

Refunds

Summer Session		Refund Policy
May Term	June Term	
Up to Apr 1	Up to Apr 1	Full refund
Apr 2 - Apr 15	Apr 2 - May 24	50% refund
After April 15	After May 24	No refund

Your Responsibility

You are responsible for the accuracy of your registration information including: changes in courses, paying fees in full, change in address, email and phone numbers.

Further information/updates will be posted in the weekly newsletter: International Point of VIU. It is your responsibility to ensure you read the newsletter. Subscribe at:

international.viu.ca/ipov

Exams

Exams will generally be held during the last regularly scheduled class.

Support and Learning Centres

If you need extra support with your courses, check out our learning centres:

- Writing Centre: Library 4th floor
- International Academic Support for international undergraduate students and MBA: contact ias-viu@viu.ca
- Learning Matters at learningmatters.viu.ca
- Faculty of Management Tutorial Centre, B250, R240
- Peer Supported Learning psl@viu.ca
- Success Coaching viu.ca/successcoach

Spring 2019 Grade Appeal

Your grades will be posted to your online student record no later than Friday, May 3, 2019. If you wish to appeal a final grade, the appeal procedure is available from the Registration Centre. You must begin an official grade appeal within 15 days of the date the grade is assigned (excluding University holiday closures).

Please Read our Emails and Newsletter!

Emails from registration@viu.ca and advising.international@viu.ca will always contain information we feel is important and timely for you.

Add our addresses to the list of safe contacts in your email account.

Subscribe to *International Point of VIU* newsletter for up-to-date information at international.viu.ca/ipov



Connect with us @worldviuiss



Confidentiality of Your Record

Photo identification is required to obtain services at the Registration Centre (B200) and the Centre for International Education (B255).

We protect your student record by using your student number, your online student record password and a security question and answer.

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 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.

Academic Probation Policy

In May each year, students in academic programs who have completed a minimum of nine credits during the immediately preceding period of May 1 to April 30 will have their records reviewed. Those who have earned a grade point average (GPA) of less than 2.0 ("C") on all courses completed in this period will be placed on academic probation when they register next. An International Student Advisor will contact you to offer assistance. Refer to "Probation Policy" at viu.ca/genreg.

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.

Talk to an Advisor

To discuss your course selection or for assistance achieving academic success, meet with an International Student Advisor by visiting the Centre for International Education (Building 255).

Call: **250.740.6315**

Email: advising.international@viu.ca

Check the website for drop-in hours and links to important resources: international.viu.ca/advising

Students in degree programs are also served by our Degree Advisors. For contact information please visit:

viu.ca/advising/currentstudents/degreeadvisors.asp

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 the Registration Centre B200. The fee is \$11.60 per copy. A rush transcript, ordered for same-day pick up or mailed the next day, is available for \$19.25 per copy. An unofficial transcript is available to you at no charge from your online student record.

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!

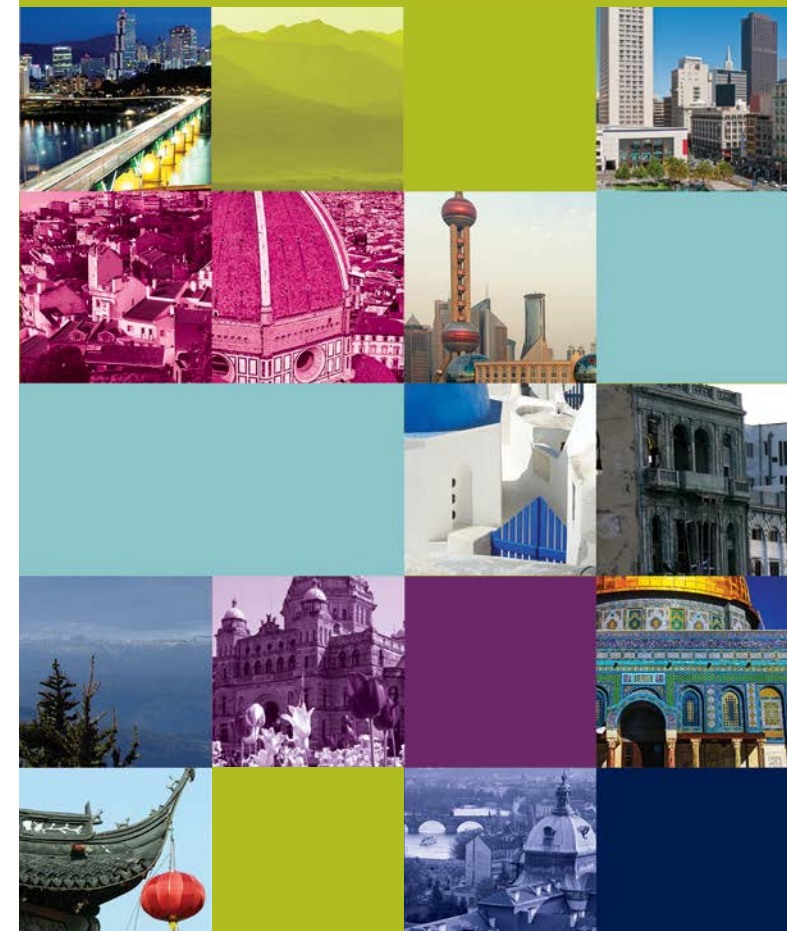
Questions?

