



Student Handbook

2016/17

Ryerson
University

The Chang School
of Continuing
Education

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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 page 4 for Study Week closure information and consult individual course listings on the Chang School website at 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
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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 at ryerson.ca/ce/calendar for definitive information.

Definition	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.
Single-term Courses	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.
Multi-term Courses	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 for more details.

Priority Enrolment for Certificate Program Students	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
Open Enrolment for All Other Students	<p>Online and In-Person: 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>Mail-in: June 20, 2016–August 26, 2016</p>	<p>Online and In-Person: 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>Mail-in: August 22, 2016–November 1, 2016</p>	<p>Online and In-Person: 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>Mail-in: February 27, 2017–April 1, 2017</p>
Special Saturday In-Person Enrolment	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).

Application Deadlines	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 (ryerson.ca/ce/certreg) 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 (ryerson.ca/ce/enrolment) for more details about how to enrol.</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. See Open House, Interviews, and Placement Assessments at 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.
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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 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 for more information.
 February 20, 2017 – Family Day
 April 14, 2017 – Good Friday

May 22, 2017 – Victoria Day
 No classes from May 27–June 2, 2017 for the Congress of the Humanities and Social Sciences Conference.
 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, 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 2016 Education Courses

September 22, 2016

January 26, 2017

May 11, 2017

Other Courses

Enrolment/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 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.

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 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

	FALL 2016 TERM	WINTER 2017 TERM	SPRING/SUMMER 2017 TERM
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	<p>Courses that start in May and run once per week for 13 weeks: July 14, 2017</p> <p>Courses that start in May and run twice per week for 7 weeks: May 26, 2017</p> <p>Courses that start in June and run twice per week for 7 weeks: July 14, 2017</p>

GRADE APPEALS

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

	FALL 2016 TERM	WINTER 2017 TERM	SPRING/SUMMER 2017 TERM
Application Deadlines	January 23, 2017, 4:00 p.m.	May 26, 2017	September 15, 2017

APPLICATION TO GRADUATE IN A CERTIFICATE PROGRAM

See Graduation on the Chang School website at ryerson.ca/ce/certgrad.

	FALL 2016 TERM	WINTER 2017 TERM	SPRING/SUMMER 2017 TERM
Application Deadlines	<p>Fall 2016 Convocation: June 1, 2016 until July 15, 2016 – Apply on RAMSS (with no fee) August 12, 2016 – Final date to apply on RAMSS (with late application fee) September 9, 2016 is the final date to cancel an Application to Graduate.</p>		<p>Spring 2017 Convocation: November 1, 2016 until March 15, 2017 – Apply on RAMSS (with no fee) April 15, 2017 – Final date to apply on RAMSS (with late application fee) May 8, 2017 is the final date to cancel an Application to Graduate.</p>

CONVOCATION (GRADUATION CEREMONY)

See Convocation at ryerson.ca/convocation for specific ceremony dates and times.

	FALL 2016 TERM	WINTER 2017 TERM	SPRING/SUMMER 2017 TERM
	Fall 2016 Convocation will be held October 19, 2016–October 20, 2016.		Spring 2017 Convocation will be held June 6, 2017–June 16, 2017.

OPEN HOUSE, INTERVIEWS, AND PLACEMENT ASSESSMENTS

OPEN HOUSE

Fall 2016

Thursday, August 25, 2016
4:30 p.m.–6:30 p.m.

Winter 2017

Thursday, November 24, 2016
4:30 p.m.–6:30 p.m.

Spring/Summer 2017

Thursday, March 30, 2017
4:30 p.m.–6:30 p.m.

The evening continuing education Open House sessions are designed to welcome you into the Chang School community and to help you make informed decisions about your part-time program of choice. Held on campus, these Chang School-wide events provide both program-specific and general student-life information:

- learn about part-time programs and continuing education
- ask specific questions about admission criteria
- receive practical advice that will help you plan your academic path

Representatives will also be on hand to discuss the following services and information:

- academic advising services
- career and student services
- library services, email, and student accounts
- admission to part-time undergraduate degree programs
- enrolment procedures
- important deadlines, dates, and contacts

Visit ryerson.ca/ce/openhouse or contact The Chang School at 416.979.5035 or ce@ryerson.ca for further information.

INTERVIEWS AND PLACEMENT ASSESSMENTS

Several Chang School certificate programs and courses require you to attend an interview or placement assessment before you enrol. Please review certificate Admission Criteria and course prerequisites to determine if an interview is required. For further information, contact The Chang School at 416.979.5035 or ce@ryerson.ca.

ENROLMENT

Continuing education students can enrol for courses [online](#) using the shopping cart feature.

Before you begin, you must have the following:

- **a Ryerson University Student Number**
If you are a [new student](#), you will need to obtain a Ryerson Student Number. If you previously applied to or attended Ryerson, you already have a Ryerson Student Number. Visit [Request a Ryerson Student Number](#) for details.
- **an active Ryerson Online Identity and password**
If you have a student email account at Ryerson University, then you have a Ryerson Online Identity and password. If you can't remember your password, visit [my.ryerson.ca](#) and click "Need Help?" to reset your password. If you don't have a Ryerson Online Identity, you can obtain one at [ryerson.ca/accounts](#).
- **your web browser and Internet security software configured** to allow for JavaScript and cookies
- **a valid Visa, MasterCard, or American Express** to pay the total course fees

Can't meet these requirements for online enrolment? You may also choose to enrol [in person](#) or by [mail](#).

Note: Read the course descriptions(s) carefully to ensure that the course(s) that you wish to enrol in does not require an [interview or placement assessment](#), or any prerequisites that you have not taken. If you are enrolling in a course that requires an interview or placement assessment, you must obtain permission prior to enrolling. Online enrolments will not be accepted for courses requiring an interview or placement assessment that has not been completed.

If you are interested in registering in a certificate, visit [Registration in a Certificate Program](#) for more information.

DATES FOR ENROLMENT

Dates for In-Person and Online Enrolment

- **Fall term:** Commences Monday, June 20, 2016
- **Special Saturday In-person Enrolment:** September 10 and 17, 2016, from 9:30 a.m. to 12:30 p.m.
- **Winter term:** Commences Monday, August 22, 2016
- **Special Saturday In-person Enrolment:** January 14, 21, and 28, 2017, from 9:30 a.m. to 12:30 p.m.
- **Spring/Summer term:** Commences Monday, February 27, 2017
- **Special Saturday In-person Enrolment:** April 22 and 29, 2017 and May 6, 2017, from 9:30 a.m. to 12:30 p.m.

Dates for Mail-in Enrolment

- **Fall term:** Monday, June 20, 2016–Friday, August 26, 2016
- **Winter term:** Monday, August 22, 2016–Tuesday, November 1, 2016
- **Spring/Summer term:** Monday, February 27, 2017–Saturday, April 1, 2017

Dates for Priority Enrolment (Full payment required)

If you are registered in a Chang School certificate program, you are entitled to enrol in advance of the regular enrolment periods. You will receive priority consideration for acceptance in your chosen course(s) and avoid the possible disappointment of filled classes.

- **Fall term:** Monday, June 6, 2016–Saturday, June 18, 2016
- **Winter term:** Monday, August 8, 2016–Saturday, August 20, 2016
- **Spring/Summer term:** Monday, February 13, 2017–Saturday, February 25, 2017

REQUEST A RYERSON STUDENT NUMBER

[New students](#) must obtain a Ryerson Student Number before they can activate their Ryerson Online Identity, register in a certificate program, or enrol in courses online; students without a Ryerson Student Number can otherwise only enrol [in-person](#) or [by mail](#).

Note: Ryerson University graduates or students who have not been enrolled in a course in the past six terms must reactivate their Ryerson Student Number. However, a student who requests a Ryerson Student Number but does not enrol in a course within the first three terms of requesting a Ryerson Student Number must also reactivate his or her Ryerson Student Number.

How it Works

- **Complete the online form** to request a Ryerson Student Number. You will immediately receive an email confirmation with your Ryerson Student Number details and a link to the Ryerson Online Identity Activation page to the email address provided on the request form. To ensure a unique identity within our database, further validation may be required; in these situations, you will receive your Ryerson Student Number details within two business days (Monday–Friday) of your request.
- You will then be able to log into the services that allow you to complete your course enrolments online. All policies including payment of fees, official withdrawal from courses, and course requisites will apply. Visit [Online Enrolment](#) for more information.

What You Need

You will be asked to provide your name, address (in-Canada only), email address, and other information required by law. We will not require you to provide any information other than what is necessary to create your Ryerson Online Identity.

For more information about the use of your personal data and your privacy rights, please see the [Collection and Use of Information](#) statement for the Ryerson University Student Number Request.

HOW TO ENROL

Online Enrolment

Continuing education students can enrol for courses [online](#) using the shopping cart feature.

Before you begin, you must have the following:

- **a Ryerson University Student Number**
If you are a [new student](#), you will need to obtain a Ryerson Student Number. If you previously applied to or attended Ryerson, you already have a Ryerson Student Number. Visit [Request a Ryerson Student Number](#) for details.
- **an active Ryerson Online Identity and password**
If you have a student email account at Ryerson University, then you have a Ryerson Online Identity and password. If you can't remember your password, visit [my.ryerson.ca](#) and click "Need Help?" to reset your password. If you don't have a Ryerson Online Identity, you can obtain one at [ryerson.ca/accounts](#).
- **your web browser and Internet security software configured** to allow for JavaScript and cookies
- **a valid Visa, MasterCard, or American Express** to pay the total course fees

Can't meet these requirements for online enrolment? You may also choose to enrol [in person](#) or by [mail](#).

Note: Read the course descriptions(s) carefully to ensure that the course(s) that you wish to enrol in does not require an [interview or placement assessment](#), or any prerequisites that you have not taken. If you are enrolling in a course that requires an interview or placement assessment, you must obtain permission prior to enrolling. Online enrolments will not be accepted for courses requiring an interview or placement assessment that has not been completed.

[New students](#) must obtain a Ryerson University Student Number before they can activate their Ryerson Online Identity, register in a certificate program, or enrol in courses online.

Have you previously applied to or attended Ryerson? If the answer is yes, you already have a Ryerson Student Number. Visit [Request a Ryerson Student Number](#) for details.

Note: If you choose to enrol [in-person](#) or [by mail](#), a Ryerson Student Number will be issued to you.

Notes for Undergraduate Students:

Please enrol using [RAMSS](#) for courses applicable to your degree program.

If enrolling in a continuing education course that is to be used for your undergraduate degree requirements, and in the calculation of your cumulative grade point average and academic standing, you must cross-enrol in the continuing education course by selecting the Undergraduate Career (UGRD) when enrolling online through [RAMSS](#). In this case, you will not require a credit card to complete your transaction; you will be invoiced. However, you will be invoiced the Chang School course fee which is due at the time of enrolment. Late fees will begin to incur on the first day of the following month.

If you are registered in both a certificate program and an undergraduate degree program and the continuing education course you wish to take is applicable towards your certificate, you must select your Continuing Education Career (CNED) when enrolling online. In this case, you will require a credit card to complete your transaction.

Instructions for Enrolling Online

Step 1: Course Selection

Go to [Courses and Programs](#).

Choose your courses using the Course Search tool or by browsing Courses by Subject or Areas of Interest.

To view course details and availability, click on a course link (e.g., CACC 100 – Introductory Financial Accounting). "Add to cart" will appear next to available scheduling options.

To add a course to your shopping cart, click the "Add to cart" button. Selecting courses in different terms will result in one shopping cart per term. Click "View cart" to see a summary of the contents in each of your shopping carts.

Step 2: Checking-Out Your Shopping Cart

Click "Checkout" on the associated shopping cart. A screen listing the courses in your shopping cart will appear.

To remove a course from the shopping cart, click "remove." The shopping cart page will refresh and remove that course offering from your list.

To add another course to the cart before checking out, click "Find another course" to browse for more courses. No information will be lost from your cart while you search.

To enrol and pay for the contents of the shopping cart, click "enrol."

To continue the enrolment process, click "Proceed."

Step 3: Logging in to RAMSS

After clicking "Proceed," a window will open to transmit your shopping cart to Ryerson University's registration system, RAMSS (located at [my.ryerson.ca](#)). If a Security Alert screen appears, asking for permission to proceed, click "Yes" or the window will close and your shopping cart will be emptied. Next, log in to [my.ryerson.ca](#) by entering your Ryerson Online Identity and password. Click "Login."

When you click on the RAMSS tab in [my.ryerson.ca](#), RAMSS will open in a new window. If your browser has pop-up windows blocked, you will need to choose the option "always allow pop-ups for this site" in order for RAMSS to open. Note that your [my.ryerson](#) session will remain active in the original window.

If you do not have an Online Identity, you will not be able to proceed with online enrolment. Upon return to the Chang School website your shopping cart will be emptied. If you can't remember your Online Identity password click "Need Help?" then "Students" to reset your password.

Step 4: Confirming Your Course Selection

The classes from the term-specific shopping cart are now displayed in RAMSS. You will have 20 minutes to complete your enrolment. Click the "Enrolment Shopping Cart" to continue. Then select your terms.

Select the course and click "enrol." Proceed to step 3 of 4. RAMSS will indicate if there are any problems preventing your enrolment.

Step 5: Payment for Your Course

Review the summary on the Enrolment Confirmation screen, which includes all course fees applicable to your transaction.

Enter your credit card details and click "make a payment." If you do not complete this step, or if the credit card payment cannot be processed, your enrolment transaction will be cancelled.

A confirmation screen appears indicating that the payment and enrolment was successful. Once you receive the confirmation, you may continue to use RAMSS or you may return to the Chang School website by closing the my.ryerson.ca browser window. If you had multiple shopping carts, repeat steps 2-5 for each one.

Please bring a copy of your RAMSS enrolment to your first class and have it available for the duration of your course(s). Students not actually enrolled in a course are not permitted to attend class.

In-Person Enrolment

You can add, swap, and drop courses in person.

Instructions for Enrolling in Person

1. Read the course description(s) carefully to ensure that the course(s) you wish to enrol in does not require an [interview or placement assessment](#), or any prerequisites that you have not taken. In-person Enrolments will not be accepted for courses requiring an interview or placement assessment that has not been completed.
2. Complete and submit the In-person Enrolment form available at the ServiceHub (Podium, 1st floor, 350 Victoria Street). Please bring your photo ID with full payment of your fees when you come to enrol. **All fees must be paid in full at time of enrolment. You will be immediately dropped from all associated courses for non-payment of fees. Any students with outstanding fees will be required to clear their debt before any further enrolments.**
3. Enrolment forms will be accepted before the third scheduled class if space is still available; however, in Business, Distance Education, and Language courses (including English and ESL/EAL), you must enrol before the second scheduled class.
4. Please check individual course descriptions to confirm start dates.

Please bring a copy of your RAMSS enrolment to your first class and have it available for the duration of your course(s). Students not actually enrolled in a course are not permitted to attend class.

Enrolment by Mail

You can add and drop courses by mail.

Instructions for Enrolling by Mail

1. Read the course description(s) carefully to ensure that the course(s) that you wish to enrol in does not require an [interview or placement assessment](#), or any prerequisites that you have not taken. Mail-in enrolments will not be accepted for courses requiring an interview or placement assessment.
2. Obtain and complete the Mail-in Enrolment Form in [Forms and Documents](#). **Please note:** the Mail-in Enrolment Form is for mailing purposes only and will not be accepted for in-person enrolment.
3. Return the completed form and full payment of the course fees to the ServiceHub, Ryerson University, 350 Victoria Street, Toronto, Ontario, M5B 2K3. Mail-in enrolment requests will not be accepted unless full fees are enclosed. (Postdated cheques will not be accepted.)
4. If the dates listed below are met, the enrolment will be confirmed by email. If not, every effort will be made to confirm your enrolment prior to the start of classes.
5. There is no guarantee of consideration for enrolment forms received after the dates listed below.

Please bring a copy of your RAMSS enrolment to your first class and have it available for the duration of your course(s). Students not actually enrolled in a course are not permitted to attend class.

CONFIRMATION OF ENROLMENT

Online

You will be able to check your enrolment online at my.ryerson.ca. Click on the RAMSS tab for your class schedule.

In-Person

Your fees receipt will be issued upon payment of your tuition fee at the ServiceHub. No further statements of confirmation will be mailed to you.

By Mail

If you meet the enrolment deadlines, you will receive your confirmation by email.

Students are academically and financially responsible for all enrolled courses and fees incurred unless they formally withdraw at my.ryerson.ca or in person at the ServiceHub (Podium, 1st floor, 350 Victoria Street) within the published deadline dates (whether or not they attend a class).

ENROLMENT FAQ

1. Are all courses scheduled every term?

No; all courses are not scheduled every term. Check [Courses and Programs](#) to plan ahead to ensure that you will be able to take the courses you need/want.

2. What is an Interview or Placement Assessment, and how do I find out if the course I'm planning to take requires one?

Some courses require an interview and/or placement assessment before you can enrol. See [Interviews and Placement Assessments](#) for a list of affected programs.

