Welcome to the 2021/22 academic year at Vancouver Island University!
We can’t mask how excited we are to welcome you back! The Registration Centre team is 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 viu.ca/genreg.

Please take note of these important deadlines if you are considering dropping a course:

- **Tuition:** The last day to drop a course without having to fully pay for it is Monday, September 20, 2021. If you drop a course after this date, you will be charged full fees for it.
- **Minimum Fee Assessment:** Please note that if you drop all your courses PRIOR to the first day of the semester, you will not be assessed fees. If you drop all courses between Tuesday, September 7 and Monday, September 20, 2021, there will be a fee assessment of $200.
- **Grades:** Last day to drop a course to avoid getting an ‘F’ grade assigned is Monday, November 29, 2021. Under documented exceptional circumstances, you may request a late withdrawal after this time. Please consult with a Registration Centre for further information.

Showing Up Late for the Semester
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. If you do not show up to the first class and have not notified your instructor, you may be deregistered without prior notice.

Prerequisites for Courses
Prerequisites ensure you have a reasonable chance to be successful in the course.

Check your online student record to ensure that you meet all prerequisites: click on “Web Registration”, “Register” for the Fall 2021 Semester, and then “Check Prerequisites”. Any unmet prerequisites will be noted in red print. Please withdraw from courses if you will not meet the prerequisites.

If you do not meet course prerequisites you are not eligible to take that course and may be deregistered. Prerequisite checking is a lengthy process that continues through the first two weeks of the Semester, and by the time you are deregistered, it may be too late to register for another course.

Your Online Student Record
Your student record is available for you at my.viu.ca. Most registration services are available online; you can see your grades, update your address, check your place on waitlists, add or drop courses, 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. Remember to drop waitlisted courses if you are no longer interested or you will be charged for them.

If you are still on a waitlist at the beginning of the semester, the procedure changes and you need to pay close attention during the first six days of the semester:

- From Tuesday, September 7, 2021 to Tuesday, September 14, 2021 you must check your online student record each day.
- If a seat has become 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.

Adding Courses
You can add a Fall Semester course until Tuesday, September 14, 2021 online or by calling a Registration Centre. If you want to add a course after that time, you must follow the instructions for Late Course Registration viu.ca/registration/forms.

Dropping Courses
Depending on when you drop a course, it can have a big impact on your tuition fees and/or your grades. If you register for a course but decide you don’t want to take it, you must officially drop it. It is not enough to inform your instructor or to just not show up.

Please read our Emails!
Emails from registration@viu.ca will always contain information we feel is important and timely for you.

To ensure that our messages 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 email program.
Important Dates – Fall Semester 2021

September 7 (Tuesday): First day of classes for the Fall semester.

September 20 (Monday): Last day to drop a course without having to fully pay for it. Students who completely withdraw from all courses by this date will be assessed the semester minimum fee of $200.

September 21 (Tuesday): Fall semester fees due. Fees will be calculated based on course enrolment as of this date.

October 1 (Friday): Any unpaid Fall semester fees will be assessed a 10% late payment fee.

October 11 (Monday): Thanksgiving Day; University closed.

October 31 (Sunday): Students with fees owing will be deregistered from Fall courses.

November 11 (Thursday): Remembrance Day.

November 11-12 (Monday - Friday): Fall Semester Study Days for Academic programs.

November 29 (Monday): Last day for academic penalty-free withdrawal from Fall semester courses, or to change from credit to audit (or vice-versa).

December 10 (Friday): Last day of classes for the Fall semester.

December 13 (Monday): First day of final examinations.

December 22 (Wednesday): Last day of final examinations.

December 31 (Friday): Final Fall semester grades due.

First day of final examinations. December 13 (Monday):

Last day of final examinations. December 22 (Wednesday):

December 10 (Friday): Last day of classes for the Fall semester.

First day of classes for the Fall semester. September 7 (Tuesday):

September 20 (Monday): Last day to drop a course without having to fully pay for it. Students who completely withdraw from all courses by this date will be assessed the semester minimum fee of $200.

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First day of final examinations. December 13 (Monday):

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

Exams


If you would like to have a prerequisite waived, you must request approval from the Department Chair. Please ensure permission is granted as soon as possible and no later than Monday, August 23, 2021. The Chair will notify the Registration Centre of this waiver.

Exams


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Academic Concern

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 notified of Academic Concern and the Advising Centre will contact you to offer assistance.

Refer to “Academic Concern” 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.

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/Bursary Profile” (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 assigned (excluding University holiday closures).

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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 $12.25 per copy. A rush transcript, ordered to go out by the mail the next day, is available for $20.40 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

Connect with an Educational Advisor to discuss course selection or your educational goals. Email, or call an advising Centre at any VIU campus:

Email: advising@viu.ca

Nanaimo: 1.888.920.2221 or locally, 250.740.6410

Cowichan: 250.746.3509

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 library.viu.ca/student-id.

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Money Matters
This section is for domestic students. International students pay fees according to the International Education policy; international students should consult with 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 21, 2021. If you withdraw from any course after Monday, September 20, 2021, you must still pay for it.
Students who completely withdraw from all their courses prior to this date will be assessed the semester minimum fee of $200.

Full-time students at the Nanaimo campus must also pay the Health and Dental Plan fee (see below).

When do I need to pay?
- Fall semester fees are due Tuesday, September 21, 2021.
- If you have not paid your fees by Friday, October 1, 2021, a 10% late payment fee will be added to your account.
- If Fall semester fees are not paid in full prior to Sunday, October 31, 2021, you will be deregistered from your classes.

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 Accounts Receivable department prior to Tuesday, September 21, 2021. The sponsorship form can be emailed to acctsrec@viu.ca.

Please note that VIU does not accept tuition payments by cash, debit, or credit card.

Health and Dental Plan
New full-time students taking courses associated with the Nanaimo campus will be assessed a fee of approximately $275 on behalf of the Students’ Union to pay for one year of Health and Dental coverage. This fee is due by Tuesday, September 21, 2021. Students who already have comparable coverage may arrange to opt out of this plan by contacting the Students’ Union. See viusu.ca for more details. Any questions should be directed to the Students’ Union at 250.754.8866.

Confidentiality of Your Record
For services over the 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. Photo identification is required to obtain services at Registration Centres in person.
A parent, spouse, or friend may not act on your behalf to conduct any business or make any detailed inquiries about your account without your consent. To authorize someone to act on your behalf when speaking to us, you will need to provide them with your student number and the answer to your security question. If you share this information with a third party, it is good practice to change it afterwards.

Parking
Pay parking is in effect at the Nanaimo Campus on a “First-Come, First-Parked” basis. Please check the Parking website at viu.ca/parking for information on parking regulations. Due to limited parking, alternative forms of transportation are encouraged such as public transit, carpooling, walking, or biking. Transit schedules are available at the Student's Union office in Building 193 and at the Welcome Centre in Building 300.

VII Safety App and COVID-19 Self-Assessment Tool
The VIU Safety App is available for Apple and Android devices. In addition to allowing us to send messages to you in times of emergency, it features quick access to Campus Security, a personal safety toolbox, campus maps and more. The app provides up-to-date COVID-19 resources, including a mandatory self-assessment tool required for each time you visit a campus location in person.