

ARUCC FEBRUARY 2006 CALENDAR SURVEY REPORT

Institution	Calendar Versions	Official Version	Moving/ Moved to Web Only	Calendar Distrbn/Charges	Mail Calendars? Alternate Publication?	Updating Web -Indicate Changes
Acadia University (Rosemary Jotcham)	Print & online PDF	Print	No	No charge to new students and other Canadian universities	Mail no charge. Feel we have a legal and moral responsibility to be sure they have opportunity to understand the rules that govern their studies.	
University of Alberta (Marjorie Morris)	Print, online PDF of print, and online version. This year we printed 24,000 and have been reducing quantities in each of the past five years.	Not identified at this time. The 'base document' for all three versions is same. Base document includes: Academic Schedule Undergraduate Application Deadlines for Admission and Readmission Undergraduate Admission University Regulations and Information for Students including - General University Policies - Classification of Students - Registration and Fees - Academic Regulations and Information for Students - Code of Student Behavior - Code of Applicant Behavior Faculty Sections (undergraduate) Faculty of Graduate Studies and Research Open Studies Print version and PDF contain course listings; online version links to electronic course listings on Bear Tracks.	Not at this time	New and continuing students, faculty and student advising staff, high school counselors in western Canada, and limited quantities to other postsecondaries (no charge). If institutions require extra copies, they purchase from the U of A Bookstore. We made extensive improvements to our online calendar in 2004 and moved to a central distribution through the Bookstore whereby students exchange a calendar coupon for print calendar. New students are encouraged to pick up and keep their first calendar. For continuing students, we promote the online version through ads, posters and websites—it is available 2 weeks ahead of print versions. However, if they want a print calendar, they can use coupon to get one. (More and more of these students are using the online version.) These initiatives have allowed us to reduce print quantities substantially—from 41,000 in 2004 to 24,000 for 2006.	Calendars are mailed to newly and conditionally admitted students outside the greater Edmonton area at no charge. We are looking at developing a new student publication to take students through the next steps following admission confirmation.	At present we do not update the online version except to correct very minor errors in print. We feel it is very important to maintain the same 'base content' in our three Calendar versions. With the move to XML, we have the capability to highlight changes and link users to the changes in a separate area. We used this process this year for an errata to correct first year requirements for two programs. However we are still assessing the implications and impact on the overall university calendar change and approval process of allowing late, post-print updates to be posted on an Addenda page. This concept has yet to be presented to the General Faculties Council.
Briercrest College (SK)	Online PDF only with 100 paper copies	PDF version is identified as official in PDF document. The PDF is also the archival	Moved to web only Calendar in	The 100 printed copies distributed to those who need (internally) that don't have web access.	Don't send newly admitted any paper copies. It is all electronic communication with links to	The web Calendar is a two-year version that gets updated once a year. This year a program was cancelled—wrote 'Not

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(Grant McMillan)		version.	2005 with smooth transition except for assumption that on web changes could be made easily.		info and instructions needed.	currently offered" over these pages.
Camosun College Victoria BC (Leslie Martin)	Print and web (PDF) versions are produced. We printed 7,000 copies for 2006-2007. We have been reducing the quantity produced each year.	In the print version it is stated that the web is the 'official' version.	No. We are not considering moving to web only at this time.	Charged a fee: all students and anyone requiring additional copies. Not charged: a specific amount are sent to educational institutions and other bodies that service the institution. Specific amounts provided to staff and faculty, and thereafter are redirected to purchase calendars. Marketing and promotional events are provided with free calendars.	Calendars are mailed on request - \$8 within Canada, \$11 USA, \$17 overseas.	The web calendar is updated in January and June of each year. We provide the dates when the calendar was updated. We correct mistakes by providing an addendum.
Capilano College (BC) (Michelle Philippe)	We no longer print a calendar. We print a viewbook, a very abridged version of information for the standard academic year. The calendar on the college website is available as both pdf and an interactive but static (not updated) version. Our Advising department and some academic areas prefer having a print calendar. Some high schools have limited access to web so they offer the print version that is over two years old. The online calendar will be	The calendar on the web is the official version. The web page with calendar links announces that the online calendar is the official publication.	We publish only the web calendar. We have not formally surveyed the impact of only publishing web calendar.	N/A	Our viewbook can be requested over the web and is mailed free of charge. In addition it is distributed instead of the calendar to the original calendar distribution list which included high schools and other postsecondaries. This has been expanded to include any agencies that request a copy.	We don't update it between annual publications. Changes are not indicated in our published, static calendar. We also do not publish addendum of changes to the calendar. Some of the pages in the online calendar link to departmental web pages on the college website which present current information including approved new programs and courses which don't yet appear in the online version. Changes such as replacing one of the required courses in a program profile with another are not indicated until such changes are included in next calendar. This is under review. Department web pages may include future program and/or courses provided they are approved. More troubling for us is the

