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WELCOME TO THE
ENGLISH LANGUAGE CENTRE

Welcome to Vancouver Island University and the English Language Centre. This student handbook includes information that you will need as you start your studies.

You will work through the student handbook as part of your orientation to the program and use it as a reference. Of course, this handbook does not have ALL the information you will need, so if you have a question and can’t find the answer in the handbook, ask one of your instructors. Your instructor will answer your question or direct you to someone who can help you.

We hope that you enjoy your studies at Vancouver Island University and wish you every success.

International Education Contacts

In addition to your instructors, our International Education administration staff in Building 255 are pleased to assist you:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean, International Education / Director, English Language Centre (ELC)</td>
<td>Dr. Norma MacSween</td>
<td><a href="mailto:Norma.MacSween@viu.ca">Norma.MacSween@viu.ca</a></td>
</tr>
<tr>
<td>ELC Program Chair</td>
<td>Suzy Nachtsheim</td>
<td><a href="mailto:Suzy.Nachtsheim@viu.ca">Suzy.Nachtsheim@viu.ca</a></td>
</tr>
<tr>
<td>Advisors, International Student Services (ISS)</td>
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<td><a href="mailto:Mohammed.Hawamdeh@viu.ca">Mohammed.Hawamdeh@viu.ca</a></td>
</tr>
<tr>
<td></td>
<td>Mak Ergasheva</td>
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</tr>
<tr>
<td></td>
<td>Enrique Chacon</td>
<td><a href="mailto:Enrique.Chacon@viu.ca">Enrique.Chacon@viu.ca</a></td>
</tr>
<tr>
<td></td>
<td>Art Phipps</td>
<td><a href="mailto:Art.Phipps@viu.ca">Art.Phipps@viu.ca</a></td>
</tr>
<tr>
<td></td>
<td>Tamarah Ney</td>
<td><a href="mailto:Tamarah.Ney@viu.ca">Tamarah.Ney@viu.ca</a></td>
</tr>
<tr>
<td>ELC Administrative Assistants</td>
<td>Rebecca Lin</td>
<td><a href="mailto:Rebecca.Lin@viu.ca">Rebecca.Lin@viu.ca</a></td>
</tr>
<tr>
<td></td>
<td>Debbie VanderHoek</td>
<td><a href="mailto:Debbie.Vanderhoek@viu.ca">Debbie.Vanderhoek@viu.ca</a></td>
</tr>
<tr>
<td>International Education Service Representatives (Front Desk)</td>
<td>Shelagh Cronkite</td>
<td><a href="mailto:Shelagh.Cronkite@viu.ca">Shelagh.Cronkite@viu.ca</a></td>
</tr>
<tr>
<td></td>
<td>Tami Mullaly</td>
<td><a href="mailto:Tami.Mullaly@viu.ca">Tami.Mullaly@viu.ca</a></td>
</tr>
<tr>
<td></td>
<td>Terry Brewer</td>
<td><a href="mailto:Terry.Brewer@viu.ca">Terry.Brewer@viu.ca</a></td>
</tr>
</tbody>
</table>
An Overview of our Programs

The English Language Centre has a number of different programs to meet your needs.

- Academic Preparation Stream (AP)
- Accelerated Academic Preparation Stream (AAP)
- Communications Stream (COMM)
- Graduate Preparation Program (Grad Prep)
- Fast Track to BBA
- Business English Program
- Teaching English as a Second or Foreign Language (TESL/TEFL) Certificate Program
- VIU-PREP

For information about all these programs, please visit our website @ https://international.viu.ca/english-language-centre

English Language Programs

<table>
<thead>
<tr>
<th>Grad Prep Advanced Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Preparation Stream (AP)</td>
</tr>
<tr>
<td>AP5</td>
</tr>
<tr>
<td>AP4</td>
</tr>
<tr>
<td>AP3</td>
</tr>
<tr>
<td>AP2</td>
</tr>
<tr>
<td>AP1</td>
</tr>
</tbody>
</table>

Access

High Beginner level

Each level is 13 weeks in the Academic Preparation stream. All classes are 20 hours per week. Accelerated courses are 6.5 weeks long and meet 34 hours per week. Communications stream classes also have a 6.5-week option. Students can change streams at the end of a term.

