

# Money Matters

Each semester you will need to pay tuition, Students' Union, ancillary, and additional lab fees where applicable.



## How much do I need to pay?

Fees for undergraduate degree, diploma and certificate programs per semester (including student fees) are \$8802.88 (up to 15 credits).

- Additional credits over the first 15 will cost \$695.00 extra per credit plus applicable ancillary fees.
- Some courses have additional 'lab' fees.

*NOTE - All fees quoted are in Canadian dollars and are subject to change without prior notice.*

Academic students must also pay medical insurance

For other specific program fees please refer to the VIU website: [international.viu.ca/fees](http://international.viu.ca/fees).

## When do I need to pay?

Payment due dates for returning students:

- August 1 for Fall 2019 semester.
- November 29 for Spring 2020 semester.

Students will be charged a \$200 late fee for payment made after these dates and risk being withdrawn from their courses.

## 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 someone in finance, or email [iefinance@viu.ca](mailto:iefinance@viu.ca) (please include your full name and student ID number).

## VIU Learn

Many academic instructors communicate with their students through VIULearn. After creating your VIU student computer account, you can log in to your course at [learn.viu.ca](http://learn.viu.ca). If you are unable to login you may have not created your student account, or your password may have expired. You also may have just registered in your courses and the system will update your registration in VIULearn overnight. Problems logging in? Contact [learnsupport@viu.ca](mailto:learnsupport@viu.ca) or call **250.740.6179**.

## GPS: Program Planning

VIU's Goal Planning System (GPS) can be launched from your online student record. GPS will show how the 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.

## 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 \$11.80 per copy. A rush transcript, ordered for same-day pick up or mailed the next day, is available for \$19.60 per copy. An unofficial transcript is available to you at no charge from your online student record.

## 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](mailto:advising.international@viu.ca)

Check the website for drop-in hours and links to important resources:

[international.viu.ca/advising](http://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](http://viu.ca/advising/currentstudents/degreeadvisors.asp)

## Exams

**Do not plan trips or be unavailable during final exam dates: December 9 - 18, 2019**

Exam schedules will be available in early November and will be posted in your online student record.

## Student Photo Identification & Library Card

The Photo Identification Office is located in B305 Library Commons. For hours and additional information see [viu.ca/smartcard](http://viu.ca/smartcard).

## Confidentiality of Your Record

Photo identification is required to obtain services at the Registration Centre and the Centre for International Education. We protect your student record by using your student number, your online student record password, and a security question and answer.

A parent, spouse, agent, 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.

## Medical Insurance

International Students have access to two levels of medical insurance:

- 1) **Guard.me Medical Insurance** (mandatory for all VIU students):
  - Automatic enrollment through **guard.me** during your first semester
  - After three months of residence in British Columbia, you are required to register and obtain basic medical insurance from BC Medical Services Plan (BC MSP). It takes up to 6 weeks to obtain confirmation of coverage, so apply as soon as you are eligible. If you apply on time, you may avoid being charged for any additional semesters of guard.me insurance.

## Important Cost Saving Information for Returning Students

Costs for guard.me will be charged each semester until you successfully "Opt Out" by sending required proof of BC MSP coverage to guardme. To avoid payment for Fall 2019 semester, **opt out confirmation must be received by September 30, 2019.**

- Go to [guard.me/viubinbound](http://guard.me/viubinbound) for more details.

## 2) Extended Health and Dental Insurance:

Full-time academic students (9 credits or more per semester) at the Nanaimo campus will be assessed a fee of \$275 on behalf of the Students' Union to pay for one year of Extended Health and Dental coverage. This fee is due by September 17, 2019. Students who already have comparable coverage may arrange to opt out of this plan by contacting the Students' Union well in advance of the due date. See [viusu.ca](http://viusu.ca) for more details. Any questions should be directed to the Students' Union (B193) at **250.754.8866**.

## Grades

At the end of each semester, your grades will be posted to your online student record. If you wish to appeal a final grade, the appeal procedure is available from the Registration Centre (B200). You must begin an official grade appeal within 15 days of the date the grade is assigned (excluding university holiday closures).

## Parking

Pay parking is in effect 12 months of the year, 8 am - 8 pm, Monday through Saturday, excluding holidays, at ALL parking lots on Campus. Please check the Parking/Security website at [viu.ca/parking](http://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. Bus schedules are available at the Students' Union office in Building 193 and on board the buses.

## Emergency Notifications

"Safety VIU" is an app available for Apple, Android and Blackberry devices. In addition to allowing VIU 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. Download it today!



## For more information, call or visit

the Centre for International Education at Vancouver Island University Campus, Building 255  
**Nanaimo:** Toll-free 1.888.920.2221, or 250.740.6315.

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WORLDVIU STUDENT GUIDE

Fall 2019



HELPFUL INFORMATION FOR  
International Students

[world.viu.ca/iss](http://world.viu.ca/iss)  
#lovewhereyoulearn

# Welcome

to the Fall 2019/Spring 2020 academic year at Vancouver Island University!



The International Student Services 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 [viu.ca/genreg](http://viu.ca/genreg).



## Please Read our Emails!

Emails from [registration@viu.ca](mailto:registration@viu.ca) and [advising.international@viu.ca](mailto:advising.international@viu.ca) will always contain information we feel is important and timely. In order to ensure that our messages are not identified as spam and filtered out of your inbox, please add our address ([advising.international@viu.ca](mailto:advising.international@viu.ca)) to the list of contacts in your email program.