If you have any questions, please contact an International Student Advisor by email at advising.international@viu.ca or during drop-in hours, international.viu.ca/drop-hours.

For questions concerning fees, please contact lefinance@viu.ca.

SUMMER 2019

A helpful brochure for International Students



VANCOUVER ISLAND UNIVERSITY

For more information, call or visit
Vancouver Island University Nanaimo campus,

Richard W. Johnston Centre
for International Education, B255
Nanaimo Toll Free: 1.888.920.2221 or
250.740.6315
world.viu.ca/iss



We've tried to summarize all the most important policies and deadlines and placed them into one little brochure.

Save this brochure for future reference.

This brochure outlines only procedures for summer 2019 session classes for International Students. Summer Session registration, payment, and refund procedures are different from regular semesters (Fall, Spring) and from Domestic Students.

Registration Dates and Time (Summer 2019)

Students who are enrolled in university-level courses during the Fall 2018 or Spring 2019 semesters will automatically be invited to register in Summer 2019 courses. Information is sent to continuing students in the Spring 2019 term.

Current students will start registering in early March; refer to the “Web Registration” on your Student Record for assigned date and time.

If you are registering prior to the assigned date and time, use the “Automatic Registration” feature on “Web Registration” to submit your plan automatically on the assigned date and time.

Successful AP5, IELTS and TOEFL students: for registration dates, refer to “Web Registration” on your Student Record.

Important Registration Details

Course Prerequisites

Check your online student record to ensure that you meet prerequisites for courses: click on “Web Registration”, “Register” for the summer 2019 sessions, and then “Check Prerequisites”.

Any unmet prerequisites will be noted in red print. Please withdraw from courses if you do 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 week 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 a waiver form from Building 255, have it signed by the Department Chair, and return it to Building 255. Please ensure permission is granted as soon as possible and no later than May 3, 2019.

Maximum Number of Courses

Due to the intensity of the 7-week courses, students may only register in a maximum of 10 credits per 7-week session. It is recommended that you take no more than 2 courses in each 7-week session.

“No Show” Policy

If you are going to miss the first scheduled class but want to remain enrolled, you must notify your instructor or the area secretary by email or phone.

Instructors may de-register students who fail to provide notice that they will not attend the first class.

Summer Session Waitlist Procedure

If a course is full when you register, you will be placed on a waitlist. You can check your place on waitlists through your online student record: viu.ca/registration.asp

Waitlist Timeline (May 7-weeks):

- If a seat becomes available to you on May 6 or 7 it will be temporarily “held” until the end of the day.
- If a seat is held for you, claim it on the same day by 3:00pm in person at the Registration Centre (B200) or by 11:00pm from your Student Record.

As of May 8, the waitlist process ends. Please follow the process outlined under “Late Course Adds”.

Waitlist Timeline (May 14 weeks):

- If a seat becomes available to you on May 6 to 10 it will be temporarily “held” until the end of the day.
- If a seat is held for you, claim it on the same day by 3:00pm in person at the Registration Centre (B200) or by 11:00pm from your Student Record.

As of May 11, the waitlist process ends. Please follow the process outlined under “Late Course Adds”.

Waitlist Timeline for June Term (7 weeks):

- If a seat becomes available to you on June 24 or 25 it will be temporarily “held” until the end of the day.
- If a seat is held for you, claim it on the same day by 3:00pm in person at the Registration Centre (B200) or by 11:00pm from your Student Record.

As of June 26, the waitlist process ends. Please follow the process outlined under “Late Course Adds”.