The assessment places you in the level that will help your English skills to develop quickly. The other students in your class are at your level of English. However, each student has different strengths and areas that need more work and practice. No two students are exactly the same.
Direct Entry: AP5 and AP4
Direct entry to Grad Prep, AP5 and AP4 is available for students with the following IELTS or TOEFL scores:

Grad Prep
- IELTS 6.0 (no band lower than 5.5, with no less than 6.0 in reading and writing) or
- TOEFL 80 (no band lower than 19)
- Completion of AP5 with a grade of B or higher

AP5
- IELTS 5.5 (no band lower than 5.0) or
- TOEFL 71 (no band lower than 17)

AP4
- IELTS 5.0 (no band lower than 5.0) or
- TOEFL 61 (no band lower than 15)

Official test results must be submitted to the International Education Front Desk Reception before classes begin in the next semester. An original hardcopy must be submitted for TOEFL.

Sample Weekly Schedule

Academic Preparation (AP) or Communications (COMM) Programs

<table>
<thead>
<tr>
<th>Classes</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A</td>
<td>8:30 – 12:30</td>
<td>8:30 – 12:30</td>
<td>8:30 – 12:30</td>
<td>8:30 – 12:30</td>
<td>8:30 – 12:30</td>
</tr>
</tbody>
</table>

Accelerated Academic Preparation Program (AAP)

<table>
<thead>
<tr>
<th>Classes</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mornings</td>
<td>8:30 – 12:30</td>
<td>8:30 – 12:30</td>
<td>8:30 – 12:30</td>
<td>8:30 – 12:30</td>
<td>8:30 – 12:30</td>
</tr>
<tr>
<td>Afternoons</td>
<td>1:30 – 5:00</td>
<td>1:30 – 5:00</td>
<td>1:30 – 5:00</td>
<td>1:30 – 5:00</td>
<td>Free time</td>
</tr>
</tbody>
</table>
Academic Success

Classroom Expectations and Opportunities

You will notice that there may be students from many different countries studying in the English Language Centre, and that they have a variety of reasons for being here. Some students come to Canada to live permanently; others are studying in Canada and then will soon go home. Still others are on holiday from their universities or companies and are taking courses to help them improve their English for their jobs. Talk to your classmates. They will be very interested in learning about you, your country, and why you came to Canada.

Teaching Styles and Classroom Environment

We want your classroom to be a place where you feel comfortable. In many countries, the classroom is formal and serious. Here at VIU our classrooms are indeed serious, but you may find them more informal than what you are used to.

Active Learners

You will be expected to be an “active learner” which means that you must speak and participate fully in all class activities. You must use the English you have learned inside and outside the classroom as much as you can. Speak to your classmates, instructors, friends, host family, and Canadian students as much as you can. Write about your daily experiences in a journal or diary. Read as many English books as you can.

English Only in Class

You have come to the English Language Centre to improve your English skills. It is always difficult to speak another language, but you must try to speak English as often as possible. English MUST be spoken in the classrooms. We will do everything we can to help you to improve your English, but the person who can help the most is YOU!

Here are some suggestions to help you improve your English at Vancouver Island University:

- In class, if it is possible, sit next to a classmate who does not speak your first language. This will help you to improve quickly.
- At break and lunchtime, speak English to other students in your class.
- Join in the social and cultural activities organized by International Education and Vancouver Island University.
- Talk to native English speakers on campus. Many of these students are also new and would like to make new friends. Most people will be very interested in learning about your country and culture. You can teach your classmates and instructors a lot.

Homework

You will be assigned homework in every course. Complete this homework regularly and on time. You will be attending classes up to 20 hours each week. In order to progress, you need to do all of your assigned homework, including regularly practicing and reviewing your daily lessons.
Study Habits
Here are some tips on good study habits that will help you to do well in the program:

Classes
- Attend regularly
- Arrive on time prepared to work in English
- Participate in all class activities

Homework
- Write down assignments
- Do homework every day
- Hand in assignments on time

Organize
- Create a study plan
- Find a quiet place to study away from distractions

Tests and Exams
You will have regular quizzes and tests in your class to help you review the material you have studied. Final exams are held during the last week of classes. All exams must be completed.

