ENROLLMENT INSTRUCTIONS

2014-2015

www.arts.ryerson.ca/newstudents

How do I enroll for Fall 2014 on August 11?

1. Link to the following website: http://www.arts.ryerson.ca/newstudents/ and locate your program curriculum checklist. **Read the entire checklist before proceeding to RAMSS!**! Circle courses of interest. Make sure you have your Ryerson online identity login handy as you will need it for the next step.

2. Log in to RAMSS with your Ryerson online identity and enter enrollment area at http://www.my.ryerson.ca

3. Make sure you are enrolled in the required courses for your program; the Semester 1 box of your curriculum checklist tells you which courses are required for you.

4. Use ''My Classes Offered'' for the Fall term to select your courses as indicated in Semester 1 box on the checklist. Follow the instructions in the Semester 1 box.

5. Select classes and submit choices – proceed to the validation step. When you have finished building your class schedule and your Shopping Cart contains all the classes you want to enroll in, you are ready to do a validation. This ensures that when you go to enroll in these classes, you will not encounter any problems. If a class does not validate, you can delete it from your Shopping Cart and add another one instead. You continue this process until all your selected classes validate successfully. This step is listed as Step 1 in your Shopping Cart.

6. Once you have finished validating, click SHOPPING CART and confirm that the classes you selected and validated are listed, without errors.

7. Steps 1-6 above are the only steps you will complete on Aug 11th. **YOU ARE NOT OFFICIALLY ENROLLED IN ANY CLASSES AT THIS TIME.** If you click ENROLL on Aug 11th you will get an error message telling you that it's not time for your enrollment appointment. You will have to finalize you enrollment in your classes starting at 8 a.m. on Aug 12th.

How do I finalize my Fall 2014 enrollment on Aug 12?

1. Link to the following website: http://www.arts.ryerson.ca/newstudents/ and locate your program curriculum checklist, you may need this for reference. Make sure you have your Ryerson online identity login handy as you will need it for the next step.

2. Log in to RAMSS with your Ryerson online identity and enter enrollment area at http://www.my.ryerson.ca

3. Proceed to your Shopping Cart and ensure that the classes you selected on Aug 11th are still listed there. If you did not load your Shopping Cart with classes on Aug 11th, please follow steps 1-7 above before proceeding to step 11 below.

4. Select all courses in your Shopping Cart and click ENROLL. This is where you confirm that you have selected all the right classes for enrollment. To make changes, click the **PREVIOUS** button at the bottom of the page. This step is listed as Step 2 in your Shopping Cart.

5. Click FINISH ENROLLING - Your submission has been evaluated and the result is shown in the Message column. If you validated all your classes, enrollment should be problem-free AND YOU SHOULD SEE THE FOLLOWING MESSAGE: "Success: this class has been added to your schedule" for all your classes. This step is listed as Step 3 in your Shopping Cart. If you receive an error message, it is likely that the class you selected is full and you will need to select another section of that class or select a different course if all sections of that class are full.

6. View your **Advisement Report** (under My Academics in RAMSS) to ensure you have enrolled in courses that can be used towards your program. Please expand all and examine the "Non-applicable courses" section of the Advisement Report carefully to make sure you have not selected any non-applicable courses. Detailed RAMSS instructions on how to access your Advisement Report can be found here: http://www.ryerson.ca/RAMSSsupport/ugrad_grad/academics/advisement_report/index.html

7. Click the **My Class Schedule** button to see the effects of the enrollment on your class schedule. Tip: Make sure to adjust the date at the top to the first week of September (or the second week to see your Monday class)

Need Help??
Contact your Program Administrator as listed on your program checklist.
Visit http://www.ryerson.ca/RAMSSsupport/ugrad_grad/academics/enroll_classes_offered/ for visual instructions on how to enroll.

Faculty of Arts

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