3. What is an Open House session, and how do I find out if the course I'm planning to take has one?

Open House sessions are free events that give you an opportunity to meet with course and program representatives in a one-on-one or small group setting. Open House sessions are associated with programs, so consult [Courses and Programs](#) to find out what program the course you're interested in is part of. Then see [Open House](#) for details and dates.

4. What are prerequisites and corequisites?

Prerequisite means that you must pass Course A before taking Course B. The course description in [Courses and Programs](#) will tell you what prerequisites, if any, are required.

Corequisite means that you must take Course A prior to, or concurrently with, Course B.

5. How do I find out if a course has any specific admission prerequisites?

Check the course description in [Courses and Programs](#) to see if it has specific admission prerequisites. You can also speak to the academic coordinator at an [Open House session](#), or drop into The G. Raymond Chang School of Continuing Education office (Heaslip House, 297 Victoria Street). In some cases, your prior professional experience might serve as a substitute for a prerequisite. In other cases, you may be asked to provide transcripts, and possibly course descriptions or outlines of courses taken elsewhere that may also fill the prerequisite requirement.

See also [Academic Bridging Courses](#) to find out how you can fill the prerequisite requirements you need in order to be considered for admission to a Chang School certificate program. **Note:** Academic Bridging Courses are continuing education equivalents, and do not count as Grade 12 U courses or high school credits. They cannot be used towards obtaining an Ontario Secondary School Diploma (OSSD).

6. Can a course prerequisite be waived if I have already completed an equivalent course at another post-secondary institution?

A course prerequisite waiver may be requested if an equivalent course has already been completed at an accredited university or college. The minimum grade requirement for a course from an accredited university is 60 percent ('C-') and the minimum grade requirement for a course from an accredited college is 70 percent ('B-'). To request a prerequisite waiver, please email ce@ryerson.ca with your name, Ryerson Student Number (new students may [request one online](#)), an attached unofficial transcript showing the completed prerequisite, and the course code and section for which you are requesting a prerequisite waiver.

7. What do I do if I don't have my Grade 12 U courses?

Sometimes students are not accepted into the Ryerson's full-time degree programs because they don't have all the required Grade 12 U (or high school equivalency) courses. This doesn't mean you have to go back to high school – The G. Raymond Chang School of Continuing Education offers Grade 12 U-level courses in English, mathematics, chemistry, biology, and physics during the evenings. For more information on scheduling, see [Academic Bridging Courses](#).

Note: Academic Bridging Courses are continuing education equivalents, and do not count as Grade 12 U courses or high school credits. They cannot be used towards obtaining an Ontario Secondary School Diploma (OSSD).

8. Where do I find a course's start and end dates?

The course description for each course listed in [Courses and Programs](#) includes the course's start and end dates for each of the terms in which it is offered. Note that if the course description is lengthy, you might have to scroll down the page to find the table of times and dates.

9. Is space available in the course I'm planning to take?

In [Courses and Programs](#), course availability is indicated on a real-time basis for terms open for enrolment.

10. Is financial aid available to help me pay my tuition fees?

See [Awards and Financial Aid](#) for detailed information about merit-based awards and need-based bursaries and government assistance available to Chang School students.

11. Can I get OSAP for continuing education courses?

It is possible to receive government assistance to study through The G. Raymond Chang School of Continuing Education. Please note, however, that restrictions do apply. First, you must be registered in an approved certificate program and you must be taking at least 60 percent of a regular course load. For complete details and the most up-to-date information on OSAP, contact the [ServiceHub](#) (Podium, 1st floor, 350 Victoria Street).

12. How do I pay my course fees?

See [Fees](#) to find information about how and when to pay, fee rates, fee policies, ancillary fees and service charges, refunds, and more. **All fees must be paid in full at time of enrolment. Any students with outstanding fees will be required to clear their debt before any further enrolments are processed.**

International Students: After enrolling and paying for your course, you are required to obtain a valid Study Permit from Citizenship and Immigration Canada for your period of study if your studies will last longer than six months. Contact [International Student Support](#) for more information.

13. Where can I find information about important dates such as enrolment periods, withdrawal, transfer, and grade appeal deadlines?

[Important Dates](#) lists important dates for the Fall, Winter, and Spring terms.

14. Where can I find out about Ryerson's formal policies on issues such as refunds, withdrawals, transfers, letters of permission, grades, and appeals?

See [Policies](#) to familiarize yourself with important policy information before enrolling.

15. When do I enrol for the course I'm planning to take? Is there a cut-off date?

Enrolment periods are listed on the [Important Dates](#) page. You can enrol in courses right up until the time the course starts; but remember, courses are available on a first-come, first-served basis. Many of our courses are very popular and fill up long before the start date of classes so it's best to enrol as soon as you've made up your mind.

16. Should I register in a certificate program as well as in my chosen courses?

On your resumé, saying that you have successfully completed a certificate in a coherent program of study can credibly demonstrate a fully developed skill. If you're pretty sure you would like to complete a certificate, it's wise to register as soon as possible. See [Registration in a Certificate Program](#) for more information.

One other advantage of being a certificate student is that you will have priority enrolment privileges in the future. This means that before each new term, for a specified period of time, certificate students are able to enrol in courses before any other new or returning students. Also, only courses taken AFTER registration in the certificate will be included in your [grade point average \(GPA\)](#), although you will still receive credit for any previous courses you've taken.

You **MUST** register in a certificate program before you finish 50 percent of the program's course requirements.

17. How can I find out where my classes will be held?

Look up the location of your classroom and your instructor's name on [Classroom Lookup](#) (**Note:** locations are not finalized until 3:00 p.m. the first day of class). On the evening of your first class of the term, lists of the locations of all classes to be held that night will be posted in the lobbies of the Library Building and Heaslip House. Please note your section number to avoid going to the wrong room. It's a good idea to arrive on campus 10 or 15 minutes earlier than normal that night because you might spend a little time finding your classroom.

18. How can I find out which texts to buy?

On the first night of class, your instructor will provide a course outline detailing course content, assignments, evaluation break-down, and a list of the required texts and materials. Often during this first class, time is taken out to ensure you can get to the [Ryerson University Campus Store](#) that evening before it closes. Unless you are enrolled in a week-long intensive course that requires advance preparation, you will not be expected to have prepared anything for the first class.

19. How do distance education students find out which texts to buy, and how do they order them?

Distance education students can access information about course materials specific to the course they are taking at the [Distance Education Course Materials page](#). Students can then order and purchase the materials online through the Ryerson University Campus Store or they can visit the campus store and purchase the materials in person.

RYERSON STUDY WEEKS AT THE CHANG SCHOOL FAQ

In May 2011, the [Ryerson Senate](#) passed a motion introducing a Fall Study Week; as a result, Ryerson University has changed from a 13-week term to a 12-week term (except for Engineering) to accommodate the break in both the Fall and Winter terms. This has resulted in a number of other changes at Ryerson and The Chang School.

1. What is a “12-week term”?

A 12-week term consists of 12 weeks of classroom sessions, with an additional week set aside at the end of the term for the final examination or other final assignments.

2. How many course hours will the 12-week term involve?

Course durations will be adjusted to match the new 12-week schedule. For example, 56-hour courses will become 52-hour courses, 42-hour courses will become 39-hour courses, and 21-hour courses will become 19.5-hour courses. Programs offered by Gateway for International Professionals, Programs for 50+, Spanning the Gaps, and workshops offered by all program areas will be reviewed and adjusted if required and as appropriate. See Question 4 for further information about exceptions.

3. When are the Study Weeks for Chang School students?

The Chang School will observe both of the Ryerson Study Weeks:

- Fall Study Week: Thanksgiving week, October 8, 2016–October 14, 2016; classes resume October 15, 2016
- Winter Study Week: Family Day week, February 18, 2017–February 24, 2017; classes resume February 25, 2017

Most classes will not run during these weeks.

4. Which Chang School courses will run during the Study Weeks?

Some types of course delivery modes, such as half-term courses, intensive courses, accelerated courses, and workshops, may not observe these Study Week breaks due to their condensed schedules. Consult individual courses listings on the [Chang School website](#) for specific information about course durations and dates, or consult the course outline provided by your instructor.

5. Are distance education courses affected by the Study Weeks?

Yes. Full-term distance education courses will observe the Study Week breaks unless otherwise noted. Accelerated and half-term distance education courses will run through the Study Weeks. Please check the individual course listing or your course outline to see the exact schedule for your course.

6. Where do I find a course’s start and end dates?

The course description for each course listed in [Courses and Programs](#) includes the course’s start and end dates for each of the terms in which it is offered. Note that if the course description is lengthy, you might have to scroll down the page to find the table of times and dates.

7. Is the cost per course less, considering hours are now reduced?

There are no changes in the course fees. The courses will cover the same content as in the past, but the instructors will be using different approaches to present the material in order to accommodate the new term structure.

ESL/EAL ONLINE PLACEMENT TEST

All [English as a Second/Additional Language courses](#) require an online placement test prior to enrolment. Interested students can [access this test online](#) to determine the appropriate level of study. Please note that this test cannot be used as an English Language Proficiency Test required by Admissions for students applying to full-time degree programs.

COURSE FEES

Fees are noted at the end of each course description in [Courses and Programs](#). Fees are quoted in Canadian funds and are the [Regular Fee Rate](#) and [International Fee Rate](#). You pay your fees when you make your application to enrol, whether you enrol online, by mail, or in person.

[Enrolment](#) provides detailed information about the enrolment process.

For fee payment procedures, see [Payment of Fees](#). See also [Fee Policies](#), [Non-Tuition Related Fees and Services Charges](#), [Refunds](#), and [Income Tax Receipts](#). Part-time degree students should refer to the [Undergraduate Calendar](#).

Can I get financial assistance to help pay my fees?

[Awards and Financial Aid](#) lists all need-based financial aid (including government assistance) and merit-based awards available to continuing education students, along with eligibility criteria, how to apply, application deadlines, and more.

What are international student fees?

[International Students](#) explains how to calculate the International Fee Rate for courses. It also provides additional details about services and information for international students.

International Students: Ryerson University is currently unable to offer financial assistance to international continuing education students. All international students are encouraged to explore home government or private sources of funding prior to arriving in Canada.

Full-Time Students: Ryerson Undergraduate full-time program students who enrol in continuing education courses through The Chang School will be charged the applicable Chang School course fee(s).

Part-Time Students: Ryerson Undergraduate part-time program students who enrol in continuing education courses through The Chang School will be assessed undergraduate fees for all of their enrolments; they are not charged the published Chang School course fee(s).

NON-TUITION RELATED FEES AND SERVICE CHARGES

Fees for all continuing education students include ancillary fees and may also include additional charges:

- material fees
- late fee service charges
- NSF cheques/denied credit card authorization fees

Non-Tuition Related Fees (for courses over 30 hours)

Fees on Behalf of Student Groups and Third Parties

Canadian Federation of Students (CFS) Fee

A fee of \$2.49 per student, per course enrolment, is levied for the Canadian Federation of Students.

Continuing Education Students' Association of Ryerson (CESAR) Fee

A fee of \$12.70 per student, per course enrolment, is collected by the University on behalf of CESAR. Course fees have been adjusted, where appropriate, to include this fee.

Oakham House Fee

A fee of \$1.00 per student, per course enrolment, is levied for Oakham House support and is included in the course fee.

Student Campus Centre Development Fund

A fee of \$0.50 per student, per course enrolment, is levied in support of the student centre.

University Fees

Student Campus Centre Fee

A fee of \$2.50 per student, per course enrolment, is levied in support of the student centre.

Student Services Fee

A fee of \$6.63 per student, per course enrolment, is levied for Student Services.

Recreation and Athletics Centre (RAC) Fee

A fee of \$0.50 per student, per course enrolment, is levied for RAC capital support and is included in the course fee.

Material Fees

In some courses a portion of the total course tuition fee includes a material fee for learning material or clothing retained by the student. For the refund policy that applies to these courses, please refer to the Material Fees note under [Refunds](#).

Late Fee Service Charges

There is a late fee service charge of 1.25% per month (16.08% effective annual rate) assessed on any unpaid balance in a student's account.

NSF Cheques/Denied Credit Card Authorization

Any student who tenders a cheque or uses a Visa, MasterCard, or American Express credit card which is subsequently not honoured by the banking institution will be charged \$50 by the ServiceHub. Payment for outstanding fees plus the \$50 must be made by certified cheque or money order, payable to Ryerson University.

Important Note: All fees are tentative subject to Board Approval.

FEE POLICIES

Changes

Every effort is made to adhere to the details outlined in this handbook, although courses, fees, days, hours of instruction, and instructors are subject to change without prior notice.

Note: Fees charged by Ryerson are approved annually by the Board of Governors for an academic year. Ryerson reserves the right to make changes in both the fees and procedures without prior notice.

Students are academically and financially responsible for all enrolled courses and fees incurred unless they formally withdraw at my.ryerson.ca or in person at the ServiceHub (Podium, 1st floor, 350 Victoria Street) within the published deadline dates (whether or not they attend a class).

HST

Some courses are subject to HST and where applicable it is included in the total fee. Course fees that contain HST have "Tax Included" noted beside the fee.

Outstanding Fees and Costs

As a student, you are personally responsible for paying the following:

- library fines
- fees for services rendered
- costs incurred for damage to, or loss of, University property

Non-payment of fees/costs will result in the withholding of grades and transcripts, issuance of official University documentation, ineligibility for enrolment, and any other action deemed appropriate by the University. Ryerson cannot be held responsible for debts incurred by individual students or student organizations.

If you have any outstanding fees owed to Ryerson, any payment will first be applied to the existing balance. Enrolment for courses in the next term is not permitted if there is any outstanding fee balance.

FEE RATES

There are two academic fee rates: Regular and International.

Regular Fee Rate

The Regular Fee Rate is for Canadian citizens, Permanent Residents, and international students who are specifically exempted by government regulations from the International Fee Rate.

International Fee Rate

The International Fee Rate is for **student visa, visitor visa, and students who have not provided proof of exempt status.**

The fees quoted online are in Canadian funds and are the Regular Fee Rate. The International Fee Rate for continuing education students is two and a half (2.5) times the regular student tuition fee for credit courses. The International Fee applies to degree credit courses only.

For further information on the calculation of the International Fee Rate, see [International Students](#).

If you are exempted from the International Fee Rate, original supporting documents **must** be presented to the ServiceHub (Podium, 1st floor, 350 Victoria Street). Photocopies are not acceptable. If you do not provide the supporting documents, or are unable to provide the required documentation **at the time of enrolment, you will be required to pay the International Fee Rate.**

It is your responsibility as an international student to determine the fee rate for the course(s) for which you intend to register. The individual course listings state only the Regular Fee Rate. If your immigration status changes, you must bring in official documentation by the published deadline to have your fees revised for the current term. If you miss the deadline, the change will apply to the following term. It is not possible, under any circumstance, to retroactively change your Fee Rate once the deadline has passed.

Deadline Dates

- Fall Term: November 1
- Winter Term: January 31
- Spring/Summer Term: June 15*

* If you are enrolled in a Chang School course which starts between June 15 and July 1 and your immigration status changes, we will accept changes to your fee status up until July 1.

For further information, see [International Students](#).

INCOME TAX RECEIPTS

Tuition, education, and textbook amounts certificates (T2202A) will be available online at my.ryerson.ca by the end of February if your fees per course enrolment per term are \$100 or more. Please direct all inquiries to the ServiceHub.

A duplicate hard copy of the income tax receipt may be obtained, upon payment of a \$20 fee, from the ServiceHub (Podium, 1st floor, 350 Victoria Street). Phone 416.979.5036 for more information.

Income tax receipts totaling more than \$100 per enrolment are deductible personal income tax credits.

For more information please visit the [Office of the Registrar's Fees - Tax Receipts webpage](#).

PAYMENT OF FEES

Note: Fees charged by Ryerson are approved annually by the Board of Governors for an academic year. Ryerson reserves the right to make changes in both the fees and the procedures without prior notice.

All fees must be paid in full at time of enrolment. Any students with outstanding fees will be required to clear their debt before any further enrolments are processed.

Ryerson University full-time undergraduate program students who enrol in courses through The Chang School should be aware that Chang School course fees are due at the time of enrolment. If full payment is not received at the time of enrolment, you will begin to incur late fee service charges at the start of the following month. Ryerson University part-time undergraduate students are not assessed Chang School fees and should consult with their department and/or the ServiceHub.

Students are academically and financially responsible for all enrolled courses and fees incurred unless they formally withdraw at my.ryerson.ca or in person at the ServiceHub (Podium, 1st floor, 350 Victoria Street) within the published deadline dates (whether or not they attend a class).

Fees are payable to Ryerson University by money order, certified cheque, Visa, MasterCard, American Express or debit card. **Effective August 30, 2013, Ryerson will no longer accept cash payments for tuition or associated service fees.** Duplicate payment receipts for mail-in enrolments will not be mailed to the student. Duplicate payment receipts for employee reimbursement are available online by selecting the "Fees & Enrolment Confirmation" link in RAMSS at my.ryerson.ca.

Please note that postdated cheques are not accepted. If your payment is subsequently **not honoured by the financial institution, you will be charged a \$50 fee** by the ServiceHub. Payment for outstanding fees plus the \$50 must be certified cheque or money order, payable to Ryerson University.