Please remember to remove yourself from a waitlist if you are no longer interested in the course.

Students who do not obtain a seat in a course because of the waitlist are eligible for a refund for that course.

Course Cancellations and Changes

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

Adding & Dropping Courses

Summer Session	Last day to add a course through your student record.	
May Term	First 7-week session	May 7
May Term	First 14-week session	May 10
June Term	Second 7-week session	June 25

Note 1: Courses starting in May: adding a course or changing course sections after May 7 will result in an additional fee.

Note 2: Courses starting in June: adding a course or changing course sections after June 25 will result in an additional fee.

Late Course Add

To add a course after the above dates, you must obtain permission from the instructor and use a Request for Late Course Registration form. These forms are available at Registration (bldg. 200) or International Education (bldg. 255). Signed forms must be returned to the Faculty of International Education within two business days. If a student adds a course after the fee payment deadline full fees must be paid before registration.

Last Day to Drop a Course to Avoid Academic Penalty

Summer Session	Last day to withdraw or change credit to audit without academic penalty (avoid an “F” grade).	
May Term	First 7-week session	Friday, May 31
May Term	First 14-week session	Friday, June 28
May Term	Second 7-week session	Friday, July 19

Payment

Fees are due in full for all summer session courses (registered and waitlisted) by Monday, April 1, 2019.

- If fees are not paid by this date you may be withdrawn from classes.
- Tuition fees for summer session are \$1,905.00 per 3 credits. *some courses have additional “lab” fees.
- Students’ Union and ancillary fees will be assessed.
- Students who register late, or who are de-registered for non-payment and then re-register, will be assessed a \$200 late fee.

How do I Pay?

- Recommended: Online through a Canadian bank account (your account number is your VIU student number) or online through a credit card.
- In person at the cashier’s office in Building 200 — cash, cheque, bank draft, Visa, MasterCard, American Express or debit.

NOTE: your debit card may have a daily limit, so please check with your bank first.

For more information, come to the Centre for International Education B255 to speak to a finance officer, or email: iefinance@viu.ca, please include your full name and student ID number.

Parking/Transportation

Pay parking is in effect at the Nanaimo Campus, from 8am-8pm, Monday to Saturday on a “First-Come, First-Parked” basis. Please check the Parking/Security website at viu.ca/parking for information on regulations. Due to limited parking, alternative forms of transportation are encouraged such as the bus, carpooling, and walking or biking. Printed bus schedules are available at the Student Union office in Building 193 and on board the buses. For the online schedule, go to: bctransit.com/nanaimo/schedules-and-maps.

SUMMER SESSION:

May Session: 7 weeks: May 6 to June 21, 2019

May Session: 14 weeks May 6 to August 9, 2019

June Session: 7 weeks: June 24 to August 9, 2019

Important Dates

April 2019

- **April 1** (Friday) All summer semester tuition fees due

May 2019

- **May 3** (Friday) Final Spring Semester grades due
- **May 6** (Monday) First day of class, May Term
- **May 7** (Tuesday) Last day of active waitlist for May 7 week session
- **May 10** (Friday) Last day of active waitlist for 14-week session classes
- **May 20** (Monday) Victoria Day, University CLOSED
- **May 31** (Friday) Last day for academic, penalty-free withdrawal for May 7 week session, or to change from credit to audit (or vice-versa)

June 2019

- **June 21** (Friday) Last day of class, May 7 week session
- **June 24** (Monday) First day of class, June 7 week session
- **June 25** (Tuesday) Last day of active waitlist for June 7 week session
- **June 28** (Friday) Final grades due for May session classes
- **June 28** (Friday) Last day for academic penalty-free withdrawal from a 14-week summer session course, or to change from credit to audit (or vice-versa)

July 2019

- **July 1** (Monday) Canada Day; University CLOSED
- **July 19** (Friday) Last day for academic, penalty-free withdrawal for June session, or to change from credit to audit (or vice-versa)

August 2018

- **Aug 5** (Monday) BC Day, University CLOSED
- **Aug 9** (Friday) Last day of classes for June 7-week session and any 14-week courses of summer session
- **Aug 16** (Friday) Final grades due for June Term classes

Not Attending Class

If you are registered in a course but do not attend regularly, your instructor has the right to de-register you from that course and to refuse to let you continue in the course. You will receive a grade of “UW” (unofficial withdrawal), which is similar to “F” and carries a grade point value of zero. You remain responsible for payment of all tuition fees.