Undergraduate Calendar User Guide
Acalog™ Web Version, March 2014

McMaster University

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1. Selecting the right calendar edition

Choose the correct edition of the calendar by clicking on the drop-down box at the right-hand side of the screen (Fig. A). Current undergraduate and graduate studies calendars appear in this list, as will archived calendars from 2013-14 onward. For archived undergraduate calendars from 1978-2014, please visit http://registrar.mcmaster.ca/undergraduate-calendar-archive. The main chapters of the calendar can be accessed from any page via the main navigation on the left-hand side of the screen (e.g. policies, courses, financial aid, etc.).
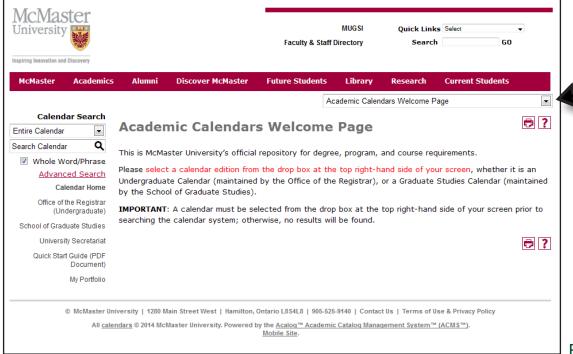
Fig. A (left): Select the calendar you want by clicking the drop-down box at the top left of the screen. The main navigation panel for the calendar is at the left-hand side of the screen.

Questions? Call (905) 525-4600 or email academic.calendars@mcmaster.ca

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2. Finding Program Requirements

There are several ways to determine program requirements in the McMaster calendar. You may search for a program using the *Advanced Search* field (Fig. B), by clicking on *Programs available by Degree* in the main (left) navigation (Fig. C), or by navigating first to a Faculty or department's section that offers that particular program (Fig. D).
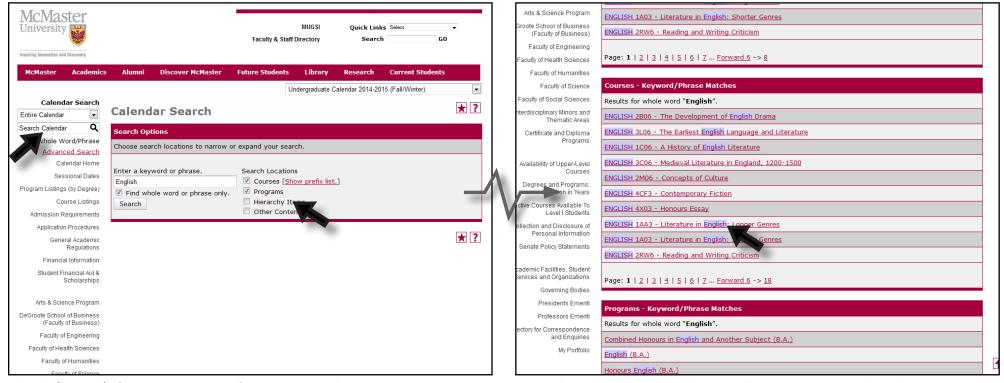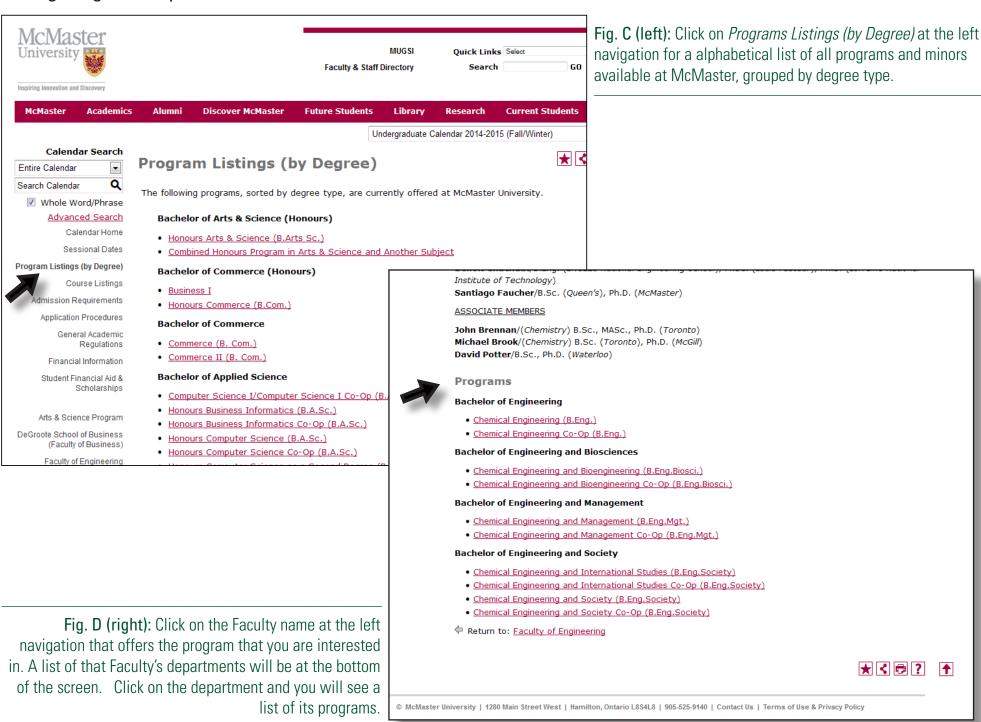

Fig. B (above): Click on *Advanced Search* at the left navigation, then enter the name of the program you are looking for in the keyword field. Be sure to check off 'Programs' in the search locations. In this example, all of the programs that contain 'English' in the program name will be displayed in the search results. This search also shows course results for the term 'English' as well.

