

# I Need Help! Who Do I Contact?

## Graduate School

Problem	Contact
I have questions about the scholarship process	Email the Graduate School Assistant to the Dean, Gabby Jacobsen at <a href="mailto:jacobseng@winthrop.edu">jacobseng@winthrop.edu</a> .
I have questions about transferring credits	Talk to your advisor/program director. They will need to fill out the Approval to Transfer Graduate Credit form at <a href="https://www.winthrop.edu/uploadedFiles/graduateschool/applicationforms/Approval-to-Transfer-Graduate-Credit.pdf">https://www.winthrop.edu/uploadedFiles/graduateschool/applicationforms/Approval-to-Transfer-Graduate-Credit.pdf</a> and return it to the Graduate School Office at <a href="mailto:gradschool@winthrop.edu">gradschool@winthrop.edu</a> .
I have a registration hold due to my final transcript	Email the Graduate School Office at <a href="mailto:gradschool@winthrop.edu">gradschool@winthrop.edu</a> .
I have a registration hold due to my immunization records	Email Winthrop Health Services at <a href="mailto:wuhealth@winthrop.edu">wuhealth@winthrop.edu</a> .
I am trying to get into a class that is full	Fill out the Override Request form at <a href="https://winthrop.qualtrics.com/jfe/form/SV_9zf3FRygKhIAprT">https://winthrop.qualtrics.com/jfe/form/SV_9zf3FRygKhIAprT</a>
I need to withdraw from a class	Check the withdrawal deadline on the academic calendar at <a href="https://www.winthrop.edu/calendars/">https://www.winthrop.edu/calendars/</a> , then follow the instructions on the Records and Registration Withdrawal page at <a href="https://www.winthrop.edu/recandreg/withdrawing-from-a-course.aspx">https://www.winthrop.edu/recandreg/withdrawing-from-a-course.aspx</a>
I am trying to change/add/drop my concentration	First, talk to your advisor/program director. Then fill out the Change of Concentration form at <a href="https://www.winthrop.edu/uploadedFiles/graduateschool/Change-of-Concentration-Form1.pdf">https://www.winthrop.edu/uploadedFiles/graduateschool/Change-of-Concentration-Form1.pdf</a> and have your advisor/program director sign it. Return the completed form to the Graduate School Office at <a href="mailto:gradschool@winthrop.edu">gradschool@winthrop.edu</a> .
I have questions regarding my Graduate Assistant/Associate tuition grant	Email Winthrop's Office of Financial Aid at <a href="mailto:FinAid@winthrop.edu">FinAid@winthrop.edu</a> or the Graduate School Assistant to the Dean, Gabby Jacobsen at <a href="mailto:jacobseng@winthrop.edu">jacobseng@winthrop.edu</a> .
I have questions regarding my Graduate Assistant/Associate pay	Email Winthrop's Payroll Department at <a href="mailto:payroll@winthrop.edu">payroll@winthrop.edu</a> or the Graduate School Assistant to the Dean, Gabby Jacobsen at <a href="mailto:jacobseng@winthrop.edu">jacobseng@winthrop.edu</a> .
I have questions about getting assistance for travel related to my research	Review the Travel Support for Graduate Students page at <a href="https://www.winthrop.edu/graduateschool/support-for-graduate-student-presentations-or-performances.aspx">https://www.winthrop.edu/graduateschool/support-for-graduate-student-presentations-or-performances.aspx</a> , then email the Graduate School Assistant to the Dean, Gabby Jacobsen at <a href="mailto:jacobseng@winthrop.edu">jacobseng@winthrop.edu</a> , if you still have questions.
I have questions about the thesis process	Email the Graduate School Assistant to the Dean, Gabby Jacobsen at <a href="mailto:jacobseng@winthrop.edu">jacobseng@winthrop.edu</a> .
I have a registration hold for applying to graduate	Email Winthrop's Office of Records and Registration at <a href="mailto:RecandReg@winthrop.edu">RecandReg@winthrop.edu</a> .
I have questions regarding graduation (application, diploma, ceremony)	Email the Graduate School Admission and Records Coordinator, Brantley Therrell at <a href="mailto:therrellb@winthrop.edu">therrellb@winthrop.edu</a> .