Passing your Level
Part of your final mark will be made up of your classroom participation and your assignments. The other part will be your scores on tests and exams. Check your course outline for how your marks are assigned.

Books and Supplies
A book list will be available to students when they check the “Class List Posting” on the Friday before classes begin. The student book list is also posted on the English Language Centre notice board located through the double doors towards the ELC department.

Your instructor will give you a course outline, book and supply lists on the first day of class. You can buy all the required books at the VIU Bookstore. The Student Union also sells used books. You may also be able to sell your used books at the end of the semester. Some books have an on-line component that is not transferable. These books will be noted in the list and your instructor will mention them. If you have a used book that a student has written answers in, you will need to erase all the answers before you use the book in class.

You will need pens, pencils, eraser, lined paper, a USB stick or other device, and a large binder with separators.

Desire2Learn (D2L)
Desire 2 Learn (D2L) is VIU’s learning management system. Students can also check their grades on D2L as follows:
1. click “Online Learning” from VIU home page
2. select “log in to Desire2Learn”
3. enter username and password

Students who wish to appeal a grade must start the grade appeal within fifteen (15) days from the day the final grade is assigned. A copy of the grade appeal procedure is available from the Registration Centre or review the policy on the VIU link:
https://www2.viu.ca/education/appeals_process.pdf
Grades
At the end of each semester, grades are entered into student records. Students may access their grade information at any time using “Access your student record” on the Registration/Student Records website.

AP/AAP 1, 2, 3, 4, and 5
You need to achieve a minimum grade of ‘C’ to go to the next level.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>90-100</td>
</tr>
<tr>
<td>A</td>
<td>85-89</td>
</tr>
<tr>
<td>A-</td>
<td>80-84</td>
</tr>
<tr>
<td>B+</td>
<td>76-79</td>
</tr>
<tr>
<td>B</td>
<td>72-75</td>
</tr>
<tr>
<td>B-</td>
<td>68-71</td>
</tr>
<tr>
<td>C+</td>
<td>64-67</td>
</tr>
<tr>
<td>C</td>
<td>60-63</td>
</tr>
</tbody>
</table>

Access and Communications
Grades for Access and Communications are Pass/Fail (CR/F).

Language Coaching
Every top athlete has a coach to help them improve performance. Language learning is no different. To help you achieve your goals, the English Language Centre offers Language Coaching to students in the academic preparation and communication streams of our ESL Program. New students get two pre-scheduled appointments and returning students can book online:

How to get coaching?

<table>
<thead>
<tr>
<th>Type of Student</th>
<th>Type of Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Weeks 1-6:</td>
</tr>
<tr>
<td></td>
<td>Two scheduled</td>
</tr>
<tr>
<td></td>
<td>appointments</td>
</tr>
<tr>
<td>New</td>
<td>✓ OK</td>
</tr>
<tr>
<td>Returning</td>
<td>X (Not available)</td>
</tr>
</tbody>
</table>

*Online booking: go to https://vancouver.mywconline.com/
If you have difficulties booking an appointment, see a Learning Centre instructor (R 175)

Features:
- Have one-on-one meetings with your language coach
- Focus on goals and solutions in your language learning experience
- Learn about resources and opportunities to assist you in your learning
- Discuss any problems and concerns you may have in your studies with our compassionate and solution-oriented coaches
Learning Centre: Building 255, Room 175
The Learning Centre is for students in all levels and appointments are not required. The Learning Centre is open during the semester:

- Monday-Thursday: 10:00 AM – 4:00 PM
- Friday: Workshops (TBA)

Please check the updated schedule at the beginning of the semester in B255/R175.

Please note: Accelerated students have priority in the Learning Centre during the lunch hour: 12:30 – 1:30 Monday to Thursday.