Income tax receipts totalling more than \$100 per enrolment are deductible personal income tax credits.

Late Fee Service Charges

There is a late fee service charge of 1.25% per month (16.08% effective annual rate) assessed on any unpaid balance in a student's account.

REFUNDS

To be eligible for a **tuition fee refund**, students must officially drop their course within the published deadline dates; see [Important Dates](#). Official course drops are accepted in the following ways:

- online at my.ryerson.ca (RAMSS)
- in person at the ServiceHub (Podium, 1st floor, 350 Victoria Street)

Notification to an instructor and nonattendance of a course are not accepted as an official course drop. See [Withdrawals](#) for more information.

Note: Students who are registered in a part-time degree program must refer to the [Full- and Part-Time Undergraduate Calendar](#) for the refund policy.

Refund Deadlines

For the complete list of refund deadlines, see [Important Dates](#).

Exceptions to Refund Policy

Some seminars/workshops publish specific refund policies that supersede the above, see [Important Dates](#).

Material Fees

Some course fees consist of a tuition portion and a material portion. Individual course descriptions specify if their fees include a material component. For these courses, the material fee is refunded only to registrants who officially withdraw five business days prior to the first scheduled class (see *Full Refund* at [Important Dates](#)). After this time, the material fee is non-refundable.

Receipt of Refunds

If a student withdraws/drops a course online or in person, according to Ryerson's official deadline dates, any applicable refund will be automatically processed within 15 days. Refunds are mailed or credited to the student's credit card. Please note that credits to your credit card may take up to 45 days to appear on your statement. We regret that we cannot accept a telephone call or notification to an instructor as withdrawal or eligibility for a refund.

Refunds for cancelled courses will be processed automatically and a refund cheque mailed (or a credit issued to your credit card) within 15 days. If you do not receive your refund within 15 days, please telephone the ServiceHub at 416.979.5036.

"A/B" COURSES

"A/B" courses are multi-term courses. For example, if you enrol in CBLG 10A/B you will be enrolled in CBLG 10A for the selected term, and later automatically enrolled in CBLG 10B for the subsequent term. The automatic enrolment usually occurs near the completion of "A" term, and therefore the "B" term will not appear on your schedule of classes until that time.

CLASSROOM LOOKUP

The [Classroom Lookup](#) tool allows you to select a term and type the course number (Subject and Catalog #) and click "Search" to see the names of the instructors and classroom locations.

- Instructors and classrooms are subject to change.
- Classroom listings are finalized by approximately 3:00 p.m. the first day of the course in question. (Listings that appear before 3:00 p.m. are tentative; signs will be posted with final listings if there are any changes.)
- [Campus Maps](#) will help you locate classrooms.

Tips

- A single-term course code consists of a four-letter Subject and a three-digit Catalog Number (e.g., "CACC 100").
- A multi-term course consists of a four-letter Subject and a two-digit Catalog Number followed by "A" or "B". "A" corresponds to the first half and "B" corresponds to the second half of the course (e.g., "CBLG 10A" and "CBLG 10B").
- To see all of the courses within a Subject for a given term (e.g., all "CACC" courses), simply type in the Subject portion of the course code.
- Course codes that do not start with the letter "C" and have only three letters are for courses that are not offered by The G. Raymond Chang School of Continuing Education. Listings for these courses are not available through this service.

POLICIES

Enrolment as a Chang School student constitutes a commitment to abide by Ryerson University policies, procedures, and regulations, including those concerning enrolment, academic performance, student conduct, health and safety, use of services and facilities, and the payment of fees. The following University policies have been assembled to provide useful reference. This is not intended to be a complete list, but rather a compilation of some frequently referenced policies. As policies may change throughout the academic year, students are encouraged to visit the [Ryerson University Senate website](#) for the most complete and up-to-date policies.

ACADEMIC POLICIES, PROCEDURES, AND REGULATIONS

Available on the [Ryerson University Senate website](#):

- Academic Consideration and Appeals Policy
- Accommodation of Student Religious, Aboriginal, and Spiritual Observance
- Course Management Policy
- Examination Policy
- Student Code of Academic Conduct
- Student Code of Non-Academic Conduct

ENGINEERING STUDENTS

For undergraduate degree students (whether on full or partial load) in **Aerospace Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Industrial Engineering, or Mechanical Engineering**, access to continuing education courses is usually only by written approval from the Faculty of Engineering and Architectural Science.

Courses that are completed through The Chang School without prior authorization from the Faculty of Engineering and Architectural Science, Associate Dean's office (or the Dean's designate), will not be credited towards students' degree program requirements.

Written approval is not required to enrol in a Liberal Studies course, Communication in the Engineering Professions (CCMN 432), or Principles of Engineering Economics (CECN 801). These courses, if taken through The Chang School, will be credited towards students' degree program requirements.

If you have any questions, please contact the Associate Dean's office, Faculty of Engineering and Architectural Science, 416.979.5000, ext. 4502.

INTERNATIONAL STUDENTS

Ryerson University welcomes international students who are high school or post-secondary graduates to its G. Raymond Chang School of Continuing Education. Exceptional faculty who are drawn from Toronto's academic, business, and cultural communities will teach you, and as a student you have access to the following:

- the Ryerson Library
- the Recreation and Athletics Centre (RAC)
- computer facilities and laboratories
- international services and programs offered by International Student Support (ISS)

International students may enrol in university credit courses offered through The Chang School without formal admission to Ryerson. Some courses in advanced-level certificates do require an interview and/or prerequisite courses prior to enrolment.

Most certificate programs are offered in collaboration with our full-time degree programs. Upon successful completion of some certificate programs, and subject to normal program admission criteria and procedures, you may apply for advanced standing in applicable degree programs.

Continuing education courses are offered during three terms throughout the year. Though most courses are offered in the evening, some courses are also offered during the day, on weekends, in an intensive format, or by distance education.

For information and assistance in applying for a study permit and other immigration documents, contact the International Student Support (ISS) office at 416.979.5000, ext. 6655, email issask@ryerson.ca, or [visit the ISS website](#).

International Tuition Fees

International students are charged a different fee from Canadian citizens or Permanent Residents unless they qualify for an exemption based on their status. International students who qualify for an international fee exemption are still required to obtain a Study Permit from Citizenship and Immigration Canada. For information on fee and immigration categories, visit [Fees and Finances](#).

To claim exemption, you must take your original document to the ServiceHub (Podium, 1st floor, 350 Victoria Street) when you enrol in your courses. This document must be issued by Citizenship and Immigration Canada (CIC). A lawyer's documentation is not acceptable. If your status changes part way through your course, you will be considered for a fee adjustment if you submit your documentation by the dates outlined below.

Deadline Dates

- Fall Term: November 1
- Winter Term: January 31
- Spring/Summer Term: June 15*

*If you are enrolled in a Chang School course which starts between June 15 and July 1 and your immigration status changes, we will accept changes to your fee status up until July 1.

International Students Fee Rate

The fees quoted online are in Canadian funds and are the Regular Fee Rate. The International Fee Rate for continuing education students is two and a half (2.5) times the regular student tuition fee for credit courses. The International Fee applies to degree credit courses only.

How to Calculate the International Fee

1. Start with the course fee and subtract the ancillary fees and the material fee (where applicable). The material fee will be stated in a note following the course description. Please note that all Business courses are subject to a \$2.00 (\$0.40 for ITM students) material fee even though this is not noted in individual course descriptions. The result is the regular tuition fee.
2. Multiply this amount by two and a half (2.5), and the result is the tuition portion of the international fee.
3. Once the tuition portion is calculated, add back the ancillary fees and the material fee, where applicable. The result is the total international fee payable for your course. ([Non-Tuition Related Fees and Service Charges](#) provides more information about ancillary and material fees.)

Financial Assistance

Ryerson University is currently unable to offer financial assistance to international continuing education students. All international students are encouraged to explore home government or private sources of funding prior to arriving in Canada.

LETTERS OF PERMISSION

Students formally registered in a certificate program who wish to take courses at another accredited post-secondary institution for credit toward their Ryerson certificate must apply for a Letter of Permission. Students must meet eligibility and satisfy all requirements. As well, they are responsible for obtaining a detailed course outline from the institution where they intend to study and making a formal application to that host institution.

Note: Transfer Credit is recorded on the Ryerson academic record as CRT and is not included in the calculation of the student's grade point average.

No more than a total of 50 percent of a program's requirements may consist of [Challenge Credits](#), credits granted on a Letter of Permission, and [Transfer Credits](#).

For further information about Letters of Permission and how to apply, visit the [Curriculum Advising website](#).

UNDERGRADUATE STUDENTS

Undergraduate Degree Students Pursuing a Certificate Program

Students enrolled in an undergraduate degree program and pursuing a Chang School certificate should ensure that their course enrolments are within the appropriate career, otherwise all courses taken under the undergraduate career will be automatically used towards the degree cumulative grade point average (CGPA), and not the certificate program CGPA. Courses taken or enrolled in through the Undergraduate career (cross-enrolment) may be used to meet certificate requirements; however, the grades in these courses will not be included in Continuing Education career CGPA.

Please Note: Ryerson's residency requirement stipulates that 50 percent of courses in a Ryerson certificate must be Ryerson courses taken after registering in the certificate program and through The G. Raymond Chang School of Continuing Education.

Undergraduate Degree Students Considering Chang School Studies

Some certificates are not available to students enrolled in specific degree programs. Refer to Certificate Restrictions on the [Curriculum Advising website](#). Ryerson undergraduate full-time degree program students who enrol in continuing education courses through The Chang School will be charged the applicable Chang School course fee(s) in addition to the applicable fees assessed for their degree program courses.

Chang School Students Considering Full-Time or Part-Time Degree Studies

The following are some full-time program policies students should be aware of if they plan to attend a full-time day or part-time evening program in the future.

- All individuals must formally apply for admission. Application information is available at ryerson.ca/undergraduate/admission.
- Students should carefully review current degree program admission requirements, deadlines, and policies at ryerson.ca/undergraduate/admission.
- All students should familiarize themselves with graduation requirements at the time of formal admission into a full-time undergraduate program.
- Students should be aware of the current degree program policy on academic suspensions from external universities/colleges and from Ryerson programs and courses. Current information is found in the Ryerson Undergraduate Calendar (online at ryerson.ca/calendar).
- It should be noted specifically that continuing education courses cannot be used for degree credit/completion if taken during a period of suspension from a full-time program without prior permission from a student's program department.
- Ryerson's Mature Student policy may vary from certificate to degree programs. For specific information on the full-time Mature Student guidelines, please refer to the Ryerson Undergraduate Calendar or ryerson.ca/undergraduate/admission.

Transfer Credit for Full- and Part-Time Degree Programs

Transfer Credits are granted for courses successfully completed at other post-secondary institutions prior to enrolment as a student at Ryerson. Students are not required to apply for Transfer Credits for courses taken at Ryerson. See Using Continuing Education Courses to Meet Degree Requirements below for further information.

Transfer Credits granted toward a certificate program that are applicable to a Ryerson degree program will automatically apply toward the degree program upon confirming an offer of admission. Once enrolled, students are advised to generate an Academic Advisement (AA) Report on RAMSS to confirm which credits apply.

Information on the Transfer Credit policy, how to apply, and deadlines is available on the [Transfer Credit website](#).

Using Continuing Education Courses to Meet Degree Requirements

Degree-applicable courses taken through The Chang School prior to formal admission into a Ryerson degree program may be used to meet program requirements; however these courses will not be included in the calculation of a student's degree program grade point average. Approval of course exceptions (substitutions/directives) may be required in order for a course to be used towards meeting degree requirements.

Use of continuing education courses to meet requirements of Engineering degree programs will require formal approval of the [Faculty of Engineering and Architectural Science](#).

No more than a total of 50 percent of a program's requirements may consist of [Challenge Credits](#), credits granted on a [Letter of Permission](#), and [Transfer Credits](#).

UNIVERSITY STANDARDS

By the act of enrolling for a course of study, each student at Ryerson agrees to observe and be bound by the terms of this notice, and the terms, conditions, regulations, and policies contained in this handbook.

Ryerson shall be the sole arbiter of standards for admission to its courses of study and may, without prior notice, limit enrolment in or admission to any course or program at any level.

Ryerson reserves the right to change, without notice, any information appearing online pertaining to the standards for admission to, the requirements for the continuation of study in, and the requirements for the granting of degrees or certificates in any of its programs.

Ryerson reserves the right to alter the fees and other charges and to impose from time to time additional regulations, policies, and codes of conduct. Enrolling students are required to familiarize themselves with the general academic information on this website, as well as with the information pertaining to the course or courses in which they are enrolled.

Ryerson reserves the right to withdraw or cancel programs, certificates, or courses that are under enrolled. Ryerson reserves the right to make such changes in rules, regulations, and promotional policies as may be required.

Course descriptions are provided as a matter of general information to assist present and prospective students in

selecting their programs of study. Students are cautioned that actual course content and the hours and type of instruction may vary from the listings. Students are required to familiarize themselves with, and be governed by, the rules and regulations of The G. Raymond Chang School of Continuing Education and their promotional policies.

Chang School students should consult the [Important Dates](#) to ensure that they are aware of key dates affecting their academic study.

WITHDRAWALS

Course Drops

Students are held responsible for the payment of tuition fees for all courses in which they enrol. Students who find it necessary to drop a course should ensure that they officially drop the course within the published deadline dates; see [Important Dates](#). Failure to drop a course that is not completed, results in a failed grade on the student's official transcript. This grade will be included in all grade point average (GPA) calculations.

Official course drops are accepted in the following ways:

- online at my.ryerson.ca
- in person at the Registrar's Office Client Services at the ServiceHub (Podium, 1st floor, 350 Victoria Street)

Notifying the instructor of the intention to drop or not attending classes, does not constitute an official drop. However, we strongly urge that students also inform their instructors as a courtesy.

Official drops by the posted deadlines will prevent a failing grade from appearing on official transcripts.

Withdrawal From a Certificate Program

If you are not planning to continue in your Chang School certificate program, obtain and complete the Certificate Program Withdrawal Form in [Forms and Documents](#). Submit the form either in person, by mail, or by fax to the [ServiceHub](#).

Withdrawing from the certificate program does not withdraw you from courses in which you are enrolled. If you would also like to withdraw from course(s), please refer to Course Drops above.

CANCELLATIONS

Cancelled Classes

If an individual class is cancelled because of **instructor illness**, we will make every effort to notify students by telephone. Please remember to provide both home and business telephone numbers, as well as your email address, when you enrol.

Cancelled classes – whether due to instructor illness or inclement weather – are rescheduled to a later time; your instructor will notify you of the make-up date(s).

Cancellations Due to Inclement Weather

If inclement weather necessitates cancellations, Ryerson will try to advise local radio stations that broadcast closures. You can also get information by calling Ryerson's main telephone number (416.979.5000) or visiting [the Chang School homepage](#).

Statutory Holiday/Weekends

On the Saturday of a three-day holiday weekend, scheduled classes will be held as usual unless the instructor notifies students otherwise.

For statutory holidays observed by Ryerson University, see [Important Dates](#).

Cancelled Courses

Every effort is made to adhere to the details outlined in this handbook, although courses, fees, days, hours of instruction, or instructors are subject to change without prior notice. If it is necessary to cancel a course, every effort is made to contact enrolled students.

If you enrol in a course that is subsequently cancelled, you may **transfer to another section** of that course if an alternate is available; you may **transfer to another course** if space permits; or you may **receive a refund**. Refunds may take up to 30 days to process and will be made in the same tender type as the payment. Please contact the ServiceHub at 416.979.5036 if you have any questions.

Course transfers are permitted at the discretion of the University. Students may transfer from one course to another within the same term (if there is space available), provided neither course has held its third session. For Business, Distance Education, and Language (including English and ESL/EAL) courses, students must transfer before the second session. Students may apply for transfers in person at the [ServiceHub](#), located in the Podium, 1st floor, 350 Victoria Street, or via [my.ryerson.ca](#).

Please note: The online enrolment service will accept transfers only up to the start of class.

COURSE CREDIT

Challenge Credits

Ryerson's Challenge Credit policy enables students to earn academic credit for learning and experience outside of the traditional post-secondary environment. Students may have the opportunity to be examined in, and receive credit for, a recognized Ryerson course, without meeting the normal requirements of enrolment, attendance, and instruction.

For more information on Challenge Credits and how to apply, visit the [Curriculum Advising website](#).

Course Exceptions (Course Substitution/Directive)

A course substitution/directive enables students formally registered in a certificate program to substitute or direct a Ryerson course which is not normally part of the regular certificate curriculum for a course that is listed as a program requirement. The substitute course must be authorized prior to enrolment in the course and must be of equal value and be at the same level. Program director and coordinator approval is required. Decisions are not valid until authorized by the Curriculum Advising office.

Further information and applications for course substitutions/directives are available at the [Curriculum Advising website](#).

Transfer Credits

Transfer Credits may be granted for Ryerson students registered in a G. Raymond Chang School of Continuing Education certificate program for courses successfully completed at another accredited post-secondary institution upon registration in a certificate. Approved Transfer Credits allow students to avoid repeating course work and complete their certificate program requirements sooner.

