

SPECIAL BUSINESS STUDENT INFORMATION

IMPORTANT NOTES

1. **Only** the following courses are available for Special Business Students: ACC 703, ACC 706, ACC 801, ACC 803, ACC 821, and BUS 800. Prior to enrollment as a Special Business Student, you must have completed the prerequisite or a university level equivalent for the course(s) you wish to enroll into. Please see the table below for information on pre-requisite courses, as applicable.

RYERSON COURSE	PRE-REQUISITE(S)
ACC 703: Advanced Financial Accounting	<ul style="list-style-type: none"> • ACC 504 - Accounting Cases and Concepts I and • ACC 514 - Intermediate Accounting II
ACC 706: Accounting Theory	<ul style="list-style-type: none"> • ACC 504 - Accounting Cases and Concepts I and • ACC 514 - Intermediate Accounting II
ACC 801: Intermediate Cost and Management Accounting	ACC 414 - Intermediate Accounting I
ACC 803: Advanced Management Accounting	ACC 801 - Intermediate Cost and Management Accounting
ACC 821: Advanced Auditing	ACC 521 - Auditing
BUS 800: Strategic Management	FIN 401 - Managerial Finance II

2. If you wish to enroll in a Business course other than the ones listed above, please visit the [G. Raymond Chang School of Continuing Education](#).
3. Following courses will *also* be available through the G. Raymond Chang School of the Continuing Education in the designated term **ONLY**:
 - Fall 2017: CACC 703, CACC 801, CACC 821
 Please visit the [G. Raymond Chang School of Continuing Education website](#), if you wish to enroll in the above-listed courses through the Chang School. Please do **NOT** follow the “Application Procedure” process outlined on page 2.
4. As a Special Business Student, you may enroll in a **maximum** of two courses per semester. Space is limited. Therefore, approval for, and enrollment in, courses is **not** guaranteed.
5. Applications for the Special Business Student are available in the Fall and Winter terms each year. There is no Spring/Summer intake for Special Business Students.

APPLICATION PROCEDURE

NEW STUDENTS

Please carefully review and follow the steps outlined below:

Step 1: Obtain permission from the Accounting Department

To obtain permission, you must first submit the following documentation via email to Nicole Hillmer, Administrative Assistant, Accounting at nicole.hillmer@ryerson.ca:

- a. Letter of Academic Evaluation from the CPA that shows you require this course.
- b. The Ryerson course code(s) for the Special Business courses you wish to complete, in order of preference.
- c. Proof that you have the required prerequisites for the course(s) and have completed a degree (i.e. a scanned copy of an official transcript).

If your request is approved, you will receive a confirmation email from Nicole Hillmer. Once you have received the confirmation email, you may proceed to Step 2.

Step 2: Complete the Ryerson Application Form online

- a. Apply online on the “Ryerson Application Form” available on the [Undergraduate Admissions and Recruitment website](#).
- b. Review and follow the instructions provided (creating account, paying the required fee, etc.).
- c. Select program choice: “Special Business” (Program Code is **SSB/BM017**) listed in the Special Student section at the bottom of the page.
- d. Read the Application Instructions and follow the steps for creating an account and completing the application form.
- e. Complete the “Institutions Attended” section, including “Degree/Diploma Status”.
- f. Academic transcripts and/or the Supplementary Form are **not** required for Special Business Students. Continue past reminder messages instructing you to request transcripts.
- g. Pay the application fee (non-refundable) and submit your application electronically as instructed.

APPLICATION DEADLINE DATES

Term	School of Accounting Request	Ryerson Application
Fall 2017	August 4, 2017	August 11, 2017
Winter 2018	Mid-November	Late-November

After you have applied on the Ryerson Application Form online, you will receive an email with details on setting up your Choose>Ryerson Applicant portal. All admission-related communications will be issued via the Choose>Ryerson Applicant **only**. Therefore, it is imperative that you set up your portal and check the status of your application in the portal regularly.

Please ensure to add choose@ryerson.ca and noreply@ryerson.ca to your email contact list and check your spam folder to ensure you do not miss critical communications from the Office of Undergraduate Admissions and Recruitment.

Admission decisions will be released on an ongoing basis till the first day of class each term. For the Fall term, decisions will be processed commencing late July and for the Winter term, decisions will be processed commencing early December. All decisions will be issued via the Choose>Ryerson Applicant portal.

RETURNING STUDENTS

Returning Special Business Students are **not** required to complete any application procedure. Please contact Nicole Hillmer at nicole.hillmer@ryerson.ca for course enrollment/information.

STEPS TO FOLLOW AFTER RECEIVING AN OFFER OF ADMISSION

In the first business week of September (Fall enrolment) and/or the first business week of January (Winter enrolment) you are required to email Nicole Hillmer the following information to facilitate enrolment:

1. Your Ryerson ID Number (found in your Choose>Ryerson Applicant portal and in your Offer of Admission).
2. Your first and last name.
3. The course(s) for which you have been approved. When enrolment is completed, your courses will show in your schedule in RAMSS. **Please Note:** You will **not** be able to self-enroll in courses through RAMSS. Course enrollment must be completed by Nicole Hillmer.