

## 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 deadlines.

### Summer Session Tuition Deposit

A tuition deposit of \$200 is required for each term in Summer Session.



- For the May term, the tuition deposit is due April 1.
- For the June term, the tuition deposit is due May 21.
- If you completely withdraw from all courses by the first day of either term, you will receive a refund of \$100. After each term begins the deposit is non-refundable.

### What will I need to pay?

You need to pay tuition, student society, and student activity fees. New full-time students at the Nanaimo campus must also pay the **Health and Dental Plan** fee.

### When do I need to pay?

- For the **May term**, fees are **due May 11**.
- For the **June term**, fees are **due June 29**.

A 10% late payment fee will be applied to any outstanding balances.

### How do I pay?

- Recommended: 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 April 1.

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

## Important Dates for Summer Session 2012

### May Term

- **April 1 (Sunday):** Tuition deposit due.
- **April 6 (Friday):** Good Friday, University closed.
- **April 9 (Monday):** Easter Monday, University closed.
- **April 30 (Monday):** First day of the May term.
- **April 30 (Monday):** Last day to withdraw from May term courses and receive half the tuition deposit back.
- **May 1 (Tuesday):** Last day of active waitlists.
- **May 4 (Friday):** Last day to drop a course without having to pay for it.
- **May 11 (Friday):** Last day to pay fees for the May term. Any fees unpaid as of May 11 will be assessed a 10% late charge.
- **May 21 (Monday):** Victoria Day, University closed.
- **May 25 (Friday):** Last day for (academic penalty-free) withdrawal from the May term courses, or to change from credit to audit (or vice-versa) in University and Career/Technology programs.
- **June 10 (Sunday):** Last day for overdue fees to be paid to avoid deregistration.
- **June 11 (Monday):** Students with fees owing for the May term will be removed from courses.
- **June 15 (Friday):** Last day of classes for the May term.
- **June 22 (Friday):** Final May term grades due from instructors.

### June Term

- **May 21 (Monday):** Tuition deposit due.
- **June 18 (Monday):** First day of the June term.
- **June 18 (Monday):** Last day to withdraw from June term courses and receive half the tuition deposit back.
- **June 19 (Tuesday):** Last day of active waitlists.
- **June 22 (Friday):** Last day to drop a course without having to pay for it.
- **June 29 (Friday):** Last day to pay fees for the June term. Any fees unpaid as of June 29 will be assessed a 10% late charge.
- **July 2 (Monday):** Canada Day, University closed.

- **July 13 (Friday):** Last day for (academic penalty-free) withdrawal from the June term courses, or to change from credit to audit (or vice-versa) in University and Career/Technology programs.
- **July 29 (Sunday):** Last day for overdue fees to be paid to avoid deregistration.
- **July 30 (Monday):** Students with fees owing for the June term will be removed from courses.
- **August 3 (Friday):** Last day of classes for the June term.
- **August 10 (Friday):** Final June term grades due from instructors.

### 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.**



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[www.viu.ca](http://www.viu.ca)

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

Nanaimo Toll Free: 1-888-920-2221 or (250) 740-6400  
Cowichan: (250) 746-3500  
Parksville/Qualicum Centre: (250) 248-2096  
Powell River: (604) 485-2878



We've tried to summarize all the most important policies and deadlines and cram them into one little brochure.

Save this brochure for future reference.

There is good stuff in here! ➤

a bulletin from the

# Registration Centre

Summer Session 2012



As the Spring 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 about Summer Session. 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](http://www.viu.ca/genreg).

### Summer Session is offered in 2 condensed terms:

**May Term** - 7 weeks: April 30 to June 15, 2012

**June Term** - 7 weeks: June 18 to August 3, 2012

### Your Online Student Record

Your student record is available for you at [www.viu.ca/registration.asp](http://www.viu.ca/registration.asp). Most registration services are available online. You can add or drop courses, check your place on waitlists, review your fees, update your address, and much more.

### Notice for International Students

Some of the information in this brochure is for domestic students only. International students should consult their Advisor for information on fees and deadlines.

### Waitlist Procedures

If a seat becomes available to you prior to the first day of either term, you will automatically be registered in the class. If you are still on a waitlist at the start of either term, you must check your online student record for the first 2 days of that term.

- For the May term, if a seat becomes available to you on April 30 or May 1 it will be temporarily "held".
- For the June term, if a seat becomes available to you on June 18 or June 19 it will be temporarily "held".

If a seat is held for you, you must claim it on that day by **11 pm** online or by **3 pm** in person at the Registration Centre. If you do not claim the seat you will be removed from the waitlist.

### Adding Courses

You can add a course up to the end of the second day of each term up to **11 pm** online or **3 pm** in person at the Registration Centre.

- For the May term, you may add a course up to Tuesday May 1.
- For the June term, you may add a course up to Tuesday June 19.

After these dates, you must obtain permission from the instructor and use a Request for Late Course Registration form, available from the Registration Centre.

### 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:

- For the May term, Friday, May 4.
- For the June term, Friday, June 22.

Courses can be dropped by **11 pm** using your online student record or by **3 pm** in person at the 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.

### Read our E-mails – Win up to \$500!

E-mails from [registration@viu.ca](mailto: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 embed prizes valued up to \$500 in our messages.

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](mailto:registration@viu.ca)) to the list of contacts in your e-mail program.

- 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.
- 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](http://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", then "Register" for the Summer terms, 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 to waive the prerequisite(s), please ensure that permission is granted at least one week 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 week of classes and by the time you are deregistered, it may be too late to register for another course.

### Course Cancellations and Changes

Vancouver Island University reserves the right to change and/or cancel a course. You will receive a full refund if the course is cancelled.

### Academic Withdrawal

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

Remember these important deadlines if you are considering withdrawing from a class.

	May Term	June Term
Last day to drop a course without having to pay for it.	May 4	June 22
Last day to drop a course to avoid getting an "F" grade assigned (tuition still required).	May 25	July 13

Under exceptional circumstances, it may still be possible for you to withdraw from a course after these dates to avoid an "F" grade using a Late Withdrawal form. Please see your nearest Registration Centre for further information.

### 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 at the same time as tuition. Students who already have comparable coverage may arrange to opt out of this plan by contacting the Students' Union. See [www.viusu.ca](http://www.viusu.ca) for more details. Any questions should be directed to the Students' Union at (250)754-8866.

### 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 pickup or mailed the next 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.