

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

1. The Registrar sends email notification to department chairs September 15 and January 15 (form posted on RR website at <https://www.winthrop.edu/recandreg/forms.aspx>). 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 October 15 and February 15.
4. The Registrar compiles requests and forwards listing to VP for Academic Affairs/Provost (cc Assistant Provost). Will also include comprehensive list of lab fees (if requested).
5. Provost confers with appropriate parties and sends approval to Registrar by November 1 and March 1.
6. Registrar forwards approved listing electronically to Student Financial Services Manager and Assistant Registrar.
7. The Registrar notifies Deans and Chairs.