If you are not registered in a certificate program, refer to the section on [Registration in a Certificate Program](#) for application instructions.

For further information about Transfer Credits and how to apply, visit the [Transfer Credits website](#).

Note: No more than a total of 50 percent of the program's curriculum requirements may consist of Transfer Credits, [Challenge Credits](#), and credits granted on a [Letter of Permission](#).

Students do not need to apply for Transfer Credit for equivalent courses taken through The Chang School or in a previous Ryerson program. Students who completed similar courses through a previous Ryerson program may apply for course substitution. Refer to the section on [Graduation](#) or the [Curriculum Advising website](#) for more information.

GRADES

Final Grades

All final grades will be available at my.ryerson.ca (RAMSS, under Academics, select the “My Grades” link) at the end of each term, approximately 10 days after the end of the examination period.

You should note that grades for single-term courses will be posted at the end of each term and grades for multi-term courses at the end of the academic year (or in August for Spring/Summer courses).

Avoid Having Your Grades Withheld

If you fail to return books or any other borrowed property to the Library, or fail to pay outstanding fees or debts to the University, your grades will be withheld until the status of these items is cleared to the satisfaction of the University. You are responsible for all books, materials, etc., borrowed against your OneCard, unless you have reported its loss or theft.

If you have an outstanding debt to the University in excess of \$10 (subject to change), you will not be able to access your grades and will receive a hold notice in lieu of your graduation award at the relevant convocation ceremony.

Grade Appeals

Students may appeal a grade in a course when circumstances beyond their control have impacted their performance in the course. The grounds for appeal are: medical, compassionate, course management, and prejudice. However, students are obligated to notify and consult with either the course instructor or program director, depending on the situation, as soon as circumstances arise that are likely to affect academic performance. Failure to do so may jeopardize an appeal made at a later date.

To appeal a final grade, continuing education students must follow the Academic Appeals Process and complete the Grade Appeal Form available at the [Enrolment and Records website](#), or at The G. Raymond Chang School of Continuing Education office, Heaslip House, 297 Victoria Street. Completed appeals must be submitted to The G. Raymond Chang School of Continuing Education office, Heaslip House, 297 Victoria Street, within the deadline to [submit appeals](#).

If a student believes that there is an error in the grading of a test, assignment, or exam, they must contact the instructor to discuss the issue within 10 working days of the date when the graded work is returned to the class. This is not a matter for appeal, but a formal request for a grade re-evaluation may be made.

See the [Undergraduate Academic Consideration and Appeals Policy](#) for details.

Grade Point Averages

(For Certificate Programs Only)

A *cumulative* grade point average (CGPA) is calculated as an indicator of overall academic performance in a program and is used as a criterion for graduation requirements, academic awards and distinctions, and determining academic standing during study in a program. A CGPA of at least 1.67 in graded Ryerson courses is required for graduation. Ryerson will not award a credential to any student whose grade point average is deficient.

The Continuing Education Career (CNED) grade point average includes all courses taken from the term of registration in any Chang School certificate program. The CNED Career GPA is calculated by taking the grade points for each grade and multiplying each by its course weight (e.g., a ‘C’ in a course with a weight of one is 2.00, a ‘C’ with a weight of 2.00 is 4.00) and add the products. Add together the course weight for each of the courses taken, divide by the total grade points by the total course weights and that is your Grade Point Average.

You should carefully check your grades each term to ensure that they meet the minimum CGPA of 1.67 for graduation.

If your CGPA falls below this level, you will be ineligible to graduate. If this occurs, immediately contact the appropriate Chang School program director or academic coordinator for advisement.

For CNED Career students registered in a Chang School certificate, the CGPA calculation for graduation purposes is based on the courses necessary to satisfy the certificate’s curriculum requirements.

For Undergraduate (UGRD) Career students registered in a Chang School Certificate, the CGPA calculation for graduation purposes is based on the courses necessary to satisfy the Certificate’s curriculum requirements, where 50 percent of these certificate courses must be taken via CNED Career registration.

Calculation of a CGPA for graduation in a certificate program will be manually calculated by the Office of Curriculum Management prior to graduation and will be based on grades in courses applicable to the certificate’s curriculum requirements.

Courses completed prior to formal certificate program registration will not be included in the calculation of cumulative grade point averages. Such courses, however, may be used toward program requirements, subject to the residency requirement (see [Transfer Credits](#)).

For purposes of calculating grade point averages, single-term and multi-term courses will be given weights of 1.00 and 2.00 respectively, with provision for variation from this norm under exceptional circumstances.

The following course performance designations are NOT included in calculating the grade point average: AEG, AUD, CHG, CNC, CRT, DEF, INC, INP, GNR, FLD, and PSD.

The designation FS (Failure-Supplementary) is counted as an interim failure and included in the grade point average at zero grade points until a final grade is assigned.

The designation FNA (Failure, Non-Attendance) is included in the grade point average at zero grade points and counts as a failure when academic standings are assigned.

The grade earned for a repeated course is substituted for the previous grade in calculating subsequent grade point averages even if the later grade is lower, but both attempts are recorded on the transcript. No course can be repeated more than twice. If at least one of the course attempts results in a passing grade, the course will count towards graduation curriculum requirements irrespective of the sequence of grades earned.

The CNED cumulative grade point average is calculated at the end of each academic term for which additional course grades have been recorded on the student's transcript, and is calculated on all of the student's formal Ryerson course grades in the program in which the student is registered.

See [Grading System](#) for details on grades issued in all Ryerson faculties.

Inclusion/Exclusion of Courses in GPA

If a course is taken that is not part of the certificate program, and the student does not wish it to be included in the GPA, he/she must request permission to have this course excluded from the GPA calculation by completing a GPA Adjustment Form. The signed GPA Adjustment form must be submitted to the Registrar's Office Client Services located at the ServiceHub (Podium, 1st floor, 350 Victoria Street) by the following deadlines:

- Fall 2016: September 16, 2016
- Winter 2017: January 27, 2017
- Early Spring 2017: May 8, 2017
- Mid-Spring 2017: July 7, 2017

Degree program students who are also pursuing a Chang School certificate may cross credit from the degree up to **only** one-half of the number of courses required in the certificate. These cross-credited courses will be used for the certificate's graduation requirements, but will not be included in the CNED cumulative GPA. The remaining courses in the certificate must be taken as a certificate student registered in The G. Raymond Chang School of Continuing Education, in addition to their degree studies.

Grading System

Academic performance at Ryerson is measured in grades. In individual courses, academic performance is measured in number and letter grades. Only letter grades are recorded on a student's academic record. The grade point average results directly from the final grades achieved in each individual course. Course grades with numerical equivalent values are used to determine GPA for students enrolled in continuing education certificates.

PERFORMANCE DESCRIPTION	LETTER GRADE	CONVERSION RANGE PERCENTAGE SCALE TO LETTER GRADES	RYERSON GPA
Excellent	A+	90-100	4.33
	A	85-89	4.00
	A-	80-84	3.67
Good	B+	77-79	3.33
	B	73-76	3.00
	B-	70-72	2.67
Satisfactory	C+	67-69	2.33
	C	63-66	2.00
	C-	60-62	1.67
Marginal	D+	57-59	1.33
	D	53-56	1.00
	D-	50-52	0.67
Unsatisfactory	F	0-49	0

Final academic performance in each course is recorded as one of the above letter grades or as one of the "other" designations listed on the following page. At the discretion of the teaching department, performance on term work or specific assignments may be marked on a numeric scale. When a numeric scale is used, it will result in a traditional percentage scale with the ranges of conversion to letter grades as shown above.

Other Course Performance Designations

There are three forms of “other,” non-letter grade designations:

1. non-graded designations acceptable for course credit purposes
2. course performance designations assigned at the discretion of the teaching Department
3. designations assigned by the Office of the Registrar

These performance designations are described in detail below.

Non-Graded Designations

The following are non-graded designations acceptable for course credit purposes, but not included in any calculation of grade point averages:

CHG – Challenge: Course credit achieved through a successful challenge examination.

CRT – Credit: Course credit achieved through an acceptable grade in an equivalent course (as determined by the Ryerson course teaching department) completed at Ryerson or at another post-secondary institution. Such credit may be granted as a part of the admission process, but for students already registered in their program, this type of credit is normally granted only on the basis of a prior letter of permission from the program director.

PSD – Passed: Acceptable performance in a course graded only pass or fail (as predefined in the course outline).

Course Performance Designations Assigned at the Discretion of the Teaching Department

The following are course performance designations which may be assigned at the discretion of the teaching Department:

AEG – Credit granted by a Dean, in consultation with the instructor, only under exceptional circumstances when there has been acceptable performance in a course and some coursework remains to be completed.

DEF – Deferred: An interim grade assigned during the investigation of academic misconduct (as described in [Policy 60, Academic Integrity](#)). The DEF will be replaced by an official course grade upon resolution of the matter.

FLD – Failure in a Pass-Fail course: Failure to meet the minimum acceptable standards a pass/fail course. Failures in such courses will not be included in calculating the grade point average but will be counted as a failed course to determine academic standing for approved department/school standing variations and for graduation.

FNA – Failure, Non-Attendance: Awarded by an instructor when the student has been absent from most course meetings and has submitted no work for grading. This grade is assigned when a student abandons a course without completing a formal withdrawal prior to established deadline dates. This grade is counted as a failure in the calculation of the grade point average.

FS – Failure-Supplementary: A marginally failing performance that may be raised to a ‘D-’ through a redeemable failure examination examination. Students with an FS designation must apply to write the redeemable failure examination which would be scheduled before the end of the second week of classes during the next academic term.

INC – Incomplete: Incomplete course work or a missed final examination due to documented medical or compassionate grounds. An INC can be awarded only when some work remains to be completed and when the completion of the outstanding work or an alternate final examination may result in a passing grade. An INC will be assigned to students who have not completed a required Academic Integrity Quiz for educational purposes as defined in [Policy 60, Academic Integrity](#).

The outstanding work or alternate examination must be completed by a specified date within three months of the submission of the INC. The INC will be replaced by an official course grade when the work is completed. If the work is not completed by the deadline, the INC will become a grade of F. The designation INC is not included in calculating the GPA nor is it counted as a course transfer or failed course. An INC can be changed to an AEG by a Dean under exceptional circumstances. **Note:** Students must petition their instructor to receive an INC grade within three working days, or as soon as reasonably possible, of the missed final examination or final assignment deadline. Supporting documentation (e.g., Ryerson Medical Certificate) must be provided. Instructors awarding an INC grade must provide the student, within seven working days, with a written statement of outstanding work to be completed and the date by which it must be completed (or the date of the alternate final examination). The instructor must also file a copy of this documentation with the program director.

INP – In Progress: Indicates course work in progress with at least one more term of formal course enrolment and study is required for completion (e.g., extended absence requires repeating the course, or a final thesis is still in progress). The designation INP is not included in calculating grade point average, nor as either a credit or a failed course.

Designations Assigned by the Office of the Registrar

The following designations assigned by the Office of the Registrar are not included in GPA calculations, nor in establishing academic standing, nor as academic program credit:

AUD – Audit: course attended as auditor student only; course work is not evaluated, and no grade is assigned.

CNC – Course Not For Credit: Course is not used for credit in the student’s current program. This designation is recorded on the transcript as information supplementary to the grade earned in the course.

GNR – Grade Not Recorded: Grades have not been submitted for an entire class. The student should initiate an inquiry with the instructor and/or The G. Raymond Chang School of Continuing Education within one month of receiving the GNR grade, unless a grade revision is received.

Transcripts

Ryerson students have one academic record, which incorporates **all courses** studied through graduate/undergraduate programs and continuing education. Non-graded, non-credit courses will not appear on your official transcript. All official transcripts will be complete and unabridged. Partial transcripts will not be issued.

Transcript requests may be made via RAMSS using the Request Official Transcript link. Processing time for transcripts is usually two business days; however, this timeline may be extended during peak periods such as the start and end of term.

Please note: Student Records cannot be responsible for transcripts lost or delayed in the mail. If a student has an outstanding fee balance or other obligation to Ryerson, the transcript will not be released until the balance or obligation has been cleared to the satisfaction of the University.

Further information is available online at ryerson.ca/currentstudents/essr/transcripts.

REGISTRATION IN AND GRADUATION FROM A CERTIFICATE PROGRAM

Registration in a Certificate Program

If you are registered in a Chang School certificate program, you are entitled to enrol in advance of the regular enrolment periods. You will receive priority consideration for acceptance in your chosen course(s) and avoid the possible disappointment of filled classes.

All students intending to graduate from a certificate program are required to register in the program and to achieve and maintain a minimum level of academic performance. Ryerson policies on enrolment, grading, and graduation define the minimum level of acceptable academic performance required to graduate and apply to all certificate programs.

Students may be registered in only one certificate program at any one time. Each application, either for certificate registration or for transfer into a different certificate program, requires the submission of a new request online through **RAMSS** in advance of the **published application deadline**. There is no registration/transfer fee for certificate applications.

Applications received after the published deadlines will be applied to the term directly following and the student's registration in the certificate will not take effect until that term. For example, if you enrol in certificate courses in the Fall term, but do not submit your "Chang Certificate Reg/Trnsfr" request until after the Fall deadline, your registration in the certificate program will take effect in the Winter term. This means any applicable certificate courses you successfully completed in the Fall term will not be included in your cumulative grade point average (CGPA), however, they will count as credit towards your certificate graduation requirements (up to a maximum of 50 percent).

Items Required for Registration

To register in a certificate program, continuing education students must have the following:

- A valid [Ryerson Student Number](#)
- An active Ryerson Online Identity and password

If you have a student email account at Ryerson University, then you have a Ryerson Online Identity. If you can't remember your password, or if you need to activate your account, visit my.ryerson.ca, click "Log into my.ryerson" and then "Need Help?"

If you don't have a Ryerson Online Identity, you can get one by submitting a request at ryerson.ca/accounts.

Registration Procedures

You must register in the certificate program prior to the completion of 50 percent of the requirements for the certificate. Failure to register by this time could adversely affect your graduation and your GPA calculation, i.e., by delaying your graduation and your GPA calculation, i.e., by delaying your graduation by at least one term or possibly requiring that you complete additional courses.

The following steps must be taken when applying to register in each Chang School certificate program:

1. Check the [Curriculum Advising website](#) for any registration restrictions.
2. Consult [Important Dates](#) for application deadlines.
3. Review the certificate program to determine if you meet the admission criteria and/or if you require departmental approval prior to registration in your program. Some certificate programs require you to obtain departmental approval prior to registration in the program. You may obtain the appropriate “Program Pre-approval Form” from [Forms and Documents](#). You must submit your pre-approval confirmation code with your online registration.
4. If you have a Ryerson Student Number and an active Ryerson Online Identity, [register in a certificate program online](#) in your RAMSS Student Centre by clicking “Chang Certificate Reg/Trnsfr”. If you are a new student and need a Ryerson Student Number, or you are returning to Ryerson and need your Student Number retrieved, visit [Request or Retrieve a Ryerson Student Number](#). If you can’t remember your password, visit [my.ryerson.ca](#), click “Need Help?” and then “Students” to reset your password.
Note: Each application requires the submission of a new “Chang Certificate Reg/Trnsfr” request. There is no fee to apply.
5. If your application is accepted, confirmation will be issued within three business days for your online registration (this timeline may be extended during peak periods such as the start and end of term).

Students have two options as to when to register in a certificate program:

Option 1: Register in the certificate prior to enrolling in the first course taken in the certificate

We recommend this option which provides maximum flexibility in crediting external courses and courses previously taken at Ryerson, prior to enrolling in the certificate. Choosing this option ensures that all courses taken towards the certificate will be included in your cumulative GPA.

Option 2: Register in the certificate prior to the completion of 50 percent of the certificate program requirements

This option allows students to attempt courses in the certificate program prior to deciding to register in and pursue the certificate. Choosing this option means that courses completed prior to registration, up to a maximum of 50 percent, will be used towards the certificate’s graduation requirements, however, will not be included in your cumulative GPA.

Ryerson full- and part-time undergraduate students wishing to pursue a Chang School certificate program should be aware of possible registration restrictions (e.g., the Certificate in Accounting - Finance is not open to students in the full- or part-time Business Management – Accounting major undergraduate degree program). Refer to the [Curriculum Advising website](#) for a complete list of certificate restrictions.

Graduation from a Certificate Program

To be eligible to be considered for graduation with a certificate as prescribed by Senate, a student must successfully complete all program requirements. Students must submit an Application to Graduate in order to determine if they are eligible to graduate.

Students eligible to graduate will be invited to attend Convocation (graduation ceremonies). Convocation is held in the Spring and Fall of each year.

Applicants awaiting decisions on pending [Challenge Credits](#), [Course Exceptions \(substitutions/directives\)](#), program transfers, or [Transfer Credits](#) should still apply to graduate. However, in order to qualify for graduation, all credits must be approved and posted on the student’s academic record prior to the final date to clear all outstanding academic graduation requirements.

For further information on graduation and how to apply, visit the [Curriculum Advising website](#).

Graduating in Absentia

Graduation award documents will be presented to students who attend their convocation ceremony. If you do not attend the ceremony, you may pick up your document on campus or arrange to have it couriered to you.