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	archived in pdf format. At present we only have the current year available.					issue of presenting two different program profiles for the same program in one academic year—one that is active for the fall, then changes for the spring.
Carleton University (Sandra Bauer)	<p>Printed and HTML web. The web may contains some PDF versions of certain sections. Last year we printed 21,000 Undergraduate Calendars This year we will be dropping by probably a couple of thousand, pending a final count of unused inventory of last year's edition. We are slowly reducing the number of print editions produced.</p> <p>We retain on the web previous editions of the Calendar, and the library keeps print copies.</p>	<p>Within the print, and on the web version we have a notice that says that the online (web HTML) is the official edition. The Web version became the official version in 2002 because it enables us to correct errors that are detected post-publication of the print edition, errors that, if they remained for the year, could be detrimental to the student. For practical purposes, it uses fewer resources (natural and budgetary) to rely on a printed document. Storing, transporting, inventorying the printed document year after year employs university resources that can be better spent elsewhere, especially given that a web version is superior in its accuracy and up-to-dateness.</p>	No	No fee. The print Calendar is available for new and returning students, faculty and staff, outside institutions.	I believe so, but only if they are requested. Students are encouraged to make use of the Web edition.	<p>Most of the updates occur between the spring of the year in which it was published and that autumn. Late submission of program and course changes is discouraged. Updates are generally tidying up loose ends, correcting errors, adding special topics. The usual annual cycle of Calendar changes, following Senate and Faculty deadlines is adhered to despite the fact that the web edition is our official version and technically updateable throughout the year.</p> <p>We list changes on an updates page and make a note next to the entry that it's an update.</p> <p>We don't include one year in advance changes. In my view that constitutes advertising rather than the publication of regulations. Furthermore it is rare that we would have advance notification of such changes that had received the appropriate levels of approval.</p> <p>If it's a trivial mistake (editorial, typo, etc.) no notation is made. If it's substantive it is listed as an erratum on the Updates page.</p>
Dalhousie University (Mary MacGilivray)	Print & Web versions. Print 9000 undergrad, 2900 graduate, & 2800 professional school calendars. Have been reducing numbers over the	Print considered official. Students are subject to regulations in print calendar. Statement in the calendar mentions the electronic	Not yet.	Students, faculty, admin staff and high schools, and other universities receive free. Others are charged fee.	Normally expect students to come in and pick up but will mail on request – no mailing charges.	Only correct errors on web calendar and do this asap. Otherwise only changes are to course descriptions, i.e. new courses that were approved since calendar went to press and that will be offered in the upcoming

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	years.	version and refers to the 'official printed version'. Print version is archival.				year. Correction of errors and new courses not highlighted.
Douglas College (BC) (Brenda Waltor)	Stopped printing calendars in 2005.	Online calendar is official version and provide this in our online calendar and in all applicable forms/brochures. Every time we update, we archive the previous version.	Moved to web only and have had very little resistance internally and externally. Everyone understands that print is out of date by time printed. Were able to take the \$30,00 for printing and enhance our other publications	N/A	N/A. We have a number of publications designed for different types of students. We mail these free of charge.	Online calendar is updated twice per year—May and December. Don't highlight changes. Require one year advance posting if change constitutes more stringent requirements. These indicate current and new requirement with highlighted notation such as "Effective...: " We do correct critical errors.
University of Guelph (Alex Goody)	We produce a web version that is also available as a PDF. The final version is the archival version.	The disclaimer states the following "In the event of a discrepancy between the print version (downloaded) and the web version, the web version will apply."	Have moved to a web only version. At first the faculty and staff were unhappy but adapted over time.	N/A	Newly admitted students are sent a Registration Handbook that refers to the calendar.	The academic component is static unless major error noted or really high profile update. Non-academic component updated as required several times per year. The calendar homepage reflects revisions and each revision highlights what was updated/added.
Langara College (BC) (Therese Paradis)	Produce print and web versions. We print about 8,000. Have about 7500 students in each of Fall and	Printed Calendar is the official. Notify students it official version because it is a static document.	Have thought about only offering an	We do charge for the printed calendar and this charge applies to everyone who wants a copy except for other postsecondary institutions.	We do mail the Calendar but there is an additional charge depending on where it is going.	At the moment we only update courses on a regular basis but College is working on a policy regarding the web Calendar. We do make corrections and make a reference that

