

IMPORTANT DATES

Managing your time effectively also means being aware of the many dates and deadlines that affect you as a student, and planning accordingly. Here are the various dates you should make yourself aware of and carefully record. This is not an exhaustive list; rather a starting point.

The Chang School will observe Ryerson University’s Fall and Winter Study Weeks; some may not observe these Study Week breaks (see Statutory Holidays/University Closed on the next page for Study Week closure information and consult individual course listings for course durations and scheduling information).

NOTE: Undergraduate program students who enroll in continuing education courses through The Chang School should be aware that continuing education deadlines are applicable and may differ from those outlined in the undergraduate calendar.

	Fall 2013 Term	Winter 2014 Term	Spring/Summer 2014 Term
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Course Duration Dates

Typical course start and end dates for the term can be found below. Please note that not all courses adhere to these dates – consult individual course listings for definitive information.

Definition	Fall 2013 Term	Winter 2014 Term	Spring/Summer 2014 Term
Single-term Courses	Courses that begin between July 2 and November 1 are considered part of the Fall academic term. Be sure to choose the Fall 2013 term code when enrolling. Courses typically start the week of Monday, September 9 and end the week of Monday, December 9. Full-term Distance Education classes begin Saturday, September 7 and end Saturday, December 7.	Courses that begin between November 2 and February 1 are considered part of the Winter academic term. Be sure to choose the Winter 2014 term code when enrolling. Courses typically start the week of Monday, January 13 and end the week of Monday, April 14. Full-term Distance Education classes begin on Saturday, January 11 and end Saturday, April 12.	Courses that begin between February 2 and July 1 are considered part of the Spring academic term. Be sure to choose the Spring 2014 term code when enrolling. Early Spring courses typically start the week of Monday, May 5. Monday/Wednesday classes end Wednesday, June 18 and Tuesday/Thursday classes end Tuesday, June 17. Mid-Spring courses typically start the week of Monday, June 23. Monday/Wednesday classes end Monday, August 11, and Tuesday/Thursday classes end Tuesday, August 7.
Multi-term Courses	Courses typically start the week of Monday, September 9 and end the week of Monday, April 14.	Fall/Winter courses resume the week of Monday, January 13.	

Enrollment Periods

Dates when enrollment is available for courses utilizing mail, online, or in-person methods. Certificate program students can continue to enroll after the Priority Enrollment period ends and during the Open Enrollment period (including the Special Saturday In-Person Enrollment).

Priority Enrollment for Certificate Program Students	Fall 2013 Term	Winter 2014 Term	Spring/Summer 2014 Term
	Tuesday, July 2–Friday, July 12 for Fall or Fall/Winter classes	Monday, August 12–Friday, August 23 for Winter classes	Monday, March 3–Friday, March 14 for Spring classes

	Fall 2013 Term	Winter 2014 Term	Spring/Summer 2014 Term
Open Enrollment for All Other Students	<p>Online and In-Person: Commences Monday, July 15 and continues, space permitting, until second scheduled class for courses in Business, Distance Education, and Languages (including English and ESL/EAL); third scheduled class for all other courses. Early registration is advised.</p> <p>Mail-in: Monday, July 15–Friday, August 30</p>	<p>Online and In-Person: Commences Monday, August 26 and continues, space permitting, until second scheduled class for courses in Business, Distance Education, and Languages (including English and ESL/EAL); third scheduled class for all other courses. Early registration is advised.</p> <p>Mail-in: Monday, August 26–Friday, November 1</p>	<p>Online and In-Person: Commences Monday, March 17 and continues, space permitting, until second scheduled class for courses in Business, Distance Education, and Languages (including English and ESL/EAL); third scheduled class for all other courses. Early registration is advised.</p> <p>Mail-in: Monday, March 17–Friday, April 4</p>
Special Saturday In-Person Enrollment	Saturday, September 7, 9:30 a.m.–12:30 p.m.	Saturday, January 11, 9:30 a.m.–12:30 p.m.	Saturday, May 3, 9:30 a.m.–12:30 p.m.

Application to Register in a Certificate Program

See Registration in a Certificate Program (page 18).

Application Deadlines	Tuesday, October 1	Saturday, February 1	Tuesday, July 1
	<p>Students who have missed the published deadline to apply to register a certificate program may still apply. Applications received after the published deadline will be applied to the term directly following and the student's registration in the certificate will not take effect until that term.</p> <p>See Registration in a Certificate Program (page 18) for more details.</p> <p>Please note that course enrollment is unaffected by the deadline to apply for registration in a certificate program and remains open as long as there are spots available for the offering.</p> <p>See Enrollment (page 9) for more details about enrolling.</p>		

Open House

New, returning, and prospective students can attend one of our Open House sessions where they have the opportunity to meet with program and course representatives.

Open House	Thursday, August 22, 4:30 p.m.–7:30 p.m.	Tuesday, November 26, 4:30 p.m.–7:30 p.m.	Thursday, March 27, 4:30 p.m.–7:30 p.m.
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Statutory Holidays/University Closed

Holidays observed by Ryerson University when our facilities are not open to the public.

