

Winthrop University Academic Affairs
Lab/Course Fee Approval Process
04/2008

1. The Registrar sends email notification to department chairs October 1 and February 1 (form posted on RR website at <http://www.winthrop.edu/recandreg/default.aspx?id=7553>). **The Registrar will be responsible for tracking the progress of requests.**
2. Chair sends lab/course fee requests to respective Dean for approval
3. Dean forwards approved requests to the Registrar by November 1 and March 1.
4. The Registrar compiles requests and forwards listing to VP for Academic Affairs for review with ALC (cc VPAA administrative assistant).
5. VPAA forwards approved listing to VP for Finance and Business to obtain President's approval by December 1 and April 1.
6. VPFB forwards approved listing electronically to Controller, Registrar, and the Master Schedule Coordinator.
7. The Registrar notifies Deans and Chairs.

Updated 9/2010