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	Spring Semesters	The printed version is our archival.	online Calendar, but many students and faculty want the print version for easy reference.			a mistake was made in the print version.
University of Lethbridge (Melody Foreman)	Print and online PDF. Also publish an html version of each year's course descriptions. Have occasionally produced CDs of Calendar for either recruiting purposes or because of unexpected demand for print Calendars. Have printed 10,000 to 12,500 during last five years. This has not been reduced. Both versions are archived, but the online archive is more widely known on campus.	Print version considered to be 'official'. UofL Calendar is tied to the U of L academic year, with curricular changes legislated annually. As curricular changes are not permitted outside of the legislative cycle, the online and print versions are consistent with respect to legislated curriculum changes.		We send printed Calendars to new students, faculty, staff, and outside institutions. Continuing students, who would have received Calendar upon admission, may access the online Calendar at no cost or purchase a Calendar at the Bookstore for \$5.00 (Calendars are delivered for an additional shipping fee).	Mail to new students outside reasonable driving area at no cost.	If necessary, errors and post-publication updates to the print edition of the Calendar are incorporated into the online Calendar and posted on the Updates web page on the U of L Calendar website. There is a notice on the title fly of the print version notifying students to check the updates web page regularly for errata and addenda items arising after the Calendar has gone to print. Errata and Addendum items are updated throughout the year as needed. Changes highlighted on Updates web page. Occasionally notices regarding major changes that will come into effect in the next year are placed in conspicuous boxes in the appropriate section of the Calendar. Such notice boxes are removed when the changes are officially legislated for incorporation into Calendar. Mistakes in print version corrected in web version.
MacEwan College (Edmn. AB) (Kevin Spila)	We produce a print Calendar and an online PDF	This is not an issue yet as we have not moved to a web-based Calendar	No	We charge \$5.00 for prospects. We give current students a coupon to pick up a Calendar. We also send to other institutions and do not charge.	We mail Calendars and for this we charge \$10.00.	n/a
McGill University (Sylvia Franke)	We produce a printed version (60,000 copies), a web version, and an online PDF.	We think this is a moot point. The official annual version is the annual printed	We are not moving to a web version	The calendar is free. All students and offered applicants receive it. All faculty and staff receive it as well. It	We mail the calendar to all offered applicants (in some cases, courier). Current students pick	We update the web calendar in March and in summer. We have a section that indicates which sections have been

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	Online PDF version is our archival.	or PDF, at the time of printing. It is subject to official updates which are posted on the web, or correction of errors. We currently do one web update in late summer but we may do more in future.	yet.	is also available at our open house, and our welcome center.	up calendar from the faculty student affairs office.	changed in the summer, compared to the March printed version.
McMaster University (Elizabeth McCallum)	Produce a printed version, web version and what I call a dumb PDF version (i.e. no links). For past two years have printed 15,000 which is approx. half of what we used to.	We don't. If we were questioned, however, I think we would say the print version.	Not yet.	Distribute calendars gratis to faculty and staff. Students and everyone else pays \$5.00 through our Bookstore. Some Faculties however have purchased calendars in bulk from us which they distribute as they see fit. We do send copies no charge to all ON high schools and some select out-of-province.	We will mail anywhere as long as the recipient pays for Calendar and postage. Newly admitted students receive a Level 1 Course Guide instead of the Calendar.	Only update once, when first produced. All our curriculum changes are made once a year. If there is a change for the next year it will already be included in the Calendar. Only correct serious errors in web version.
Memorial University of Newfoundland (Regina Bruce)	Print and web now; PDF and CD for Fall 2006. Print 9,000 copies, reducing approx. 350 copies/year since 2002. We archive both print and web.	The print version is the official version and it states that on the web version	. No, but hope to within the next five years.	No fee – all stakeholders.	We mail to students	We update we calendar once but don't highlight changes.
University of New Brunswick Saint John (Tom Buckley)	We produce print, PDF, and web versions. We have been reducing the number of print copies each year for the past several years. In the coming year, we are planning to try a pilot project where only 'essential' hard copies are provided—first year students, faculty and staff who need copies, recruitment copies and external people who prefer hard copy such as high	The hard copy of the calendar normally has been viewed as the official version. However, as the web and print are the same, we have not had problems with conflicting versions.	We have not yet moved to a web only calendar but may at some point in the future.	We do not charge for calendars.	We do send calendars to transfer students, those who cannot access the online version, or those who specifically request a hard copy for whatever reason. We do not charge for mailing.	We will make corrections to the online version if errors are found, but no new information is added during the course of the year. Any new changes and updates are incorporated in the next year's calendar. Departments often advise current students of changes and first-year students normally meet with an academic advisor who can provide this information. On the rare occasion when it is necessary, we normally include such notification in the relevant section of the calendar.