Please note that all outstanding fees owed to the University must be cleared in order to receive your award document (this applies whether you attend Convocation or you are graduating in absentia).

STUDENT INFORMATION

Confidentiality of Student Records

Protecting personal information in student records from unauthorized disclosures is important to us and required by law. Ryerson University (“Ryerson”) will not disclose student personal information unless permitted by law, our policies, or the student.

In choosing to pursue a post-secondary education at Ryerson University (“Ryerson”), students have consented to Ryerson’s right to collect, use, evaluate, and disclose records of their academic performance and other pertinent information as outlined in the [Registrar’s Notice of Collection](#).

Ryerson collects, uses, retains, discloses, and destroys student personal information in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) and [Ryerson’s Information Protection and Access Policy](#).

For degree verification information, please visit the [website](#).

Online Identity/Email Policy

All continuing education students are required to activate and maintain a Ryerson University email account which shall be the official means by which they will receive University communications. See [Establishment of Student Email Accounts for Official University Communication](#) for further details.

For information on activating your Ryerson Online Identity and gaining access to your Ryerson email account, visit [ryerson.ca/accounts](#).

Update Your Records

If your name, address, email address, or home/business telephone number changes after you enrol, you must let us know as soon as possible. Your up-to-date record allows us to notify you promptly of a cancelled course or class session. Students enrolled in distance education courses will receive an email confirming their enrolment; therefore, it is especially important that your current email address is correct and valid.

Name Change

If you legally change your name, or your name is incorrect/incomplete in Ryerson’s records, it is your responsibility to notify us. The name on your Ryerson record is the name which will appear on your transcript and your graduation document.

To change your name in Ryerson’s records, you must submit the “Personal Data Change Form,” found online at [ryerson.ca/currentstudents/forms/index.html](#), to the Registrar’s Office Client Services located at the ServiceHub (Podium, 1st floor, 350 Victoria Street), along with supporting documentation as indicated on the form. Name changes cannot be submitted online or by fax.

Note: Only students currently attending Ryerson may file a request for a name change.

Address and Phone Number Changes

You can update your address and phone number online at [my.ryerson.ca](#). Changes will not be accepted by phone or email.

SERVICES AND SUPPORT

The following services are designed to facilitate student success, including achievement of your academic, professional, and personal goals. For more services, please see ryerson.ca/student-services.

ACADEMIC

Academic Accommodation Support

As a part of the Student Learning Support (SLS), the Academic Accommodation Support facilitates on-campus and community support for students with disabilities. Register before classes begin to access a range of services and supports for students with disabilities – both in academic needs and in the physical environment on campus. Services include assistance with accommodations for tests and exams, access to adaptive technologies, and the [RU noted](#) student note-taking program.

Contact Us

In person: Student Learning Centre, 4th floor,
341 Yonge Street

By mail: Academic Accommodation and Support,
Student Learning Centre
Ryerson University
4th floor, 341 Yonge Street
Toronto, Ontario, M5B 1S1

By phone (voice): 416.598.5978

By TDD/TTY: 416.979.5274

By fax: 416.979.5094

By email: aaadmin@ryerson.ca

Website: ryerson.ca/sls

Academic and Career Advising

Are you looking for academic or career advice?

Academic Advising

- Are you a current or prospective student interested in learning more about courses and programs offered at The Chang School?
- Are you interested in taking courses at The Chang School that can improve your chances of admission to a degree program?
- Do you have general questions about enrolment and registration at The Chang School?
- Are you interested in starting or returning to post-secondary studies, but unsure where to begin?
- If you answered yes to one or more of the above questions, our academic advisor can help!

Academic advising can help continuing education learners frame and achieve their future goals. If you are trying to decide on a different academic stream, looking to gain new skills to give you a competitive edge in the job market, or simply unsure of your options when it comes to continuing education, connect with our academic advisor.

Academic Advisor

Dave Dalrymple has an MA in Communication and Culture from Ryerson University. He recognizes the importance of setting and achieving professional goals, and he is a strong believer in education for education's sake. Dave has several years of freelance film production work under his belt, and he brings a wealth of personal and professional experience to the role of academic advisor at The Chang School.

Connect with our Academic Advisor, Dave Dalrymple:

Email: CEadvisor@ryerson.ca

Drop-in hours: Wednesdays, 3:00 p.m.–6:00 p.m.
(or by appointment)

Location: The G. Raymond Chang School of Continuing Education
Ryerson University
Heaslip House
297 Victoria Street
Toronto, ON M5B 1W1

Career Advising

- Are you looking for support with choosing a career path?
- Are you looking for support with your job search?
- Would you like help with your resume, cover letter, or interview preparation?

If this sounds like you and you're a current Chang School student or alumni, our career advisor can provide the resources and support you need. Whether you need help with your overall approach to job planning, the job search or specific feedback to improve your resume, cover letters, interview and networking skills, our career advisor can provide you with the support necessary to advance or transition your career.

Connect with our Career Advisor:

Email: CEcareers@ryerson.ca

Drop-in hours: Tuesdays, 3:00 p.m.–6:00 p.m.
(or by appointment)

Location: The G. Raymond Chang School of Continuing Education
Ryerson University
Heaslip House
297 Victoria Street
Toronto, ON M5B 1W1

Academic Bridging Courses (ABCs)

Do you need **general academic upgrading** to prepare yourself for post-secondary studies at Ryerson?

Are you **lacking subject prerequisite requirements** for consideration for admission to a Ryerson degree or certificate program?

Ryerson has developed Academic Bridging Courses (ABCs) that are available to you through The G. Raymond Chang School of Continuing Education. Students who do well in ABCs will be considered for admission to most Ryerson programs subject to normal program admissions criteria, procedures, and competition.

For further information, please contact Undergraduate Admissions and Recruitment at 416.979.5036.

Grade 12 U Course	Continuing Education Equivalent*
Biology	Introduction to Biological Principles (CKBG 90A/B)
Chemistry	Introduction to Chemistry (CKCH 90A/B)
English	For assistance in selecting an appropriate English prerequisite, please contact Undergraduate Admissions and Recruitment directly at 416.979.5036.
Mathematics (Advanced Functions)	Transcendental Functions (CKMT 101)
Mathematics (Calculus and Vectors)	Advanced Calculus and Vectors (CKMT 102)
Mathematics (Data Management)	Advanced Data Management (CKMT 103)
Physics	Physics I (CKPS 115)** Physics II (CKPS 215)**

*For consideration for admission to Ryerson University programs. ABCs do not count as Grade 12 U courses or high school credits.

**Both subject courses (labelled I and II) are required to meet the Grade 12 U requirement for Ryerson admission purposes. Please note that Mature Student applicants will be considered on an individual basis and may be required to present only one of these courses to meet Mature Student admission requirements. Please contact Undergraduate Admissions and Recruitment at 416.979.5036 for details.

English Language Support

English Language Support is part of the Student Learning Support (SLS). Students who use English as an additional language can take advantage of academic skills support by accessing free services including one-on-one sessions, classroom instruction, and online and distance learning modules to help refine their writing, speaking and listening, oral presentation, and reading skills.

Contact Us

In person: Student Learning Centre, 4th floor,
341 Yonge Street

By phone: 416.598.5978

By email: sls@ryerson.ca

Website: ryerson.ca/sls

Library and Archives

To support the university's unique programs, the [Ryerson University Library and Archives](#) (RULA) maintains an extensive [collection](#) of print materials and electronic resources. Print materials, including books, print journals, maps, as well as audio visual (AV) resources, e.g., CDs, videos, and DVDs, are housed in the Library. The Library also provides access to a wide range of online databases, e-journals, e-books, geospatial and statistical data, and digitized AV resources. In addition to resources available at Ryerson, we also provide access to items from other university collections through [InterLibrary Loan](#). Digital copies of articles available at other university libraries can often be emailed to students within 48 hours.

A valid [my.ryerson account](#) is required to access online resources from remote locations. Off-campus users who are already in the university's course management system, Brightspace by Desire2Learn (D2L), will not be required to re-authenticate when accessing Library resources. Many [course readings](#) are available online through Brightspace by D2L.

The Ronald D. Besse Information and Learning Commons on the main floor provides approximately 140 computer workstations for student use, and also houses the Learning Commons Lab for library instruction, and the [Geospatial Map and Data Centre](#). Labs on the 3rd and 6th floors provide additional access to computers. [AV viewing stations are on the 5th floor](#). Laptops and portable CD and DVD players are also available for borrowing from the Circulation desk.

The [Isaac Olowolafe Jr. Digital Media Experience Lab](#), a Library initiative which offers workshops in the use of advanced digital technologies, is located on the 3rd floor of the Student Learning Center (SLC). The SLC is accessible from the main floor of the Library. The Writing Support, Math Support, and other academic support services are also located on the 4th floor of the SLC in [Student Learning Support](#).

Hours

During the academic term, the Library is open from 7:00 a.m.-1:00 a.m. from Monday-Friday and from 10:00 a.m.-1:00 a.m. on Saturday and Sunday. Please check the Library website for changes to [hours](#).

Using the Library

Library cards are required to sign out books. Chang School students may obtain free library cards by presenting their registration receipts at the Circulation Desk. Library privileges are only valid for the duration of your course(s). A valid [Ryerson OneCard](#) may also be used for library transactions.

Students who fail to pay library fines will have their grade(s) withheld until fines have been cleared and/or overdue library materials are returned. Students should familiarize themselves with the various [policies](#) relating to the use of Library materials and facilities.

Photocopiers and Printers

Photocopiers are available on the 2nd and 5th floors and operate on a copy-card system, run by the Ryerson OneCard office. Coin-operated photocopiers are available on the 5th floor. To print from computers in the Library, you will need to have funds available on your OneCard. Funds can be loaded onto your card at the card value centre (CVC) machines, which are located on the 2nd and 5th floors of the Library. Printing from wireless laptops is also available. Reloadable copy cards for the use of the printers/photocopiers can be purchased at a cost of \$5 (includes \$4 worth of printing) from the CVC machines or from the Ryerson OneCard office. Scanners are also available.

Research Help

There are many ways Chang School learners can receive Research Help from the Library:

1. The Research Help Desk on the main floor provides drop in assistance for most research queries. The Desk is open from 10:00 a.m. to 6:30 p.m., Monday to Thursday; from 10:00 a.m. to 5:00 p.m. on Friday; and 12:00 p.m. to 5:00 p.m. on Saturday and Sunday.
2. Throughout the academic year, the Library offers free workshops to help build research skills. Register [online](#) from the Library website.
3. The Library also offers online chat research help for online users that connects them with library staff while engaged in research online via the [Ask Us Live Chat](#) button on the Library homepage.
4. Students can also book a 30-minute, one-on-one appointment with a Library staff member to discuss their research. Appointments are available from 11:00 a.m. to 5:00 p.m., Monday to Friday. Research appointments take place near the Research Help Desk on the Library's main floor. Appointments can be scheduled using the [Book a Librarian](#) button on the Library homepage.
5. Students can also [book](#) individual consultations or group workshops (from 10:00 a.m. to 5:00 p.m., Monday to Friday) for assistance with GIS & Geospatial Data resources through the Geospatial Map & Data Centre (GMDC).

For more information on how the Library can assist you with your research, please visit [Research Help](#).

Study Space

Quiet and group study is available throughout the Library. Floors 6, 7, and 9 are dedicated for individual quiet study, while the 10th floor is designated for Silent Study. Group study rooms on various floors are bookable [online](#) to further support group work. More study space is available in the [Student Learning Centre](#), accessible from the main floor of the Library.

Archives and Special Collections

The Ryerson Archives serves as the institutional memory of the Ryerson community. The Archives appraises, preserves, and makes accessible a broad range of primary source materials which provides an administrative, academic, fiscal, legal, social, and cultural record of the University.

Special Collections was established to help support learning and teaching needs and facilitate the scholarly, research and creative activities of the Ryerson community by acquiring and preserving photography, film and cultural history objects.

For more information, please visit the [Archives and Special Collections website](#).

Contact Us

In person: 350 Victoria Street (at the corner of Gould and Victoria Streets). The Library's entrance is on the 2nd floor of the Library Building, or through the 2nd floor of the Student Learning Centre.

By phone: 416.979.5055

Website: library.ryerson.ca

Twitter: [@ryersonlibrary](https://twitter.com/ryersonlibrary)

Math Support

Math Support is part of the Student Learning Support (SLS). Individual tutoring, course-specific group tutoring, and facilitated study groups are designed to improve your math skills and support your success in math-related courses across all faculties.

Math Lite Quizzes

Try our Math Lite self-assessment quizzes to help you assess your math skills. Visit ryerson.ca/ce/mathlite to take these online quizzes.

Contact Us

In person: Student Learning Centre, 4th floor, 341 Yonge Street

By phone: 416.598.5978

By email: sls@ryerson.ca

Website: ryerson.ca/sls

Student Learning Support (SLS)

Student Learning Support offers a range of services to all Ryerson students who want to develop their academic skills. Through individual and group sessions/workshops, we offer support for writing, math, English language, study skills, testing, and academic accommodation. We have specialized support areas to assist you:

- Academic Accommodation Support
- English Language Support
- Math Support
- Study Skills and Transition Support
- Test Centre
- Writing Support

Contact Us

In person: Student Learning Centre, 4th floor, 341 Yonge Street

By phone: 416.598.5978

By email: sls@ryerson.ca

Website: ryerson.ca/sls

Study Skills and Transition Support

Part of the Student Learning Support (SLS), Study Skills and Transition Support offers support to help all students reach their academic potential. Work with a peer learning strategist to develop skills for test and exam preparation, time management, working in groups, giving oral presentations, and exploring different approaches to studying and learning.

Contact Us

In person: Student Learning Centre, 4th floor, 341 Yonge Street

By phone: 416.598.5978

By email: sls@ryerson.ca

Website: ryerson.ca/sls

Test Centre

Part of the Student Learning Support (SLS), the Test Centre is a service designed to facilitate the make-up testing needs of students and instructors. With the permission of your instructor, you may log in to the online system and submit a request to write your make-up test.

Contact Us

In person: Student Learning Centre, 4th floor, 341 Yonge Street

By phone: 416.598.5978

By email: testcentre@ryerson.ca

Website: ryerson.ca/sls

Tutor Registry

Do you need help understanding course content or preparing for tests and exams? Do you have an area of expertise and the willingness to help out other students? Student Learning Support (SLS) provides a peer-to-peer tutor registry that matches students with a list of tutors.

Contact Us

In person: Student Learning Centre, 4th floor, 341 Yonge Street

By phone: 416.598.5978

By email: sls@ryerson.ca

Website: ryerson.ca/sls

Writing Support

Part of the Student Learning Support (SLS), Writing Support offers individual writing consultations, workshops, writing groups, and online resources to help you improve your academic writing skills. Improve your ability to organize your thoughts, use references correctly, revise and edit your papers, and build your confidence as a writer. Book an appointment online or drop in for individual writing support.

Contact Us

In person: Student Learning Centre, 4th floor,
341 Yonge Street

By phone: 416.598.5978

By email: sls@ryerson.ca

Website: ryerson.ca/sls

EMPLOYMENT

Career Advising

(Refer to the Academic and Career Advising section on page 26.)

Ryerson Career Centre

The Ryerson Career Centre supports all continuing education students desiring professional advice on entering or re-entering the workforce, changing career direction, or starting their own ventures.

Our faculty-based career centre model ensures that The Chang School has a dedicated career consultant, bringing expertise on the diverse career paths and industry trends related to various programs of study. Chang School programs include in-class sessions on the recruitment lifecycle, program-related events with employers and alumni, and CESAR and Career Centre collaborative events and workshops.

Contact Us

In person: Podium, room POD60, 350 Victoria Street

By phone: 416.979.5177

By email: career@ryerson.ca

Website: ryerson.ca/career

Magnet

We are pleased to share access to Magnet with all of our Chang School learners and alumni. Magnet is a powerful network that accurately and quickly connects job seekers and employers.

What is it?

Magnet is an innovative network that leverages a data-rich, job-matching technology platform to connect job seekers to employers based upon skills, qualifications, experience, preferences, and talent needs.

The Magnet network was founded by Ryerson University in 2014, in partnership with the Ontario Chamber of Commerce (which represents 60,000 businesses across Ontario), and already includes over 30 university and college partners, thousands of employers, and a growing list of employment-focused and community-based organizations.

Why is it different?

The traditional “process” of looking for employment has remained largely unchanged over the years. Recruiters receive hundreds of applications, and job seekers spend hours applying for opportunities and “chasing” jobs, often through job boards. Magnet was established on the premise that with the right technology, jobs can chase people and employers can connect with the best talent quickly. Once you build a profile on Magnet, you have access to the following:

- A 24/7 skills matching platform on an ongoing basis, for free
- Connections to only the opportunities that you are interested in and qualified for
- A completely private profile (unlike many social media and job board tools), until you agree to share your information with an employer
- Full multimedia capability to differentiate your profile and showcase your talents
- A better understanding of your market value and what you can do to improve it
- The opportunity to privately and securely identify yourself as a member of any applicable employment equity group

How does it work?

