

eCalendar Procedures — Updating Programs

All course and program information for the [eCalendars](#) is stored in Banner/Minerva 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 collaboration with the eCalendar team; [contact information](#) available below.

The form used to access the eCalendar programs database is also used by several other units—including the GDEU Government Reporting unit for university funding. The eCalendar represents the official reference for McGill’s program offerings for students, the Ministry of Education, and the broader community, as well as other internal systems such as myProgress. For these reasons, it’s important that programs listed in the eCalendar remain accurate and up-to-date.

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, as well as all other content (program description, dates, etc.). Ensure 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 software limitations, special formatting (*i.e.* tables, bold, etc.) cannot be displayed in program descriptions.

Revising a Program/Proposing a New Program

1. Submit a *Program Revision* form or a *New Program Proposal* form to SCTP. See www.mcgill.ca/sctp/guidelines for forms and guidelines and the [Styleguide](#) for general content guidelines. Any questions about this process should be directed to the SCTP Secretary (APB).
2. Once submitted, a proposal or revision must receive the *required level of approval*—this can vary depending on program type and scope of changes—by the dates communicated by ES. See the [Deadlines](#) section below.
3. Once a new program or program revision has been approved, the approval is forwarded to ES to update in Banner/Minerva. ES distributes the revised program information to departments/faculties so that it can be reviewed by the appropriate stakeholders.
4. 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, check the “Retirement” tick box and provide a rationale. For forms and guidelines, see www.mcgill.ca/sctp/guidelines. Any questions regarding this process should be directed to the SCTP Secretary.
2. Once the retirement is approved, it will be removed from the eCalendar during the next scheduled publication.

Deadlines

Deadlines for the various levels of approval (SCTP/APC/Senate) are communicated at the start of each review cycle.

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.

Units should abide by the appropriate deadlines for changes to appear in an eCalendar publication. Revisions made after a publication date will not appear in the PDF version of the eCalendar.

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.

When a program requires a title change, this cannot be done on a rolling basis as it usually requires a coding change in Banner and so will only appear in the following publication.

For forms or details regarding approvals, please refer to the SCTP website at www.mcgill.ca/sctp/guidelines or contact the SCTP Secretary (APB).

Contacts

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