

Winthrop University Archives  
Preliminary Descriptive Inventory

Unit: Registrar, Office of the

Record Group no: W407

Sub-Group: \_\_\_\_\_

Sub-group no: \_\_\_\_

Series: Correspondence and Memoranda

Series no: 5

Description of series and its contents:

**Series consists of correspondence and memoranda relating to the Registrar's office.**

**Correspondence 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	2010
1	2	Correspondence and Memoranda	2011
1	3	Correspondence and Memoranda	2012
1	4	Correspondence and Memoranda	2013
1	5	Correspondence and Memoranda	2014
1	6	Correspondence and Memoranda <ul style="list-style-type: none"> <li>• Topics:               <ul style="list-style-type: none"> <li>-Registration</li> <li>-Grades and Deadlines</li> <li>-FERPA Training</li> <li>-Grading for Summer Session</li> <li>-Graduation Information Session</li> <li>-Interim Grading</li> <li>-Spring 2016 Advising</li> <li>-Final Exams</li> <li>-Deadline change for Graduate student grades</li> <li>-Final grading deadlines</li> </ul> </li> </ul>	2015
1	7	Correspondence and Memoranda <ul style="list-style-type: none"> <li>• Topics:               <ul style="list-style-type: none"> <li>-Committee on Undergraduate Curriculum</li> <li>-Interim Grading</li> <li>-Spring Semester Exams Announcement</li> <li>-Final Grading</li> <li>-Parent Portal</li> <li>-New Undergraduate Catalog</li> <li>-Add/Drop dates</li> <li>-Summer Grading sessions and dates</li> <li>-Advising and Registration for Fall</li> <li>-Fall Exam Schedule</li> <li>-Grading</li> <li>-Farewell Reception</li> <li>-S/U and Withdrawal Deadline</li> <li>-Retirement Drop-in for Robbie Hampton</li> <li>-FERPA training</li> <li>-Advising and Registration</li> </ul> </li> </ul>	2016
1	8	Correspondence and Memoranda <ul style="list-style-type: none"> <li>• Topics:               <ul style="list-style-type: none"> <li>-Committee for Undergraduate Curriculum</li> <li>-Final Exams</li> </ul> </li> </ul>	2017

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1	8	Correspondence and Memoranda Cont'd <ul style="list-style-type: none"><li>• Topics:<ul style="list-style-type: none"><li>-Grading</li><li>-Privacy of Education Records</li><li>-Curriculum Action</li><li>-Interim Grading</li><li>-Advising and Registration</li><li>-Maymester Session grading</li><li>-Banner 9 Navigation Training</li><li>-Fall Exam Schedule</li><li>-Spring Exam Schedule</li><li>-FERPA training</li><li>-Committee for Undergraduate Curriculum</li><li>-Degreeworks</li><li>-Spring Advising and Registration</li><li>-S/U and Withdrawal deadline</li><li>-Senior Citizen Registration</li><li>-Final Exam Message</li></ul></li></ul>	2017
1	9	Correspondence and Memoranda <ul style="list-style-type: none"><li>• Topics:<ul style="list-style-type: none"><li>-Adding and Dropping Spring Classes</li><li>-Opening of Family Trust Federal Credit Union</li><li>-FERPA Training</li><li>-DegreeWorks Training Sessions</li><li>-Interim Grading</li><li>-Withdrawal and S/U deadline</li><li>-Records and Registration office closed</li><li>-Summer/Fall Registration/Advising</li><li>-Committee for Undergraduate Curriculum</li><li>-Senior Citizen Registration</li><li>-Econ 103</li><li>-Academic Space During Exams</li><li>-Final Grading</li><li>-Grading Availability</li><li>-Graduate Degree Candidate Grades</li><li>-Grading Deadlines</li><li>-Registration Down</li><li>-Registration Deadline</li><li>-Calendars and Academic Policies</li></ul></li></ul>	2018

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1	9	Correspondence and Memoranda <ul style="list-style-type: none"><li>• Topics:<ul style="list-style-type: none"><li>-Committee for Undergraduate Curriculum</li><li>-Advising for Spring</li></ul></li></ul>	2018