

eCalendar Procedures — Updating Programs

All program information for the [eCalendars](#) is stored in the Banner database, in the same way that the course catalog resides in Banner. Program data is extracted from Banner and moved into the eCalendar for publication.

The Program and Degree Evaluation (DE) Unit in Enrolment Service (ES) is responsible for maintaining all program information in the University eCalendars in collaboration with the eCalendar team. [Contact information](#) available below.

Reviewing Programs

Refer to the current eCalendar at www.mcgill.ca/study/programs/search to see how program information is displayed.

- Verify that **all** courses listed in your programs (including those offered by other units) are accurate.
- Verify that all other content (program description, names, dates, contact information, etc.) is correct, and all approved revisions were correctly integrated.
- If a revision was approved by SCTP and does not appear, inform the eCalendar team. Include the committee and meeting date that approved the revisions in question.

Note: Due to a software limitation in Banner, special formatting such as tables, bold, italics, or underlining text cannot be displayed in program descriptions.

Any revisions to course/program requirements must be approved by SCTP. Please contact us with any questions regarding the SCTP approval process.

Revising a Program/Proposing a New Program

1. Submit a *Program Revision* form or a *New Program Proposal* form to SCTP. For forms and guidelines, see www.mcgill.ca/sctp/guidelines; also refer to the [Styleguide](#) for general content guidelines. Any questions about this process should be directed to the Enrolment Services (ES) SCTP Course & Program Administrator.
2. Once submitted, a proposal or revision must receive the *required level of approval*—these can vary depending on program type and scope of changes requested (Faculty, CGPS for graduate programs, SCTP, APC, Senate, and the Ministry of Education for new degree programs)—by the dates communicated by ES in order to appear in any given eCalendar; see the [Deadlines](#) section below.
3. Resolve any revisions or clarifications requested by the approval committee.
4. Once a new program or program revision has been approved, the corresponding forms are forwarded to ES to update in Banner. ES distributes the revised program information to departments/faculties so that it can be reviewed by Department, Faculty, DE, and ES within the revision timeline.

Once the approved changes have been published, review the new/updated program info in the eCalendar by [browsing to the appropriate section](#) or searching in [All Programs](#).

Retiring a Program

1. Submit a *Program Revision* form to SCTP, checking the “Retirement” tick box and providing a rationale. For forms and guidelines, see www.mcgill.ca/sctp/guidelines. Any questions regarding how to properly fill out these forms should be directed to the Enrolment Services (ES) SCTP Course & Program Administrator.
2. Once the retirement is approved by SCTP, it will be removed from the eCalendar following the next publication.

Deadlines

Deadlines for the various levels of approval (SCTP/APC/Senate) are communicated at the start of each review cycle. Any questions about deadlines should be directed to the eCalendar team.

Minor and Moderate Program Revisions

- SCTP-approved *minor & moderate* program revisions applicable to a **future term** (eCalendar not yet published) will be published on the next appropriate eCalendar publication date.
- SCTP-approved *minor & moderate* program revisions applicable to a **published** eCalendar will be published on a rolling basis soon after they reach ES.

Even for minor/moderate revisions eligible for rolling-basis publication, departments should abide by the appropriate deadlines for changes to appear in time for an eCalendar publication. Revisions made after a publication date are not ideal because they will not appear in the PDF version of the eCalendar, and because the site receives a high volume of traffic following a publication.

Major Revisions, New Programs, and Retirements

Deadlines are especially important for major revisions, new programs, and retirements because they can *only* be done as part of an eCalendar publication and *not* on a rolling basis.

Major revisions to programs require APC approval, and new degree programs require Ministry of Education approval (this can take several years; note that new degree programs can only be added to the eCalendar following final approval from the Ministry). The earlier that proposals are submitted to SCTP, the better, as this allows time for questions, revisions, and a second review at SCTP (if needed). Both *SCTP and APC members require meeting documents two weeks before a scheduled meeting*. The approval process may take longer than expected to be reviewed and gain final approval. Subsequent reporting of all approved items to DE can be further delayed if responses are required from departments concerning queries, changes, etc.

For forms or details regarding required approvals, please refer to the SCTP website at www.mcgill.ca/sctp/guidelines or contact the ES SCTP Course & Program Administrator.

Contacts in Enrolment Services

Degree Evaluation:

- Vanessa Fabris: ext. 2282, vanessa.fabris@mcgill.ca
(for Arts, Dentistry, Management, and Medicine programs)
- Kristina Kotoulas: ext. 00769, kristina.kotoulas@mcgill.ca
(for Agricultural & Environmental Sciences, B.A. & Sc., Education, Engineering, Environment, Law, Music, Nursing, Physical & Occupational Therapy, and Science programs)

SCTP Course & Program Administrator:

- Cindy Smith: ext. 2624, cindy.smith@mcgill.ca

eCalendar Team:

- Nadia Signorino: ext. 8344, nadia.signorino@mcgill.ca
- Andrea Di Stefano: ext. 7523, andrea.distefano@mcgill.ca