

SIMON FRASER UNIVERSITY

MEMORANDUM

SM

10/7/67

*Calendar*

To ALL DEPARTMENT HEADS

From D.P. Robertson, Registrar.

Subject Graduate and Undergraduate Calendars.

Date 6 July, 1967

At the June 5th meeting of the Senate, it was agreed that a tentative schedule in connection with the 1968-69 editions of the graduate and undergraduate calendars be set up and circulated to the Departments.

All calendar material must be passed through the various faculty committees and Faculties ready for submission to Senate, one full month before being forwarded to the printer for first proofs.

In order that any additions or deletions to the present calendar are completely evident to the Senate, we propose that alterations be made on page copies of the current calendars in respect of each Department. Correction sheets will be forwarded to you with instructions regarding additions or deletions and it would be appreciated if this method could be adhered to.

The demand for calendars is increasing each month and we are already awaiting delivery of the first re-order. With this in mind, the following schedule is suggested so that the new issues may be available early in the New Year and your full co-operation is requested.

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|-------------------|--|
| November 6, 1967  | All copy submitted to Registrar.       |
| December 4, 1967  | Copy submitted to Senate for approval. |
| December 11, 1967 | Copy submitted to printers.            |
| December 27, 1967 | First galley proofs from printers.     |
| January 5, 1968   | Galley proofs returned to printers.    |
| January 22, 1968  | Page proofs received from printers.    |
| January 29, 1968  | Page proofs returned to printers.      |
| February 29, 1968 | Delivery of first shipment.            |

*D.P. Robertson*  
D.P. Robertson  
Registrar. *DEM*



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*Calendar*

TO: All Department Heads  
Student Society  
Dean Rieckhoff  
Dean Bottomore  
Dean MacKinnon  
Dean Wilson  
President  
Dr. Hamilton  
Don Murray, Copy Editor, Registrar's Office

FROM: Registrar  
File: 7-A-22  
October 11, 1966

RE: UNIVERSITY CALENDARS 1967-68

The following publication schedule has been approved by Senate for both the Graduate and Undergraduate Calendars:

December 15, 1966	All copy in hands of Registrar
January 9, 1967	Calendar presented to Senate for approval
January 13, 1967	Copy given to printer
February 10, 1967	Calendars ready for distribution

As the material must be presented to the Graduate Studies Committee and the Undergraduate Calendar Review Committee before going to Senate, it would be appreciated if copy could be sent to the Copy Editor, Don Murray, in my office, as soon as available. No material of any kind will be accepted after December 15, 1966.



D. P. Robertson