2016-2017 Academic Year Important Dates

In recognition of the fact that the University of Victoria is a diverse community, the Office of Equity and Human Rights has compiled a list of high holy days available at their website. Faculty and staff may wish to refer to this list in responding to requests from members of religious groups for variations in examination schedules due to religious observances.

2016-2017 ACADEMIC YEAR

Winter Session - Second Term

January 2017
1 Sunday New Year’s Day
4 Wednesday Second term classes begin for all faculties
6 Friday Senate meets
12 Thursday Last day for course changes for Faculty of Law
17 Tuesday Last day for 100% reduction of second term fees for standard courses. 50% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see www.uvic.ca/course-registration
20 Friday Last day for adding courses that begin in the second term
31 Tuesday Last day for paying second term fees without penalty

February 2017
3 Friday Senate meets
7 Tuesday Last day for 50% reduction of tuition fees for standard courses. 100% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see www.uvic.ca/course-registration
13 Monday Family Day
13-17 Monday-Friday Reading Break for all faculties
15 Wednesday Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation (students completing in the Spring term only)
28 Tuesday Last day for withdrawing from full year and second term courses without penalty of failure

March 2017
3 Friday Senate meets

April 2017
4 Tuesday Last day of classes for all faculties, except Faculty of Human and Social Development
7 Friday Senate meets
Examinations begin for all faculties, except Faculty of Human and Social Development
14 Friday Good Friday

UVIC UNDERGRADUATE CALENDAR JANUARY 2017
## Important Dates

### Winter Session - First Term

**September 2017**
- 4 Monday: Labour Day
- 5 Tuesday: First year registration and opening assembly for Faculty of Law
- 6 Wednesday: First term classes begin for all faculties
- 14 Thursday: Last day for course changes in Faculty of Law
- 19 Tuesday: Last day for 100% reduction of tuition fees for standard first term and full year courses. 50% of tuition fees will be assessed for courses dropped after this date.
- 22 Friday: Last day for adding courses that begin in the first term. Last day for graduate students to register in a personal leave in first term
- 30 Saturday: Last day for paying first term fees without penalty

**October 2017**
- 6 Friday: Senate meets
- 9 Monday: Thanksgiving Day
- 10 Tuesday: Last day for 50% reduction of tuition fees for standard courses. 100% of tuition fees will be assessed for courses dropped after this date.
- 18 Wednesday: Senate Committee on Academic Standards meets to approve Convocation lists
- 31 Tuesday: Last day for withdrawing from first term courses without penalty of failure

**November 2017**
- 3 Friday: Senate meets
- 11 Saturday: Remembrance Day
- 13-15 Monday-Wednesday: Reading Break (except Faculty of Law)
- 14&15 Tuesday & Wednesday: Fall Convocation
- 15 Wednesday: Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation (students completing in the Fall term only)
- 30 Thursday: Last day of classes in the first term for Faculty of Law

**December 2017**
- 1 Friday: Senate meets
- 4 Monday: National Day of Remembrance and Action on Violence Against Women. Classes and exams cancelled from 11:30 am – 12:30 pm.
- 15 Friday: Undergraduate deadline to apply to graduate for Spring Convocation
- 18 Monday: First term examinations end for all faculties
- 25 Monday: Christmas Day
- 26 Tuesday: Boxing Day

### Winter Session - Second Term

**January 2018**
- 1 Monday: New Year’s Day
- 3 Wednesday: Second term classes begin for all faculties
- 5 Friday: Senate meets
- 11 Thursday: Last day for course changes for Faculty of Law
- 16 Tuesday: Last day for 100% reduction of second term fees for standard courses. 50% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see www.uvic.ca/course-registration
- 19 Friday: Last day for adding courses that begin in the second term
- 22 Friday: Last day for paying second term fees without penalty

**February 2018**
- 2 Friday: Senate meets
- 6 Tuesday: Last day for 50% reduction of tuition fees for standard courses. 100% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see www.uvic.ca/course-registration
- 12 Monday: Family Day
- 12-16 Monday-Friday: Reading Break for all faculties
- 15 Thursday: Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation (students completing in the Spring term only)
- 28 Wednesday: Last day for withdrawing from full year and second term courses without penalty of failure

**March 2018**
- 2 Friday: Senate meets
- 30 Friday: Good Friday

**April 2018**
- 2 Monday: Easter Monday
- 6 Friday: Senate meets
- 9 Examinations begin for all faculties, except Faculty of Human and Social Development
- 24 Tuesday: Examinations end for all faculties

## Notes

1. *Classes are cancelled on all statutory holidays and during reading breaks. Administrative offices and academic departments are closed on statutory holidays. Holidays that fall on a weekend are observed on the next available weekday.*
normally on a Monday. The UVic Libraries are normally closed on holidays; exceptions are posted in advance.

2. Faculty of Human and Social Development dates to be announced.

3. See also Faculty of Law for more details regarding Summer 2016 and 2017, and Summer 2016 and 2017 Important Dates for law courses.

