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 with all signatures to Records and Registration (126 Tillman Hall, recandreg@winthrop.edu) for Spring 2024 full-semester classes by January 29, 2024 at 5pm. Late adds will not be processed after that date.**

Student ID Number _____ Student name (Last, First Middle) *Please Print* _____ Date _____

☐ I have made financial arrangements to cover my account balance.

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

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

**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)* **Date**

_____ _____

Student Signature **Date**

Arts & Sciences: Instructor and Student Services (in that order) Student Services 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. Student Services is located in **226 Thurmond.** Subjects in this college include ACCT, BADM, CSCI, DIFD, ECON, ENTR, FINC, HCMT, MGMT, MKTG, and QMTH.

Education, Sport, and Human Sciences: Instructor and Student Academic Services (in that order). Student Academic Services is located in **144 Withers**. Subjects in this college include ATRN, CSDV, ECED, EDCI, EDCO, EDLD, EDUC, ELEM, EXSC, HLTH, HDFS, MLED, OUTL, PESH, PETE, PHED, READ, 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: Instructor and dean or Student Services (in that order). The dean's office is located in **209 Dinkins Hall**, and Student Services is in **108 Dinkins Hall**. Subjects in this college are ACAD, HMXP, HONR, and LEAD.

* Student Financial Services signature is only required if adding these classes will increase the student's tuition.

1/2024