



Important Dates for Spring Semester 2012

- **January 3 (Tuesday):** First day of the Spring semester.
- **January 16 (Monday):** Last day to drop a course without having to pay for it.
- **January 17 (Tuesday):** Fees calculated.
- **February 1 (Wednesday):** Last day to pay fees. Any fees unpaid as of February 1 will be assessed a 10% late charge.
- **February 9 - 10 (Thursday/Friday):** Convocation ceremonies for Bachelor's and Master's degrees.
- **February 20 - 24 (Monday - Friday):** Study Days for University and Career/Technical Programs.
- **February 27 (Monday):** Last day for (academic penalty-free) withdrawal from Spring semester courses, or to change from credit to audit (or vice-versa) in University and Career/Technology programs.
- **February 27 (Monday):** Last day for overdue fees to be paid to avoid deregistration.
- **March 1 (Thursday):** Students with fees owing will be removed from courses.
- **April 5 (Thursday):** Last day of classes for University and Career/Technical programs.
- **April 6 - 9 (Friday - Monday):** Good Friday / Easter Monday; University closed.
- **April 10 & 11 (Tuesday and Wednesday):** Final examination study days for University and Career/Technical programs.
- **April 12 (Thursday):** First day of final exams.
- **April 23 (Thursday):** Last day of final exams.
- **April 30 (Monday):** Final Spring semester grades due from instructors.
- **June 4 - 5 (Monday - Tuesday):** Convocation ceremonies for Bachelor's and Master's degrees.

How do I get my Tax Receipt?

In most programs, if you paid over \$100 in combined tuition and activity fees during the 2011 calendar year, you are eligible for a T2202A tax form. Your tax forms can be printed by accessing your online student record beginning February 1, 2012. More information on T2202A forms can be found at www.viu.ca/registration/T2202A.

Academic Probation Policy

If you achieve a combined grade average below C over the academic year (Fall and Spring semesters), you will be placed on Academic Probation and will be notified following the Spring semester. The next time you register will be considered your Probationary Year.

If you do not achieve a combined grade average of a C or better in your Probationary Year, you will be required to discontinue your studies for at least one year. Refer to "Probation Policy" in the Calendar for more information.

Leave of Absence

If you wish to temporarily withdraw from Vancouver Island University for any reason, you may apply for a leave of absence for the remainder of the current academic year and the following year. Apply to the Dean for a leave of absence. When you return, you will be considered a continuing student for the purpose of registration.

Transcripts

An official transcript is a complete record of your academic performance; it bears the signature of the Registrar and is printed on official transcript paper. Official transcripts can be ordered through your online student record or at any Registration Centre. The fee is \$10 per copy. A rush transcript, ordered for same-day pick-up or mailed the next business day, is available for \$15 per copy.

An unofficial transcript is available to you at no charge from your online student record.

GPS: Program Planning

VIU's Goal Planning System can be launched from your online student record. GPS will show how courses you have already completed can work towards your degree goals and will list courses you still need to complete.

We encourage you to discuss your GPS results with your Degree Advisor.

Summer Session 2012

Get a head start on your academic studies this summer! Vancouver Island University offers a wide range of university credit courses between May and August. Starting December 22, 2011 visit our website at www.viu.ca/registration/SummerSession.asp for a list of courses.

Confidentiality of Your Record

Photo identification is required to obtain any services at the Registration Centres.

A parent, spouse, or friend may not act on your behalf to add or drop courses, conduct any other business or make any detailed inquiries about your account without your consent. To authorize someone to act on your behalf, you will need to provide them with your student number and your P.I.N. If you release your P.I.N. to a third party, it is good practice to change it afterwards. **Your P.I.N. code secures access to your records and is for your protection.**

Registration Holiday Hours

All campuses will be closed from Friday, December 23, 2011 at 2:00 pm until Tuesday, January 3, 2012 at 8:30 am.



www.viu.ca

For more information, call or visit Registration at a Vancouver Island University campus:

Nanaimo Toll Free: 1-888-920-2221 or (259)740-6400

Cowichan: (250) 746-3500

Parksville/Qualicum Centre: (250) 248-2096

Powell River: (604) 485-2878



a bulletin from the

Registration Centre

Spring Semester 2012



As the fall semester nears completion, the Registration Centre wishes you the best of success in your exams and term papers. This bulletin provides answers to frequently asked questions from students. Staff in our Registration Centres are available to provide personal assistance with any of your registration questions.

In addition to the information in this bulletin, you should also become familiar with the general regulations in our online calendar at this web site: www.viu.ca/genreg.

Read our E-mails – Win up to \$500!

E-mails from registration@viu.ca will always contain information we feel is important and timely for you. To encourage you to read your e-mails, we randomly award prizes of up to \$500 each attached to our message.