At the Learning Centre, you can:

- Work on group projects
- Watch movies and TV shows
- Participate in conversation practice
- Do homework with a classmate and play games
- Catch up on missed quizzes / tests if pre-arranged by your instructor
- Use interactive English computer programs to get help with grammar, reading, writing, or speaking

Q&A for the First Week of Class

<table>
<thead>
<tr>
<th>You think:</th>
<th>Who you can talk to:</th>
<th>What your instructor can do:</th>
<th>What you can do:</th>
</tr>
</thead>
</table>
| I’m in the wrong class. This is very easy / hard! What do I do? | Talk to your instructor. | ● Watch your participation in class.  
● Check your level of English and make recommendations. | ● Give yourself some time to adjust and be confident.  
● Show your instructor how much you know through your speaking, writing and participation in class activities.  
● Ask for help! |

<table>
<thead>
<tr>
<th>You think:</th>
<th>Who you can talk to:</th>
<th>What your instructor can do:</th>
<th>What you can do:</th>
</tr>
</thead>
</table>
| I feel lonely, confused, sad, or homesick. What do I do? | Talk to your instructor, classmates, peer helpers, host family, and your Advisor at International Student Services. | ● Listen and refer you to an International Student Advisor. | ● Join a club on campus.  
● Be active and go to the gym.  
● Make plans with friends to do things. |
Health and Wellness

Clean Air Policy: Smoking and Scents

Smoking
It is the policy of Vancouver Island University to provide a smoke-free environment for employees, students and visitors. Smoking is prohibited within buildings on all campuses, as well as within VIU vehicles.

In accordance with Workers’ Compensation Board Regulations (that limit exposure to second-hand smoke in the work/study environment) and the Government of British Columbia, people who smoke are asked to smoke only at the designated smoking areas. A link to the map of the smoking areas is: 
https://www2.viu.ca/facilities/Campus_Development/Site%20Map%20and%20Info/Site%20Map%20DESIGNATED%20SMOKING%20Nanaimo%20Campus.pdf

Scent-Free Area
Please do not wear strong scents at Vancouver Island University. Some students and staff have serious health reactions to fragrances, including perfume, cologne, hairspray and body wash. Thank you for being considerate of others.

Mandatory Medical Insurance
All International students are required by law to have medical insurance while studying in Canada. Upon arrival in Canada, all new international VIU students, including ESL students, will be automatically registered for medical insurance through a private insurance company. This insurance covers ESL students for the first four (4) months from arrival in Canada, starting on the 15th of the month before classes begin.

Students with a study permit 6-months or longer need to apply for BC Medical Services Plan (BC MSP). There is a 3-month waiting period for newcomers to BC applying for BC MSP. Students need to apply when they arrive as processing times can take up to 8 weeks. During orientation
week, a representative from a private insurance company will be available on campus to answer your medical questions. **Students must have medical insurance to go on class field trips.**

**Security**

To report any on-campus emergency, 24 hours a day, 7 days a week, you should use one of the blue assistance phones, one of the yellow emergency phones located around the campus, or call local 6600 from any internal phone (i.e. phones in classrooms, hallways, offices etc.).

Call 250-740-6600 from your cell phone or 250-753-3812 after hours (weekends, evenings, or holidays).

**Safety@VIU App**

VIU has a resource and communication APP that can be downloaded to your personal cell phone. This APP includes emergency alerts, emergency contact numbers, emergency procedures, direct link to Campus Safewalk, links to support services such as counseling.

To add this APP to your smartphone, search “VIU Safety” in the APP Store.

**Assistance Phone System**

If you have a “safe walk” request, or need help to access a building, or if there is an emergency, you can use an Assistance Phone. Assistance Phones are blue round “towers” placed around the Nanaimo campus. If you need to use an Assistance Phone, push the button labeled “HELP” on the front panel. The phone will dial, and an operator will answer you immediately.
Policies

Academic Misconduct

Cheating
Cheating on classwork tests and exams may result in a ‘0’ mark for the work or the course. Please see the VIU website link below to review the policy on Academic Misconduct.
https://www2.viu.ca/policies/documents/Policy99.01.pdf

Plagiarism
Plagiarism is a word used to identify a serious academic problem. When you use someone else’s words, ideas, charts, pictures or statistics, you must give the original author credit. All students who are going into academic courses need to know how to use someone else’s words and ideas correctly; for example, you must know how to cite sources, use quotations and paraphrase properly. Your instructors can help you learn all these skills and many more.

