



Important Dates for Spring Semester 2018

January 8 (Monday): First day of classes for the Spring Semester.

January 19 (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 22 (Monday): Spring Semester fees due. Fees will be calculated based on course enrolment as of this date.

February 1 (Thursday): Any unpaid Spring Semester fees will be assessed a 10% late fee.

February 1-2 (Thursday - Friday): Graduation convocation ceremonies.

February 12 (Monday): Family Day – University closed.

February 26-March 2 (Monday – Friday): Study Days for Academic programs.

March 1 (Thursday): Students with Spring Semester fees owing will be deregistered from courses.

March 2 (Friday): Last day for academic penalty-free withdrawal from Spring Semester courses, or to change from credit to audit (or vice-versa).

March 2 (Friday): Last day for academic penalty-free withdrawal from full-year courses.

March 30-April 2 (Friday/Monday): Good Friday / Easter Monday; University closed.

April 16 (Monday): Last day of classes for Academic programs.

April 17-18 (Tuesday-Wednesday): Final examination study days for Academic programs.

April 19 (Thursday): First day of final examinations.

April 30 (Monday): Last day of final examinations.

May 4 (Friday): Final Spring Semester grades due from instructors.

June 4-6 (Monday – Wednesday): Graduation convocation ceremonies.

How do I get my Tax Receipt?

In most programs, if you paid over \$100 in combined tuition and activity fees during the 2017 calendar year, you are eligible for a T2202A tax receipt. Your tax receipt can be printed beginning February 1, 2018, by accessing your online student record. More information on T2202A tax receipts can be found at viu.ca/registration/T2202A

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. For more information, refer to “Probation Policy” at calendar.viu.ca/general-regulations.

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.

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 \$11.40 per copy. A rush transcript, ordered for same-day pick-up or mailed the next day, is available for \$19 per copy.

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

Scholarships, Awards, and Bursaries

This year VIU students received close to 2.4 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

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 viu.ca/advising/currentstudents/degreadvisors.asp

Summer Session 2018

Vancouver Island University offers a wide range of university credit courses between May and August. In January 2018 we will post a tentative list of summer courses on our web site at viu.ca/registration/SummerSession.asp.

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.

Holiday Hours

All campuses will be closed from Friday, December 22, 2017 at 3 pm and will reopen on Wednesday, January 3, 2018 at 8:30 am. Please note that the semester start is Monday, January 8, 2018.

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!

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.

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

viu.ca

Spring 2018



Policies,



Procedures &



Deadlines

Oh My!



a bulletin from the
**Registration
Centre**

As the Fall Semester nears completion, the Registration Centre wishes you the best of success in your exams and term papers. This brochure provides answers to frequently asked questions from students. The Registration Centre Team is available to provide personal assistance with any of your registration questions.

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

Your Online Student Record

Your student record is available for you at my.viu.ca. Most registration services are available online; update your address, add or drop courses, check your place on waitlists, review your fees and much more.

Fall 2017 Grades

Your grades will be posted to your online student record by Wednesday, December 27, 2017. 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).

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 Monday, January 8, 2018, to Monday, January 15, 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 Spring Semester course until Monday, January 15, 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 Friday, January 19, 2018. If you drop a course after this date you will be charged for it.
- If you drop all your courses between Monday, January 8, 2018 and Friday, January 19, 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 Friday, March 2, 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”.



Please Read our Emails!

Emails from 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) to the list of contacts in your email program.

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 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 Spring 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 Thursday, December 7, 2017. The Chair will notify the Registration Centre of this waiver.

Spring Exams

Do not plan trips, or be unavailable, during final exam dates: **April 19–30, 2018.**

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



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 Monday, January 22, 2018. Students who completely withdraw from all their courses by Friday, January 19, 2018 will be assessed a fee of \$200. 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 Friday, January 19, 2018, you must still pay for it.

When do I need to pay?

- Spring Semester fees are due Monday, January 22, 2018.
- If you have not paid your fees by Thursday, February 1, 2018, a 10% late payment fee will be charged to your account.
- If Spring Semester fees are not paid in full by Thursday, March 1, 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 on 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 Monday, January 22, 2018.

Please note that VIU does not accept tuition payments by credit card.

Health and Dental Plan

New 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 February 1, 2018. 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.