

INFORMATION FOR STUDENTS

FALL 2011 WINTER 2012

VANCOUVER ISLAND SCHOOL OF ART
2549 QUADRA STREET VICTORIA BC V8T 4E1

The Vancouver Island School of Art is accredited with the Private Career Training Institutions Agency (PCTIA) and has a 1st year transfer agreement with Emily Carr University of Art + Design.

We offer:

Certificate of Visual Arts
Diploma of Fine Arts
Independent Studio Program
Individual Courses and Workshops

WHO WE ARE

Executive Director and Founder of VISA: Wendy Welch
Associate Director: Xane St. Phillip
Office Administrators: Linda Peters & Jennifer Smyly
Database Administrator: Kyler Clement
School Assistant: Tanta Pennington
Accountant: Laura Feeleus
Bursary School Assistants: Fairn Herising & Chris Vasileiou

Faculty

Wendy De Gros, BFA (Painting, Mixed Media)
Tegan Forbes, MFA (Painting, Print Media)
David Gifford, MFA (Drawing, Sculpture)
Megan Gilbert, BFA (Drawing)
Rachel Hellner, MA (Drawing)
Danielle Hogan, MFA (Art History, Drawing)
Todd Lambeth, MFA (Painting)
Tracey Nelson, MFA (Drawing, Painting)
Tara Nicholson, MFA (Painting, Photography, Mixed Media)
Jenn Robins, BA, BEd (Printmaking)
Peter Sandmark, MFA (Video and Media Arts)
Xane St Phillip, MFA (Painting, Design)
Wendy Welch, MFA (Painting, Drawing, Critical Studies)
Jeroen Witvliet, BFA (Painting)

Open Studio Coordinator

Kathleen Lane

Facilities

- Washrooms are located on lower level
 - Sinks are in Room 1 and Sculpture Room, lower level
 - School related announcements will be posted on bulletin board outside the office
 - A fridge is available to students in Room 1 and the microwave is in the Sculpture Room
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OFFICE HOURS

9:00 am to 5:00 pm Monday to Friday

Ph: 250.380.3500

Email: info@vancouverislandschoolart.com

IMPORTANT DATES

Fall 2011 Semester

First day of Fall Semester	Mon, Sept 12
Thanksgiving (school closed)	Mon, Oct 10
Assignment Week (no classes Tues-Thurs)	Oct 25-28
Remembrance Day (school closed)	Fri, Nov 11
Last day of classes	Fri, Dec 9
Open House (noon to 4 pm)	Sat, Dec 17
Christmas holidays (school closed)	Dec 24 – Jan 2

Winter 2012 Semester

First day of Winter Semester	Mon, Jan 9
Assignment Week (no classes Mon-Thurs)	Feb 20-23
Good Friday (school closed)	Fri, Apr 6
Last day of classes	Thurs, Apr 5
Open House (noon to 4 pm)	Sat, Apr 14

Spring/Summer 2012 Semester

Spring 2012 six-week courses begin	Mon, May 7
Graduation 2012	Sun, June 3
Art Today workshops begin	June 28
Last day to apply for Programs for September 2012 start date	July 1

VISA POLICIES

VISA's student policies are posted on our website; www.vancouverislandschoolart.com or you can request them at the office. Policies include Admissions, Refunds, Withdrawals, Prior Learning, Appeals, Dispute Resolution and more.

PARKING

If you use the parking lot we ask that you contribute to our donation box on the front counter. Recommended parking contribution is \$1 each class. Thank you!

PAINT DISPOSAL & RECYCLE

Paint Disposal: Please dispose of acrylic paint water in the pails provided beside the sink in Room 1. Do not put oil paints and solvents in the acrylic pails. Glass containers under the sink are for oil paints and solvents only. Acrylic water, solvents, wax or plaster should never be poured down the sink.

Recycling: Papers and cardboard is recycled in the blue boxes provided in each classroom. We do not have recycling for plastic or metal, so please take these items home to your household blue boxes, thank you.