Please see the VIU plagiarism policy on the website:
https://www2.viu.ca/policies/documents/Policy99.01.pdf

Academic Probation and Suspension

A Student who
- Does not pass (F or INP) the same level in the second (2nd) attempt will be put on probation.
- Does not pass (F or INP) the same level in the third (3rd) attempt in consecutive or non-consecutive semesters will be suspended from that level / course for one year.
- Does not pass (F or INP) any level or course in four (4) consecutive semesters will be suspended from VIU for one year.
- Students are not permitted to register in the same course more than three times. Permission of the Dean is required for any exceptions. The University reserves the right to withdraw students found to be in violation of this regulation.

AP5/AAP5 Students

Academic Classes
Students studying in Academic Preparation 5 (AP5) are eligible to take one academic course. Eligible students requesting to take an academic course MUST make an appointment with an International Student Services Advisor to discuss course selection. Academic courses must not conflict with the student’s ESL timetable.

University Credits
Students who have successfully completed the highest level of the Academic Preparation stream (Academic Preparation 5) through the English Language Centre, with a minimum grade of “C,” and who are entering Vancouver Island University undergraduate programs, will be given three unassigned “language acquisition skills” credits. These credits may be used for any non-specified
elective towards certificate, diploma, and degree programs at VIU. Please allow four weeks for the Records Department to process the credits to your student record.

**Repeating AP5**

It is critical that if you are not successful in completing AP5 you contact one of the International Student Advisors to change your registration for the next semester. Your grades will be posted within the first five (5) working days after your exams. If you want to register in AP5 again, you should do so right away to ensure there is a space available for you.

**Attendance and Absences**

Regular attendance is necessary for you to pass your class. If you cannot come to class, email your instructor to say you will not be in class that day. It is *your* responsibility to catch up with your assignments if you are absent. Ask one of your classmates to get a copy of any handouts that were given out for you.

If you do not understand the homework or class work that you missed, make an appointment with your instructor for a tutorial. YOU are responsible for any work that you have missed.

A doctor’s note is required in order to make up any missed tests or assignments.

**Late Returns**

The ELC cannot guarantee a space for a student who is not registered. Returning students, who have already registered and paid but who are not in class by the Friday of the first week, will be removed from the class list and deregistered. If you return late and haven’t registered and paid for a course, it may be too late and classes may be full.

**Leave Request for Observance of a Religious Holy Day**

Students seeking permission to be excused from a required academic event under VIU Policy 21.08 must submit a formal written request to their instructor(s) within the first two (2) weeks of the academic term.

**Missing Exams**

If you are sick or have a serious problem preventing you from writing an exam, contact your instructor before the exam to talk about alternate arrangements.

You need to provide a medical note to make up any missed exam.

- The medical note needs to be dated on or before the day of the exam.
- You need to bring the medical note to your instructor or the ELC office on your first day back to school.
- If you choose to write an exam, you may not re-write it even if you have a medical note. If you are not well enough to write an exam, talk to your instructor, the exam invigilator, or the ELC Chair before attempting to write the exam.
Re-Assessment
Students who return to Vancouver Island University after a semester absence may request a re-assessment for level placement.

1. **Policy Eligibility:** Students must not have been registered in a VIU ESL course for a minimum of one 6.5-week term.

2. **Process:** Students must e-mail their request for re-assessment to Rebecca.lin@viu.ca one week before the start of a term.

Refunds
Student fees are not refunded under any circumstances and current students are NOT eligible for tuition fee refunds other than:

- 50% between the tuition payment due date and before the first day of the semester;
- 25% between the first day of class and before the end of the second week of the semester

Skipping a Level (Fast Tracking)
It is possible to be promoted to the next level at mid-term or to skip a level at the end of the semester.

