

# Senior Citizen's Guide to Taking Graduate Classes at Winthrop University

Permanent residents of South Carolina who are 60 years or older are eligible to take classes tuition-free on a space-available basis. Seniors are responsible for any additional fees and supplies.

Questions regarding this program should be directed to Dr. Gloria Jones, Student Advocate, at [jonesg@winthrop.edu](mailto:jonesg@winthrop.edu) or at 242 DiGiorgio Student Center (DiGS).

## APPLY TO THE UNIVERSITY

1. During the semester prior to your desired entry date, submit the Graduate School Admissions application online at <https://www.winthrop.edu/graduateschool/graduate-school-application.aspx>. Questions regarding the application should be directed to the Graduate School at 803/323-2204.
2. You must apply as one of the following types of students:

**Degree seeking:** Taking courses towards earning a specific graduate degree at the University. Degree-seeking students must meet the same admission requirements as non-senior citizen applicants. Official transcripts from colleges attended must be submitted. Every degree program has additional requirements (GRE scores, letters of recommendation, etc.) which can be found at <http://www.winthrop.edu/graduateschool/programs>.

**Non-degree seeking:** Taking courses to earn credit or on a non-credit basis, but not pursuing an awarded degree. Non-degree seeking senior citizens students must submit official college transcripts or a copy of their awarded diploma.

Students who choose to audit will not participate in examinations or graded course assignments. Involvement in class activities and attendance requirement are at the discretion of the instructor. Audit students must submit an additional form following registration (see step 1 under Registration Procedures).

\*Some courses are not open to non-degree seeking/audit students.

3. The Graduate School will review your materials and notify you via email of the admissions decision.

## ONCE ADMITTED, BUT BEFORE YOU REGISTER

1. **Immunization Requirement:** Go to **Health Services** at <http://winthrop.edu/hsc/immunization-requirements.aspx> before the first day of classes, create an account in the WU Medical Patient Portal, and load your Immunization information. Contact Health Services at 803/323-2206 with questions concerning immunization requirements. A non-refundable \$50 fee will be applied if immunization compliance has not been met by the first day of classes.
2. Activate your e-mail account from any computer with internet access. You may begin this process by visiting <https://apps.winthrop.edu/studentaccount/newaccount.aspx>. Please check your Winthrop email on a regular basis to avoid missing information about important university business.
3. If you are **NOT** seeking a degree, you do not need to be advised; however, you **must** attend an Orientation Session during the first week of classes. If you **ARE** a degree-seeking student who is not enrolled in one of the online programs, you must also attend one of these Orientation sessions. Your continued enrollment is contingent upon your attending one of the sessions. (Dates and times for these sessions will be announced). If you are seeking a degree, you **must** be advised for Fall or Spring semester classes (not required for summer courses). You may still register **ONLY** at the start of the semester.
4. Explore the course(s) you wish to take from the **Schedule of Courses** at <http://www.winthrop.edu/recandreg/courses> and choose "Course Offerings." Since you are registering on a **SPACE-AVAILABLE BASIS**, choose several alternates.

Please keep in mind you will **NOT** be able to register for classes until the first day of the semester.  
Please see the reverse for registration dates and instructions.

# NEW STUDENT REGISTRATION PROCEDURES

**Senior Citizens may begin registering for courses on the dates listed below.**

Fall & Spring Semesters: The first day of classes for the semester

Summer Sessions: The week before the summer session in which you are enrolling begins

*All campus offices are open M-F, 8:30 a.m. - 5 p.m. during the academic year.*

*Summer hours (mid-May – early August) are M-R, 8 a.m.—5:30 p.m. and F, 8 a.m.—11:30 a.m.*

**Step 1:** Register for classes online at <http://wingspan.winthrop.edu> or visit **Records and Registration** (126 Tillman) for assistance registering for your course(s). **The staff will not, however, be able to help you select your courses. (See # 4 on previous page).** *If the course you wish to take is full* you may register for an alternate class or contact the department chair to discuss an override (degree-seeking students only). If the course you wish to take has pre-requisites, you will need to have previously spoken to the Department Chair to discuss your options if you do not have the pre-requisite completed.

**Audit Students Only:** After registering, submit an Audit Form by the add/drop deadline for the semester/session. The Audit form is available in the Office of Records and Registration (126 Tillman) and online at <http://www.winthrop.edu/uploadedFiles/recandreg/Course-audit.pdf>. You are not required to have instructor, dept., or dean signatures.

**Step 2: If degree-seeking,** register your vehicle with **Campus Police** (Good Building). You are responsible for the student vehicle registration fee, which will be charged to your student account. If you are non-degree seeking, you will NOT need to register your vehicle with the **Campus Police** until you know whether or not you will be enrolled. You must furnish the Student Advocate ([jonesg@winthrop.edu](mailto:jonesg@winthrop.edu)) with your student number, the make, model, and tag number for your vehicle so that she can acquire your temporary parking pass that will be good through the second week of classes. Before that deadline, you must register your vehicle with **Campus Police**, and the student vehicle registration fee will be charged to your student account.

**Step 3:** Go to the **Cashiers Office** (22 Tillman) to pay your vehicle registration fee and any additional fees associated with your course(s). Failure to pay required fees may result in your classes being dropped. Visit Student Financial Services (21 Tillman) with questions. **This payment can also be made through WINGSPAN.**

**Step 4:** Go to the **I.D. Office** (1 McBryde Hall) for your Student ID card.

**Step 5:** Purchase any books and supplies at the **Campus Bookstore** in the DiGiorgio Campus Center. All books and supplies are the responsibility of the student.

**Step 6: All students, including Senior Citizens,** must complete two required programs from Student Success. You will receive email reminders and warnings about completing these interpersonal online programs, which you must complete by the stated deadline. Failure to complete the programs will result in a hold on your account, and you will not be allowed to register for the following semester.

**Step 7: Records and Registration** may contact you via your Winthrop e-mail to request documentation of your legal presence. More information is available at <https://www.winthrop.edu/recandreg/proof-of-citizenship.aspx>. Failure to turn in this documentation may result in a registration hold on your account.

# RETURNING STUDENT REGISTRATION PROCEDURES

1. Contact the Student Advocate ([jonesg@winthrop.edu](mailto:jonesg@winthrop.edu)) to indicate your intent to continue taking classes through this program. The Student Advocate will review your information and determine if any updates to your information or additional materials are required.
2. Degree-seeking students must meet with their advisor to discuss course selection.
3. Follow the same procedures listed above to register and pay your fees. You will need to get a new ID card and parking permit **ONLY** if your old one is expired or misplaced.