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	<p>schools. Others will be directed to the web version.</p> <p>The hard copy of the calendar is stored in the archives. Printable version of the calendar are available on the website from 2002-03 to present.</p>					
<p>École Polytechnique de Montréal (Robert Martin)</p>	<p>Une version papier, le même texte sous forme PDF sur le web. Les programmes et les règlements sont également présentés sous forme web (en particulier avec l'interactivité, les liens sur les sites web des cours faits par les professeurs etc. Pas de CD.</p> <p>Nous produisons 3 annuaires : - baccalauréat : 11 000 - études supérieures : 7 000 - formation continue : 6 000 Nous n'avons pas diminué le nombre au cours des dernières années, c'est un instrument de promotion important.</p> <p>Which version of the Calendar is your archival version? La version papier seulement.</p>	<p>C'est la version papier, ou la version web (qui doivent être compatibles). Nous n'avertissons pas le étudiants de façon particulière.</p>	<p>Non, la version papier est, pour nous, très importante à l'intérieur du Québec.</p>	<p>Tout est gratuit.</p>	<p>Auparavant, nous expédions en effet nos annuaires aux étudiants qui posaient leur candidature chez nous. Maintenant, nous leur conseillons de regarder sur le site web.</p>	<p>how often do you update it during the year? une fois par année</p> <p>Des informations sur les modifications de nos programmes sont communiquées aux étudiants de notre établissement dans la section "Étudiant actuel". Mais elles ne sont pas communiquées sur le site web dans la section "Programmes" * do you correct mistakes (from the print version) in the web version? Oui, si nécessaire.</p> <p>Which version of the Calendar is your archival version? La version papier seulement.</p>
<p>Northern Alberta Institute of Technology (Don Yurchuk)</p>	<p>Produce print and web. Web calendar is our master. It is a summary document that comes from a large number of object-linked files. Program staff</p>	<p>Web is official and it is stated in all print calendars and other communications. We do not really have one. If</p>	<p>We really do have a web calendar. The print calendar is</p>	<p>Many of our print calendars go to high school counselors and are distributed to their students. Most are bought at our counters for \$5.00. Our rule is that we do not charge</p>	<p>For \$5.00 we mail anywhere in the world. We do have a viewbook that is free and we give them to anyone who wants them. We do not give newly</p>	<p>Because of our process, our web calendar is always only one day out of date. We date changes and therefore they can be seen. In some cases we keep a number of versions of data on the system to enable people to</p>

