

Advising for Spring 2025

ADVISING TIPS

- ✓ Check Advisee Interim Grades in Wingspan.
Faculty Services – Advising Menu – Advisee Grades

If students are not going to finish a course successfully this term, it will affect their schedule next semester. WRIT 101, HMXP 102 and CRTW 201 need a C- or better to complete the requirement. Many programs also require a C in major courses so keep this in mind while advising.

- ✓ **Encourage students to look at Prepare for Registration.** Students can see details about Registration in Wingspan under Student-Registration-Spring 2025-Prepare for Registration.

The image displays two side-by-side screenshots of the 'Prepare for Registration' page in Wingspan. Both screenshots show the 'Registration Status' section for the term 'Fall 2023'. The left screenshot shows a red arrow pointing to a red error message: 'Advising Needed'. The right screenshot shows a red arrow pointing to a green message: 'Advising Complete Registration Starts - 4/10/2023 12:00 AM'. Both screenshots also show 'Permit Override' and 'Earned Hours' sections.

- ✓ **Always use Degree Works when advising.** Please make sure you are looking at Degree Works for every advisee. Degree Works Tools and Tutorials can be found here <https://www.winthrop.edu/recandreg/faculty-and-staff-services.aspx> You can contact me for individual training. **Degree Works is the best way to track degree progress.** Use Degree Works along with the program checklist. Encourage students to check Degree Works after they registered to make sure all courses applied as expected.
- ✓ **Take some sort of note while advising.** It's important to keep records of what was discussed during advising. There are options and you can do what makes the most sense for you. If you need help coming up with your record keeping plan, let me know. You can use paper or the checklist and keep it in a file, send an email to the student with a recap, keep your own file with notes on each advisee, use Navigate notes section, or make notes in Degree Works under Plans. I have instructions for notes in Navigate and Degree Works on the Advising Resources page on the CVPA website.

- ✓ **Many students will say they are “fine” or “good”**. Ask them to elaborate on what that means. Ask them questions such as: Do you work or have other responsibilities outside of school? What courses do you like most/least this semester and why? You are not only their advisor, but also their mentor so check in with them on how they are doing in the major and what more they could do to plan their professional goals.
- ✓ **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 contact me for assistance. Students have until the end of the first week of classes (August 23, 2024) to adjust their schedules.
- ✓ When finished advising, lift the “advising flag” in Wingspan.

Faculty Services – Advising Menu – Advise Students – Spring 2025 - Submit

GENERAL EDUCATION

- ✓ **The approved list of courses that can fulfill general education requirements is can change**. While the catalog will list the requirements of that year, the choices to fulfill those requirements may change. 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. Below is the link to the current Gen Ed list:

<https://www.winthrop.edu/uploadedFiles/recandreg/CourseSchedule/General-Education-program.pdf>

- ✓ **The Physical Activity Requirement** is met with all DANA courses, but only PESH 100 level courses. Advise students to check the current list to make sure the course they want to take is an approved Gen Ed.
- ✓ **Constitution-Founding Documents 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.

ACADEMIC POLICIES for Special Populations

- ✓ A student pursuing a BA degree **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, the hours in either the major or minor will need to be replaced with additional courses. Please advise accordingly.

- ✓ Students pursuing a PK-12 Teaching Certification will need to make sure they are aware of any updates to the program. For example, students in Internship I should take EDCO 410 as a co-requisite. Next semester they will take EDCO 305 with Internship II. Degree Checklists have been updated accordingly.
- ✓ Sophomore Education students take EDCO 201 and 202 in the Fall, and EDCO 220 in the Spring. EDCO 220 for CVPA students is only available in the Spring.

ACADEMIC RESOURCES

- ✓ Report a student to At Risk: [At Risk Reporting](#) or via Navigate. You can find Navigate on Wingspan under Employee Tools on the left side of homepage. You can [Issue an Alert](#) under Actions on the top right corner.
- ✓ Students who wish to change majors/minors/concentrations/catalog year should complete a *Curriculum Change* request form on-line under: **Wingspan-Student tab-Student Records-Curriculum Change Request.**

The best and fastest way to reach me is to make an appointment at the link below. This is for students and faculty and will ensure that I can answer questions in a timely manner. Otherwise, faculty can reach me at my direct line x4853 or by email (fredericksa@winthrop.edu).

[Book with Anna Fredericks Here](#)

HELPFUL LINKS

- [Override Request](#)
- [Substitution Form](#)
- [Degree Works Edit Request](#)

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