

**WINTHROP UNIVERSITY
GRADUATE SCHOOL
CHANGE OF MODALITY FORM**

This form is to be used when a student changes their program modality from on campus to 100% online, or vice versa. The **completed, signed** form (this includes the program director's signature) should be submitted directly to The Graduate School at gradschool@winthrop.edu.

Student ID Number: W_____

Legal Name: _____
 First Middle Last Suffix

Telephone Number: _____ Email Address: _____

PROGRAM INFORMATION:

Current Degree Program and modality: _____ Online On Campus

Have you already started classes? _____ In what semester did you start? _____

If you have not begun classes yet, what semester were you admitted for? _____

Requesting change to...

Degree Program: _____ Online On Campus

STUDENT ACKNOWLEDGEMENT:

I have been counseled and understand all implications of changing the modality of the program I am currently pursuing, including the tuition difference. I understand that once I change modality, I am not eligible to change it again.

Student Signature _____ Date _____

PROGRAM DIRECTOR/ADVISOR:

I confirm that I have talked with the student and explained that impact of the modality change. I approve of this change.

Name _____ Signature _____

Date _____

New Advisor (assigned by program director): _____

Form should be submitted with required signatures to gradschool@winthrop.edu.

FOR OFFICE USE ONLY

To be updated in Banner by The Graduate School:

- If student not yet matriculated, update admissions curriculum and Fee Rate Code
- Academic adviser assignment
- Program Change on learner record
- Fee Rate Code on learner record

Please notify:

- Financial Aid: finaid@winthrop.edu
- Student Financial Services: sfs@winthrop.edu
- Debbie Siniard: siniardd@winthrop.edu
- Health and Counseling Services: Nicole Ford fordn@winthrop.edu
- Ashley Hunt: [hunata@winthrop.edu](mailto:hunta@winthrop.edu)

Student Checklist for Modality Change

IF CHANGING TO ON-CAMPUS MODALITY:

- Immunization Requirements** - Submit your [immunization form](#) to the Health and Counseling Services office. *A non-refundable \$50.00 fee will be charged to your student account if you do not submit all required immunization materials by the first day of class.* The form can be dropped off at the Health and Counseling Services office, or faxed or mailed to them. Direct questions to the Health & Counseling office at (803) 323-2206.
- Parking** - [Request a parking permit online](#) or contact the Campus Police Office at (803) 323-3333.
- Get advised and register for classes** - Register for classes on [Wingspan](#) after you've received advising. [Review the registration procedures for details.](#)
- Complete the SC Residency form if applicable** - Winthrop University is required under South Carolina State Law to determine the residency classification of applicants. Classification as a resident for tuition payment purposes is not automatic. All admitted students who claim residency in South Carolina or entitlement to in-state tuition are required to complete a residency form. Applicants are classified as out-of-state until the required form has been received and reviewed by a residency officer. Find the residency form [here](#).
- Get a student ID if you haven't already done so** - visit the Technology Services office. *Please note: a student ID card is required to obtain access to the library, the West Center, and several other campus areas.*

IF CHANGING TO 100% ONLINE MODALITY:

- Blackboard Orientation
- Talk to advisor