4. For non-standard courses see <www.uvic.ca/current-students/home/course-registration/look-up-courses/index.php>.
Undergraduate Application and Documentation Deadlines

The deadlines below are fixed dates. If a fixed date falls on a holiday, a Saturday or a Sunday, the nearest following day of business will be considered the deadline. The University reserves the right to make changes as necessary.

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<thead>
<tr>
<th>FACULTY/PROGRAM</th>
<th>ENTRY POINT</th>
<th>APPLICATION DEADLINE</th>
<th>DOCUMENT DEADLINE</th>
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<td>EARLY ADMISSION - BC and OUT OF PROVINCE APPLICANTS</td>
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<tr>
<td>Current graduating BC and out-of-province secondary school applicants only (including off-shore Canadian curriculum schools)</td>
<td>September</td>
<td>February 28</td>
<td>March 31 unless specified otherwise (for mandatory self-reported grades.)</td>
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<tr>
<td>EARLY ADMISSION - US and INTERNATIONAL APPLICANTS</td>
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<tr>
<td>Current graduating secondary school applicants</td>
<td>September</td>
<td>February 28</td>
<td>May 1 (for all documents, including midterm grades.)</td>
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<tr>
<td>PETER B. GUSTAVSON SCHOOL OF BUSINESS* (Official in-progress transcripts are required at time of application)</td>
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<td></td>
<td>September</td>
<td>February 28</td>
<td>March 15</td>
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<td>EDUCATION* (Official in-progress transcripts are required by January 31; Final Transcripts by May 31)</td>
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<td>Elementary Teacher Education Programs:</td>
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<tr>
<td>4-Year Program</td>
<td>September</td>
<td>February 28</td>
<td>May 1</td>
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<tr>
<td>Post-Degree Program (PDPP)</td>
<td>September</td>
<td>January 2</td>
<td>May 1</td>
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<td>Secondary Teacher Education Programs:</td>
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<tr>
<td>Post-Degree Program (PDPP)</td>
<td>September</td>
<td>January 2</td>
<td>May 1</td>
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<tr>
<td>Five-Year BEd (Art, Music, PE)</td>
<td>September</td>
<td>January 31</td>
<td>May 1</td>
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<tr>
<td>School of Exercise Science, Physical and Health Education (BA, BSc, BEd)</td>
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<td>ENGINEERING (Official in-progress transcripts are required at time of application)</td>
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<td>BEEng and BSEng</td>
<td>September</td>
<td>April 30</td>
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<td>BSc (Computer Science)</td>
<td>September</td>
<td>April 30</td>
<td>May 1</td>
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<tr>
<td>Engineering Bridge (via Camosun College)</td>
<td>January</td>
<td>February 15</td>
<td>March 15</td>
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<td>FINE ARTS (Official in-progress transcripts are required at time of application)</td>
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<tr>
<td>Art History and Visual Studies</td>
<td>September</td>
<td>October 31</td>
<td>November 30</td>
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<td>Music*, Writing</td>
<td>September</td>
<td>March 31</td>
<td>May 15</td>
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<td>Visual Arts*</td>
<td>September</td>
<td>February 28</td>
<td>May 15</td>
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<tr>
<td>Theatre*</td>
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<td>May 15</td>
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<tr>
<td>HUMAN &amp; SOCIAL DEVELOPMENT (Official in-progress transcripts are required at time of application)</td>
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<td>Child and Youth Care*</td>
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<td>February 28</td>
<td>April 1</td>
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<tr>
<td>Pre-Child and Youth Care (distance only)</td>
<td>September</td>
<td>February 28</td>
<td>May 1</td>
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<tr>
<td>Health Information Science*</td>
<td>September</td>
<td>March 31</td>
<td>April 30</td>
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<tr>
<td>Nursing*</td>
<td>September</td>
<td>March 31</td>
<td>May 15</td>
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<tr>
<td>Social Work*</td>
<td>September</td>
<td>January 31</td>
<td>January 31</td>
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<tr>
<td>Pre-Social Work (on and off campus)</td>
<td>September</td>
<td>April 30</td>
<td>May 30</td>
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<tr>
<td>School of Public Health and Social Policy*</td>
<td>September</td>
<td>April 1</td>
<td>May 15</td>
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<tr>
<td>Public Sector Management, Local Government Management Diploma, Professional Specialization Certificates*</td>
<td>September</td>
<td>May 31</td>
<td>June 15</td>
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<tr>
<td>Diploma in Indigenous Community Development and Governance</td>
<td>September</td>
<td>May 31</td>
<td>June 15</td>
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<tr>
<td>HUMANITIES/SCIENCE/SOCIAL SCIENCES (Official in-progress transcripts are required at time of application)</td>
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<tr>
<td>New and reregistering students</td>
<td>September</td>
<td>October 31</td>
<td>November 30</td>
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<td>LAW (Dates subject to change)</td>
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<tr>
<td>First Year</td>
<td>September</td>
<td>January 15</td>
<td>March 1</td>
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<td>Upper Level</td>
<td>Sept./Jan</td>
<td>April 30</td>
<td>June 30</td>
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<td>Summer Session</td>
<td>May</td>
<td>March 31</td>
<td>April 30</td>
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<tr>
<td>CONTINUING STUDIES DIPLOMAS &amp; CERTIFICATES</td>
<td>For entry points and deadlines contact the Division of Continuing Studies directly or visit &lt;continuingstudies.uvic.ca&gt;.</td>
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</tbody>
</table>

* These programs require supplemental materials; please contact the faculty/department directly.
Terms Used at UVic

Academic Drop Date:
Last day for dropping courses without penalty of failure.

