

MANUAL ADVISEMENT REPORT REQUEST

VALID RECEIPT WITH CASH REGISTER IMPRINT
Account No. 1-11-12043-5239 (HK 24)

IMPORTANT INFORMATION - PLEASE READ

The vast majority of Ryerson's Full-time undergraduate degree program students now have the ability to generate an Advisement Report at any time through RAMSS (my.ryerson.ca). The manual request form is available to the following students who are not able to obtain this report through RAMSS: (1) Students enrolled in any Part-time undergraduate degree program; (2) Students enrolled in any Certificate program offered through The Chang School of Continuing Education. Graduate students must contact the School of Graduate Studies.

In addition to meeting one of the above criteria, students must be entering the final year/semester of their program in order to receive this service. For more information on degree/certificate advisement reports, please visit www.ryerson.ca/curriculumadvising or contact your program department.

1. Check the box that corresponds to the date you are submitting this form. Your Advisement Report will be e-mailed to your ryerson.ca e-mail account.

REQUEST SUBMITTED	REPORT MAILED	REQUEST SUBMITTED	REPORT MAILED
<input type="checkbox"/> Feb 1—April 30 (free)	Prior to Fall Course	<input type="checkbox"/> Aug 1—Oct 31 (free)	Prior to Winter Course
<input type="checkbox"/> May 1—July 31 (\$30 late fee)	Enrollment period (Aug.)	<input type="checkbox"/> Nov 1—Nov 30 (\$30 late fee)	Enrollment period (Dec.)

2. Complete name and program information.

<input type="text"/>	<input type="text"/>
Student ID No.	First and Middle Names
<input type="text"/>	<input type="text"/>
Last Name	Phone Number (day)

Program enrolled in (choose one): Degree (Undergraduate) Certificate

Term/Year you were first admitted to program: Fall Winter
Year

Program Name (e.g. Disability Studies or Business Management)

Program Plan (if applicable) (e.g. Applications Development Option)

Minor (if applicable) (e.g. Accounting or Psychology)

3. Ensure your RMail Account is activated in order to receive official university communications and provide your signature.

Your Advisement Report will be e-mailed prior to the Fall or Winter Course Enrollment period to your RMail account. To activate your RMail account, you must activate your on-line identity. For more information, visit ryerson.ca/ccs.

STUDENT SIGNATURE _____ DATE
Day Month Year

IMPORTANT REMINDER: It is the student's responsibility to ensure that all courses required for graduation have been successfully completed, and that an Application to Graduate has been made through RAMSS (my.ryerson.ca) by the appropriate deadline. For more information on applying to graduate, visit these websites:

my.ryerson.ca www.ryerson.ca/calendar www.ryerson.ca/curriculumadvising www.ryerson.ca/convocation