

eCalendar Procedures — Updating Courses

All courses offered at McGill are listed—with course numbers, titles, credit weights, and other detailed course information—in the [eCalendar](#) and [Minerva Class Schedule](#), derived dynamically from course data in Banner. Both active and inactive courses display in the eCalendar; active courses appear in **bold** while inactive courses are *greyed out*. Accompanying text indicates in what term(s), if any, the course is offered. Further information on this process is available from Enrolment Services' Class Scheduling team.

Note: The PDF versions of the eCalendars display course lists for each program, though *without* accompanying descriptions or notes/symbols for each course.

I. General Procedure

After the roll of CRNs to the current academic year (usually in October), units have approximately **6 weeks** to make all changes to courses and other related activities, including:

- all Banner updates such as enrolment max., patterns, instructors, room attributes, etc.;
- all *Instructor Unavailability forms* submitted (via Minerva) and approved by their Chair/delegate;
- all approved *course combination forms* submitted (via Minerva)
- all signed (approved) *Course Constraints* and *Departmental Unavailability forms*.
- If any new courses are approved by SCTP after the deadline of November 1, CRNs should not be created until after the final schedule has been posted in late March. Consideration will be made for extenuating circumstances, though you must first get approval by the Class Schedule team before creating new CRNs. For additional information, please contact timetableproject.es@mcgill.ca.

Course updates that have not met this deadline may continue to be entered in Banner, but only after the schedule has been uploaded for the mid-February preliminary. These late updates will only be included in the final version, due mid-March. If you have any critical changes that **MUST** appear in the February draft, please send the information to timetableproject.es@mcgill.ca.

II. Course Revisions

Please review all courses for content and accuracy by viewing them in the report SZRCCRIN~F in the Minerva Reports menu (filter on category 'Catalogue Reports' and report name).

- Course activation, typos, errors or omissions in *already approved* courses can be revised by emailing classschedule@mcgill.ca.
- All topics courses **MUST** have the topic entered at the section level in form SSATEXT (max 2 lines; each line should have a dollar sign [\$] preceding the text). *It is a government requirement that the topic be entered and viewable in a public forum such as the web (or in our case, the eCalendar).* This should be done **before** opening of Class Schedule, or as soon as possible thereafter.
- All revisions to pre-reqs, co-reqs, titles, descriptions, restrictions, etc. as well as all new course proposals must be submitted to and approved by SCTP. Although it is preferred that all course revisions/proposals be done by the January SCTP meeting (**especially those that impact programs**), course revisions will continue to be approved February through May. Since courses are dynamic in the eCalendar, they will display there within 24-48 hours of their update in Banner.

- Courses that have previously been retired can be ‘un-retired’ if necessary via a request through the Dean or Dean’s delegate, and then by e-mail to classschedule@mcgill.ca and cindy.smith@mcgill.ca. Un-retirement of courses in this manner is possible **ONLY** if no changes are being made. If the course lacks a description or if any other changes are being requested, they must go through the normal course revision channels.
- Further information is available at www.mcgill.ca/classschedule.
The full timeline is available at www.mcgill.ca/classschedule/schedulingkit/timeline.

III. Contact Information

- Class Schedule team: classschedule@mcgill.ca
- Timetabling team: timetableproject.es@mcgill.ca
- SCTP contact: cindy.smith@mcgill.ca
- eCalendar team: ecalendarsupport.es@mcgill.ca