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	input instructor names, text, timetable info, short-form course outlines, etc and the relevant fields automatically update to our calendar. Web is always up-to-date and production of print very easy. Now down to 11,000 from 25,000. All data is accessible online and more current.	we did, it would be the print version with the proviso that the web version is always correct.	more like an offprint than anything else.	educators, educational institutes or businesses but do charge individuals.	admitted students a calendar but do give them specific letters, handouts and other major documents.	see what was there and what is now there. We highlight changes with the effective date.
Olds College (AB) (Pat Hunter)	Print Calendar and it goes on the web as a PDF. We produce 9,500 and over the last three years we have reduced by 3,000 at least	Print is official until we go completely web. New students get a copy on request and at registration. We reinforce at orientation that Calendar is their Bible Print is archival.	The move to web has been a slow process. Our 2004 goal has passed by.	No charge for calendar. New students first, then those who specifically ask for one. All schools, industry and govt. depts on our list receive by mail each year.	We mail to new students if requested. No mailing costs.	N/A at this time
University of Prince Edward Island (Eileen Kinch)	Produce print and web versions. Before we used to produce a hard copy calendar every two years but are now producing one every year. Last year we ordered 7,500. This is a reduction. Presently we do not have an archival version. This is something we want that hasn't happened yet.		We tried moving to web only but it was not well received. School guidance councillors had a problem with it. They prefer to have a hard copy in front of them when dealing with students.	Those receiving print calendar are new and continuing students, faculty and staff, and many outside institutions such as Atlantic high schools; libraries across Canada, federal government agencies, Native and Aboriginal Band offices, and Atlantic universities. No charge.	We will mail calendars to students outside a reasonable driving area and do not charge mailing costs.	We update our web calendar once a month after Senate meets and approves changes. We do not highlight changes. Our web version calendar is 'real time'. We correct mistakes in the print version from our web version.
University of Regina (Bev Liski)	We produce print, web and online PDF versions. If requested, we would produce a	We do not identify which is the official version because the major contents—that is	No yet. We are trying to get there but	Anyone may request a copy of our calendar. We do not charge for it.	We do not mail out of Canada and encourage anyone who calls for a calendar to consult the web	

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	<p>CD of the PDF version.</p> <p>We produce 20,000 print calendars and have been reducing quantities.</p>	<p>programs and regulations of each are exactly the same.</p>	<p>the current production process and staff resources to support it is somewhat restricting.</p>		<p>version if they haven't already done so. We do not charge mailing costs.</p> <p>Prospective students can obtain a copy of the student Viewbook if they wish.</p>	
<p>St. Thomas More College, University of Saskatchewan</p> <p>(Richard Medernach)</p>	<p>We produce print and online PDF</p> <p>The print version is our archival version.</p>	<p>We do not designate one as official and one as unofficial. Our calendar is a supplement to the U of S calendar and therefore the U of S calendar is the official calendar for our students.</p>	<p>No.</p>	<p>No fee. Other institutions, high schools, prospective students, current students, faculty and staff.</p>	<p>We would mail print copies at students' requests and we charge no fee.</p>	
<p>St. Francis Xavier University</p> <p>Daniel J McInnis)</p>	<p>Produce print and PDF versions.</p> <p>We have not reduced the number of print calendars—produce 10,000.</p>	<p>Printed version is produced in February. Changes made subsequently and prior to the start of the academic year are made to the PDF version. We tell students through notices that the PDF version is the most up to date.</p>	<p>No.</p>	<p>We do not charge for calendars. We send copies to all Canadian universities and colleges. We distribute them widely internally.</p> <p>We mail one to all new students.</p>	<p>We will mail a calendar if requested. There is no charge.</p>	<p>We don't update it once the academic year has begun. We do not highlight changes.</p> <p>We correct mistakes from the print version in the web version.</p>
<p>Saskatchewan Institute of Applied Science & Technology</p> <p>(Alison Pickrell)</p>	<p>We produce a print version and web version of the calendar information is online (not in calendar format)</p> <p>This year we printed only 5,000. This is the third consecutive year we have reduced the number of print calendars.</p> <p>The print version would be considered archival version as web version is not in calendar format.</p>	<p>Web information is the official version and most up to date. A disclaimer on page one of the print calendar advises users.</p>	<p>The possibility of web only is intriguing. There still seems to be a perceived need for the print version.</p>	<p>Mainly high schools, resource centres, libraries, individuals by request. There is no charge for calendar.</p>	<p>We mail calendars out. We encourage people to take a program preview instead which usually is a more suitable document for people exploring program offerings. No charge for mailing.</p>	<p>Information is updated continuously as changes occur. We have a link directly from the homepage that lists all changes posted each week. Special notes are placed directly on program web pages to which they pertain—at beginning of program information (e.g. program under revision)</p> <p>We make all corrections as soon as they are discovered.</p>
<p>University of</p>	<p>We produce a print and a web</p>	<p>As an institution, we have</p>	<p>Still</p>	<p>The calendar is used by current</p>	<p>We do not mail to current</p>	<p>The program and general info is updated</p>