Housekeeping: Please tidy your area at the end of each class including putting away the easels. All work should be taken home at the end of the class if possible.

STUDENT SERVICES

Student Support Services

- Availability of faculty members and the Director on an ongoing basis, during class time and outside class time as needed for consultation and counsel regarding students' objectives, program planning, course content and progress.
- Full time office support staff for assistance with program planning, registration, and financial advising.
- Open Studio time with facilitator is provided once a week, providing students with studio space to work on assignments.

Academic Advising

Students requiring assistance in the planning of their program are encouraged to make an appointment with the Director, Wendy Welch, at least once each semester.

Reading Room

A range of art magazines and books are available for use; all books and magazines are to remain in the Reading Room or be returned to the Reading Room at the end of class.

Readings

Due to copyright laws, only 3 copies of class readings will be available in the Reading Room. They can be checked out for an hour to photocopy at Camus, across the street.

Sculpture/Printmaking Room

Tools and equipment in shop are available for use in the school outside of class time, as well as during class time, so that students can work on class projects. Students wishing to use mitre saw must check with office staff first.

Darkroom

The darkroom is available for students registered in a photography class, but students who arrange to pay a darkroom fee of \$30/day (for use of chemicals) may also have use of the facility. For availability, please check schedule posted outside entry to the darkroom.

GENERAL INFORMATION

Open House

VISA holds an Open House at the end of the Fall and Winter semesters, to showcase student work. These are well-attended events open to the public and all students are encouraged to participate. **Volunteers** are always needed for Open House – if you would like to help out with this event, please leave your name at the office.

StudentAid BC

The Vancouver Island School of Art is a designated institution with StudentAid BC. Full time Program students with a demonstrated financial need are eligible. Go to <http://www.aved.gov.bc.ca/studentaidbc> for more information. Students are advised to apply for student loans eight weeks prior to the start of the semester.

Cold Weather

The Vancouver Island School of Art is a heritage building and gets chilly in the winter. Please dress accordingly.

ACADEMIC INFORMATION

Requirements for Certificate and Diploma Students:

Students must register for the minimum amount of weekly hours required by the program:

- Certificate of Visual Arts: min. two courses per semester (6 hours per week)
- Diploma of Fine Arts: min. three courses per semester (9 hours per week)

It is the student's responsibility to register for courses early enough to ensure placement. Notices will be sent to program students as soon as courses are available online each semester. Registration reminders will also be sent to program students by email as well as via the **weekly Newsletter**. Students can register by phone, email or in person during office hours.

Attendance and Lateness

- No more than three classes or two consecutive classes can be missed in a 12-week course
- If late more than two times, each subsequent 'late arrival' will be considered as ½ class absence (i.e., two lates = one absence)

Assessment and Grading

The Vancouver Island School of Art provides Program students with fair and responsible grading based on individual artistic development.

Grading System:

Grade	Percentage	Description
A+	95-100	Exceptional, outstanding and excellent performance. Normally achieved by a minority of students. These grades indicate a student who is self-initiating, exceeds expectation and has an insightful grasp of the subject matter.
A	90-94	
A-	85-89	
B+	80-84	Very good, good and solid performance. Normally achieved by the largest number of students. These grades indicate a good grasp of the subject matter or excellent grasp in one area balanced with satisfactory grasp in the other area.
B	75-75	
B-	70-74	
C+	65-69	Satisfactory, or minimally satisfactory. These grades indicate a satisfactory performance and knowledge of the subject matter.
C	60-64	
C-	55-59	
D	50-54	Marginal Performance. A student receiving this grade demonstrated a superficial grasp of the subject matter.
F	0-49	Unsatisfactory performance including poor attendance and participation; non-completion of course assignments.
W		Withdrawn

IMPORTANT: If you are not in a program, but wish to be graded, you must complete a **GRADE REQUEST FORM**. These are available from your instructor or the office.