

IMPORTANT DATES

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

The Chang School will observe Ryerson University's Fall and Winter Study Weeks; some courses may not observe these Study Week breaks (see Statutory Holidays/University Closed on the next page for Study Week closure information and consult individual course listings on the Chang School website at ryerson.ca/ce 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 2015 Term	Winter 2016 Term	Spring/Summer 2016 Term
Course Duration Dates			
Typical course start and end dates for the term can be found below. Please note that not all courses adhere to these dates – consult individual course listings at ryerson.ca/ce/calendar 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 2015 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 2016 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 2016 term code when enrolling.
Single-term Courses	Courses typically start the week of September 14, 2015 and end the week of December 14, 2015. Full-term Distance Education classes begin September 14, 2015 and end December 12, 2015.	Courses typically start the week of January 18, 2016 and end the week of April 18, 2016. Full-term Distance Education classes begin on January 18, 2016 and end April 16, 2016.	Early Spring courses typically start the week of May 2, 2016. Monday/Wednesday classes end June 15, 2016 and Tuesday/Thursday classes end June 14, 2016. Mid-Spring/Summer courses typically start the week of June 20, 2016. Monday/Wednesday classes end August 3, 2016, and Tuesday/Thursday classes end August 2, 2016.
Multi-term Courses	Courses typically start the week of September 14, 2015 and end the week of April 18, 2016.	Fall/Winter courses resume the week of January 18, 2016.	

Fall 2015 Term

Winter 2016 Term

Spring/Summer 2016 Term

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 enrollment is advised. See Enrollment at ryerson.ca/ce/enrollment for more details.

Priority Enrollment for Certificate Program Students	June 8, 2015–June 20, 2015 for Fall or Fall/Winter classes	August 10, 2015–August 22, 2015 for Winter classes	February 8, 2016–February 20, 2016 for Spring classes
Open Enrollment for All Other Students	<p>Online and In-Person: Commences June 22, 2015 and continues, space permitting, until prior to the second scheduled class begins for courses in Business and Languages (including ESL/EAL); until September 24, 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 enrollment is advised.</p> <p>Mail-in: June 22, 2015–August 28, 2015</p>	<p>Online and In-Person: Commences August 24, 2015 and continues, space permitting, until prior to the second scheduled class begins for courses in Business and Languages (including ESL/EAL); until January 28, 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 enrollment is advised.</p> <p>Mail-in: August 24, 2015–November 1, 2015</p>	<p>Online and In-Person: Commences February 22, 2016 and continues, space permitting, until prior to the second scheduled class begins for courses in Business and Languages (including ESL/EAL); until May 12, 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 enrollment is advised.</p> <p>Mail-in: February 22, 2016–April 1, 2016</p>
Special Saturday In-Person Enrollment	September 12 and 19, 2015, 9:30 a.m.–12:30 p.m.	January 9, 16, and 23, 2016, 9:30 a.m.–12:30 p.m.	April 23, 30 and May 7, 2016, 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, 2015	January 31, 2016	June 30, 2016
	<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 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 (ryerson.ca/ce/enrollment) for more details about how to enroll.</p>		

Fall 2015 Term

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Open House

New, returning, and prospective students can attend one of our Open House sessions where they have the opportunity to meet with program and course representatives. See Open House, New Student Orientation, Interviews, and Placement Assessments at ryerson.ca/ce/openhouse for more details.

August 27, 2015,
4:30 p.m.–6:30 p.m.

November 19, 2015,
4:30 p.m.–6:30 p.m.

March 31, 2016,
4:30 p.m.–6:30 p.m.

Statutory Holidays/University Closed

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

July 1, 2015 – Canada Day
July 31, 2015 – Ryerson Day
August 3, 2015 – Civic Holiday
September 7, 2015 – Labour Day
Study Week closure begins for Chang School classes on October 10, 2015. Chang School classes resume on October 17, 2015. Consult individual course listings at ryerson.ca/ce/calendar for more information.
October 12, 2015 – Thanksgiving

The University will be closed from 4:00 p.m. December 23, 2015 until 8:30 a.m. January 7, 2016.
Study Week closure begins for Chang School classes on February 13, 2016. Chang School classes resume on February 20, 2016. Consult individual course listings at ryerson.ca/ce for more information.
February 15, 2016 – Family Day
March 25, 2016 – Good Friday

May 23, 2016 – Victoria Day
July 1, 2016 – Canada Day
August 1, 2016 – Civic Holiday

Enrollment/Transfer Deadline

Final date to enroll in a course or transfer to another course. See Important Dates on the Chang School website, at 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

September 24, 2015

January 28, 2016

May 12, 2016

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 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: Courses of 39 or More Hours in Duration Distance Courses	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		
	October 4, 2015	February 7, 2016	May 22, 2016
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 20, 2015	April 1, 2016	Courses that start in May and run once per week for 13 weeks: July 15, 2016 Courses that start in May and run twice per week for 7 weeks: May 27, 2016 Courses that start in June and run twice per week for 7 weeks: July 15, 2016

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Grade Appeals

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

Application Deadlines	January 25, 2016	May 27, 2016	September 18, 2016
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Application to Graduate in a Certificate Program

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

Application Deadlines	<p>Fall 2015 Convocation: June 1, 2015 until July 17, 2015 – Apply on RAMSS (with no fee). August 14, 2015 – Final date to apply on RAMSS (with late application fee). September 11, 2015 is the final date to cancel an Application to Graduate.</p>		<p>Spring 2016 Convocation: November 1, 2015 until February 22, 2016 – Apply on RAMSS (with no fee). March 11, 2016 – Final date to apply on RAMSS (with late application fee). May 6, 2016 is the final date to cancel an Application to Graduate.</p>
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Convocation (Graduation Ceremony)

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

Fall 2015 Convocation will be held October 14, 2015–October 15, 2015.

Spring 2016 Convocation will be held June 8, 2016–June 17, 2016.