Once you sign up and build a profile, Magnet’s technology begins by searching for the right employment opportunities to send to your inbox. Your profile is matched to the opportunities that fit your skills, qualifications, experience, and interests. Your personal identity is always protected, and until you accept the opportunity to connect with an employer, your complete profile and contact information remain completely private.

To get started, sign up at ryerson.magnet.today and build your profile by simply uploading your resume and completing a skills profile.

Contact Us

Ian Ingles, Operations Manager

Phone: 416.979.5000, ext. 6620

Email: iingles@ryerson.ca

FINANCIAL

Awards and Financial Aid

If you need financial assistance to make tuition payments, you have a variety of options. You may apply or be nominated for [merit-based awards](#) and/or you may apply for [need-based financial aid](#).

Merit-Based Awards

Merit-based awards are awarded based on demonstrated academic excellence, often in combination with other attributes such as contribution to a specific community. Merit-based awards may be program-specific, or available to the general continuing education student population. Most of the awards are presented at the annual Chang School Leaders in Learning awards ceremony held in the fall.

Check the list below to see if you are eligible to apply, or be nominated, for a merit-based award.

Ryerson Awards

Certificate in Publishing Program Awards

Marsh Jeanneret Memorial Award

Eligibility/Criteria: Certificate in Publishing students

Description: For academic excellence in completed course work and/or demonstration of promise

Number of Awards Available: 2

Value: \$500

How to Apply: Access to application will be available on the Publishing student email service.

Application Deadline: April, August, and December each year (Actual dates to be announced via the Publishing student email service)

Wallace A. Matheson Award for Creativity and Innovation in Educational Publishing

Eligibility/Criteria: Certificate in Publishing students nominated by their instructors

Description: Student must have a serious interest in educational publishing at the secondary and/or post-secondary level and have demonstrated a specific interest in traditional and new ways of delivering content.

Number of Awards Available: 2

Value: \$500

How to Apply: Access to application will be available on the Publishing student email service.

Application Deadline: April, August, and December each year (Actual dates to be announced via the Publishing student email service)

Pearson Canada Award**Eligibility/Criteria:** Certificate in Publishing students**Description:** For academic excellence in completed course work and demonstration of promise in educational publishing**Number of Awards Available:** 2**Value:** \$1,000**How to Apply:** Access to application will be available on the Publishing student email service.**Application Deadline:** April, August, and December each year (Actual dates to be announced via the Publishing student email service)**Rosemary Shipton Award for Excellence in Book Editing****Eligibility/Criteria:** Certificate in Publishing students nominated by their instructors**Description:** For demonstrated excellence in book editing, in either copy editing or substantive and line editing, by students who are interested in pursuing a professional career in book publishing**Number of Awards Available:** 2**Value:** \$1,000**How to Apply:** Access to application will be available on the Publishing student email service.**Application Deadline:** April, August, and December each year (Actual dates to be announced via the Publishing student email service)**Awards and Scholarships in Other Certificate Programs****The Nick P. Bada Award for Excellence in Project Management****Eligibility/Criteria:** Students registered in the Certificate in Project Management who have successfully completed the five core Project Management courses (CKPM 202, CKPM 203, CKPM 209, CKPM 211, and CKPM 212), and maintained a minimum CGPA of 3.33 (B+)**Description:** For academic excellence in completed course work in the Project Management certificate program**Number of Awards Available:** 1**Value:** \$1,000**How to Apply:** [Applications](#) are available online.**Application Deadline:** August 19, 2016 at 4:00 p.m.**The Josette M. Billich Scholarship in Nursing****Eligibility/Criteria:** The scholarship will recognize the academic achievement of an exceptional student who is taking a Nursing course in The Chang School who actively volunteers in the community and has maintained a minimum CGPA of 3.0 (B). Preference will be given to a member of the Caribbean/African community.**Description:** For academic excellence in completed course work and/or demonstration of promise**Number of Awards Available:** 1**Value:** \$1,000**How to Apply:** [Applications](#) are available online.**Application Deadline:** August 19, 2016 at 4:00 p.m.**The Marilyn Booth Award****Eligibility/Criteria:** For students registered in their first Chang School course or returning students registered in a certificate program**Description:** For sound academic/career plan and demonstrated financial need in meeting educational expenses**Number of Awards Available:** Varies**Value:** \$1,000**How to Apply:** [Applications](#) are available online.**Application Deadline:** August 19, 2016 at 4:00 p.m.**The Catherine Bountrogianni Award in Early Childhood Studies (Part-Time Degree Program)****Eligibility/Criteria:** Students registered in the Early Childhood Studies part-time degree program who have completed a minimum of three courses in the program and maintained a minimum CGPA of 3.0 (B)**Description:** For academic excellence in completed course work and a commitment to the field of early childhood education**Number of Awards Available:** 1**Value:** \$1,000**How to Apply:** [Applications](#) are available online.**Application Deadline:** August 19, 2016 at 4:00 p.m.**LIFE Institute Jack Brown Award****Eligibility/Criteria:** Students registered in a certificate program or in a Gateway for International Professionals program at The Chang School**Description:** For demonstrated commitment to studies and activities designed to improve the quality of life of seniors in the community at large, and demonstrated financial need in meeting educational expenses**Number of Awards Available:** Varies**Value:** \$1,000**How to Apply:** [Applications](#) are available online.**Application Deadline:** August 19, 2016 at 4:00 p.m.**The Amy Casey Leadership Award****Eligibility/Criteria:** Students registered in a Business certificate program who have completed a minimum of 50% of the program and maintained a minimum CGPA of 3.0 (B)**Description:** For academic excellence in completed course work and demonstration that education has made a significant difference within their place of employment**Number of Awards Available:** 1**Value:** \$1,000**How to Apply:** [Applications](#) are available online.**Application Deadline:** August 19, 2016 at 4:00 p.m.

The G. Raymond Chang Award

Eligibility/Criteria: Students registered in a certificate or part-time degree program who have completed a minimum of 75% of the program and maintained a minimum CGPA of 3.0 (B)

Description: For academic excellence in completed course work and/or demonstration of promise

Number of Awards Available: 1

Value: \$3,000

How to Apply: [Applications](#) are available online.

Application Deadline: Friday, August 19, 2016 at 4:00 p.m.

The Lloyd and Daphne Chin-Loy Award

Eligibility/Criteria: Students registered in the Certificate in Mental Health and Addictions who have completed a minimum of two courses in the program and maintained a minimum CGPA of 3.0 (B)

Description: For academic excellence in completed course work and a commitment to the field of mental health and addictions

Number of Awards Available: 1

Value: \$1,000

How to Apply: [Applications](#) are available online.

Application Deadline: August 19, 2016 at 4:00 p.m.

The W. Robert Crampton Award in Criminal Justice and Criminology

Eligibility/Criteria: Students registered in the Certificate in Criminal Justice and Criminology who have completed a minimum of two courses in the program and maintained a minimum CGPA of 3.0 (B)

Description: For academic excellence in completed course work and a commitment to the field of criminal justice and criminology

Number of Awards Available: 1

Value: \$1,000

How to Apply: [Applications](#) are available online.

Application Deadline: Friday, August 19, 2016 at 4:00 p.m.

The Michael G. Edwards Legacy Award in Strategic Marketing

Eligibility/Criteria: Students registered in the Certificate in Strategic Marketing who have completed a minimum of two courses in the program and maintained a minimum CGPA of 3.0 (B)

Description: For academic excellence in completed course work and a demonstrated understanding of strategic marketing

Number of Awards Available: 1

Value: \$1,500

How to Apply: [Applications](#) are available online.

Application Deadline: Friday, August 19, 2016 at 4:00 p.m.

The Shawn Gallagher Design Excellence Award

Eligibility/Criteria: Students registered in the Certificate in Landscape Design who have completed Landscape Design Studio (CKLA 330) and maintained a minimum CGPA of 3.0 (B)

Description: For demonstrated creativity and design excellence in the course project completed in the course

Number of Awards Available: 1

Value: \$1,000

How to Apply: Applications will be distributed in class.

Application Deadline: August 19, 2016 at 4:00 p.m.

The Des Glynn Excellence in Arts Award

Eligibility/Criteria: Students registered in an Arts certificate who have completed a minimum of 50% of the program and maintained a minimum CGPA of 3.3 (B+)

Description: For academic excellence in completed course work and/or demonstration of promise

Number of Awards Available: 1

Value: \$1,000

How to Apply: [Applications](#) are available online.

Application Deadline: Friday, August 19, 2016 at 4:00 p.m.

The Gervan Fearon Award for Access to Post-Secondary Education

Eligibility/Criteria: Students with demonstrated financial need who are already registered in or planning to register in the forthcoming Fall for the Bridges to Ryerson program, specifically in CSSH 205 and CYSG 100

Description: To recognize students participating in The Chang School's Spanning the Gaps - Access to Post-Secondary Education programming

Number of Awards Available: 1

Value: \$1,000

How to Apply: Application forms will be available through Spanning the Gaps - Access to Post-Secondary Education.

Application Deadline: Friday, August 19, 2016 at 4:00 p.m.

The Hamish Kippen Excellence in Arts Award

Eligibility/Criteria: Certificate students who have completed a minimum of three courses, both within the Arts area, as well as within the areas of Image Arts, Fashion, Photography, or Interior Design at The Chang School, and maintained a minimum CGPA of 3.0 (B)

Description: To recognize the academic achievement of an exceptional certificate student who has completed courses in both the arts and visual arts areas at The Chang School

Number of Awards Available: 1

Value: \$1,000

How to Apply: [Applications](#) are available online.

Application Deadline: August 19, 2016 at 4:00 p.m.

The Hansa and Ramesh Mehta Award in Fundraising Management

Eligibility/Criteria: Students registered in the Certificate in Fundraising Management who have completed the course Donor Centered Fundraising CVFM 202 and maintained a minimum CGPA of 3.0 (B)

Description: For academic excellence in completed course work and a commitment to the field of Fundraising Management

Number of Awards Available: 1

Value: \$1,000

How to Apply: [Applications](#) are available online.

Application Deadline: August 19, 2016 at 4:00 p.m.

The Charles Oberdorf Memorial Award in Magazine and Web Publishing

Eligibility/Criteria: Students registered in the Certificate in Magazine and Web Publishing who have completed five 39-hour courses (or the equivalent) in the certificate and maintained a CGPA of 3.0 (B)

Description: For demonstrated excellence in magazine and web publishing and a commitment to pursue a professional career in this field

Number of Awards Available: 1

Value: \$1,000

How to Apply: [Applications](#) are available online.

Application Deadline: August 19, 2016 at 4:00 p.m.

The Walter G. Pitman Award

Eligibility/Criteria: Students registered in a Chang School certificate program

Description: For academic excellence and contribution to the Ryerson community

Number of Awards Available: 1

Value: Approximately \$350

How to Apply: Students may apply personally or be nominated. [Applications](#) are available online.

Application Deadline: August 19, 2016 at 4:00 p.m.

The Claudette J. Smith Business Program Award

Eligibility/Criteria: Chang School Business Program students who have completed a minimum of two Business courses and maintained a minimum CGPA of 3.0 (B). Students must be involved in voluntary or professional activity that benefitted others.

Description: For academic excellence in completed course work and/or demonstration of promise

Number of Awards Available: 1

Value: \$1,000

How to Apply: [Applications](#) are available online.

Application Deadline: August 19, 2016 at 4:00 p.m.

The Jackie Smith Memorial Award in Ethics

Eligibility/Criteria: Students registered in the Certificate in Ethics who have completed a course from the list of options for Electives – Group A and maintained a minimum CGPA of 3.0 (B) in the course

Description: For demonstration and/or articulation of the importance of ethics for the common good (such as commitment to human rights, social justice, and advocacy)

Number of Awards Available: 1

Value: \$1,000

How to Apply: [Applications](#) are available online.

Application Deadline: August 19, 2016, at 4:00 p.m.

The Anne Smokorowski Award in Gerontology

Eligibility/Criteria: Students registered in the Certificate in Gerontology who have completed 50% of the program and maintained a minimum CGPA of 3.0 (B)

Description: For academic excellence in completed course work and a commitment to the field of Gerontology

Number of Awards Available: 1

Value: \$1,000

How to Apply: [Applications](#) are available online.

Application Deadline: August 19, 2016 at 4:00 p.m.

The Pierre Taillon Award

Eligibility/Criteria: Students registered in the Certificate in Strategic Marketing

Description: For consistent academic proficiency and a sound career plan, must have completed a minimum of four courses in the program, and maintained a minimum CGPA of 3.0 (B)

Number of Awards Available: 1

Value: \$1,000

How to Apply: [Applications](#) are available online.

Application Deadline: August 19, 2016 at 4:00 p.m.

The Communicators' Forum Award

Eligibility/Criteria: Students registered in the Magazine and Web Publishing, Public Relations, or Strategic Marketing certificate program, who have completed a minimum of 50% of the program and maintained a minimum CGPA of 3.33 (B+)

Description: For a sound academic/career plan and demonstrated financial need in meeting educational expenses

Number of Awards Available: 2

Value: \$500

How to Apply: [Applications](#) are available online.

Application Deadline: August 19, 2016 at 4:00 p.m.

The Illuminating Engineering Society (IES) Award

(Offered jointly with founding scholarship partners Canlyte and Osram Sylvania)

Eligibility/Criteria: Students registered in the Certificate in Lighting Design

Description: For a sound academic/career plan and financial need in meeting educational expenses, must have completed a minimum of three courses in the program and maintained a minimum CGPA of 3.0 (B)

Number of Awards Available: 2

Value: \$1,000

How to Apply: [Applications](#) are available online.

Application Deadline: August 19, 2016 at 4:00 p.m.

The Stella Award

Eligibility/Criteria: Students who are members/participants in The Chang School's Programs for 50+, ACT II STUDIO and/or LIFE Institute

Description: To recognize students participating in The Programs for 50+, ACT II STUDIO and/or LIFE Institute programming, and their passion for using theatre as a vehicle to bring stories to life

Number of Awards Available: 1

Value: Varies (cash award)

How to Apply: [Applications](#) are available online.

Application Deadline: March 3, 2017 at 4:00 p.m.

The Wellesley Institute – Blickstead Family Award

Eligibility/Criteria: Students with demonstrated financial need who are already registered in or planning to register in the forthcoming Fall for the Bridges to Ryerson program, specifically in CSSH 205 and CYSG 100

Description: To recognize students participating in The Chang School's Spanning the Gaps – Access to Post-Secondary Education programming

Number of Awards Available: 1

Value: \$1,000

How to Apply: Application forms will be available through Spanning the Gaps – Access to Post-Secondary Education.

Application Deadline: August 19, 2016 at 4:00 p.m.

The Women's Executive Network (WXN) Entrance Award for Young Entrepreneurs in the Bridges to Ryerson Program

Eligibility/Criteria: A female Chang School Bridges to Ryerson student who has successfully completed three Bridges to Ryerson courses through the Spanning the Gaps program at The Chang School, is in good academic standing, and registered in a full-time undergraduate program at Ryerson University beginning the following Fall

Description: To develop a young female entrepreneur through post secondary education by recognizing a student graduating from the Bridges to Ryerson program entering into an undergraduate degree at Ryerson University

Number of Awards Available: 1

Value: \$5,000

How to Apply: Application forms will be available through Spanning the Gaps – Access to Post-Secondary Education.

Application Deadline: August 19, 2016 at 4:00 p.m.

Need-Based Financial Aid

Need-based financial aid is usually awarded based on a combination of demonstrated financial need and a specific minimum cumulative [grade point average](#) or CGPA. There are two types of need-based financial aid available for continuing education students:

- [Ryerson bursaries](#) for continuing education students
- [Government assistance](#) which includes the Ontario Student Assistance Program (OSAP)

NOTICE to all students applying for the Chang School Tuition Fee Bursary:

All fees must be paid in full at time of enrolment. If you are successful in your application for a bursary/award and have already registered for your course, you will receive a refund for the amount of the tuition.

Ryerson Bursaries

Bursaries are a form of need-based financial aid, and are usually awarded based on a combination of demonstrated financial need and a specific minimum cumulative [grade point average](#), or CGPA. The list below describes the bursaries available to continuing education students.

CESAR General Bursary

Awarded By: The Continuing Education Students' Association of Ryerson (CESAR)

Eligibility/Criteria: Students registered in a continuing education course or part-time degree program. Criteria are financial need and demonstrated academic objectives.

Description: Non-repayable award.

Number of Bursaries Available: Varies

Value: \$500

How to Apply: Applications are available online at mycesar.ca.

Application Deadlines:

Fall 2016 – October 7, 2016 at 5:00 p.m.

Winter 2017 – February 3, 2017 at 5:00 p.m.

Spring 2017 – May 19, 2017 at 5:00 p.m.

Summer 2017 – July 7, 2017 at 5:00 p.m.

The G. Raymond Chang School of Continuing Education Tuition Fee Bursary

Eligibility/Criteria: Students registered in a Chang School course or certificate program. Criteria are financial need and demonstrated academic objectives and/or performance.

Description: Non-repayable tuition waiver

Number of Bursaries Available: Varies

Value: Up to \$600 for one course

How to Apply: [Applications](#) are available online and at The Chang School, Heaslip House, 297 Victoria Street. Applications must be handed in to The Chang School.