Associated Section:
See Linked Section. Normally, a laboratory or tutorial that accompanies a lecture. Also called Linked Section.

Auditor:
A student who pays a fee to sit in on a course without the right to participate in any way. Auditors are not entitled to credit.

Award:
See list of definitions under Scholarships and Awards.

CAPP:
(Curriculum Advising and Program Planning) a degree audit which outlines the program requirements needed for degree completion and matches a student’s course record against those requirements.

Confirmation of Registration:
A confirmation of registered courses, including courses that are wait-listed, is available via “My page”.

Co-operative Education:
A program of education which integrates academic study with work experience.

Corequisite:
A specific course or requirement that must be undertaken prior to or at the same time as a prescribed course, or a course required by a department for a degree program but offered by another department.

Course:
A particular part of a subject, such as English 135.

Department:
In academic regulations, this covers any academic administrative unit, including a department, school, centre or faculty as the context requires.

Discipline:
A subject of study within a department.

Former Student:
A person who has been admitted to the University and has enrolled in at least one credit course, and who is not enrolled in the current session

Full-Time Student:
An Undergraduate registered in 12 or more units of study in the Winter Session (September to April) or 6 or more units in a single Winter Session term or in the Summer Session (May to August).
**NetLink-ID:**
A unique personal identifier which is used as your "username" for various services provided by the University of Victoria.

**Non-Standard Course Dates:**
Fee reduction and drop deadlines are based upon a percentage of the duration of a course. The duration of a course is end date minus start date plus 1 (i.e. the first day counts as 1). A table of non-standard course dates for Winter Session can be found under Non–Standard Course Dates, page 72. All tuition fee reductions are subject to retention of the acceptance deposit (new students). Please see <finance.uvic.ca/tuition>.

**Non-Standard Course Table:**
The start and end dates are different than standard course dates for a section offered in the current Winter Session. The fee reduction and academic drop dates are calculated based on this variation of dates. Check <www.uvic.ca/course-registration> or the appropriate registration guide for the “non-standard courses” list.

**Online Registration:**
Registration via <www.uvic.ca/mypage>.

**Online Timetable:**
Provides students with current course timetable information via the Web, including current information on open sections and the number of wait-listed students: <www.uvic.ca/timetable>.

**Part-Time Student:**
An undergraduate student undertaking fewer than 12 units of study in the Winter Session or fewer than 6 units in Summer Session.

**Permission:**
Registration in some courses requires permission from the Department. Registration is done through the Department. See also: Registration Restriction.

**Plagiarism:**
A form of cheating by means of the unacknowledged, literal reproduction of ideas and material of other persons in the guise of new and original work.

**Prerequisite:**
A preliminary requirement which must be met before registration is permitted in a prescribed course.

**Primary Section:**
Normally a lecture section.

**Probation:**
An academic standing assigned when minimum GPA requirements are not met and academic conditions apply.
courses bearing the grade COM, INP, N/X, or F/X are excluded from the term GPA calculation. Term GPA is not used in the determination of academic standing and does not appear on the Official Transcript.

**Transcript:**
A copy of a student’s permanent academic record.

**Transfer Credit:**
Credit assigned to the academic record for courses successfully completed at another recognized institution.

**Unclassified:**
Refers to the year in which certain students are registered. Normally applied to non-degree, visiting or diploma students.

**Undergraduate Student:**
A student registered in an undergraduate faculty or in a program leading to a Bachelor’s degree or an undergraduate diploma.

**Unit:**
Positive numerical value used in assigning the value of a course, such as English 135 (1.5 units). See also: Term.

**Upper Level Courses:**
Courses numbered from 300-499.

**Visiting Status:**
A student who is not formally admitted to a UVic degree program but is permitted to enrol in credit courses for a specified period on the basis of a Letter of Permission from another institution.

**Year:**
The level within a program of study, or the level of the course. For example, First-year student, First-year course (Physics 102).

**Year Level Determination:**

<table>
<thead>
<tr>
<th>Units</th>
<th>Year</th>
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</thead>
<tbody>
<tr>
<td>Below 12</td>
<td>First Year</td>
</tr>
<tr>
<td>12 to 26.5</td>
<td>Second Year</td>
</tr>
<tr>
<td>27 to 41.5</td>
<td>Third Year</td>
</tr>
<tr>
<td>42 units or above</td>
<td>Fourth Year (4-year programs)</td>
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<tr>
<td>42 to 56.5</td>
<td>Fourth Year (5-year programs)</td>
</tr>
<tr>
<td>57 units or above</td>
<td>Fifth Year (5-year programs)</td>
</tr>
</tbody>
</table>

Special Students are unclassified as to year.