

IMPORTANT DATES

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

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

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

	Fall 2014 Term	Winter 2015 Term	Spring/Summer 2015 Term
Course Duration Dates			
Typical course start and end dates for the term can be found below. Please note that not all courses adhere to these dates – consult individual course listings at www.ryerson.ca/ce 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 2014 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 2015 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 2015 term code when enrolling.
Single-term Courses	Courses typically start the week of September 8, 2014 and end the week of December 8, 2014. Full-term Distance Education classes begin September 6, 2014 and end December 6, 2014.	Courses typically start the week of January 12, 2015 and end the week of April 13, 2015. Full-term Distance Education classes begin on January 10, 2015 and end April 11, 2015.	Early Spring courses typically start the week of May 4, 2015. Monday/Wednesday classes end June 17, 2015 and Tuesday/Thursday classes end June 16, 2015. Mid-Spring/Summer courses typically start the week of June 22, 2015. Monday/Wednesday classes end August 10, 2015, and Tuesday/Thursday classes end August 4, 2015.
Multi-term Courses	Courses typically start the week of September 8, 2014 and end the week of April 13, 2015.	Fall/Winter courses resume the week of January 12, 2015.	
Enrollment Periods			
Dates when enrollment is available for courses utilizing mail, online, or in-person methods. Certificate program students can continue to enroll after the Priority Enrollment period ends and during the Open Enrollment period (including the Special Saturday In-Person Enrollment). Classes fill up quickly; to avoid disappointment, early registration is advised. See Enrollment at www.ryerson.ca/ce/enrollment for more details.			
Priority Enrollment for Certificate Program Students	July 2, 2014–July 11, 2014 for Fall or Fall/Winter classes	August 11, 2014–August 22, 2014 for Winter classes	March 2, 2015–March 13, 2015 for Spring classes

	Fall 2014 Term	Winter 2015 Term	Spring/Summer 2015 Term
Open Enrollment for All Other Students	<p>Online and In-Person: Commences July 14, 2014 and continues, space permitting, until prior to the second scheduled class begins for courses in Business and Languages (including ESL/EAL); until September 16, 2014 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 registration is advised.</p> <p>Mail-in: July 14, 2014– August 29, 2014</p>	<p>Online and In-Person: Commences August 25, 2014 and continues, space permitting, until prior to the second scheduled class begins for courses in Business and Languages (including ESL/EAL); until January 20, 2015 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 registration is advised.</p> <p>Mail-in: August 25, 2014–November 1, 2014</p>	<p>Online and In-Person: Commences March 16 and continues, space permitting, until prior to the second scheduled class begins for courses in Business and Languages (including ESL/EAL); until May 12, 2015 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 registration is advised.</p> <p>Mail-in: March 16, 2015–April 3, 2015</p>
Special Saturday In-Person Enrollment	September 6, 2014, 9:30 a.m.–12:30 p.m.	January 10, 2015, 9:30 a.m.–12:30 p.m.	May 2, 2015, 9:30 a.m.–12:30 p.m.

Application to Register in a Certificate Program

See Registration in a Certificate Program (www.ryerson.ca/ce/certreg).

Application Deadlines	October 1, 2014	January 31, 2015	June 30, 2015
<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 (www.ryerson.ca/ce/certreg) for more details.</p> <p>Please note that course enrollment is unaffected by the deadline to apply for registration in a certificate program and remains open as long as there are spots available for the offering. See Enrollment (www.ryerson.ca/ce/enrollment) for more details about how to enroll.</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.

