

Important Dates for Summer Session 2017

MAY TERM

- **May 1 (Monday):** First day of classes for the May term.
- **May 2 (Tuesday):** Last day of active waitlists.
- **May 2 (Tuesday):** Last day to drop a course without having to fully pay for it. Students who completely withdraw from all courses on or before this date will be assessed a fee of \$200.
- **May 3 (Wednesday):** May term fees due.
- **May 22 (Monday):** Victoria Day, University closed.
- **May 26 (Friday):** Last day for academic penalty-free withdrawal from the May term courses, or to change from credit to audit (or vice-versa).
- **May 29 (Monday):** Students with fees owing will be deregistered from courses.
- **June 16 (Friday):** Last day of classes for the May term.
- **June 23 (Friday):** Final May term grades due from instructors.

JUNE TERM

- **June 19 (Monday):** First day of classes for the June term.
- **June 20 (Tuesday):** Last day of active waitlist.
- **June 20 (Tuesday):** Last day to drop a course without having to fully pay for it. Students who completely withdraw from all courses on or before this date will be assessed a fee of \$200.
- **June 21 (Wednesday):** June term fees due.
- **July 1 (Saturday):** Canada Day, University closed.
- **July 3 (Monday):** Canada Day observed, University closed.
- **July 14 (Friday):** Last day for academic penalty-free withdrawal from the June term courses, or to change from credit to audit (or vice-versa).
- **July 17 (Monday):** Students with fees owing will be deregistered from courses.
- **August 4 (Friday):** Last day of classes for the June term.
- **August 7 (Monday):** BC Day, University closed.
- **August 11 (Friday):** Final June term grades due from instructors.

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 \$11.20 per copy. A rush transcript, ordered for same-day pickup or mailed the next day, is available for \$18.75 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.

Confidentiality of Your Record

Photo identification is required to obtain services at the Registration Centres.

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.

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!



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

A BULLETIN FROM THE REGISTRATION CENTRE

Summer Rules!

The Search for Policies,
Procedures & Deadlines

"There's some good stuff in here!"

— The Registrar

SUMMER SESSION 2017

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 emails 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.

The information contained in this guide is accurate at the time of printing. Vancouver Island University reserves the right to make such changes as necessary, including cancellation and adjustment of courses.

March 2017 • Registration_SummerRulesBrochure.indd



VANCOUVER ISLAND
UNIVERSITY

This brochure provides answers to frequently asked questions from students about **Summer Session**. 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 this web site: viu.ca/genreg

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 wait lists, review your fees and much more.

Notice for International Students

Some of the information in this brochure is for domestic students only. International students should consult their Advisor for information on fees and deadlines.

Waitlist Procedures

If a seat becomes available to you prior to the first day of either term, you will automatically be registered in the course. If you are still on a waitlist at the start of either term, you must check your online student record for the first two days of that term.

- For the May term, if a seat becomes available to you on Monday, May 1 or Tuesday, May 2, it will be temporarily “held”.
- For the June term, if a seat becomes available to you on Monday, June 19 or Tuesday, June 20, it will be temporarily “held”.

If a seat is held for you, you must claim it that day either 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 course up to the end of the second day of each term online or in person at the Registration Centre.

- For the May term, you may add a course up to **Tuesday, May 2**.
- For the June term, you may add a course up to **Tuesday, June 20**.

After these dates, you must obtain permission from the instructor and use a **Request for Late Course Registration** form, available from the Registration Centre.

Maximum Course Load

Due to the intensity of the 7-week courses, you can register in a maximum of ten credits per summer term.

Dropping Courses

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

	May Term	June Term
Last day to drop a course without having to fully pay for it. If you drop a course after these dates, you will be charged full fees for it.*	Tuesday, May 2	Tuesday, June 20
Last day to drop a course to avoid getting an “F” grade assigned (tuition still required).**	Friday, May 26	Friday, July 14

* Please note that if you drop all your courses **PRIOR** to the first day of a term, you will not be assessed fees for that term. If you drop all courses in your May term on May 1 or May 2, you will be assessed a fee of \$200 for that term. If you drop all courses in your June term on June 19 or June 20, you will be assessed a fee of \$200 for that term.

** 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 for contact information, or call your campus switchboard using the number listed on the back of this brochure.

Starting the Semester Late

Summer Session courses are condensed and it is not advisable to start the term late. If you are unable to attend the first class, you must notify your instructor or the area secretary by email or phone. Check the Employee Directory online at viu.ca/directory, 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 summer term(s), 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 at least two weeks prior to the first day of the term. The Chair will notify the Registration Centre of this waiver.

Course Cancellations and Changes

Vancouver Island University reserves the right to change and/or cancel a course. You will receive a full refund if the course is cancelled.

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 enrolments at the end of the second day of each term. There is no tuition deposit required for summer session; however, if you withdraw from all courses on the first or second day of the term, you will be assessed a fee of \$200 for that term.

When do I need to pay?

- For the May term, fees are due **Wednesday, May 3**.
- For the June term, fees are due **Wednesday, June 21**.
A 10% late payment fee will be applied to any outstanding balances.

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 on 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 the first day of each term.

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

Summer Session is offered in two condensed terms:

May Term 7 weeks: May 1 to June 16, 2017

June Term 7 weeks: June 19 to August 4, 2017