

SM 23/19/68
Calendar
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SIMON FRASER UNIVERSITY

MEMORANDUM

To H. Evans, Registrar

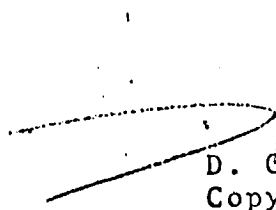
From D. C. Murray
Copy Editor

Subject Production Schedule
Graduate and Undergraduate
Calendars

Date September 4, 1968

The following is the production schedule for the 1969/70 edition of the Graduate and Undergraduate Calendars which I would ask you to have approved at the September 9th meeting of Senate so that I may circulate this to the various departments.

November 4, 1968	Last date for all copy of <u>both</u> Calendars to be submitted to the Registrar.
December 9, 1968	Copy submitted to special meeting of Senate for approval.
December 16, 1968	Copy submitted to printers.
January 2, 1969	First galley proofs received from printers.
January 10, 1969	Galley proofs returned to printers.
January 27, 1969	Page proofs received from printers.
February 3, 1969	Page proofs returned to printers.
March 3, 1969	Delivery of first shipment.


D. C. Murray
Copy Editor

DCM/cr

c. c. to: D. A. Meyers
Associate Registrar

SM 23/9/68

Calendar
Paper S142

TO: Senate

FROM: H.M. Evans,
Registrar.

SUBJECT: Production Schedule
Graduate and Undergraduate
Calendars

DATE: September 4, 1968.

Senate is requested to approve the following production schedule for the 1969/70 edition of the Graduate and Undergraduate calendars in order that the information may be circulated immediately to the various departments of the University.

November 4, 1968.

Last date for all copy of both Calendars to be submitted to the Registrar.

December 9, 1968.

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H.M. Evans,
Registrar.

JME/jjs