<p>Tuesday, July 1 – Canada Day</p> <p>Friday, August 2 – Ryerson Day</p> <p>Monday, August 5 – Civic Holiday</p> <p>Monday, September 2 – Labour Day</p> <p>Study Week closure begins for Chang School classes on Saturday, October 12. Chang School classes resume on Saturday, October 19. Consult individual course listings for more information.</p> <p>Monday, October 14 – Thanksgiving</p>	<p>The University will be closed from 4:30 p.m. Friday, December 20 until 8:00 a.m. Monday, January 6.</p> <p>Study Week closure begins for Chang School classes on Saturday, February 15. Chang School classes resume on Saturday, February 22. Consult individual course listings for more information.</p> <p>Monday, February 17 – Family Day</p> <p>Friday, April 18 – Good Friday</p>	<p>Monday, May 19 – Victoria Day</p> <p>Monday, June 30 – Ryerson Day</p> <p>Tuesday, July 1 – Canada Day</p> <p>Monday, August 4 – Civic Holiday</p>
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Enrollment/Transfer Deadline

Final week to enroll in a course or transfer to another course.

Business, Distance Education, and Language courses (including English and ESL/EAL)	Enrollment/transfers must take place before the second scheduled class.
Other Courses	Enrollment/transfers must take place before the third scheduled class.

Withdrawal Deadlines: Classroom and Distance Courses

Deadlines to withdraw for classroom and distance courses, with associated financial and academic consequences as applicable. Students who do not officially withdraw via RAMSS or through Enrollment Services and Student Records within the deadlines specified will be assigned a failing grade and charged the appropriate fees.

Full Refund: Classroom and Distance Courses	Five business days before the course start date For courses of less than 31 hours in duration, no refund will be issued after the deadline for a full refund
75% Refund: Classroom and Distance Courses: Courses of 39 or More Hours in Duration	Single-term 13-session courses: after the full refund deadline but prior to the fourth scheduled class of the course Multi-term courses: after the full refund deadline but prior to the eighth scheduled class of the course
50% Refund: Classroom and Distance Courses: Courses of 31 to 38 Hours in Duration	After the full refund deadline but prior to the second scheduled class of the course
Good Academic Standing, No Refund: Classroom and Distance Courses	Fall term: Friday, November 15, 2013 Winter term: Friday, March 28, 2014 Spring/Summer term Courses that start in May and run twice per week for 7 weeks: Friday, May 30, 2014 Courses that start in May and run once per week for 13 weeks: Friday, July 18, 2014 Courses that start in June and run twice per week for 7 weeks: Friday, July 18, 2014 For other courses, see Important Dates at www.ryerson.ca/ce .

Withdrawal Deadlines: Classroom/Internet

Deadlines to withdraw for courses that have both an Internet and in-class component, with associated financial and academic consequences as applicable. Students who do not officially withdraw via RAMSS or through Enrollment Services and Student Records within the deadlines specified will be assigned a failing grade and charged the appropriate fees.

Full Refund: Classroom/Internet Courses	Five business days before the course start date
75% Refund: Classroom/Internet Courses: Courses seven weeks or less	After the full refund deadline and up to 12 days after the course start date

	Fall 2013 Term	Winter 2014 Term	Spring/Summer 2014 Term
75% Refund: Classroom/ Internet Courses: Courses from eight to 13 weeks	After the full refund deadline and up to 21 days after the course start date		
Good Academic Standing, No Refund: Classroom/ Internet Courses: Courses seven weeks or less	After the full refund deadline and up to 24 days after the course start date		
Good Academic Standing, No Refund: Classroom/Internet Courses: Courses from eight to 13 weeks	After the full refund deadline and up to 42 days after the course start date		

Grade Appeals

See Grade Appeals on the Chang School website at www.ryerson.ca/ce.

Appeal Deadlines	Fall 2013 Term	Winter 2014 Term	Spring/Summer 2014 Term
	Friday, January 17, 2014	Friday, May 30, 2014	Friday, September 12, 2014

Grade Appeals

See Grade Appeals on the Chang School website at www.ryerson.ca/ce.

Application Deadlines	Fall 2013 Convocation:	Winter 2014 Convocation:	Spring 2014 Convocation:
	<p>Saturday, June 1 until Friday, July 19 – Apply on RAMSS (with graduation administrative fee).</p> <p>Friday, August 16 – Final date to apply in person (with late application fee plus graduation administrative fee).</p> <p>Friday, September 6 is the final date to cancel an Application to Graduate.</p>		<p>Friday, November 1 until Monday, February 24 – Apply on RAMSS (with graduation administrative fee).</p> <p>Friday, March 14 – Final date to apply (with late application fee plus graduation administrative fee).</p> <p>Friday, May 9 is the final date to cancel an Application to Graduate.</p>

Convocation (Graduation Ceremony)

Please visit www.ryerson.ca/convocation for specific ceremony dates and times.

Convocation Dates	Fall 2013 Convocation	Winter 2014 Convocation	Spring 2014 Convocation
	Fall 2013 Convocation will be held Wednesday, October 16 – Thursday, October 17.		Spring 2014 Convocation will be held Wednesday, June 4 – Friday, June 13.