



# Information For Students

## **RYERSON'S ADMINISTRATIVE MANAGEMENT SELF SERVICE (RAMSS)**

my.ryerson.ca

### **IMPORTANT NOTICE REGARDING ACADEMIC AND FINANCIAL RESPONSIBILITY**

When you enroll for a course in The G. Raymond Chang School of Continuing Education, you assume ACADEMIC and FINANCIAL responsibility for that course registration. Payment is due at the time of enrollment into the course. **YOU WILL NOT BE DROPPED FROM COURSE(S) FOR NON-PAYMENT OF FEES.** A late fee of 1.5% (19.6% effective annual rate) will be charged 30 days after registration and every 30 days 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; further enrollment may be denied.

### **CANCELLED COURSE(S)**

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

### **REFUNDS**

Please see the current G. Raymond Chang School of Continuing Education annual calendar for refund policy and deadline dates for refunds. Enquiries regarding refunds can be made at the Student Fees office (POD64A), by phone at 416.979.5015, or by mail. Processing and payment of refunds requires approximately 30 days.

### **COURSE DROPS IN GOOD ACADEMIC STANDING**

Please see the current G. Raymond Chang School of Continuing Education annual calendar for dates to drop courses in good academic standing. Course drops may be processed in person at Enrollment Services and Student Records (room POD70), by mail, or online through RAMSS at my.ryerson.ca. Course drops submitted after the applicable deadline will not be processed.

### **SWAPS**

You may swap from one course to another if space is available, provided neither course has held its third session (in Business, Distance Education, or Language courses, prior to the second session). Swaps may be processed in person at Enrollment Services and Student Records (room POD70), or online through RAMSS at my.ryerson.ca.

### **INTERVIEWS/PLACEMENT TESTS**

Some courses require you to attend an interview or take a placement test before you may enroll. Please contact The Chang School at 416.979.5035 or refer to the current G. Raymond Chang School of Continuing Education annual calendar for more information.

### **LATE ENROLLMENT**

In addition to the enrollment fee, 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 in the current G. Raymond Chang School of Continuing Education annual calendar.

### **CERTIFICATE PROGRAMS**

To apply for a certificate, please visit [www.ryerson.ca/essr](http://www.ryerson.ca/essr) or refer to the current G. Raymond Chang School of Continuing Education annual calendar.

### **INCOME TAX**

Official Income Tax receipts are issued online, through RAMSS at my.ryerson.ca, at the end of February for the preceding year. For more information please contact the Student Fees office at 416.979.5015.

### **GRADES**

Your grades are available on RAMSS at my.ryerson.ca (click on the RAMSS tab).

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ENROLLMENT SERVICES AND STUDENT RECORDS  
416.979.5136

THE G. RAYMOND CHANG SCHOOL OF CONTINUING EDUCATION  
[www.ryerson.ca/ce](http://www.ryerson.ca/ce)  
416.979.5035

STUDENT FEES OFFICE  
416.979.5015

ACCESS CENTRE  
[www.ryerson.ca/accesscentre](http://www.ryerson.ca/accesscentre)  
416.979.5290

TDD/TTY  
416.979.5274