



VANCOUVER ISLAND
UNIVERSITY

A Bulletin From the Registration Centre

SUMMER RULES!

Summer Session 2021

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.

The rules for Summer Session are different from Fall and Spring. Courses are shorter and deadlines come quicker.

Indicates accelerated timelines from Fall and Spring - Please Pay Attention

This brochure provides answers to frequently asked questions about Summer Session. The Registration Centre Team is available to provide personal assistance by email or phone 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: viu.ca/genreg.

Summer Session is offered in two condensed terms:

May Term - 7 weeks:
May 3 to June 18, 2021

June Term - 7 weeks:
June 21 to August 6, 2021

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 waitlists, add or drop courses, 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 either term, we will put you in the class.

The waitlist procedure changes during the first two days of the semester:

- On May 3 and May 4 you must check your online student record each day for May term courses.
- On June 21 and June 22 you must check your online student record each day for June term courses.
- 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 the day it’s held, you will be removed from the waitlist.

Remember to drop waitlisted courses if you are no longer interested or you will be charged for them.

Adding Courses

You can add a course up to the end of the second day of each term online or by calling a Registration Centre.

- For the May term, you may add a course up to Tuesday, May 4.
- For the June term, you may add a course up to Tuesday, June 22.

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.

Maximum Course Load

Due to the intensity of the 7-week courses, you may register in a maximum of 10 credits per term.

Dropping Courses

Depending on when you drop a course, it 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:

	May Term	June Term
Tuition: The 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 4	Tuesday, June 22
Grades: Last day to drop a course to avoid getting an ‘F’ grade assigned.**	Friday, June 11	Friday, July 30

***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 3 or May 4, you will be assessed a fee of \$200 for that term. If you drop all courses in your June term on June 21 or June 22, 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.*

! Important Dates for Summer Session 2021

May Term

May 3 (Monday): First day of classes for the May term.

May 4 (Tuesday): Last day of active waitlists.

May 4 (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 5 (Wednesday): May term fees due.

May 24 (Monday): Victoria Day, University closed.

May 31 (Monday): Students with fees owing will be deregistered from courses.

June 11 (Friday): Last day for academic penalty-free withdrawal from the May term courses, or to change from credit to audit (or vice-versa).

June 18 (Friday): Last day of classes for the May term.

June 25 (Friday): Final May term grades due from instructors.

June Term

June 21 (Monday): First day of classes for the June term.

June 22 (Tuesday): Last day of active waitlist.

June 22 (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 23 (Wednesday): June term fees due.

July 1 (Thursday): Canada Day, University closed.

July 19 (Monday): Students with fees owing will be deregistered from courses.

July 30 (Friday): Last day for academic penalty-free withdrawal from the June term courses, or to change from credit to audit (or vice-versa).

August 2 (Monday): BC Day, University closed.

August 6 (Friday): Last day of classes for the June term.

August 13 (Friday): Final June term grades due from instructors.

“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 are unable to participate at the start of a semester 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.

Starting Courses Late

Summer Session courses are condensed and so it is strongly recommended to begin the course on time. If you are unable to attend the first class, you must notify your instructor by email. See “No Show” policy above.

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.

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.

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.

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 courses; 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?

- May term fees are due Wednesday, May 5.
- June term fees are due Wednesday, June 23.
- If you have not paid your fees by the deadline dates, 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.

By mail using a cheque or money order made payable to Vancouver Island University.

By sponsorship - it is your responsibility to ensure that your sponsorship letter is on record with the Accounts Receivable department prior to the first day of each term. The sponsorship form can be emailed to acctsrec@viu.ca.

Please note that VIU does not accept tuition payments by cash, debit, or credit card.

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.

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 the mail the next day, is available for \$20.40 per copy.

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

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

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, when in-person service returns.

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

“VIU Safety” 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 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**

For more information, call or email Registration (registration@viu.ca) at a Vancouver Island University campus:

Nanaimo Toll Free: 1.888.920.2221 or 250.740.6400

Cowichan: 250.746.3500

viu.ca

Parksville/Qualicum Centre: 250.248.2096

Powell River: 604.485.2878

The information contained in this guide is accurate at the time of printing. Vancouver Island University reserves the right to make any changes as necessary.

March 2021