

# IMPORTANT DATES

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

The Chang School will observe Ryerson University's Fall and Winter Study Weeks; some courses 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 on the Chang School website at [ryerson.ca/ce](http://ryerson.ca/ce) for course durations and scheduling information).

*NOTE: Undergraduate program students who enrol 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 2016 TERM

## WINTER 2017 TERM

## SPRING/SUMMER 2017 TERM

### 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 at [ryerson.ca/ce/calendar](http://ryerson.ca/ce/calendar) for definitive information.

Definition	FALL 2016 TERM	WINTER 2017 TERM	SPRING/SUMMER 2017 TERM
<b>Definition</b>	Courses that begin between July 2 and November 1 are considered part of the Fall academic term. Be sure to choose the Fall 2016 term code when enrolling.	Courses that begin between November 2 and February 1 are considered part of the Winter academic term. Be sure to choose the Winter 2017 term code when enrolling.	Courses that begin between February 2 and July 1 are considered part of the Spring academic term. Be sure to choose the Spring 2017 term code when enrolling.
<b>Single-term Courses</b>	Courses typically start the week of September 12, 2016 and end the week of December 12, 2016.  Full-term Distance Education classes begin September 12, 2016 and end December 10, 2016.	Courses typically start the week of January 16, 2017 and end the week of April 17, 2017.  Full-term Distance Education classes begin on January 16, 2017 and end April 22, 2017.	Early Spring courses typically start the week of May 1, 2017. Monday/Wednesday classes end June 21, 2017 and Tuesday/Thursday classes end June 20, 2017.  Mid-Spring/Summer courses typically start the week of June 26, 2017. Monday/Wednesday classes end August 14, 2017, and Tuesday/Thursday classes end August 8, 2017.
<b>Multi-term Courses</b>	Courses typically start the week of September 12, 2016 and end the week of April 17, 2017.	Fall/Winter courses resume the week of January 16, 2017.	

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## ENROLMENT PERIODS

Dates when enrolment is available for courses utilizing mail, online, or in-person methods. Certificate program students can continue to enrol after the Priority Enrolment period ends and during the Open Enrolment period (including the Special Saturday In-Person Enrolment). Classes fill up quickly; to avoid disappointment, early enrolment is advised. See Enrolment at [ryerson.ca/ce/enrolment](http://ryerson.ca/ce/enrolment) for more details.

<b>Priority Enrolment for Certificate Program Students</b>	June 6, 2016–June 18, 2016 for Fall or Fall/Winter classes	August 8, 2016–August 20, 2016 for Winter classes	February 13, 2017–February 25, 2017 for Spring classes
<b>Open Enrolment for All Other Students</b>	<p><b>Online and In-Person:</b> Commences June 20, 2016 and continues, space permitting, until prior to the second scheduled class begins for courses in Business and Languages (including ESL/EAL); until September 22, 2016 for Distance: Internet full-term classes; until first day of week-long intensive courses; and until prior to the third scheduled class for all other courses. Early enrolment is advised.</p> <p><b>Mail-in:</b> June 20, 2016–August 26, 2016</p>	<p><b>Online and In-Person:</b> Commences August 22, 2016 and continues, space permitting, until prior to the second scheduled class begins for courses in Business and Languages (including ESL/EAL); until January 26, 2017 for Distance: Internet full-term classes; until first day of week-long intensive courses; and until prior to the third scheduled class for all other courses. Early enrolment is advised.</p> <p><b>Mail-in:</b> August 22, 2016–November 1, 2016</p>	<p><b>Online and In-Person:</b> Commences February 27, 2017 and continues, space permitting, until prior to the second scheduled class begins for courses in Business and Languages (including ESL/EAL); until May 11, 2017 for Distance: Internet full-term classes; until first day of week-long intensive courses; and until prior to the third scheduled class for all other courses. Early enrolment is advised.</p> <p><b>Mail-in:</b> February 27, 2017–April 1, 2017</p>
<b>Special Saturday In-Person Enrolment</b>	September 10 and 17, 2016, 9:30 a.m.–12:30 p.m.	January 14, 21, and 28, 2017, 9:30 a.m.–12:30 p.m.	April 22 and 29 and May 6, 2017, 9:30 a.m.–12:30 p.m.

## APPLICATION TO REGISTER IN A CERTIFICATE PROGRAM

See Registration in a Certificate Program ([ryerson.ca/ce/certreg](http://ryerson.ca/ce/certreg)).

<b>Application Deadlines</b>	October 31, 2016	January 31, 2017	June 30, 2017
	<p>Students who have missed the published deadline to apply to register in 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. See Registration in a Certificate Program (<a href="http://ryerson.ca/ce/certreg">ryerson.ca/ce/certreg</a>) for more details.</p> <p>Please note that course enrolment 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. See Enrolment (<a href="http://ryerson.ca/ce/enrolment">ryerson.ca/ce/enrolment</a>) for more details about how to enrol.</p>		

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## 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. See Open House, Interviews, and Placement Assessments at [ryerson.ca/ce/openhouse](http://ryerson.ca/ce/openhouse) for more details.