1. **Midterm Fast-Tracking Procedure**
   Students are eligible to move to the next level at mid-term under the following conditions:
   a) The student achieves an average of 85% when all class marks are combined.
   b) Successful completion of verification exams with a mark of no less than 50%.

   If ALL of the above criteria are met, the student has the option of moving into the next level at the beginning of Week 8. For example, the student could move from AP1 to AP2.

2. **End-of-Term Fast-Tracking Procedure**
   Students are eligible to skip the next level at the end of the semester under the following conditions
   a) The student achieves an average of 85% in the class.
   b) A minimum of two samples of in-class writing are approved by instructors in the next level.
   c) The student achieves an average of 85% on the final exams of his or her current level, with a mark of no less than 80% on any exam.

   If ALL of the above criteria are met, the student has the option of skipping the next level the following semester. For example, a student currently in AP1 could skip AP2 at midterm, and go directly to AP3 the next semester.
Withdrawals
Please speak to your instructors and an International Student Advisor before deciding to withdraw. When you withdraw from ELC courses you can no longer:

- Stay in homestay
- Stay in residence
- Go to any classes
- Use the gym
- Have active medical coverage
- Use student support services
- Use student counselling services

For withdrawal dates, please check the “Important Dates for Students” handout.

Late Withdrawal
In the event of demonstrated exceptional circumstances – such as death in the immediate family, a student’s illness or accident, serious emotional problems, or an error on the part of the university – a student may be able to withdraw without academic penalty from a course or program after the deadline, with the approval of the Associate Dean. It is not possible to have a Late Withdrawal in order to avoid a failing grade (an “F”). A Late Withdrawal form, citing reasons for withdrawal must be signed by the student’s instructor and an advisor. Documentation may be required where appropriate. Late Withdrawal forms are available from the Registration Centre. No refund will be issued for late withdrawals.

Do you have a complaint or concern?

<table>
<thead>
<tr>
<th>If your complaint or concern is about...</th>
<th>Stage 1</th>
<th>Stage 2</th>
<th>Stage 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your grade</td>
<td>Speak to your instructor</td>
<td>Speak to the Chair of the English Language Centre</td>
<td>Speak to the Director of the English Language Centre</td>
</tr>
<tr>
<td>Your classmate(s)</td>
<td>Speak to your instructor or language coach</td>
<td>Speak to the Chair of the English Language Centre</td>
<td>Speak to the Director of the English Language Centre</td>
</tr>
<tr>
<td>Your instructor or language coach</td>
<td>Speak to your instructor or language coach</td>
<td>Speak to the Chair of the English Language Centre</td>
<td>Speak to the Director of the English Language Centre</td>
</tr>
<tr>
<td>Your homestay</td>
<td>Speak to your host family</td>
<td>Speak to the Homestay Manager</td>
<td>Speak to the Director of Student Services</td>
</tr>
<tr>
<td>Your fees</td>
<td>Speak to the Director of the English Language Centre</td>
<td>Speak to the Finance Officer</td>
<td>Speak to the Director of Student Services</td>
</tr>
</tbody>
</table>
General Information

Cell Phones
Please talk to your instructor about the appropriate cellphone use in class. Your instructor may ask you to turn off your cell phones during certain times in class. Your instructor may ask you to put your cell phone away, or out of reach during exams or other times in class.

Certificates / Transcripts
Students who pass their course level will be issued an English Language Certificate within 2–3 months of completion. You must complete a “Request for Certificate” form, which your instructor will provide in the class, near the end of the semester. Certificates will be mailed to students by the Records Department to the address on their “Request for Certificate.” If you need a duplicate certificate, there is a $55.00 fee for this service.

VIU has an Online Transcript Ordering Service where students can order official transcripts once they have signed into their student record. A credit card is required when placing an order. It is a secure site for credit card payment. The information is at: https://www2.viu.ca/registration/transcripts/.