Application Deadlines:

Fall 2016 – August 12, 2016 at 4:00 p.m.

Winter 2017 – November 4, 2016 at 4:00 p.m.

Spring/Summer 2017 – March 3, 2017 at 4:00 p.m.

Government Assistance

Students may apply for Ontario Student Assistance Program (OSAP) funding if they are officially enrolled in a certificate or degree program taking three or more billing units throughout each term. The courses must be part of the required curriculum to complete the certificate or degree.

For more information on government assistance, visit the [Student Financial Assistance website](#).

Important Note about the Term “Part-Time” Student

Government financial assistance programs define a part-time student as a student registered in a degree or certificate program who is taking between 20 percent and 59 percent of a full course load throughout each term. These courses must be part of the required curriculum to complete your program.

For complete details, visit the [OSAP website](#).

Part-time Canada Student Loans

For information on Part-time Canada Student Loans, visit the [Government of Ontario](#) website.

The Lifelong Learning Plan (LLP)

Chang School programs may meet the education requirements outlined by the Lifelong Learning Plan (LLP), enabling you to withdraw from your RRSP to cover tuition fees. View the Canada Revenue Agency’s website to access more information on the [Lifelong Learning Plan \(LLP\)](#), including eligibility specifications and requirements for qualifying educational programs.

Course Fees

(Refer to the Course Fees section on page 12.)

FOOD AND HOUSING

Food Services on the Ryerson University Campus

Ryerson Eats

Ryerson Eats is the face of Ryerson Food Services and is proud to offer wholesome, affordable, and delicious food options. They operate Tim Hortons and Starbucks kiosks across the campus, as well as three eateries, all open to the public:

ILLC Mutual Street Eatery

Located at 240 Jarvis Street at the intersection of Mutual and Gould streets, the ILLC Mutual Street Eatery is open for breakfast, lunch, and dinner, seven days a week.

Pitman Dining Hall

Pitman Dining Hall is located at 160 Mutual Street and is open for breakfast, lunch, and dinner from Monday to Friday.

The Hub Café

The Hub Café is located in Jorgenson Hall, 1st floor, 380 Victoria Street and is open for breakfast and lunch from Monday to Friday.

For more information about Ryerson Eats, including locations, hours of operations, menus, and more, please visit our [website](#).

Contact Us

By phone: 416.979.5021

By email: melissa.yu@ryerson.ca

Website: food.ryerson.ca

Follow us on Twitter and Instagram

twitter.com/RUEats

instagram.com/RUEats

Oakham Café

The Oakham Café is located within the Ryerson Student Centre at the corner of Church and Gould streets. A hub of activity on campus, the Café is a gathering place for students, staff, faculty, and alumni within the renovated 150-year-old historic Oakham House. Enjoy our menu full of fresh and well-priced options, organic and fair trade coffees and teas, a large variety of grab-and-go items, pastries, snack bars, and juice.

Contact Us

Follow us on Twitter

twitter.com/oakham_cafe

The Ram in the Rye

The Ram in the Rye is the only on-campus pub at Ryerson. As such, the Ram is a centre of activity. Join us for Leafs and Raptors games, trivia and open mic nights, and student pub nights. More than this, the Ram maintains an extensive menu of great food at really affordable prices.

Contact Us

Follow us on Twitter

twitter.com/RamInTheRye

Housing and Accommodations

Summer Accommodations On Campus

Ryerson offers affordable summer accommodations on-campus from May to August. Enjoy university residence living in the heart of downtown Toronto.

Choose from two different styles of accommodation with air-conditioning, guestrooms, and shared facilities:

- **International Living Learning Centre (ILLC)** features private guestrooms with ensuite bathrooms. Ideal for single or double occupancy.
- **Pitman Hall Residence** features single-bed private bedrooms, dormitory style single units, and multi-unit suites. Ideal for individuals and groups.

Off-Campus Housing

Living off-campus? Check out our online listings of accommodations and other valuable information to help you find a place to live.

Contact Us

In person: Pitman Hall, room PIT100, 160 Mutual Street

By phone: 416.979.5284

By fax: 416.979.5212

By email: housing@ryerson.ca

On-Campus Housing Website: ryerson.ca/housing

Off-Campus Housing Website: ryerson.ca/housing/offcampushousing

RECREATION AND HEALTH

Athletics and Recreation

Recreation and Athletics Centre (RAC)

The Recreation and Athletics Centre (RAC) offers a fully equipped, supervised Fitness Centre with both weight machines and free weights; a cardio room with elliptical trainers, stationary bikes, treadmills, and step and rowing machines; six gyms; four international squash courts; two dance studios; a 25-yard six-lane pool; a three-lane banked indoor track; and spacious men's and women's locker rooms, both with saunas.

Mattamy Athletic Centre (MAC)

The Mattamy Athletic Centre (MAC), located in the former Maple Leaf Gardens, offers a fully equipped, supervised Fitness Centre with both weight machines and free weights; as well as a large cardio area with elliptical trainers, stationary bikes, treadmills, and step machines; a double gymnasium; a dance studio; men's and women's locker rooms; and a NHL-sized ice arena.

Membership

All continuing education students may purchase a reduced rate membership at the RAC/MAC each term. All members require a [Ryerson OneCard](#) for access to the facility.

Contact Us

In person: RAC, 40 Gould Street, under the Quad; MAC, 50 Carlton Street

By phone: 416.979.5096

By email: rac@ryerson.ca

Website: ryersonrams.ca

Student Health and Wellness Services

Medical Centre

The Medical Centre provides a wide range of medical services that you would normally expect to receive from your family physician. Services include routine examinations, annual physical appointments, treatment of minor illnesses, treatment of sexual health issues, and mental health assessment. Most visits are covered by health care plans; students are required to have a Ryerson OneCard to access services. Appointments are required.

Contact Us

In person: Kerr Hall West, room KHW181, 379 Victoria Street

By phone: 416.979.5070

By email: medicalct@ryerson.ca

Website: ryerson.ca/studentervices/medicalcentre

Health Promotion

The Health Promotion Unit is a group of peer health promoters dedicated to promoting the health and well-being on the university campus by providing current and relevant health information, working with students and staff to develop a healthy community, and ensuring high quality health promotion information and support.

Contact Us

In person: Jorgenson Hall, room JORo4, 379 Victoria Street

By phone: 416.979.5195

By email: healthpromotion@ryerson.ca

Website: ryerson.ca/healthandwellness/healthpromotion

Centre for Student Development and Counselling

The Centre for Student Development and Counselling (CSDC) provides consultations on crisis matters for continuing education students. All of our services are free, confidential, and delivered during regular business hours by highly qualified staff.

Contact Us

In person: Jorgenson Hall, room JORo7, 350 Victoria Street

By phone: 416.979.5195

By email: csdc@ryerson.ca

Website: ryerson.ca/counselling

OTHER SERVICES AND SUPPORT

Aboriginal Student Services

Ryerson Aboriginal Student Services (R.A.S.S.) provides a culturally supportive environment where we promote academic excellence and a place to balance academic learning with traditional teachings and culture. Services include information, admissions support, academic advising, Aboriginal tutors, English and composition support, Aboriginal traditional counselling and student development, bursary and scholarship information, financial planning, computer lab, study room, and student centre.

Contact Us

In person: Kerr Hall West, room KHW389, 379 Victoria Street

By phone: Sheila Saikkonen, 416.979.5000, ext. 7699

By fax: 416.598.5919

By email: ssaikkon@ryerson.ca

Website: ryerson.ca/aboriginal

Ryerson Alumni

If you're a continuing education graduate, life at Ryerson doesn't stop after you get your program certificate! You are now part of a community of more than 172,000 alumni worldwide, many of whom are actively engaged with the university, contributing and benefiting regularly from this lifelong relationship. There are countless perks associated with being a Ryerson graduate, from [discounts and group rates](#) to networking opportunities at alumni [events](#) to professional development through our [Alumni Groups](#). Alumni can also take advantage of [Magnet](#), an innovative network that uses the powerful technology platform WhoPlusYou to connect job seekers to employers based on skills and needs.

Connect with us online to learn more about how you can stay in touch, get involved and enjoy the privileges of being Ryerson alumni!

Website: ryerson.ca/alumni

Twitter: twitter.com/ryerson_alumni

Facebook: facebook.com/rualumni

LinkedIn: Ryerson University Alumni

Are you a Chang School graduate? Stay connected through [the Chang School Alumni Network](#).

Ryerson University Campus Store

We are a University owned and operated service. Our primary responsibility is to provide textbooks and general book services to the University community and facilitate our academic support function. We also offer a large selection of stationery products, arts and drafting supplies, computer software, school rings, and gift items in store and online. We are located at the corner of Victoria and Gould streets.

Rental books: If you only need a book for one semester, try renting instead. A limited amount of selected textbooks are available for rent through the Campus Store.

Website: The Ryerson Campus Store website is constantly expanding and bringing you new ways to access course materials. Now you can purchase your textbooks and course materials [online](#) as well as clothing and gifts. Other features you might enjoy are Google e-books, Access codes, as well as the computer e-store. Visit our website to learn more.

Contact Us

In person: 17 Gould Street

By phone: 416.979.5116

By fax: 416.979.5175

By email: bookstor@ryerson.ca

Website: campusstore.ryerson.ca

CESAR: Continuing Education Students' Association of Ryerson

The Continuing Education Students' Association of Ryerson (CESAR) is a membership-driven organization that works to defend and fight for the rights of our members – over 16,000 continuing education, distance education, and part-time degree students at Ryerson.

As a member of the Canadian Federation of Students (CFS), we work with over 500,000 students across the country to lobby the provincial and federal governments for accessible post-secondary education. As Local 105 of the CFS, we work together with other students' unions to advance students' rights.

CESAR's mandate is to advocate and lobby for our members, build community on and off campus by organizing inclusive events and supporting student groups, and provide useful and cost-saving services:

- bursary (offered every term)
- emergency grant
- free member handbooks
- free legal advice
- computer and printing services
- course evaluations
- free student rights advocacy
- free tax clinic
- discounted VIP TTC passes (savings off the regular adult TTC pass price), discounted Cineplex movie tickets, Ripleys' Aquarium tickets, and other discounts through the Member Services Office
- up-to-date information about upcoming CESAR events and campaigns

To find up-to-date information on our many campaigns and services, please visit our website.

Contact Us

In person: Student Centre, room SCC301, 55 Gould Street

By phone: 416.979.5193

By fax: 416.979.5223

By email: info@mycesar.ca

Website: mycesar.ca

CopyRITE Printing Service

CopyRITE is the only student owned and operated full-service copy, print, and communications centre at Ryerson. Centrally located on campus, CopyRITE offers printing services to meet the diverse needs of all students:

- digital colour and black and white printing/copying
- large format colour printing and banners
- architectural printing, copying, and scanning
- 3D colour printing
- binding (coil, cerlox, thermal, thesis, perfect)
- plaque/foam core mounting
- custom t-shirts/calendars
- business cards and stationery
- promotional items for events or conferences
- long distance cards and cell phone minutes
- school supplies including pens, pencils, paper, binders, etc.

Contact us to learn more about our services.

Contact Us

In person: Student Centre, room SCC-Bo3, 55 Gould Street

By phone: 416.979.5264

By fax: 416.598.5913

By email: copyrite@rsuonline.ca

Website: copyrite.ca

Human Rights Services

As a division of the Office of the Assistant President/Vice Provost for Equity, Diversity and Inclusion, Human Rights Services continues its commitment in helping Ryerson University to foster a study, living, and work milieu that is free from discrimination and harassment and where all individuals are treated with respect and dignity. Students, staff, and faculty have a right to equal treatment with respect to employment, accommodation, and receipt of education, related services, and facilities without discrimination or harassment on the basis of the following grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, sex, sexual orientation, gender identity or gender expression, age, record of offences, marital status, family status, and/or disability.

Prevention of harassment through education is a major goal of Ryerson's policy. The office provides education and training on issues pertaining to harassment and discrimination. The policy is informed and guided by the *Ontario Human Rights Code*.

To obtain a copy of Ryerson's *Discrimination and Harassment Prevention Policy*, please visit our website.

Events and Workshops

We provide a variety of innovative, educational opportunities for the Ryerson community on issues related to Human Rights, Diversity, Equity and Accessibility ranging from our general workshop offerings for students, staff, and faculty to sessions tailored to specific needs and topics.

How to register

Registration is required for all sessions. Interested students, staff, and faculty should visit the [DHPS Workshop page](#). Be sure to check the website for the current offerings, updates, and changes.

To request confidential advice and information, contact us.

Contact Us

In person: Podium, 2nd floor, room POD254, 350 Victoria Street

By phone: 416.979.5349

By fax: 416.979.5173

By email: humanrights@ryerson.ca

Website: ryerson.ca/humanrights

International Student Support

The International Student Support (ISS) Centre is the home away home for all international students. ISS provides both transformative and transactional support for students' personal growth. Staff in ISS are specialized in providing immigration advising, transitional and academic and social adjustment support, and student life skills development programming.

ISS administers the international student health insurance plan and issues the specialized letter of enrolment for international students.

ISS strives to provide helpful information and comprehensive support to all members of the international community including internationally trained professionals and new immigrants. Some of our key support services are as follows:

- Immigration advising and support
- Orientation and transitional support programs for international students
- Issuing the letter of enrolment (status letter)
- UHIP (health insurance)
- Personal and professional development workshops, events and programming

Contact Us

In person: Podium, room POD50A, 350 Victoria Street

By mail: International Student Support, Ryerson University, POD50A 350 Victoria Street, Toronto, Ontario, Canada M5B 2K3

By phone: 416.979.5000, ext. 6655

By email: issask@ryerson.ca

Website: ryerson.ca/internationalservices

Lost and Found

Ryerson's central lost and found is located at the Member Services Office in the Student Centre Lobby (55 Gould Street). Lost articles are kept on hand for 30 days. Every effort is made to return the articles to the rightful owner. After this time period, the articles are redistributed to the Ryerson community through various means of donation. If you have found an article, you can submit it to the Member Services Office during the hours of operation or leave items in the overnight drop box.

Contact Us

In person: Member Services Office, Student Centre, 55 Gould Street

By phone: 416.979.5255, ext. 2358

By email: lostandfound@rsuonline.ca

Website: rsuonline.ca/services

Media and Instructional Technology

We have a full range of audiovisual equipment and technical support for classroom and project requirements:

- electronic classrooms
- lecture theatres
- presentation technology systems
- video conferencing services

Contact us for equipment availability and booking procedures.

Contact Us

In person: East Kerr Hall, room KHE227, 50 Gould Street

By phone: 416.979.5098

By fax: 416.979.5327

By email: avhelp@ryerson.ca

Website: ryerson.ca/ccs/resources/mediaservices

Member Services Office

The Member Services Office is located in the Student Centre lobby. Here you'll find all you need to know about RSU services in one convenient location. A range of cost-saving services are offered at the Member Services Office, including the following:

- Campus Lost and Found
- TTC passes, tokens, and tickets
- Event and movie tickets, including Yuk Yuk's Comedy Club and Cineplex movie theatres
- Postage stamps (domestic and international)
- Phone cards, cell phone minutes, and gift cards
- RSU merchandise such as pens, pencils, notebooks, t-shirts, book bags, clipboards, wall calendars, eco-friendly notebooks, and Klean Kanteens

Contact Us

In person: Student Centre, 55 Gould Street

By phone: 416.979.5255, ext. 2358

By email: memberservices@rsuonline.ca

Website: rsuonline.ca/services

Office of the Ombudsperson

The Office of the Ombudsperson is a place for students to raise concerns which they have been unable to resolve themselves. Students can bring forward their concerns in confidence to the Ombudsperson's Office with the knowledge that they will not be disclosed, unless the student provides permission for this to happen. As an impartial office, the Ombudsperson considers the perspective of both the student and the University in all cases brought to its attention. The Ombudsperson's Office is independent of the University, all administrative structures and the student government. Students who meet with the Ombudsperson or Assistant Ombudsperson will be given the opportunity to discuss their concerns, and will be informed of the options available to them to move forward.

Contact Us

Contact us if you believe you have been treated unfairly, you are not sure what your options are, or you would like to discuss how a Ryerson policy or procedure applies to your situation. We respond promptly to all email and telephone inquiries, and you are also welcome to schedule an appointment or drop by the Ombudsperson's Office.

In person: Oakham House, 2nd floor, rooms OAK215 and 216, 63 Gould Street (southwest corner of Church and Gould streets)

By phone: 416.979.5000, ext. 7450

By fax: 416.979.5170

By email: ombuds@ryerson.ca

Website: ryerson.ca/ombuds

Ryerson OneCard

Continuing education students are eligible for Ryerson University's official photo ID/OneCard. The card displays your name, photo, student number, library bar code, and status at the University (e.g., Chang School student). Although the card is currently not mandatory, one is required to take out equipment. Please check with your instructor for details.

