

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

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

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1	9	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Committee for Undergraduate Curriculum-Advising for Spring-Grading-Retirement Reception for Tammy Gillett-Summer Course Schedule	2018
1	10	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-FERPA Training-Interim Grading-Advising and Registration-Summer Registration-Final Grading-Curriculum-Reminder Grades Due-Summer Grading-New Online Curriculum Application System Site-Records and Registration late opening-Exam Schedules for Fall-Website Launch-Departmental Deposit Information-Taxable mealtime Reimbursements-SC State Travel per diem limits	2019