	August 21, 2014, 4:30 p.m.–7:00 p.m.	November 27, 2014, 4:30 p.m.–7:00 p.m.	March 26, 2015, 4:30 p.m.–7:00 p.m.
--	--------------------------------------	--	-------------------------------------

Statutory Holidays/University Closed

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

<p>July 1, 2014 – Canada Day</p> <p>August 4, 2014 – Civic Holiday</p> <p>September 1, 2014 – Labour Day</p> <p>Study Week closure begins for Chang School classes on October 11, 2014. Chang School classes resume on October 18, 2014. Consult individual course listings at www.ryerson.ca/ce for more information.</p> <p>October 13, 2014 – Thanksgiving</p>	<p>The University will be closed from 4:30 p.m. December 19, 2014 until 8:00 a.m. January 5, 2015.</p> <p>Study Week closure begins for Chang School classes on February 14, 2015. Chang School classes resume on February 21, 2015. Consult individual course listings at www.ryerson.ca/ce for more information.</p> <p>February 16, 2015 – Family Day</p> <p>April 3, 2015 – Good Friday</p>	<p>May 18, 2015 – Victoria Day</p> <p>July 1, 2015 – Canada Day</p> <p>July 31, 2015 – Ryerson Day</p> <p>August 3, 2015 – Civic Holiday</p>
--	--	--

Enrollment/Transfer Deadline

Final date to enroll in a course or transfer to another course. See the Important Dates on Chang School website, at www.ryerson.ca/ce, for enrollment/transfer deadlines for week-long intensive courses and accelerated distance education courses.

Business and Language courses (including ESL/EAL)	Enrollment/transfers must take place before the second scheduled class.		
Distance Education Courses	Tuesday, September 16, 2014	Tuesday, January 13, 2015	Tuesday, May 12, 2015
Other Courses	Enrollment/transfers must take place before the third scheduled class.		

Withdrawal Deadlines: Classroom and Distance Courses

Deadlines to withdraw for classroom and distance courses, with associated financial and academic consequences as applicable.

Students who do not officially withdraw via RAMSS or through Enrollment Services and Student Records within the deadlines specified will be assigned a failing grade and charged the appropriate fees. For withdrawal deadlines for week-long intensive courses and accelerated distance education courses, see Important Dates on Chang School website at www.ryerson.ca/ce.

Full Refund: Classroom and Distance Courses	Five business days before the course start date For courses of less than 31 hours in duration, no refund will be issued after the deadline for a full refund.		
75% Refund: Classroom and Distance Courses: Courses of 39 or More Hours in Duration	<p>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.</p> <p>Multi-term courses: after the full refund deadline but prior to the eighth scheduled class of the course</p>		
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 14, 2014	March 27, 2015	<p>Courses that start in May and run once per week for 13 weeks: July 17, 2015</p> <p>Courses that start in May and run twice per week for 7 weeks: May 29, 2015</p> <p>Courses that start in June and run twice per week for 7 weeks: July 17, 2015</p>

Fall 2014 Term

Winter 2015 Term

Spring/Summer 2015 Term

Withdrawal Deadlines: Classroom/Internet

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

Full Refund: Classroom/ Internet Courses	Five business days before the course start date
75% Refund: Classroom/ Internet Courses: Courses 7 weeks or less	After the full refund deadline and up to 12 days after the course start date
Good Academic Standing, No Refund: Classroom/ Internet Courses: Courses 7 weeks or less	After the full refund deadline and up to 24 days after the course start date
Good Academic Standing, No Refund: Classroom/ Internet Courses: Courses from 8 to 13 weeks	After the full refund deadline and up to 42 days after the course start date

Grade Appeals

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

Application Deadlines	January 16, 2015	May 29, 2015	September 11, 2015
--------------------------	------------------	--------------	--------------------

Application to Graduate in a Certificate Program

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

Application Deadlines	<p>Fall 2014 Convocation: June 1, 2014 until July 18, 2014 – Apply on RAMSS (with no fee). August 15, 2014 – Final date to apply on RAMSS (with late application fee). September 5, 2014 is the final date to cancel an Application to Graduate.</p>		<p>Spring 2015 Convocation: November 1, 2014 until February 23, 2015 – Apply on RAMSS (with no fee). March 13, 2015 – Final date to apply on RAMSS (with late application fee). May 8, 2015 is the final date to cancel an Application to Graduate.</p>
--------------------------	---	--	--

Convocation (Graduation Ceremony)

See Convocation (www.ryerson.ca/convocation) for specific ceremony dates and times.

	Fall 2014 Convocation will be held October 15, 2014–October 16, 2014.		Spring 2015 Convocation will be held June 3, 2015–June 12, 2015
--	---	--	---