

INFORMATION FOR STUDENTS

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

FALL 2015 AND WINTER 2016

Info@vancouverislandschoolart.com
250-380-3500

ABOUT US

The Vancouver Island School of Art (VISA) was established in 2004 and is accredited with Private Career Training Institutions Agency (PCTIA).

Students have four options of study at VISA: Certificate of Visual Arts, Diploma of Fine Arts, Independent Studio Program, or Individual Courses and Workshops. The Certificate of Visual Arts is transferable to Emily Carr University of Art + Design and Vancouver Island University, and the Diploma of Fine Arts is transferable to the University of Gloucestershire.

Executive and Staff

Executive Director and Founder of VISA: Wendy Welch

Associate Director: Xane St. Phillip

Board of Directors:

Colette Baty

Wendy Bowkett

Amy Cripps

Simeon Goa

Tricia Hodgins

Barb Snyder

Mary-ellen Threadkell

Gordon Walker

Office Administrators: Melissa Gignac & Linda Peters

IT and Webmaster: Kyler Clement

Accountant: Melissa Gedney

School Assistants: Emma Kelly, Chantelle Parent, Natasha Van Netten

Faculty

Wendy De Gros: Painting, Sculpture

Jeremy Herndl: Painting

Todd Lambeth: Drawing, Painting

Claudia Lorenz: Photography, Sculpture, Art History

Neil McClelland: Painting, Drawing

Kerry Mason: Art History

Tara Nicholson: Photography

Catherine Nutting: Art History

Kate Scoones: Design, Painting

Xane St Phillip: Understanding Colour, Design

Barrie Szekely: Drawing, Painting

Jeroen Witvliet: Drawing, Painting

Wendy Welch: Advanced Studio, Drawing, Collage

FIRST WEEK OF CLASSES

- Certificate and Diploma program students must sign a Student Enrollment Contract and pick up their student cards in the office.
- Tuition is due at the time of registration except those who have notified us that they have applied for a loan (BCSL).
- Grade Request forms are due from non-program students.

VISA POLICIES

VISA's student policies are posted on our website under Programs at www.vancouverislandschoolart.com. Policies include Admissions, Refunds, Withdrawals, Prior Learning, Appeals, 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 silence during class time.

OFFICE HOURS

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

Ph: 250.380.3500

Email: info@vancouverislandschoolart.com

IMPORTANT DATES

Fall 2015 Semester

First day of Fall Semester Tue, Sept 15

Thanksgiving (school closed) Mon, Oct 12

Assignment Week (no classes Tues-Fri) Oct 26-30

Remembrance Day (school closed) Wed, Nov 11

Last day of classes Fri, Dec 11

Open House Preparation Dec 15-18

Open House (noon to 4 pm) Sat, Dec 19

Christmas holidays (school closed) Dec 24—Jan 1 (reopens Jan 4)

Winter 2016 Semester

First day of Winter Semester Tue, Jan 12

Assignment Week (no classes Tues – Thur) Feb 22—24

Good Friday (school closed) Fri, Mar 25

Last day of classes Fri, Apr 8

Spring/Summer 2016 Semester

Spring six-week courses begin Tue, May 16

Graduation 2015— Sun, June 5

Last day of classes Fri, June 24

STUDENT SERVICES

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.
- Full time office support staff for assistance with program planning, registration, and financial advising.
- Monday is Studio Day for all students throughout the semester. Classrooms are available from 10am to 5pm.

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.

Student Cards

Students registered in a program at VISA receive a student card. The student card will provide discounts at art supply stores and a \$12 year membership at the AGGV. Please see office for details.

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.

Newsletter

A newsletter is emailed weekly, please read to stay updated with school events and news.

Sculpture/Printmaking Room

Tools and equipment are available for use during class time and outside of class time to work on class projects. Students wishing to use mitre saw or printmaking press **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. Please see office for details.

FACILITIES AND GROUNDS

- Smoking is not permitted in building or anywhere on school grounds
- Washrooms (women and men on either side of building on lower level)
- Sinks are in Room 1 and Room 8 (lower level) - please observe posted instructions for disposal of paint water
- A fridge is available to students in Room 1 and the microwave is in Room 8 (when no class in session)

Parking

Recommended parking contribution is \$1 for each three hour class. Our donation box is in the office. Thank you.

Storage

The school has very limited space for storage of artwork. Some work such as wet oil paintings can be stored in clearly marked area near men's room downstairs. There is also some room for sculpture projects in process under the tables in the sculpture room. All work should be clearly labeled with your name. If you are leaving work at the school, please know you are doing it at your own risk.

GENERAL INFORMATION

Open House

All students are encouraged to participate in installing their work for the Open House exhibition. