

INFORMATION FOR STUDENTS

COLLECTION AND USE OF INFORMATION

The information you submit is collected under the authority of the Ryerson University Act and will be used for educational, administrative and statistical purposes including, but not limited to, creating or maintaining your academic record; supporting decisions related to course and/or certificate enrollment; administering transfer credits (including Letters of Permission and Challenge Credits); assessing tuition fees and collection; and determining your eligibility for financial aid and / or scholarship opportunities. You should be aware that aggregated student academic data (grades and academic standings, for example) are occasionally used for statistical, audit, research and development purposes intended to improve university education. Personally identifiable data will not be disclosed to third parties without your expressed written consent except as permitted or required by law. If you have questions about the collection, use and disclosure of this information by Ryerson University, please contact the Manager of Student Records, Office of the Registrar, 350 Victoria Street, Toronto, Ontario, M5B 2K3, 416-795-0000, ext. 6041.

For further details regarding the privacy of your personal information, please refer to the Ryerson University Student Guide.

IMPORTANT NOTICE RE: ACADEMIC AND FINANCIAL RESPONSIBILITY

When you enroll for a class in The G. Raymond Chang School of Continuing Education, you assume ACADEMIC and FINANCIAL responsibility for that class enrollment. Payment is due at the time of enrollment into the class. YOU WILL NOT BE DROPPED FROM THE CLASSES FOR NON-PAYMENT OF FEES. A late fee of 1.25% (14.55% effective annual rate), will be charged at the end of the month of enrollment and every month thereafter on all outstanding fees. A fee will be charged when a cheque or credit card, tendered for payment, is not honoured by your banking institution. You are not permitted to carry outstanding balances from one term to the next as further enrollment may be denied.

CANCELLED COURSES

If The Chang School cancels a class or section(s) due to insufficient enrollment, you may transfer to another class if space is available, or receive a full refund. You must advise Enrollment Services, of your academic choice prior to the second scheduled class. Processing of refunds requires approximately thirty (30) days.

REFUNDS

Please see the current Chang School website for refund policy and deadline dates for refunds. Refunds may be applied for by mail or in-person at Enrollment Services (Room POD70). Processing and payment of refunds requires approximately thirty (30) days.

COURSES DROPPED IN GOOD ACADEMIC STANDING

Please see the current Chang School website for dates to drop in good academic standing. Course drops may be processed in-person, by mail, or via the Web at my.ryerson.ca, RAMSS tab. Course drops submitted after the applicable deadline will not be processed. Please note you will NOT be dropped from classes due to non-attendance. If you cannot continue in a class, you are responsible for dropping the class by the appropriate published deadline, otherwise the course will permanently remain on your academic record.

SWAPS

You may swap from one class to another if space is available; provided neither class has held its third class (in Business, Distance Education or Language courses, prior to the second class). Swaps may be processed via the web through my.ryerson.ca, RAMSS tab, or in-person at Enrollment Services (Room POD70).

INTERVIEWS / PLACEMENT TESTS

Some courses require you to take a placement test or attend an interview before you may enroll. Please contact The Chang School at 416-795-035 or refer to the current Chang School website for more information.

LATE ENROLLMENT

In addition to the course fees, a late fee of \$100 (subject to change) will be levied for each course or grade added to your record after the deadline dates published on the Chang School website.

CERTIFICATE PROGRAMS To apply for a Certificate, please visit the Chang School website.

INCOME TAX RECEIPTS

Official Income Tax receipts (T2202A) are issued, via the web at my.ryerson.ca, RAMSS tab at the end of February for the preceding year. For more information please contact Enrollment Services (Room POD70) at 416-795-5111.

RAMSS - RYERSON ADMINISTRATION MANAGEMENT SELF SERVICE my.ryerson.ca

GRADES Your grades are available on my.ryerson.ca, RAMSS tab.

TRANSCRIPTS To order an official transcript, please visit www.ryerson.ca/essr/transcripts.

ENROLLMENT SERVICES
www.ryerson.ca/essr
416-795-136

V.P.O.G. RAYMOND CHANG SCHOOL OF CONTINUING EDUCATION
www.ryerson.ca/ce
416-795-035

ACCESS CENTRE
www.ryerson.ca/accesscentre
416-795-290

TDD/TTY
416-795-274