

## 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 18, 2018. Students who completely withdraw from all their courses prior to this date will be assessed a fee of \$200. 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, September 17, 2018, you must still pay for it.

### When do I need to pay?

- Fall semester fees are due Tuesday, September 18, 2018.
- If you have not paid your fees by Monday, October 1, 2018, a 10% late payment fee will be charged to your account.
- If Fall semester fees are not paid in full prior to Wednesday, October 31, 2018, 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.
- In person at the cashier's office in Building 200 at the Nanaimo campus or at the main office at 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 Tuesday, September 18, 2018.

**PLEASE NOTE: VIU does not accept tuition payment by credit card.**

## Health and Dental Plan

Full-time students at 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 September 18, 2018. Students who already have comparable coverage may arrange to opt out of this plan by contacting the Students' Union. See [viusu.ca](http://viusu.ca) for more details. Any questions should be directed to the Students' Union at 250.754.8866.

## Scholarships, Awards, and Bursaries

This year VIU students received over 3.4 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](http://viu.ca/FinancialAid).

## Grades

At the end of each semester, your grades will be posted to your online student record. If you wish to appeal a final grade, the appeal procedure is available from the Registration Centre. You must begin an official grade appeal within 15 days of the date the grade is assigned (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 at any Registration Centre. The fee is \$11.60 per copy. A rush transcript, ordered for same-day pick up or mailed the next day, is available for \$19.25 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 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, call or visit the Advising Centre at a Vancouver Island University 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: [services.viu.ca/advising/viu-degree-diploma-advisors](http://services.viu.ca/advising/viu-degree-diploma-advisors)

## Student Photo Identification & Library Card

The Photo Identification Office is located in the Library. For hours and additional information see [viu.ca/smartcard](http://viu.ca/smartcard)

## Confidentiality of Your Record

Photo identification is required to obtain services at Registration Centres. We protect your student record by using your student number, your online student record password, and a security question and answer.

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, from 8 am – 8 pm, Monday to Saturday on a "First-Come, First-Parked" basis. Please check the Parking/Security website at [viu.ca/parking](http://viu.ca/parking) for information on parking regulations. Due to limited parking, alternative forms of transportation are encouraged such as the bus, carpooling, walking or biking. Bus schedules are available at the Student Union office in Building 193 and at the Welcome Centre in Building 300.

## Emergency Notifications

"Safety VIU" is an app available for Apple, Android and Blackberry 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!



**VANCOUVER ISLAND  
UNIVERSITY**

For more information, call or visit a Registration Centre 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

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

A Bulletin from the Registration Centre

# WHAT'S THE DEALIO?

## Fall 2018

We've tried to summarize  
all the most important  
policies and deadlines  
for you in here

# Welcome to the 2018/2019 academic year at Vancouver Island University!

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](http://viu.ca/genreg).

## Your Online Student Record

Your student record is available at [my.viu.ca](http://my.viu.ca). Most registration services are available online; you can see 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, you will automatically be registered in the class.

The waitlist procedure changes during the first six days of the semester.

- From Tuesday, September 4, 2018 to Tuesday, September 11, 2018 you must check your online student record each day.
- If a seat becomes available for you, it will be “Held” temporarily. You can claim your held seat that day online or in person at the Registration Centre.
- If you do not claim the seat 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 11, 2018 online or in person at the 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 Centre.

## Dropping Courses

If you register for a course and then decide you don't want it, you must officially drop it online or in person at the Registration Centre. Please take note of these important deadlines if you are considering dropping a course:

- The last day to drop a course without having to pay full fees for it is Monday, September 17, 2018. If you drop a course after this date you will be charged full fees for it.
- If you drop all your courses between Tuesday, September 4, 2018 and Monday, September 17, 2018, you will be assessed a fee of \$200 for the semester.
- The last day to drop a course to avoid getting an “F” grade assigned is Monday, October 29, 2018.
- Under documented exceptional circumstances you may request a late withdrawal after this time. Please consult the Registration Centre for further information.

## “No Show” Policy

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.

If you don't officially drop a course, you will be required to pay for it and you will receive a grade of “F”.

If you have to miss the first scheduled class but want to remain enrolled, you must notify your instructor or the area secretary by email or phone. Check the Employee Directory online at [viu.ca/directory](http://viu.ca/directory) for contact information, 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 Fall 2018 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.

Students not meeting course prerequisites are not eligible to take the course and 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.

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 Friday, August 17, 2018. The Chair will notify the Registration Centre of this waiver.

## Exams

**DO NOT PLAN TRIPS OR BE UNAVAILABLE DURING FINAL EXAM DATES: DECEMBER 10-19, 2018.**

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

## Academic Probation Policy

If you achieve a combined grade average below “C” over the academic year, you may be placed on Academic Probation and the Advising Centre will contact you to offer assistance.

Refer to “Probation Policy” at [viu.ca/genreg](http://viu.ca/genreg).

## 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.

## Please read our emails!

Emails from [registration@viu.ca](mailto:registration@viu.ca) will always contain information we feel is important and timely for you.

In order to ensure that our messages 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 email program.

## Important Dates – Fall Semester 2018

**September 4 (Tuesday):** First day of classes for the Fall semester.

**September 17 (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 a fee of \$200.

**September 18 (Tuesday):** Fall semester fees due. Fees will be calculated based on course enrolment as of this date.

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

**October 8 (Monday):** Thanksgiving Day; University closed.

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

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

**November 11 (Sunday):** Remembrance Day. University closed.

**November 12 (Monday):** Remembrance Day observed; University closed.

**November 12-16 (Monday - Friday):** Fall Semester Reading Week for Academic programs.

**December 7 (Friday):** Last day of classes for the Fall semester.

**December 10 (Monday):** First day of final examinations.

**December 19 (Tuesday):** Last day of final examinations.

**December 28 (Friday):** Final Fall semester grades due from instructors.

**January 7 (Monday):** First day of classes for the Spring 2019 semester.

**January 18 (Friday):** Last day to drop a spring semester course without having to fully pay for it. Students who completely withdraw from all courses by this date will be assessed a fee of \$200.

**January 21 (Monday):** Spring semester fees due. Fees will be calculated based on course enrolment as of this date.

**March 1 (Friday):** Last day for academic penalty-free withdrawal from 8-month courses that started in September.