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Saskatchewan (Lynette Laing)	version. We printed 20,000 for 2006-07, a reduction of 5,000 from previous year. Three years ago we printed 30,000. An online dated archive is available for past versions. These archived versions are searchable.	been advised by our lawyer not to use the term ‘official’. Instead we state in our disclaimer that the “online calendar may contain more up-to-date information as it is revised at intervals throughout the year to reflect any changes or amendments. For the most current information about matters outlined in this Calendar contact the relevant department or college.” We then provide a url taking readers to a listing of contact information.	researching but would like to move in this direction in the future.	students, prospective students and families, faculty, advisors, staff, alumni, high schools, outside institutions and many others. We do not charge a fee.	students. They are advised to pick one up on campus (swipe their student card for pick up), or have someone pick it up on their behalf if they really want a hard copy. They are always invited to go to the online version. Calendars are mail to prospective students on request—not charged for postage. Newly admitted students get a letter directing them to registration information on the student portal. This registration information directs them (url link) to Calendar and states it is source for prerequisites and program and course details.	twice a year. One version is released online in March and the second in July. Course descriptions are released on a term by term basis four times a year. Changes not highlighted. Our disclaimer states matters in calendar are subject to continuing review and revisions. When new version is released it is dated on the main page of the calendar notifying students when info is posted. It is a snapshot in time. Students can expect to have the most up-to-date course description info prior to registration deadlines for each term; the course descriptions are directly linked to the classes open for registration. Course description info is maintained in our student information system along with class offerings. All other calendar content is housed in a shadow database. We correct only minor mistakes up to two weeks after new version is released online.
University of Sherbrooke (France Myette)	We produce print and web versions. We print 21,000 copies and have been reducing quantities. We archive both print and web.	Both are official but web is the most recently updated.	Print version goes to professional orientors in colleges and high schools, faculty and staff, outside institutions. We do not charge for it.			We update the web calendar continuously but don’t highlight changes. We correct any mistakes in print in the web version.
Southern Alberta Institute of Technology (SAIT)	We produce a print, web and PDF version.	Online is the official version so that any changes can be instantly updated. The	Not yet.	We only mail calendars on request and we don’t charge mailing costs.	We use the Program Guide to recruit students.	We update the web version a few times a month. We archive versions of our calendar.

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(Alex Reed)	<p>We print 5,000 and have been reducing quantities.</p> <p>We archive our online versions on our student portal mySAIT.ca.</p>	<p>official version is identified on the web and also in the waiver of the print copy.</p>				<p>We correct any mistakes in print version in the web version.</p>
<p>University of Toronto – School of Graduate Studies</p> <p>(Lily Yee-Sloan)</p>	<p>We produce print, and web versions.</p> <p>We print 2,300 calendars, 17,000 handbooks. Since producing a Handbook in 2002/2003, we have reduced Calendar quantities from about 20,000 to 2,300.</p> <p>At the end of the academic year, we archive both the print version and the final online version.</p>	<p>The print version is the official version. Our stance is that if the calendar is a legal document, it needs to be static and not dynamic. Admission and program requirements are in place for the academic year of the published calendar, they are not revised mid-year. The SGS Calendar records titles of courses but not descriptions. This is left to the departments which usually publish descriptions on their web sites.</p>	<p>No.</p>	<p>Staff and faculty engaged primarily in graduate administration and university administration receive a free calendar. Inquirers and external institutions - \$6.00 plus postage.</p> <p>Free Handbooks are provided to graduate students (new and returning} and members of graduate faculty (with no primary role in graduate administration).</p>	<p>We mail calendars to inquirers and external institutions for \$6.00 plus postage costs.</p>	<p>Contact information is updated as necessary—changes not highlighted and advance notifications not recorded. Errors in print version are corrected in web version.</p>
<p>University of Toronto at Mississauga</p> <p>(Joan Griffin)</p>	<p>Produce print and web version. No PDF—our online version is an interactive web-based application only.</p> <p>Print 6,000 copies—we have a student population of approx. 10,000. We have been reducing the numbers of print copies, even with an enrolment growth of approx. 50%.</p> <p>We currently archive both the print and electronic versions.</p>	<p>U of T’s Governing Council recognizes the print version as the legally binding document (official) –we take our lead from governance.</p>	<p>We have made tremendous movement to the modes of communication we use now. We hope to eventually move more to an entirely online offering.</p>	<p>Produce print version for new students, faculty, advising staff, high schools and local libraries. We distribute approx. 2500 to ON high schools and local libraries as reference materials.</p> <p>Our web version is an interactive application that is fully integrated with our timetable, so students can look at a course description, check the pre- and co-requisites/recommended prep, and see when it is scheduled, who is teaching, etc. Returning students are expected to use this version for course offerings/descriptions.</p>	<p>We have not made a practice of mailing calendars—rather we send them links to electronic resources and offer assistance if necessary. For students who live a distance, we have calendars available for pickup when they arrive on campus. This is important so they have a print version of their program requirements for future years.</p>	<p>We keep our online version in draft format for approx. 4 wks prior to printing to give departments a final opportunity to review it—we do this because we can’t make changes once it has been printed. We do however make amendments if depts. find errors after this point—only make simple changes that would disadvantage a student’s success.</p> <p>Because online version needs to reflect the print (official) version, we do not update it regularly. We do have a mechanism available for posting amendments when information needs to be corrected (not rule changes, but items pertaining to student success (program requirements that are</p>

