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 Monday, January 24, 2022. If you withdraw from any course after Sunday, January 23, 2022, 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 will be assessed a fee of approximately $275 per semester. New full-time students taking courses associated with the Health and Dental Plan will be assessed a fee of approximately $275 per semester.

How do I get my tax receipt?
In most programs, if you paid over $100 in combined tuition and activity fees during the 2021 calendar year, you are eligible for a T2202 tax receipt. Your tax receipt can be printed beginning February 1, 2022, by accessing your online student record. More information on T2202 tax receipts can be found at viu.ca/registration/T2202.

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 mail the next business day, is available for $20.40 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 over $3.5 million in scholarships, awards, and bursaries from the VIU Foundation. In addition to allowing us to send messages to you in times of emergency, the app provides up to date COVID-19 resources, and features quick access to Campus Security, a personal safety toolbox, campus maps and more!

Vancouver Island University
400 Sixth Avenue, Nanaimo, BC V9T 6M2
Campus Map and Directory
www.viu.ca/registration/T2202

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

Summer session 2022
It’s not too early to think about summer! VIU’s Summer Session offers a great opportunity to finish your program faster, lighten your load in Fall and Spring, or catch up on courses you may have dropped or missed. Courses will be offered online and on campus.

See viu.ca/summersession for full details.

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Scholarships, awards, and bursaries
This year VIU students received over $3.5 million 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
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
- 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

Confidentiality of your record
Photo identification is required to obtain services at Registration Centres in person. 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.
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 close on Thursday, December 23, 2021 at 3 PM and will reopen on Tuesday, January 4, 2022 at 8:30 AM. Please note that the semester starts Monday, January 10, 2022.

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 provides up to date COVID-19 resources, and 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 strongly encourage you to discuss your GPS results with your Degree Advisor or Program Chair.

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 Students’ Union office in Building 193 and at the Welcome Centre in Building 300.

For more information
Connect with the Registration department:
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

Rules and Regulation Reminders
Summer 2022
As the Fall Semester nears completion, the Registration Centre wishes you the best of success in your exams, papers, and projects. This brochure provides answers to frequently asked questions from students. If you still have questions the Registration Centre Team is available to provide assistance with anything we haven’t covered here.

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 and for the latest updates visit viu.ca/covid.

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.

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.

Fall 2021 grades

Your grades will be posted to your online student record by Friday, December 31, 2021. If you wish to appeal a final grade, the appeal procedure is available from the Registration Centre. You must begin an official appeal within 10 working 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, 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 Monday, January 10, 2022 to Monday, January 17, 2022 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 that day it’s held you will be removed from the waitlist.

Adding courses

You can add a Spring Semester course until Monday, January 24, 2022 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 via.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.

• Tuition: The last day to drop a course without having to pay for it is Sunday, January 23, 2022. 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 Monday, January 10 and Sunday, January 23, 2022, there will be a fee assessment of $200.

• Grades: The last day to drop a course to avoid getting an ‘F’ grade assigned is Wednesday, March 30, 2022. 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 Spring 2022 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.

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, December 6, 2022. The Chair will notify the Registration Centre of this waiver.

Spring exams

Make sure you are available during exam dates:

• April 11—22, 2022

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

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.

Important Dates for Spring Semester 2022

January 10 (Monday): First day of classes for the Spring Semester.

January 23 (Sunday): 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 for the semester.

January 24 (Monday): Spring Semester fees due. Fees will be calculated based on course enrolment as of this date.

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

February 21 (Monday): Family Day – University closed.

February 22-25 (Tuesday - Friday): Study Days for Academic Programs.

February 28 (Monday): Students with Spring Semester fees owing will be deregistered from courses.

March 30 (Wednesday): Last day for academic penalty-free withdrawal from Spring Semester courses, or to change from credit to audit (or vice-versa).

March 30 (Wednesday): Last day for academic penalty-free withdrawal from 8-month courses that started in September.

April 8 (Friday): Last day of classes for Academic programs.

April 11 (Monday): First day of final examinations.

April 15-April 18 (Friday/Monday): Good Friday / Easter Monday; University closed.

April 22 (Friday): Last day of final examinations.

April 29 (Friday): Final Spring Semester grades due from instructors.