The Ryerson OneCard is much more than the official photo ID card for Chang School students:

- It's the library card at Ryerson as well as affiliated universities.
- It's a copy card and a laser print card at all student machines. Funds are loaded to your "Campus Fund" account for copying, printing, food service locations, and vending machines equipped with a card reader. This feature is called stored value purchases (SVP).
- Special commuter meal plans are available to OneCard holders.
- It's required for RAC/MAC memberships.
- It's required for security access to labs in certain classes.

Photo ID Card

For Chang School students, the one-time cost of the card is \$20.

To get your card, you must be enrolled in the current term. Visit Jorgenson Hall, room JOR02, and bring the following items with you:

1. Ryerson Student Number
2. Two pieces of ID (one must be a valid government-issued photo identification, such as a driver's licence, passport, or citizenship or OHIP card, and must include a current photo)

The Ryerson OneCard will be valid for the term in which you are enrolled. Upon registration for each subsequent term, your card will automatically be activated.

Non-Photo Library Card

Library Cards are available for distance education, continuing education and other Chang School students who wish to borrow physical items from the Ryerson Library or from other participating university libraries in Canada (Inter-University Borrowing).

Students have two options: they can choose to apply for a free Library Card at the Circulation Desk by showing their paid fee statements or a letter of acceptance, or they may purchase a Ryerson Photo ID card from the OneCard office. Library cards must be revalidated each term. Loan periods depend on individual items, but generally books may be borrowed for two weeks, with three renewals. Only two reserve items and three periodicals/maps may be borrowed at the same time. Interlibrary loans are free.

Note: Access to articles and all Library e-resources is now available using your my.ryerson username and password. A Library Card is no longer required for this service. For more information about accessing e-resources from off-campus, check our [Accessing Journals and Articles from Home](#) page.

Non-Photo Cash Card

If you do not wish to purchase the Ryerson OneCard, you may purchase a generic Cash Card for the ease of stored value purchases (SVP). For \$5 you will receive a card containing \$4 of spendable funds. You can continue to add funds to this card.

Non-photo Cash Cards are not personalized and can be used by anyone holding them unless you report them as lost. Please note your card account number for that purpose. Your card number is found on printed receipts from the Payment Headquarters in Location (PHIL) machines. Simply request a balance check on the PHIL machine to get a printed receipt. You can purchase a non-photo Cash Card at the OneCard office or at 15 PHIL machines on campus. These non-photo Cash Cards must be initially activated at the PHIL machine following the instructions given when purchasing the card.

Contact Us

In person: Jorgenson Hall, room JOR02, 380 Victoria Street

By phone: 416.979.5000, ext. 7565

By email: onecard@ryerson.ca

Website: ryerson.ca/onecard

Facebook: [RUonecard](#)

Twitter: [RUonecard](#)

Security and Emergency Services

In person: 114 Bond Street

By phone: 416.979.5040

By email: security@ryerson.ca

Website: ryerson.ca/irm

Ryerson is committed to providing a safe and secure environment for all members of our campus community. Security and Emergency Services exists to provide programs and services that will respond to issues and concerns in security and emergency response-related areas.

In an emergency

- Dial "80" on any internal Ryerson telephone, or press the "emergency" auto dial button (#1 red) free of charge from any payphone on the Ryerson campus.
- The emergency blue phones located around the exterior of the campus are also a free call to Security.

When to Call

- a medical emergency
- signs of smoke or fire
- any violent acts
- crimes in progress
- suspicious persons or activities
- a gas smell
- a chemical spill
- any other safety concerns

Preventing Theft

Never leave bags, personal electronics, and other items unattended; the vast majority of personal property thefts occur when you do.

Evacuating the Building

In case of evacuation, you will be notified either by the fire alarm sounding and/or the building's paging system. Please use stairwells to evacuate.

Take all belongings from your immediate work area. You may not be able to re-enter the building after having evacuated. Ensure your computer is set up with a screensaver password and ensure that it is set to come on. This will provide a level of security for your computer.

In Case of Fire

If you see, smell, or hear a fire:

1. Pull the closest fire alarm.
2. Exercise good judgment in deciding whether to attempt to extinguish the fire, with the fire protection equipment available.
3. If in doubt, leave the fire scene, and close all doors.
4. Call Security from a safe location, and give all the pertinent facts.
5. Leave the building by the nearest safe exit. Do not use elevators.
6. Stand outside the building to direct the Fire Department and/or Security to the exact location of the fire.

Non-ambulatory people should contact Security from the nearest internal phone, payphone, or emergency blue phone. Let them know that you cannot use the stairs to evacuate. Tell security staff which exit stairwell you will be waiting beside – the one near the elevator would be best if it is the safest one. Once off the phone with Security, make your way to the exit and wait. Toronto Fire Services personnel will evacuate you if needed.

Security Staff

Recognizable in their black and white “Ryerson Security” uniforms, Security and Emergency Services protects the campus 24 hours a day. The main security office is located at 111 Bond Street (south of Gould Street, beside the Orthodox Church). Ryerson Bike Patrol officers can be seen pedaling around wearing their highly visible yellow jackets.

Emergency Services Team

Ryerson’s Emergency Services Team consists of a group of selected security staff that receive comprehensive training in emergency medical care and respond to medical emergencies across campus. Please contact Security for any medical emergency at 416.979.5040 or by dialing “80.”

Other Services

For more information on services offered by Security and Emergency Services, such as Walk Safe and self-defence classes, visit ryerson.ca/irm.

Office for Sexual Violence Support and Education (OSVSE)

The Office of Sexual Violence Support and Education (OSVSE) works from the premise that consent comes first. We believe that survivors should guide the process and we are here to provide options. Contact us to learn how we can help.

Contact Us

By phone: 416.979.5000, ext. 3596

By email: osvse@ryerson.ca

Student Centre

The Student Centre is located at 55 Gould Street, at the corner of Church and Gould streets, and is the focal point for student life on campus. The Student Centre offers a multitude of services and facilities for student and Ryerson community use. Get involved in the Oakham House Societies, which include Amateur Campus Theatre, *McClung’s* magazine, *The White Wall Review* (a literary journal of fiction, poetry, and visuals), Live Poets, Adventure, and Improv.

The Student Centre offers catering services and facilities ideal for meetings, receptions, parties, weddings, and conferences. Rooms, which can accommodate groups ranging from 5 to 275 people, are available to both the members of the Ryerson community and external clients. The Student Centre is also the home of the Ram in the Rye, a pub for the Ryerson community which offers food and drink specials throughout the week. During the warmer months, check out our excellent patio and BBQ options.

Just inside the front entrance is the [Member Services Office](#). Also located in the Student Centre are *The Eyeopener*, Ryerson University’s independent student newspaper, and five Equity Service Groups operated by the Ryerson Students’ Union:

- the Community Food Room, which provides food for students, faculty, and staff in need
- RyeACCESS, which offers advocacy and a community space for students with disabilities
- RyePRIDE, which represents lesbian, gay, bi-sexual and trans* students
- the Centre for Women and Trans People, which focuses on gender empowerment and women’s rights
- the Racialized Students’ Collective, which offers a space for racialized students to come together and challenge racism on campus

Contact Us

In person: 55 Gould Street

By phone: 416.979.5250, ext. 2353

By email: rscroombook@ryerson.ca

Student Initiatives Fund (SIF)

Are you or your student group looking for seed funding to get a project started? The Student Initiatives Fund (SIF) can help! Student projects help build a vibrant student life on campus but often cost more than an individual student can afford. Ryerson University is committed to supporting student initiatives to bring academic, cultural, and recreational projects to life. So, if you are an undergraduate, graduate, or continuing education student with a great idea, please submit a SIF application.

Visit us online to learn more.

Contact Us

By email: sif@ryerson.ca

Website: ryerson.ca/studentlife/programs/student-initiative-fund.html

Student Services Advisory Committee (SSAC)

The SSAC is comprised of representatives from the Office of the Vice Provost, students, RSU, and CESAR. The committee meets to discuss programs and services and how they meet student needs.

Contact Us

In person: Student Affairs, Info Desk, Podium, room POD61, 380 Victoria Street

By phone: 416.979.5000, ext. 2736

Used Book Room

The Used Book Room is your first and best choice for used books on campus! It is a convenient, centralized way to buy and sell quality used textbooks and course material from other students. Save money when buying, and make money selling through consignment and buy back. This is another great service owned and operated by the Ryerson Students' Union.

You can also check the status of your account at usedbookroom.ca.

Contact Us

In person: Student Centre, room SCCB03, 55 Gould Street

By phone: 416.979.5263

By fax: 416.598.5913

By email: usedbook@rsuonline.ca

Website: rsuonline.ca/Services/Used-Book-Room

CONTACT US

Phone: 416.979.5035

Email: ce@ryerson.ca

To find contact details for a specific staff member, visit The Chang School Personnel Directory at ryerson.ca/ce/contact.

DIRECTIONS

The G. Raymond Chang School of Continuing Education
297 Victoria Street

Located: 1 block east of Yonge Street, just north of Dundas Street

Closest subway stop: Dundas Station

OFFICE HOURS

Days	Hours	
Monday–Thursday	8:15 a.m.–6:45 p.m.	
Friday	8:15 a.m.–4:15 p.m.	
Saturday	(June 4, 2016–September 3, 2016)	Closed
Saturday	(September 10, 2016–May 27, 2017)	8:30 a.m.–1:00 p.m.
Saturday	(October 8, 2016; December 24, 2016–January 7, 2017; February 18, 2017; April 15, 2017; May 20, 2017)	Closed
Saturday	(June 3, 2017–September 2, 2017)	Closed

For statutory holidays and University closures, see Important Dates on page 2.

OTHER RYERSON CONTACTS

- Curriculum Advising – 416.979.5151; gradinfo@ryerson.ca; ryerson.ca/curriculumadvising
- Ryerson University Campus Store – 416.979.5116; bookstor@ryerson.ca; campusstore.ryerson.ca
- Security and Emergency Services – 416.979.5040; ryerson.ca/irm
- ServiceHub – 416.979.5036; ryerson.ca/registrar/servicehub

MAIL, COURIER, AND SHIPPING ADDRESSES

Mailing Address

Ryerson University
The G. Raymond Chang School of
Continuing Education
350 Victoria Street, Toronto, Ontario
M5B 2K3

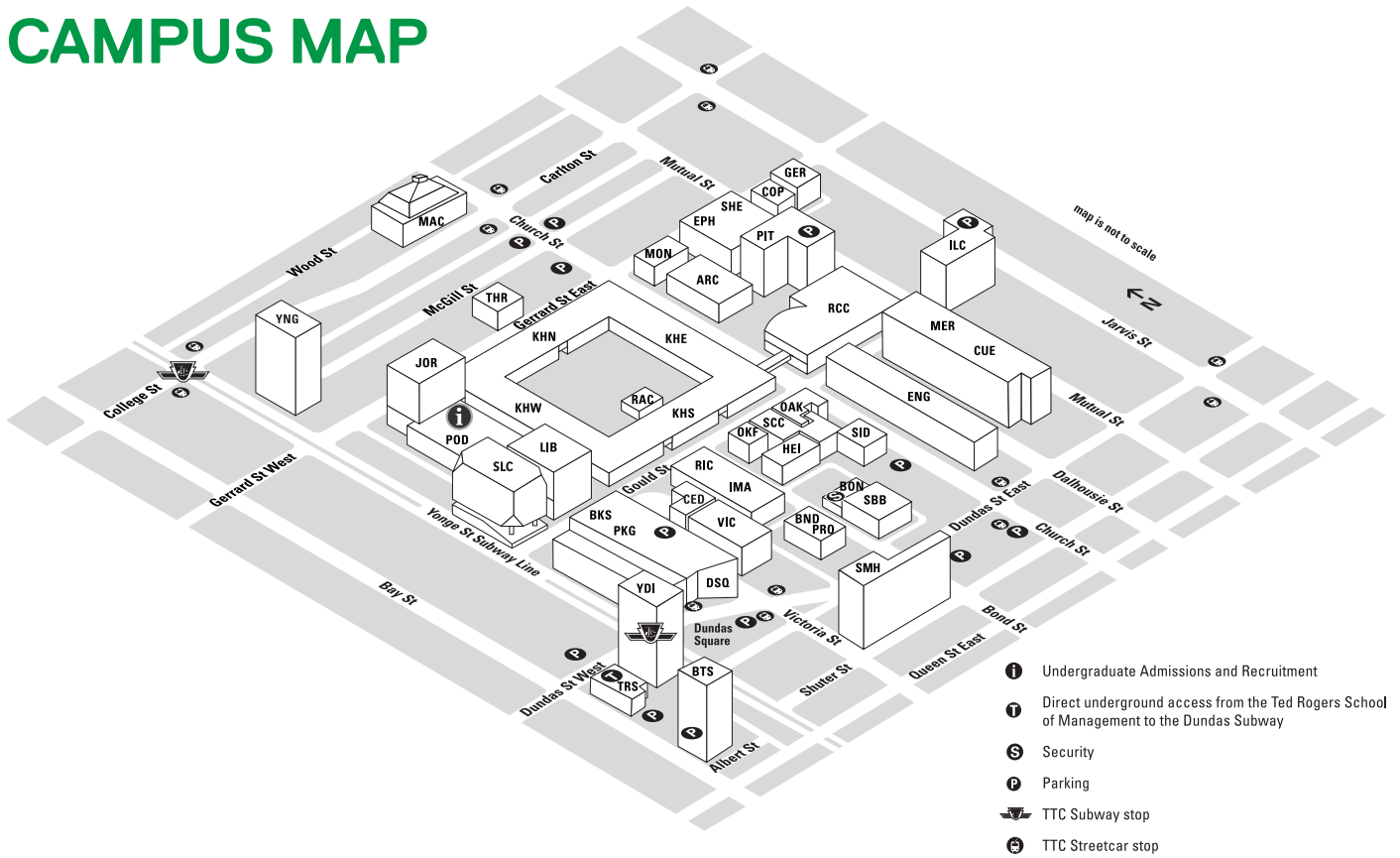
Courier/Street Address

Ryerson University
The G. Raymond Chang School of
Continuing Education
Heaslip House
297 Victoria Street, Toronto, Ontario
M5B 1W1

Shipping/Receiving Address

Ryerson University
The G. Raymond Chang School of
Continuing Education
105 Bond Street, Toronto, Ontario
M5B 1Y3

CAMPUS MAP



Building Code, Name, Street Address


ARC Architecture Building, 325 Church Street
BKS Campus Store, 17 Gould Street
BON Capital Projects & Real Estate, Security, 111 Bond Street
BND Security/Integrated Risk Management, 114 Bond Street
BTS Bell Trinity Square, 483 Bay Street
CED Heaslip House, The G. Raymond Chang School of Continuing Education, 297 Victoria Street
COP Co-operative Education, 101 Gerrard Street East
CUE The Centre for Urban Energy, 147 Dalhousie Street
DSQ 10 Dundas Street East – Yonge-Dundas Square
ENG George Vari Engineering and Computing Centre, 245 Church Street
EPH Eric Palin Hall, 87 Gerrard Street East
GER Research/Graduate Studies, 111 Gerrard Street East
HEI HEIDELBERG Centre – School of Graphic Communications Management, 125 Bond Street
ILC International Living/Learning Centre, entrances at 133 Mutual Street and 240 Jarvis Street
IMA School of Image Arts, 122 Bond Street
JOR Jorgenson Hall, 380 Victoria Street
KHE Kerr Hall East, 340 Church Street/60 Gould Street
KHN Kerr Hall North, 31/43 Gerrard Street East
KHS Kerr Hall South, 40/50 Gould Street
KHW Kerr Hall West, 379 Victoria Street
LIB Library Building, 350 Victoria Street
MAC Mattamy Athletic Centre at the Gardens, 50 Carlton Street


MER Merchandise Building, 159 Dalhousie Street
MON Civil Engineering Building, 341 Church Street
OAK Oakham House, 63 Gould Street
OKF O’Keefe House, 137 Bond Street
PIT Pitman Hall, 160 Mutual Street
PKG Parking Garage, 300 Victoria Street
POD Podium, 350 Victoria Street (area connecting Jorgenson Hall to the Library Building)
PRO Projects Office, 112 Bond Street
RAC Recreation and Athletics Centre, entrance through archway at 40 and 50 Gould Street
RCC Rogers Communications Centre, 80 Gould Street
RIC Ryerson Image Centre, 33 Gould Street
SBB South Bond Building, 105 Bond Street
SCC Student Campus Centre, 55 Gould Street
SHE Sally Horsfall Eaton Centre for Studies in Community Health, 99 Gerrard Street East
SID School of Interior Design, 302 Church Street
SLC Student Learning Centre, 341 Yonge Street
SMH Li Ka Shing Knowledge Institute of St. Michael’s Hospital, 209 Victoria Street (7th Floor)
THR Theatre School, 44/46 Gerrard Street East
TRS Ted Rogers School of Management, 575 Bay Street (entrance at 55 Dundas Street West)
VIC Victoria Building, 285 Victoria Street
YDI Yonge-Dundas I, 1 Dundas Street West
YNG 415 Yonge Street



The G. Raymond Chang School of Continuing Education

Ryerson University
350 Victoria Street, Toronto ON M5B 2K3

 416.979.5035

 416.979.5277

 ce@ryerson.ca

 ryerson.ca/ce



The Chang School
of Continuing
Education