

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 -Classes in session on Election Day 	2019
1	11	Correspondence and Memoranda <ul style="list-style-type: none"> • Topics: <ul style="list-style-type: none"> -FERPA Training -Add/Drop classes -New faculty and staff services page -Final Grading -New Banner 9 Registration -Dropdown Box for S/U Grading -Undergraduate Catalog -Fall Exam Schedule -Curriculum Deadline -Course Drop vs. Withdrawal -FERPA and Zoom -Interim Grading 	2020

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1	11	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-S/U and Withdrawal deadline-Degree Works Website-Advising and Registration for Spring 2021-Applications for graduation-Undergraduate Grading for Fall-Fall exam announcement-Final Grading-Degree candidate email-Manual for the Curriculum Application System	2020
1	12	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Spring Exam Schedule-FERPA training-Drop/Add for Spring-Records and Registration opening late-Spring Course withdrawal deadline-Advising and registration for Fall 2021-Curriculum items with no action-S/U deadline-Final Grading-Grade Changes for Spring or Fall 2020-Department hours-Exam announcements-Wingspan Updates related to personal pronouns and gender Identification-Registration downtime-Christmas Stamps and packages-Degree Works-Enrollment Verifications-Interim Grading-Advising for Spring 2022-Spring Course Offerings-York County Veterans Affairs Food Drive	2021
1	13	Correspondence and Memoranda <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-FERPA Training-S/U Announcement-Spring 2022 Exam Schedule-New Degree Works-Records and Registration Opening hours-Interim Grading	2022

