Email Communication to GPD's

September 8 2011 - 2012-13 Graduate Calendar Submissions

Graduate Program Directors and Administrative Assistants/Coordinators,

You will have recently received notification that the Academic Program System is open for the creation and submission of the graduate program 12/13 Calendar submissions. Information, Library Support Forms, IT/ET Consultation Form and access to the system is available at: http://www.brocku.ca/graduate-studies/faculty-login/graduate-program-administratio (last entry on the page). Your portal log in and password is used to access the Academic Program System. If you have problems accessing or using the system, please contact Chande Mwinchande, Registrar's Office, at mchande@brocku.ca

Chande is also available to provide assistance or training (new or refresher) re: using this system for any interested GPDs or Administrative Assistants. Again please contact Chande directly to arrange training or assistance.

The deadline for completed submissions to the Faculty of Graduate Studies (FGS) is Friday November 4th. This means that by November 4th all relevant electronic approvals (GPD and Faculty) have been secured and the submission is ready for review by the FGS and the Senate Graduate Studies Committee.

Please feel free to contact me with any question/concerns regarding the 12/13 Calendar submission (non-system questions). Sarah Muir, the FGS Administrative Assistant, will be working with me this year on the preparation of the 12/13 Graduate Calendar and can be reached at Ext. 4490 or smuir@brocku.ca.

Best regards, Gail

Gail Pepper

Director, Graduate Studies

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