

ABOUT US

The Vancouver Island School of Art (VISA) was established in 2004 and is accredited with Private Career Training Institutions Agency (PTIB). The school is located in downtown Victoria at 733 Johnson St, Unit 302.

Executive and Staff

Executive Director and Founder of VISA: Wendy Welch
Office Manager: Kristin Spreeuw
IT and Webmaster: Kyler Clement
Bookkeeping: Lori Wedgbury

Fall Course Faculty

Tamara Bond: Drawing/Mixed Media
Tony Bounsall: Mixed Media
Kate Brooks Heinimann: Painting
Meghan Krauss: Drawing
James Letkeman: Drawing/Painting
Neil McClelland: Drawing/Painting/Colour Theory
Tim McCormack: Drawing/Painting
Leah McInnis: Drawing/Painting
Corrie Peters: Textile Arts
Wendy Welch: Painting/Art Theory
Jessica Ziakin: Art History

VISA POLICIES

VISA's student policies are posted on our website: <https://www.vancouverislandschoolart.com/student-policies>. Policies include Admissions, Refunds, Withdrawals, Prior Learning, Appeals, Sexual Misconduct and Dispute Resolution.

CLASS CONDUCT

Using a phone, texting, Facebooking, checking email, and preparing for other classes are not acceptable activities during class time. Please put your phone on silent.

OFFICE HOURS

Monday-Friday, 9:30am – 5:00pm

IMPORTANT DATES

First day of classes: September 19, 2023
Thanksgiving Day: October 9, 2023 (school closed)
Reading Break: October 31-November 3, 2023
Last day of classes: December 15, 2023

STUDENT SERVICES

Library

The library is available for student use. Books may not be taken out of the reading room except with special permission from the office, and may only be signed out for two weeks.

Newsletter

A newsletter is emailed on a monthly basis. It is recommended you read this to stay updated with school and other art-related activities and events in Victoria.

Student Support Services

- The Director is available on an ongoing basis as needed for consultation and counsel regarding students' objectives, planning, course content and progress (contact office to make an appointment).
- Office staff may offer assistance with program planning, registration, and financial advising.

Internet Access

Wifi: visaguest Password: D9wgC0mp@dntn

FACILITIES AND GROUNDS

- Washrooms are located at the back of the classroom and in the stairwell with a key from the office.
- Please recycle **only** paper in blue bins. Bring plastic or tin pop containers home or throw out in garbage.
- Elevator and wheelchair accessible washroom are available. Please let the office know if you require wheelchair access to the building.
- Bike locker available, see the office for access.

Parking

The school is located across from the Johnson St Parkade. More information can be found on the City of Victoria website: <https://www.victoria.ca/EN/main/residents/parking/parkades.html>

Storage of Work

There is no designated storage space for student work. Please take your work home with you.

Paint Clean-up

Water-based paint: wipe off paint from brushes with a paper towel or rag and then clean brush with water in a container. Do not clean your brushes directly in the sink.

Oils: Only odorless mineral spirits (OMS) may be used. Rags must be dried and disposed of in galvanized metal buckets.

Scents

Please do not wear strong scents or perfume in consideration of students and faculty who have sensitivities.

Classroom

- For courses that make use of easels, students may be asked to help with the putting up and taking down of their easels and the setting up of their work stations.
- We ask that students staying in the classroom during lunch use the library area or outdoor patio while the room is cleaned between classes.

Information for Students Fall 2023

Galleries

- The Slide Room Gallery is located at VISA:
<https://slideroomgallery.com/>

ONLINE COURSES

- Online classes are delivered in real-time using Zoom. Instructors email the meeting link prior to the first class. You may join the meeting 5-10 minutes before the start of class; we encourage use of video. Please keep your mic muted unless speaking to reduce background noise.
- Online courses have a Dropbox folder for submitting homework. Do not delete any images from Dropbox unless you are deleting your own image to replace it with another. This is a shared platform, so images would be deleted for everyone including the instructor.

PHOTOCOPYING & PRINTING

Photocopying and printing services are available in the office for \$0.25 per page of black and white, and \$0.50 per page of colour printing.

Email your printing requests to

info@vancouverislandschoolart.com **1-2 days in advance.**

Please note: VISA cannot accommodate a large volume of printing. For more than 5 pages we recommend Monk Office.

PROMOTION

Office staff will occasionally take photographs of the classroom and student artwork for promotional purposes. If you do not wish for your face or artwork to be shown in our social media or website, please inform the office.

ACADEMIC INFORMATION

Workload and Expectations: Students are expected and required to devote additional studio and research time to class projects. An average of three hours of homework per three-hour course can be expected.

Attendance and Lateness

- Program students: no more than three classes may be missed in a course or you risk a failing grade. Inform the office and instructor if you will be absent.
- Program students attending online courses must have video on in order to be considered present for the class.
- Please arrive to class five minutes early. Late arrivals are disruptive to the instructor and fellow students. If late more than twice, each subsequent late arrival will be considered as ½ class absence (i.e. two lates = one absence). Inform your instructor if you anticipate being late.
- The building is locked at 6:30pm. If you anticipate being late for an evening class, you may wish to exchange phone numbers with another student who can let you in.

Exam Makeup Fee

If you are unable to attend a scheduled exam there will be a \$25 fee for writing at a different time.

Assessment and Grading

Only students enrolled in the *Certificate of Visual Arts* program receive grades and only 12-week courses are graded (six-week courses and workshops do not qualify towards the Certificate). Final grades are emailed 2-3 weeks after the semester ends. Non-program students who have been graded up until this point will receive credit for these courses if they enrol in the Certificate Program within four years (2025). Full Grading Policy is available on the VISA website:

<https://www.vancouverislandschoolart.com/student-policies>

Refund Policy

Course Refund	Admin Fee
Withdrawal (written notice) 7 or more days before start of course	5%
Withdrawal (written notice) less than 7 days before start of course	10%
Withdrawal (written notice) after first class	15%
Withdrawal (written notice) after second class	20%
Withdrawal (written notice) after third class	50%
No refund after fourth class	

Workshop Refund	Admin Fee
Withdrawal 7 days (written notice) before start of workshop	10%
Withdrawal less than 7 days (written notice) before start of workshop	15%
Withdrawal less than 48 hours before start of workshop	35%
No refund if withdrawal is less than 12 hours before start of workshop	

Cancelled Courses and Workshops

Students will receive a full refund of tuition and any applicable material or model fees in the event that a course or workshop is cancelled by the Vancouver Island School of Art. Please check the website for the full Refund Policy:

<https://www.vancouverislandschoolart.com/refund-policy>