August 25, 2016,  
4:30 p.m.-6:30 p.m.

November 24, 2016,  
4:30 p.m.-6:30 p.m.

March 30, 2017,  
4:30 p.m.-6:30 p.m.

## STATUTORY HOLIDAYS/UNIVERSITY CLOSED

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

July 1, 2016 – Canada Day  
July 29, 2016 – Ryerson Day  
August 1, 2016 – Civic Holiday  
September 5, 2016 – Labour Day  
Study Week closure begins for Chang School classes on October 8, 2016. Chang School classes resume on October 15, 2016. Consult individual course listings at [ryerson.ca/ce/calendar](http://ryerson.ca/ce/calendar) for more information.  
October 10, 2016 – Thanksgiving

The University will be closed from 4:00 p.m. December 23, 2016 until 8:30 a.m. January 9, 2017.  
Study Week closure begins for Chang School classes on February 18, 2017. Chang School classes resume on February 25, 2017. Consult individual course listings at [ryerson.ca/ce/calendar](http://ryerson.ca/ce/calendar) for more information.  
February 20, 2017 – Family Day  
April 14, 2017 – Good Friday

May 22, 2017 – Victoria Day  
July 1, 2017 – Canada Day  
August 4, 2017 – Ryerson Day  
August 7, 2017 – Civic Holiday

## ENROLMENT/TRANSFER DEADLINE

Final date to enrol in a course or transfer to another course. See Important Dates on the Chang School website, at [ryerson.ca/ce](http://ryerson.ca/ce), for enrolment/transfer deadlines for week-long intensive courses and accelerated distance education courses.

**Business and Language courses (including ESL/EAL)**

Enrolment/transfers must take place before the second scheduled class.

**Distance Education Courses**

September 22, 2016

January 26, 2017

May 11, 2017

**Other Courses**

Enrolment/transfers must take place before the third scheduled class.

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## 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 Enrolment Services and Student Records within the deadlines specified will be assigned a failing grade and charged the appropriate fees. For withdrawal deadlines for week-long intensive courses and accelerated distance education courses, see Important Dates on the Chang School website at [ryerson.ca/ce](http://ryerson.ca/ce).

**Full Refund:  
Classroom and  
Distance Courses**

Five business days before the course start date  
Note: For courses of less than 31 hours in duration, no refund will be issued after the deadline for a full refund.

**75% Refund:  
Classroom  
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  
Note: No refund after this deadline.

**Multi-term courses:** after the full refund deadline but prior to the eighth scheduled class of the course

**Distance  
Courses**

October 2, 2016

February 5, 2017

May 21, 2017

**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  
Note: No refund for courses 30 hours or less after course begins.

**Good Academic  
Standing,  
No Refund:  
Classroom and  
Distance Courses**

November 18, 2016

March 31, 2017

Courses that start in May and run once per week for 13 weeks:  
July 14, 2017  
Courses that start in May and run twice per week for 7 weeks:  
May 26, 2017  
Courses that start in June and run twice per week for 7 weeks:  
July 14, 2017

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## GRADE APPEALS

See Grade Appeals on the Chang School website at [ryerson.ca/ce](http://ryerson.ca/ce).

<b>Application Deadlines</b>	January 23, 2017, 4:00 p.m.	May 26, 2017	September 15, 2017
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## APPLICATION TO GRADUATE IN A CERTIFICATE PROGRAM

See Graduation on the Chang School website at [ryerson.ca/ce/certgrad](http://ryerson.ca/ce/certgrad).

<b>Application Deadlines</b>	<p><b>Fall 2016 Convocation:</b> June 1, 2016 until July 15, 2016 – Apply on RAMSS (with no fee)</p> <p>August 12, 2016 – Final date to apply on RAMSS (with late application fee)</p> <p>September 9, 2016 is the final date to cancel an Application to Graduate.</p>		<p><b>Spring 2017 Convocation:</b> November 1, 2016 until February 20, 2017 – Apply on RAMSS (with no fee)</p> <p>March 10, 2017 – Final date to apply on RAMSS (with late application fee)</p> <p>May 8, 2017 is the final date to cancel an Application to Graduate.</p>
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## CONVOCATION (GRADUATION CEREMONY)

See Convocation at [ryerson.ca/convocation](http://ryerson.ca/convocation) for specific ceremony dates and times.

Fall 2016 Convocation will be held October 19, 2016–October 20, 2016.

Spring 2017 Convocation will be held June 6, 2017–June 16, 2017.