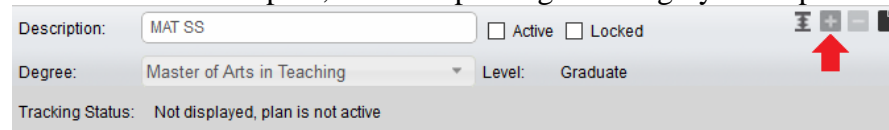
- The Student Educational Planner is an advising tool within DegreeWorks that students and advisors can use to map out the timeline for degree completion. It is available through DegreeWorks under the “Plans” tab.

- When the Create Plan Window Appears, select “Blank Plan”
- Add a name to the plan in the Description field text box



Description:   Active  Locked ⌵ + - 📄  
Degree: Master of Arts in Teaching Level: Graduate  
Tracking Status: Not displayed, plan is not active

- Select if the plan will be active or locked
  - Active Plans- default plans. Only one plan can remain active at a time. This should be the plan most closely aligned with the students’ academic goals.
  - Locked Plan- the final plan. This states that the plan has been reviewed and approved by an advisor.
- To add a term to the plan, click the plus sign in the gray description box.



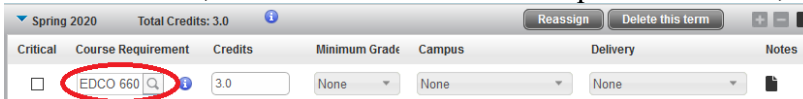
Description: MAT SS  Active  Locked ⌵ + - 📄  
Degree: Master of Arts in Teaching Level: Graduate  
Tracking Status: Not displayed, plan is not active

- To add a requirement, such as a course, choice of courses, test score, etc., click the plus sign in the gray bar for that specific course.



Spring 2020 Total Credits: 0.0 ⌵ + - 📄 Reassign Delete this term

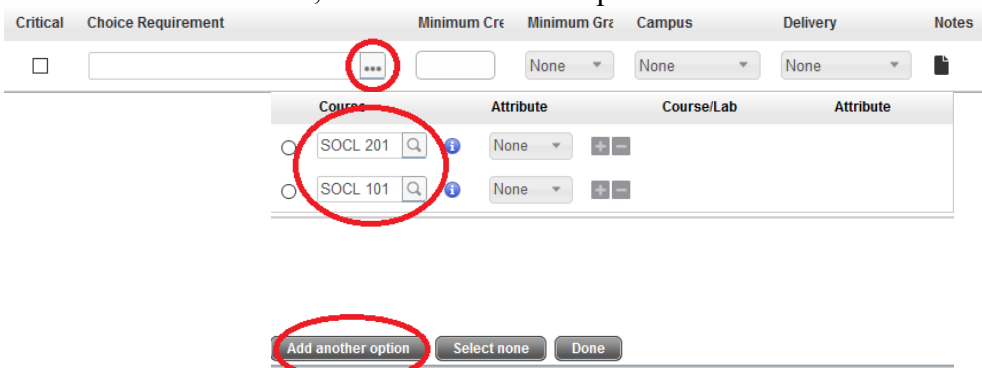
- To add a course, click “course” in the add requirement menu, and type the course.



Spring 2020 Total Credits: 3.0 ⌵ + - 📄 Reassign Delete this term

| Critical                 | Course Requirement | Credits | Minimum Grade | Campus | Delivery | Notes |
|--------------------------|--------------------|---------|---------------|--------|----------|-------|
| <input type="checkbox"/> | EDCO 660           | 3.0     | None          | None   | None     |       |

- To add a choice requirement, select choice requirement in the add requirement menu. Click in the choice requirement field and type the course in the course requirement field. To add another choice of course, click “Add another option”



Critical Choice Requirement Minimum Cre Minimum Grz Campus Delivery Notes

| Critical                 | Choice Requirement | Minimum Cre | Minimum Grz | Campus | Delivery | Notes |
|--------------------------|--------------------|-------------|-------------|--------|----------|-------|
| <input type="checkbox"/> |                    |             | None        | None   | None     |       |

Course Attribute Course/Lab Attribute

|                       |          |      |  |
|-----------------------|----------|------|--|
| <input type="radio"/> | SOCL 201 | None |  |
| <input type="radio"/> | SOCL 101 | None |  |

Add another option Select none Done

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## Degree Works How-To Guide:

