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 and associated fees based on your course enrolment as of Tuesday, September 22, 2020. Students who completely withdraw from all their courses prior to this date will be assessed a fee of $200. If you withdraw from any course after Monday, September 21, 2020, you must still pay for it.

When do I need to pay?
- Fall semester fees are due Tuesday, September 22, 2020.
- If you have not paid your fees by Thursday, October 1, 2020, a 10% late payment fee will be added to your account.
- If Fall semester fees are not paid in full prior to September 22, 2020, you must still pay for it.

How do I pay?
- Recommended: Online banking through your financial institution. Your account number is your Vancouver Island University student number.
- 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 VIU Students’ Union office in Building 193 and at the Welcome Centre in Building 300.

Scholarships, Awards, and Bursaries
This year VIU students received over 3.5 million dollars in scholarships, awards, and bursaries from the VIU Foundation. To be considered for this support, make sure your “Scholarship/Award/Grant Application” (located in your online student record) is up to date. For more information, visit viu.ca/FinancialAid

Grades
At the end of each semester, your grades will be posted to your online student record. If you believe your final grade is inappropriate and would like to appeal it, the appeal procedure is available from the Registration Centre. You must begin an official grade appeal within 10 working days of the date the grade is assessed (excluding University holiday closures).

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 by calling a Registration Centre. The fee is $12 per copy. A rush transcript, ordered for same day pick up or mailed the next day, is available for $20 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 academic goals and will list courses you still need to complete. We strongly encourage you to discuss your GPS results with your Degree Advisor or Program Chair.

Talk to an Educational Advisor
To discuss your course selection with an Educational Advisor, email advising@viu.ca, or call the Advising Centre at any VIU campus:
- Cowichan: 250.746.3509
- Nanaimo: 1.888.920.2221 or locally, 250.740.6410
- Powell River: 604.485.2878

Students in degree programs are also served by our Degree Advisors. For contact information, please visit viu.ca/advising/currentstudents/degreeadvisors.asp

Student Photo Identification & Library Card
For information on photo identification please visit viu.ca/smartcard.

Confidentiality of Your Record
Photo identification is required to obtain services at Registration Centres in person. For services phone or online, we protect your student record by using your student number, your online student record password, and a security question and answer. You create your question and answer, and you may change it at any time.

Emergency Notifications
“VIU Safety” is an app available for Apple and Android devices. In addition to allowing us to send messages to you in times of emergency, the app features quick access to Campus Security, a personal safety toolbox, campus maps and more!
Your Online Student Record
Your student record is available at my.viu.ca. Most registration services are available online; you can see your grades, update your address, add or drop courses, check your place on waitlists, review your fees, and much more.

Waitlist Procedures
If you are on a waitlist and a seat becomes available to you prior to the first day of the semester, we will put you in the class.

The waitlist procedure changes during the first six days of the semester:
• From Tuesday, September 8, 2020 to Tuesday, September 15, 2020 you must check your online student record each day.
• If a seat becomes available for you, it will be "Held" temporarily. If you still want that class, you can claim your held seat that day online or by calling a Registration Centre.
• If you do not claim the seat on the day it's held you will be removed from the waitlist.

Remember to drop waitlisted courses if you are no longer interested or you may be charged for them.

Adding Courses
You can add a Fall Semester course until Tuesday September 15, 2020 online or by calling a Registration Centre. After that time, you must obtain permission from the instructor and use a Request for Late Course Registration form, available from the Registration Services web page.

Dropping Courses
If you register for a course and then decide you don't want it, you must officially drop it online or by calling a Registration Centre. Please take note of these important deadlines if you are considering dropping a course:
• If you drop all your courses between Tuesday, September 8, 2020, and Monday, September 21, 2020, you will be assessed a fee of $200 for the semester.
• If you drop any course on or before Monday September 21, you will not be assessed fees for it as long as you remain enrolled in at least one course that semester.
• If you drop any course after Monday, September 21, 2020, you will be charged full fees for it.
• The last day to drop a course to avoid getting an "F" grade assigned is Monday November 30, 2020. (Under documented exceptional circumstances you may request a late withdrawal after this time. Please consult with a Registration Centre for further information.)

“No Show” Policy
If you register for a course but decide you do not want to take it, you must officially drop it. It is not enough to inform your instructor or to just not show up.

If you do not officially drop a course, you will be required to pay for it, and you will receive a grade of "F".

If you are unable to participate at the start of a semester you can maintain your registration status for up to two weeks by notifying the instructor of your absence by email prior to the first scheduled class.

Prerequisites for Courses
Check your online student record to ensure that you meet prerequisites for courses: click on “Web Registration”, “Register” for the Fall 2020 Semester, and then “Check Prerequisites.” Any unmet prerequisites will be noted in red print. Please withdraw from courses if you will not meet the prerequisite.

If you do not meet course prerequisites, you are not eligible to take that course and may be deregistered. Prequisite 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.

If you would like to have a prerequisite waived, you must obtain approval from the Department Chair. Please ensure permission is granted as soon as possible and no later than Monday, August 24, 2020. The Chair will notify the Registration Centre of this waiver.

Exams
DO NOT PLAN TRIPS OR BE UNAVAILABLE DURING THE FINAL EXAM PERIOD: DECEMBER 14-23, 2020

Exam schedules will be posted in your online student record in early November.

Academic Probation Policy
If you have obtained a grade point average (GPA) of less than 2.0 (“C”) from at least 9 credits attempted during the period of May 1 to April 30, you will be placed on academic probation and the Advising Centre will contact you to offer assistance. Refer to “Probation Policy” at viu.ca/genreg 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 of your program for a leave of absence. When you return you will be considered a continuing student for the purpose of registration.

Welcome to the 2020/21 academic year at Vancouver Island University!

Wherever you are, the Registration Centre team is available to provide personal assistance with any of your registration questions. Connect with us! In addition to the information in this bulletin, you should also become familiar with the general regulations in our online calendar at viu.ca/genreg.