ARUCC FEBRUARY 2006 CALENDAR SURVEY REPORT

Institution	Calendar Versions	Official Version	Moving/ Moved to Web Only	Calendar Distrbn/Charges	Mail Calendars? Alternate Publication?	Updating Web -Indicate Changes
						<p>wrong, changed prerequisites, courses revived after calendar goes to print, etc) Amendments are made in an amendment section and highlighted in the area to be changed. Students can access it either from original online information or the online amendments page. We include text at front of print version telling students to check the electronic amendments page on a regular basis.</p> <p>Highlight changes? We maintain an amendments page where all updates are made. The new text is inserted and type of change is noted in the heading to the new text. In the original section, the text is highlighted in green with an "Amended" notation. The notation is a quick link to the updated text on the Amendment page. We do not have to apply this approach if the info is corrected in the DRAFT version which is posted for several weeks, as we still have the opportunity to change the print version.</p>
University of Ontario Institute of Technology (Richard Levin)	We only print enough for first year class plus some for staff, schools, etc. Currently print 2,650.	We refer to the print version but do not designate it as official. There is a disclaimer in both print and web calendars.	No	Distribute to first year class, staff, schools. There is no charge. Upper year students do not receive a print version.	All calendars are picked up.	<p>We update the web version to correct errors and omissions as required.</p> <p>We don't make year in advance notifications until the next version.</p>
Trent University (Susan Salusbury)	Produce print and web calendars. This year we will produce about 10,000 calendars. This is greatly reduced from the 30,000 we produced five years ago.	We've had indications here in Ontario that both versions are official; we still consider the print version to be the official one.	There is no charge for our calendars.	We will mail calendars on demand.		The web calendar is not updated during the year.