Computer Labs
There are many student access labs on campus for you to use (when classes are not in session). Some are open at night and on the weekend. Hours are posted outside all computer labs, or on the web at: https://www2.viu.ca/technology/general/labs.asp.

International Student Referral Program for Alumni
If you are now or were a student at VIU and you help a friend become a new international student at VIU, you will receive a $300 honorarium. (Details of the incentive program are subject to change without notice).

What you need to do:
1) The Alumni Referrer must be registered with the VIU Alumni Association.
   To register visit: http://www2.viu.ca/alumni/register/
2) Your friend must use the online Application for Admission located at http://www2.viu.ca/international/application.asp
3) The applicant must include your name as the person who referred them to VIU on the Application for Admission form.
4) The new student must:
   a. Be an international student (Canadians or permanent residents are not included in this program)
   b. Be accepted into a VIU program (includes ESL)
   c. Register and enroll at VIU
   d. NOT be using an educational agent
   e. NOT be part of an exchange program
   f. NOT be part of a government sponsorship program
Meditation/Prayer Room
A quiet space for meditation or prayer is located in Building 200, 1st Floor.

Parking
Parking at VIU can be very difficult at times. Please ensure you leave yourself a lot of time to arrive in class before it starts. Parking for afternoon classes can be hard to find.

Scholarships
The following scholarships are awarded on an annual basis and are presented in the Fall semester. Eligibility is based on the academic year (Fall, Spring, Intersession semesters), with decisions made in August for the International Education Awards Ceremony in November. Students can receive only one scholarship per year.

1. Community Engagement Award

   VIU recognizes English Language Centre students who have demonstrated outstanding dedication and leadership to fellow students and to their community.

   There are two (2) awards (maximum) of $1,000 each.
   • Application is required
   • Based on outstanding community engagement
   • Scholarships are awarded as a tuition credit at VIU

Criteria:

   • Full-time ESL student in a program lasting at least 13 weeks
   • Domestic and international students are eligible
   • Achieve at least a Grade Point Average of “C” in the current academic year
   • Be involved in non-profit community organizations at the university, municipal, provincial, national or international level
   • Applicants who are currently receiving an honorarium for serving on committees may apply
   • An applicant cannot receive this award twice for the same service commitments used in a previously successful application

Submit the following to the ELC Department Chair
   • Completed application form
   • One recommendation letter which addresses your community service
   • Confirmation of enrollment in ESL courses at VIU
   • Details regarding the frequency and intensity of volunteer work on and/or off campus

Application Deadline: July each year

Information on this award can be obtained from Suzy Nachtsheim, ELC Department Chair: Suzy.Nachtsheim@viu.ca
2. **Academic Award**  
There are eight (8) awards (maximum) of $1,000 each.  
- No application is required  
- Awarded as a tuition credit  
- Awards based on highest grade point average and a minimum of B (72%)  
  - top four grades in AP4 and AP5  
  - top four grades in Access, AP1, AP2, AP3

**Semester Celebration**  
At the end of the semester, the ELC hosts a Semester Celebration Event. This event celebrates all our students and gives special recognition to the AP5 students. This event is part of your regularly scheduled class time. Students may invite friends or family to attend. Please ask your instructor for more information if you would like to perform at the event or be a student host.

**Student Record System (SRS)**  
It is important that Vancouver Island University has your current address, email, and telephone number on file. During the first week of class you must check your student record information on the website to be sure it is correct. Then you must update your address, telephone number and email address if they change during the semester.

Here is how to log in to your student record for the first time:  
- Go to the VIU website: www.viu.ca  
- Click on “VIU Students”  
- Click on “Access My Student Record”  
- Type in your student number  
- Enter your PIN number as “YYMMDD” (the last two digits in the year of your birth/the month of your birth/ two digits for the day.)  
  - Example: Your date of birth is May 15,1992  
  - You will enter: “920515 as your PIN number  
- Click “Log into Student Record”  
- You will be asked to create a new Password.  
- This should have at least 6 characters. **You must remember this new Password.**  
  Use this new Password to access your Student Record.  
- **IMPORTANT:** If you forget your password, you will have to go to Registration in Building 200 to have it reset.