

Winthrop University Archives
Preliminary Descriptive Inventory

Unit: Student Life, Division of
 Sub-Group: Health and Counseling Services, Office of
 Series: Office of Accessibility: Correspondence and Memoranda

Record Group no: W451
 Sub-group no: 2B
 Series no: 4

Description of series and its contents:

This series consists of the correspondence and memoranda produced by the Office of Accessibility (Formerly Office of Disability Services.) The Office of Accessibility helps to create an accessible campus community where students with disabilities have equal opportunity to participate fully in their educational experience at Winthrop University. The correspondence and memoranda is organized by calendar year.

<u>Box(es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	Correspondence and Memoranda	2011
1	2	Correspondence and Memoranda	2012
1	3	Correspondence and Memoranda	2013
1	4	Correspondence and Memoranda	2014
1	5	Correspondence and Memoranda	2015
		<ul style="list-style-type: none"> • Topics: -Syllabi Accessibility Statement -Global Cultural Events 	
1	6	Correspondence and Memoranda	2016
		<ul style="list-style-type: none"> • Topics: -Office Name Change to Office of Accessibility -Syllabi Accessibility Statement -Test Center -Open House 	
1	7	Correspondence and Memoranda	2017
		<ul style="list-style-type: none"> • Topics: -South Eastern Regional AHEAD Conference -Syllabi Accessibility Statement -Accessibility moving to third floor Bancroft -Open House for Office of Accessibility -Accessibility Awareness Fair -Final Exam Info from Test Center 	
1	8	Correspondence and Memoranda	2018
		<ul style="list-style-type: none"> • Topics: -Accommodation/Access Letters -Syllabi Statement -Susan Sistar's Retirement Reception -Program Director of Disabilities leaving 	
1	9	Correspondence and Memoranda	2019
		<ul style="list-style-type: none"> • Topics: -Office of Accessibility Updates -Office of Accessibility Syllabus Statement -Office of Accessibility Test Center 	

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1	10	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Syllabus Statement for Accessibility-Letters of Accommodation for faculty-Reasonable Accommodations-Captioning Classroom Materials-Accessible Information Management (AIM)-Office of Accessibility reminders-Helpful faculty links-Office of Accessibility relocation	2020
1	11	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Updates and Reminders for Spring 2021	2021
1	12	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Inclusive Event Planning-Office move to summer-OA Test Center	2022
1	13	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Office move to MacFeat House-Important updates and reminders-Open house	2023