In order to ensure that our e-mails are not identified as spam and filtered out of your inbox, please add our address (registration@viu.ca) to the list of contacts in your e-mail program.

- If you don't officially drop, you will still be required to pay full fees and you will receive an "F" grade.

On the other hand, if you are going to miss the first scheduled class but want to remain enrolled, you must notify your instructor or the area secretary by e-mail or phone. Check the Faculty and Staff Directory online at www.viu.ca/directory, or call your campus switchboard using the number listed on the back of this brochure.

Prerequisites for Courses

Check your online student record to ensure that you meet prerequisites for courses: click on "Web Registration", "Register" for the Spring 2012 term, and then "Submit Changes." Any unmet prerequisites will be noted in red print.

Please drop courses if you will not meet the prerequisite. If you are seeking special permission from the Chair of the department, please ensure that permission is granted at least two weeks prior to the first day of class. The Chair will notify the Registration Centre.

Students not meeting prerequisites may be deregistered. Prerequisite checking is a lengthy process that continues through the first two weeks of classes and by the time you are deregistered, it may be too late to register for another course.

Academic Withdrawal

- The last day to withdraw from a course to avoid getting an "F" grade assigned is Monday, February 27, 2012.
- For 8-month courses that began in September, the last day to withdraw without receiving an "F" grade is Monday, February 27, 2012.

Under exceptional circumstances, it may still be possible for you to withdraw from a course after Monday, February 27 with a **Late Withdrawal form**. Please see your nearest Registration Centre for further information.

Money Matters

This section is for domestic students. International students pay fees according to the International Education Policy; International students should consult their Advisor for information on fees and fee payment deadlines.



What will I need to pay?

You need to pay tuition, student society, and student activity fees based on your course enrolment at the end of the day on Monday, January 16, 2012. New full time students at the Nanaimo campus must also pay the **Health and Dental Plan** fee (see below). If you withdraw from any course after Monday, January 16, you must still pay for it.

When do I need to pay?

- You need to pay Spring semester fees by February 1, 2012.
- If you have not paid your fees by February 1, 2012, a 10% late payment fee will be charged to your account.
- If fees are not paid in full by March 1, 2012, you will be deregistered.

How do I pay?

- Through online banking, available at your financial institution. Your account number is your VIU student number.
- In person at the cashier's office in Building 200 on the Nanaimo campus or at the main office on the Cowichan, Parksville/Qualicum, or Powell River campuses.
- By mail using a cheque or money order made payable to Vancouver Island University. Please write your student number on the cheque or money order.
- By sponsorship—it is your responsibility to ensure that your sponsorship letter is on record with the Registration Centre prior to February 1, 2012.

Please note that effective September 1, 2010, VIU no longer accepts tuition payments by credit card.

Health and Dental Plan

New full-time students at the Nanaimo campus will be assessed a fee of \$286 on behalf of the Students' Union to pay for one year of Health and Dental coverage. This fee is payable along with tuition no later than February 1, 2012. Students who already have comparable coverage may arrange to opt out of this plan by contacting the Students' Union. See www.viusu.ca for more details. Any questions should be directed to the Students' Union at (250)754-8866.

Your Online Student Record

Your student record is available for you at www.viu.ca/registration.asp. Most registration services are available online. You can see your grades, update your address, add or drop courses, pay some fees and much more.

Fall 2011 Grades

Your grades will be posted to your online student record by Tuesday, December 27, 2011.

Waitlist Procedures

You can check your place on waitlists through your online student record. If a seat becomes available to you prior to the first day of the semester, we will automatically put you in the class.

The waitlist procedure changes when the semester begins. You must check your online student record each day during the first six days of the semester, until January 10, 2012. As of January 3, 2012, if a seat becomes available for you, then it will be temporarily "Held." If a seat is held for you, you must claim it that day, by 11:00 pm online, or by 3:00 pm in-person at the Registration Centre. If you do not claim the seat it will be offered to the next person on the waitlist.

Adding Courses

You can add a Spring semester course online or in-person until Tuesday, January 10, 2012. After that date, you must obtain permission from the instructor and use a Request for Late Course Registration form, available from the Registration Centres.

Dropping Courses

You are required to officially drop any class you do not want to take.

The last day to drop a course, without having to pay for it, is Monday, January 16, 2012.

Courses can be dropped using your online student record or in person at any campus Registration Centre.

No Show Policy

Some instructors will deregister students who don't show up for classes, but they are under no obligation to do this.

- If you register for a course but decide you don't want to take it, you must officially drop it.
- To officially drop a course, you must do so using your online student record or in-person at a Registration Centre.
- It is not enough to inform your instructor, or to just not show up.