## Your Online Student Record

Your student record is available at [my.viu.ca](http://my.viu.ca). Most registration services are available online; update your address, add or drop courses, check your place on wait lists, review your fees, and much more.

## Adding Courses

You can add a Fall semester course until Tuesday, September 10, 2019 online or in person at the Registration Centre (B200). After this date, you must obtain permission from the instructor and use a Request for Late Course Registration form, available from the Centre for International Education (B255). Have the form signed by the course instructor, then bring it to Building 255 within two business days for registration (additional fees may be charged).

## Waitlist Procedures

If you are on a waitlist and a seat becomes available to you prior to the first day of the semester, you will automatically be registered in the class. The waitlist procedure changes during the first six days of the semester.

- From Tuesday, September 3, 2019 to Tuesday, September 10, 2019 you must check your online student record each day.
- If a seat becomes available for you, it will be "Held" temporarily. You may claim your held seat that day online or in person at the Registration Centre.
- If you do not claim the seat by 11:30 PM you will be removed from the waitlist.
- After September 10, 2019 you may be eligible to register for the course using a "Request for Late Course Registration" form, gaining the course instructor's signature and bringing the form to B255 within two business days for registration (additional fees may be charged).

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

## Dropping Courses

If you register for a course and then decide you don't want it, you must officially drop it online or in person at the Registration Centre (B200). Please take note of these important deadlines if you are considering dropping a course:

- The last day to drop or switch a course or section before the fees are locked in is Monday, September 16, 2019. If you drop a course after this date you will be charged full fees for it.
- The last day to drop a course to avoid getting an "F" grade assigned is Monday, October 28, 2019. (No refunds will be issued for dropping a course).
- Under documented exceptional circumstances you may request a late withdrawal after October 28, 2019. Please see an International Student Advisor (B255) 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](http://viu.ca/directory) for contact information.

## Course Prerequisites

Check your online student record to ensure that you meet prerequisites for courses: click on "Web Registration", "Register" for the fall 2019 semester, 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 get 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 Wednesday, August 21, 2019.

## Academic Probation Policy

If you achieve a combined grade point average below "C" over the academic year (Fall 2019 and Spring 2020 semesters), you will be placed on Academic Probation and an International Student Advisor will contact you to offer assistance. Refer to "Probation Policy" at [viu.ca/genreg](http://viu.ca/genreg).

## Unofficial Withdrawal

If you stop attending classes, or miss a significant number of classes without explanation, you may be withdrawn from your class without prior notice. If this happens you will be assigned a grade of "UW" (unofficial withdrawal), which is the same as a fail and carries a grade point value of zero. No refunds will be issued.

## Leave of Absence

If you wish to temporarily withdraw from Vancouver Island University for any reason, you may apply for a leave of absence for the remainder of the current and the following semester. Apply to the Dean of your program for a leave of absence. When you return, you will be considered a continuing student for the purpose of registration. Provide a copy of the approval of leave of absence to Centre for International Education.

**IMPORTANT NOTE: Provide a copy of the approval for leave of absence to the Centre for International Education as this may have an impact on your immigration status in Canada and medical insurance coverage.**

## Scholarships and Awards

In 2018/19 VIU students received close to 1.5 million dollars in scholarships, awards and bursaries from the VIU Foundation. To be considered for this support, make sure your "Scholarship/Award/Bursary Profile" (located in your online student record) is up-to-date by October 31, 2019. For more information visit [viu.ca/FinancialAid](http://viu.ca/FinancialAid).

For information about opportunities for scholarships and awards available through the Centre for International Education, please visit [international.viu.ca/international-student-scholarships-and-awards](http://international.viu.ca/international-student-scholarships-and-awards).

# Important Dates

## FALL 2019/Spring 2020 Semesters



**August 1 (Thursday):** Fall semester fees due. Any unpaid Fall semester fees will be assessed a late fee.

**August 24 & 25 (Saturday & Sunday):** "Smooth Sailing" International Student Orientation.

**September 2 (Monday):** Labour Day; University closed.

**September 3 (Tuesday):** First day of classes for the Fall semester.

**September 10 (Tuesday):** Last day of active waitlist for Fall Semester courses. After this date courses may only be added in person using the Request For Late Course Registration form.

**September 16 (Monday):** Last day to drop or switch a course before the fees are locked in. Course changes after this date may incur additional fees.

**October 1 (Tuesday):** First day to submit applications for Academic Programs beginning September 2020.

**October 14 (Monday):** Thanksgiving Day; University closed.

**October 28 (Monday):** Last day for academic penalty-free withdrawal from Fall semester courses, or to change from credit to audit (or vice-versa). No refunds will be issued for dropping a course.

**November 11 (Monday):** Remembrance Day; University closed.

**November 11-15 (Monday-Friday):** Fall semester Study Days for academic programs.

**November 29 (Friday):** Spring 2020 semester fees due. Any unpaid semester fees will be assessed a late fee.

**December 6 (Friday):** Last day of classes for Fall semester.

**December 9 (Monday):** First day of final examinations.

**December 18 (Wednesday):** Last day of final examinations.

**December 27 (Friday):** Final Fall semester grades due from instructors.

**December 25-January 1 (Wednesday-Wednesday):** Christmas/New Year break, university closed.

**January 6 (Monday):** First day of classes for Spring 2020 semester.

**January 13 (Monday):** Last day of active wait-list for Spring semester courses. After this date, courses may only be added in-person using the Request for Late Course Registration form.

**January 17 (Friday):** Last day to drop or switch a course before fees are locked in. Course changes after this date may incur additional fees.