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Fig. C (left): Click on *Programs Listings (by Degree)* at the left navigation for a alphabetical list of all programs and minors available at McMaster, grouped by degree type.

Fig. D (right): Click on the Faculty name at the left navigation that offers the program that you are interested in. A list of that Faculty's departments will be at the bottom of the screen.   Click on the department and you will see a list of its programs.

2. Finding Courses (Descriptions/Requirements)

Clicking on *Course Listings* in the left navigation will return a list of all of the courses that are published in the Undergraduate Calendar. From this point, you can filter the results further by prefix (e.g. SOC WORK), by code (e.g. 2A03), by type (the subject name), or by keyword (Fig. E). Once the list of courses is displayed, click on the name of the course and the full description will expand. To collapse the description, click on the course title once again (Fig. F). Course descriptions can even be expanded from within program requirements (Fig. G, page 5).

Fig. E (left): Click on *Course Listings* at the left navigation for a alphabetical list of all courses published in the undergraduate calendar. The list can be further filtered using the 'course filter' at the top of the screen.

Fig. F (right): Click the title of any course in any list and the full description will expand. To collapse the course description, simply click the title of the course a second time.
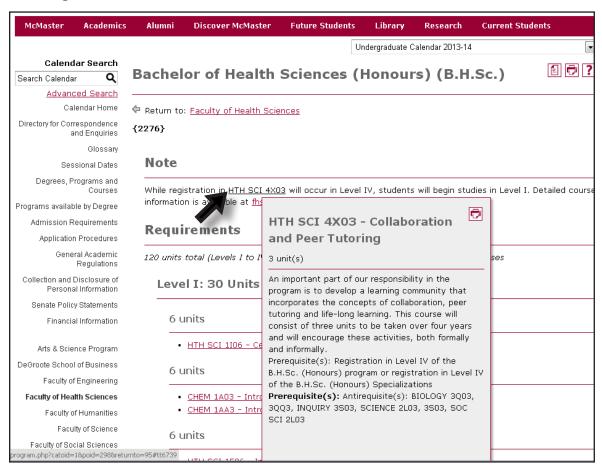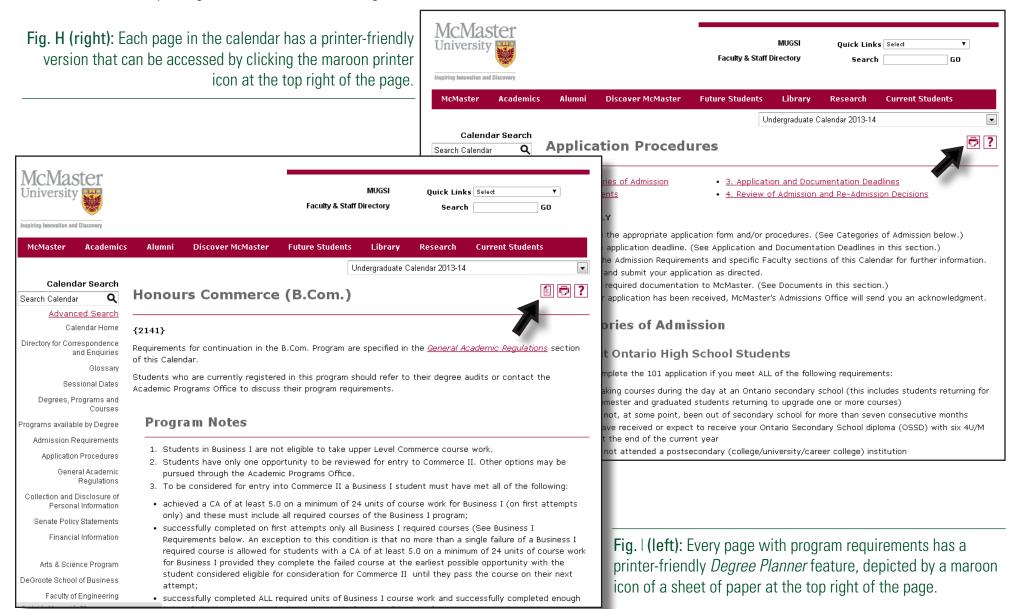
Finding Courses *(Continued)*

Fig. G (left): Course descriptions can even be viewed from within program requirements sections. Simply click on the name of the course to expand the "tool tip" window.

4. Printing Pages from the Calendar

Each page of the calendar has a 'printer friendly' version that can be accessed by clicking the maroon printer icon at the top right of the page. This version of the page has limited graphic elements and has a simple design for easy printing (Fig. H). Also, within each set of program requirements, you may access a printer-friendly version of the requirements (and accompanying notes) that are designed to allow you to make hand-written notes after printing. Click on the icon depicting a sheet of paper for this *Degree Planner* feature (Fig. I). PDF versions of calendars from 1978-2014 may also be viewed at http://registrar.mcmaster.ca/undergraduate-calendar-archive.

Fig. H (right): Each page in the calendar has a printer-friendly version that can be accessed by clicking the maroon printer icon at the top right of the page.

Fig. I (left): Every page with program requirements has a printer-friendly *Degree Planner* feature, depicted by a maroon icon of a sheet of paper at the top right of the page.

5. Mobile Site

McMaster's Undergraduate Calendar is also accessible by web-enabled mobile/handheld devices (i.e. tablets, smartphones, etc.). Visit http://m.academiccalendars.romcmaster.ca using your handheld device to view the mobile version of the site. Navigation in the mobile version is structured similar to the main navigation in the browser version, where you select different categories of calendar information.