

# Academic Orientation Check List

- Bring your passport to the main reception of Building 255 (we need a copy for your file)**
- Attend orientation and pick up your new student package. For information on new student orientation visit [www.viu.ca/international/dates.asp](http://www.viu.ca/international/dates.asp) or check with the receptionist in B255.
- Peer Helpers are available to assist you with this check list. If you would like Peer Helper assistance attend orientation or contact Jennifer at [jennifer.jensenr-richards@viu.ca](mailto:jennifer.jensenr-richards@viu.ca)
- Get your student card at Photo ID B305** (Bring your passport and student number)
- Sign-up to ISS list serve** to receive important information about courses, tuition fees, scholarships, activities, volunteer opportunities, jobs and news. (page 7 of Handbook)
- Learn to email home in your own language** (page 5 & 6 of Handbook )
- Access your student record online and change your address** (page 5 of Handbook)  
Keep your address, phone number and email current on your student record at all times
- Set up your Discovery/Windows account** (page 5 of Handbook)
- Bus Pass available at Student Union B193, bring your student card** (page 7 of Handbook)
- Parking Pass available at Parking in Building 315 Room 110, bring your student card**
- Get a free Gym Pass at Gymnasium B190, bring your student card** (page 21 of Handbook)
- Participate in the Campus Tour Contest** (Information on tour is in your orientation package)
- Check out activity opportunities** <http://www.viu.ca/international/studentactivity.asp>
- Purchase Medical Insurance**, check with the main reception in Building 255
- For more info visit the Student Services website at** <http://viu.ca/international/index.asp>
- Fill out a yellow “Emergency” card and place in your wallet.**  
Emergency Cards are in your orientation package and available at the main reception of Building 255
- Free Grocery Shuttle Service** to the Superstore, every **Wednesday at 6:00pm.**  
**(Seats are limited so please sign up at Student Residence Cedar Centre)**

Page numbers are listed above for information found in the International Student Handbook  
This handbook is available online at <http://viu.ca/international/documents/IEStudentHandbook.pdf>

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## Computer Accounts at VIU

You will have three separate accounts at Vancouver Island University:

- 1. Student Record Account :** Follow instructions on page 5 of your International Student Handbook. You must enter your address, phone number and email on your student record. For additional help please go to the Registration Centre, Building 200
- 2. Discovery/Windows Account (Internet):** Follow instructions that are posted on the side of each computer and listed on page 5 of your International Student Handbook.  
For additional IT Help visit <http://www.viu.ca/technology> and/or call 740-6300.
- 3. Library Account (to borrow library books and access your library record)**  
You must update your student record and address before you can get a Library Account

**REMEMBER: Before you can set up any accounts and get your student card, you must have your student number and passport. If you do not have a student number, please go to Building 255 Main Reception and confirm your fees are paid and that you are registered in your program choice.**