

**IMPORTANT INFORMATION - PLEASE READ**

This service is only available to part-time undergraduate degree students and Chang School certificate students. To be eligible to receive a manual advisement report, students must meet the following criteria:

- Part-time Undergraduate Degree students must have no more than five courses left to complete the requirements of their program.
- Chang School Certificate students must have completed a minimum of 50% of the requirements of their Certificate.

Students who require assistance with course selection should contact their program department. For more information on part-time degree or certificate advisement reports, please visit the [Curriculum Advisement website](#), or contact your program department.

Please note manual advisement reports will not be processed in the months of December or January.

**1. Check the box that corresponds to the date you are submitting this form. Your Advisement Report will be emailed to your @ryerson.ca email account.**

| REQUEST SUBMITTED             | REPORT EMAILED          | REQUEST SUBMITTED              | REPORT EMAILED          |
|-------------------------------|-------------------------|--------------------------------|-------------------------|
| Feb 1 - April 30 (free)       | Prior to Fall Course    | Aug 1 -Oct 31 (free)           | Prior to Winter Course  |
| May 1-July 31 (\$30 late fee) | Enrolment period (Aug.) | Nov 1 - Nov 30 (\$30 late fee) | Enrolment period (Dec.) |

**2. Complete name and program information.**

Student ID Number

First and Middle Names

Last Name

Phone Number

**Program enrolled in (choose one):**

Degree (Undergraduate)

Certificate (Chang School)

**Term/Year you were first admitted to program:**

Fall

Winter

Year

Program Name (e.g. Business Management)

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

Minor, if applicable (e.g. Accounting)

**3. Ensure your Ryerson email Account is activated in order to receive university communications and provide your signature.**

Your Advisement Report will be emailed prior to the Fall or Winter Course enrolment period to your Ryerson Email account. To activate your Ryerson Email account, you must activate your online identity. For more information, visit [www.ryerson.ca/ccs](http://www.ryerson.ca/ccs).

STUDENT SIGNATURE

DATE

**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.**

[my.ryerson.ca](http://my.ryerson.ca)

[www.ryerson.ca/calendar](http://www.ryerson.ca/calendar)

[www.ryerson.ca/curriculumadvising](http://www.ryerson.ca/curriculumadvising)

[www.ryerson.ca/convocation](http://www.ryerson.ca/convocation)

VISA      MASTERCARD      AMERICAN EXPRESS

Card Number: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Expiry Date:      Month \_\_\_\_\_      Year \_\_\_\_\_

I authorize Ryerson University to charge \$ \_\_\_\_\_ for the payment of my Manual Advisement Report to my Visa/Mastercard/American Express (AMEX) account. I acknowledge that my Manual Advisement Report Request will not be processed in the event of a declined credit card transaction.

\_\_\_\_\_  
CARDHOLDER SIGNATURE

\_\_\_\_\_  
STUDENT NUMBER