8. To add a choice requirement where a lecture and a lab is required, select “Choice requirement” in the Add Requirement menu. Then type the lecture course and click the plus sign in that course option box. After that, type the name of the lab in the Course/Lab field.


| Course   | Attribute | Course/Lab | Attribute |
|----------|-----------|------------|-----------|
| BIOL 150 | None      |            |           |

| Course   | Attribute | Course/Lab   | Attribute |
|----------|-----------|--------------|-----------|
| BIOL 150 | None      | and BIOL 151 | None      |

Add another option   Select none   Done

9. To add a placeholder, select “Placeholder” in the Add Requirement menu. In the placeholder requirement field, select the placeholder the student would need. In the value field, type the amount of credits the placeholder would need to be. A value is required for the placeholder; however, credits are not associated with the placeholder and will not impact the total credits for each term.

| Placeholder Requirement | Value     | Notes |
|-------------------------|-----------|-------|
| Humanities and Arts     | 3 credits |       |

10. Notes can be added to the planner itself, specific terms, or specific requirements. To add a note to an item, click the  for the specific item.
11. Once you have completed creating the plan, save it. To do this, go to the bottom of the screen and click save.

Add   Save   Print   A 982   296

## ELL Endorsement

- Winthrop offers an add-on endorsement of ELL Education. The endorsement can be added on to existing licensure for K – 12 Educators.
- Courses:
  - **READ 415: Literacy to Meet Diverse Needs**
    - This course provides an overview of language acquisition processes in native and non-native speakers. Academic and social language challenges for diverse learners are discussed.
  - **READ 416: Practicum in Assessing and Teaching English Learners**
    - This course provides candidates with clinical experience in performance assessment, planning, and delivery of appropriate instruction to cognitively, linguistically, and/or culturally diverse learners.
- **Note:** These courses are offered **ONLY** in the summer term.

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## Gifted and Talented Endorsement

- Winthrop offers an add-on endorsement of Gifted and Talented Education. The endorsements can be added to existing licensure for K – 12 educators.
- This course work is offered **100% online**.
- Courses for Beginning Add-On:
  - **EDCI 594: The Nature and Needs of Gifted and Talented Students**
    - The course emphasizes the developmental nature of gifted learners and their related learning characteristics and needs, as well as their relationship to appropriate educational services.
  - **EDCI 595: Introduction to Curriculum and Instruction for Gifted and Talented Students**
    - Course content includes an understanding of both the theoretical and practical implementation of appropriately differentiated curriculum and instruction for gifted learners. Adaptations and modifications of regular classroom education is included.
- Courses for Intermediate Add-On:
  - **EDUC 554: Advanced Curriculum Practice for Gifted and Talented Students**
    - The course includes the design and development of differentiated curriculum for gifted learners.
  - **EDUC 555: Identification, Current Trends, and Issues in Gifted and Talented Education**
    - Course content focuses on the appropriate identification of gifted learners. Current issues and future trends related to the practice of gifted education are explored.

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## Testing Requirement for Admission to Teacher Education

- Effective September 1, 2019, the following assessments and passing scores are required for admission to an undergraduate teacher preparation program in SC.

| <b>Assessment</b>                    | <b>Passing Score</b> |
|--------------------------------------|----------------------|
| Praxis Core: Reading (code 5713)     | 156                  |
| Praxis Core: Mathematics (code 5733) | 150                  |
| Praxis Core: Writing (code 5723)     | 158                  |

- Composite Score Option

| <b>Required Composite Score: 464</b> | <b>Minimum Score</b> |
|--------------------------------------|----------------------|
| Praxis Core: Reading (code 5713)     | 152                  |
| Praxis Core: Mathematics (code 5733) | 146                  |
| Praxis Core: Writing (code 5723)     | 154                  |

- **SAT**

- 1100 Composite Score (evidence-based Reading and Writing and Math): Meets all aspects of Testing Requirement
- 550 Evidence-based Reading and Writing Score: Meets Reading and Writing portions of Testing Requirement
- 550 Math Score: Meets Mathematics portion of Testing Requirement

- **ACT**

- 22 Composite Score: Meets all aspects of Testing Requirement
- 22 English Score: Meets Reading and Writing portions of Testing Requirement
- 22 Math Score: Meets Mathematics portion of Testing Requirement

<https://www.winthrop.edu/coe/sas/testing-requirements.aspx>

Updated 10/2/2022