ARUCC FEBRUARY 2006 CALENDAR SURVEY REPORT

Institution	Calendar Versions	Official Version	Moving/ Moved to Web Only	Calendar Distrbn/Charges	Mail Calendars? Alternate Publication?	Updating Web -Indicate Changes
	The print version is archived.					
University of Waterloo (Mark A Walker)	We produce a print and web version of the calendar. We are currently testing new software and will also have chapters available in PDF. We currently produce 7,000 and we hope to reduce the number of print calendars or eliminate the print in the future. Any calendars prior to current version are archived.	The web version of the undergraduate calendar is the official calendar. We include a statement in the print and web calendars as follows: “The Senate and Board of Governors of the University of Waterloo reserve the right to invoke changes in this calendar, in either its printed or electronic forms, at any time without prior notice.”	We hope to move to a web only calendar.	The print version calendar is made available to all new incoming students, to advisors and departments on campus. We do not charge a fee for the calendar.	We do not mail calendars. Calendars are available to new students for pick up in the Registrar’s Office.	Once the calendar is printed and becomes live on the web, no changes (except courses) are normally made until the next calendar. All changes must be approved by Senate. We record changes in a separate file with a reference to appropriate minutes. Minor corrections are made on the web version.
University of Western Ontario (Deborah Coward)	We produce a print version once a year and a web version. We also produce a CD copy of our academic calendar for First Year students only. We have been reducing the number of print calendars we produce over the last few years. This year we printed 29,500. Our printed version is archived with the library. Our online version is archived within our office. The last five online calendar years are available online. Versions previous to even the last five years (and monthly versions within those years) are kept on file by our office.	Our official version is the online calendar. It says on every page of the print calendar is the online version. It also is indicated on the front and back covers. The University Senate approved the online calendar as the official version.	Not at present.	All students, faculty and staff receive a free copy during our intent to register period that lasts for 2-3 weeks in February. After this time, academic calendars are available through the bookstore for a fee, or in certain circumstances through our office by request. Newly admitted students are mailed a First Year Calendar (printed coy) and a Viewbook as well as other printed materials. Once newly admitted students come onto campus for our Summer Academic Orientation, they are given a Summer Academic Orientation handbook that includes a CD copy of the Academic Calendar.	We update our web version once a month. It is an interactive calendar that uses a product called Calendar Navigator. You can view it at www.westerncalendar.uwo.ca/western/web/2006(new)/index.html	We highlight changes via a section in the online calendar that lists new updates (new programs/modules). We correct mistakes in the web version.
University of Windsor	We produce print, web and online PDF versions. Our print calendars are two-year	The official version is the web version. This has been approved by the Senate and	Our intent is to eliminate the print	We currently do not charge a fee for our calendars should students ask for them at the Registrar’s office or	We update the web calendar three times a year—at the end of each semester.	

ARUCC FEBRUARY 2006 CALENDAR SURVEY REPORT

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(Renee Wintermute)	<p>calendars.</p> <p>Last year we printed approx. 15,000 undergraduate; this year approx. 8,000 graduate. We have been and will be reducing the number of calendars more drastically beginning this or next year.</p> <p>As of June 2004, the web version is the official calendar.</p>	<p>is now an official Senate policy. It is the official version because it is the most accurate and up to date.</p> <p>Students are informed informally (word of mouth) and formally re which is the official version. Formally, book marks are created and distributed during Welcome Week in September stating that the web calendar is the official version. The notice also appears on the web (first page linking into the calendars) and is included in very large bold font inside the front cover of our print calendars (as well in first line under Table of Contents).</p>	<p>calendar in three years.</p> <p>There is resistance, mostly from some senior faculty members. Others, particularly students, seem happy with the proposed change.</p>	<p>dept. offices. They can be purchased at the bookstore for a small fee.</p> <p>Any student may request and receive a calendar through it is stressed that they are not the official version and as such should not be relied upon. Two to four copies are sent to each dept to share. Student and Academic Services areas are provided with calendars for distribution and mailing to prospective and current students, at their discretion. Cdn universities that request are sent one with note indicating web calendar is the official one, the url, and a statement that print calendars are no longer widely distributed.</p> <p>The Registrar's Office mails to students at no charge. Each new student is also provided with an admissions package and brochures for the disciplines in which s/he was admitted.</p>	<p>Changes that do not come into effect in the current year are generally not included in the web calendar. They appear in the web calendar one semester before they take effect. In a few instances, changes do appear a year before they take effect and a note to that is added under the proposed change.</p>	
<p>University College of the Fraser Valley (Bill Cooke)</p>	<p>We used to produce a print and a web version. 2005-2006 is the last year for print (except for internal use only) then moving to online only.</p> <p>We printed 8,900 copies for 2005-2006. This is down 25% from previous year.</p> <p>The print version has been archived but our web site also has previous versions for</p>	<p>Haven't got there yet, but understand that no matter what we say, we are on the hook for either version.</p>	<p>We move to online only in April so will find out how we do then.</p>	<p>We don't give students a copy, but sell them. Sold 1,000; internal use 2,100; 3,000 sent to schools, libraries, etc; international ed – 1,000.</p> <p>We sell them: \$8 in person, \$11 if mailed.</p>	<p>In the past it was produced from the print version so only done once a year. This year it will be produced for April 1, so once a year. In the future we may have the current year and a draft of the next year that is continually updated.</p>	<p>No need, but interested in what others do. Highlight changes that will not come into effect during the current year by saying something like "effective..."</p>

ARUCC FEBRUARY 2006 CALENDAR SURVEY REPORT

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	reference. The method of production meant they were the same. In the future, I hope we can continue to have previous versions on the web site.					