Important Dates for Summer Session

**May Term**
- **May 2** (Monday): First day of classes.
- **May 3** (Tuesday): Last day of active waitlists.
- **May 3** (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 4** (Wednesday): May term fees due.
- **May 23** (Monday): Victoria Day, University closed.
- **May 31** (Tuesday): Students with fees owing will be deregistered from courses.
- **June 10** (Friday): Last day for academic penalty-free withdrawal from the May term courses, or to change from credit to audit (or vice-versa).
- **June 17** (Friday): Last day of classes.
- **June 24** (Friday): Final May term grades due.

**June Term**
- **June 20** (Monday): First day of classes.
- **June 21** (Tuesday): Last day of active waitlist.
- **June 21** (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 22** (Wednesday): June term fees due.
- **July 1** (Friday): Canada Day, University closed.
- **July 19** (Tuesday): Students with fees owing will be deregistered from courses.
- **July 29** (Friday): Last day for academic penalty-free withdrawal from the June term courses, or to change from credit to audit (or vice-versa).
- **July 29** (Friday): Last day for academic penalty-free withdrawal from 14-week courses that started in May.
- **August 1** (Monday): BC Day, University closed.
- **August 5** (Friday): Last day of classes for the June term and 14-week courses of Summer Session.
- **August 12** (Friday): Final June and 14-week courses of Summer Session grades due.

**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 $12.50 per copy. A rush transcript, ordered to go out by the mail the next day, is available for $20.80 per copy.

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

**Talk to an Educational Advisor**
Educational Advisors are here to help and support you throughout your educational journey. Students in degree programs are also served by our Degree Advisors.

**Connect with an Advising Centre at any VIU campus.**
Email: advising@viu.ca
Cowichan: 250.746.3509
Nanaimo: 1.888.920.2221 or 250.740.6410
Powell River: 604.485.2878

For further information, please visit viu.ca/advising

**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.

**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.

**Emergency Notifications**
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.

For more information, call or email 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
Adding Courses
You can add a course up to the end of the second day of each term online or by contacting a Registration Centre.
- May term: You may add a course up to Tuesday, May 3
- June term: You may add a course up to Tuesday, June 21
If you want to add a course after that time, you must obtain permission from the instructor and follow the instructions on the Registration Services web page for Late Course Registration - viu.ca/registration/forms.

Dropping Courses
Dropping a course can have a big impact on your tuition fees and/or your grades. Please take note of these important deadlines if you are considering dropping a course:

<table>
<thead>
<tr>
<th>May Term</th>
<th>June Term</th>
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<tbody>
<tr>
<td><strong>Tuition</strong>: The last day to drop a course without having to pay any fees for it.</td>
<td>Sunday, May 1</td>
</tr>
<tr>
<td><strong>Tuition</strong>: The last day to drop a course without having to pay for it*</td>
<td>Tuesday, May 3</td>
</tr>
<tr>
<td><strong>Grades</strong>: Last day to drop a course to avoid getting an &quot;F&quot; grade assigned**</td>
<td>Friday, June 10</td>
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</tbody>
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*If you drop all courses in your May term on May 2 or May 3, you will be assessed a fee of $200 for that term. If you drop all courses in your June term on June 20 or June 21, 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 a Registration Centre for further information.

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 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.

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 week of each term 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 Department Chair will notify a Registration Centre of this waiver.

Showing up late for the term
Summer Session courses are normally condensed and so it is strongly recommended to begin the course on time. If you are unable to participate at the start of a term, you can maintain your registration status for up to one week 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.

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

The rules for Summer Session are different from Fall and Spring. Courses are shorter and deadlines come quicker.
This brochure provides answers to frequently asked questions about Summer Session. The Registration Centre Team is available to provide personal assistance with any of your registration questions.
You can find a lot of helpful information at viu.ca/students.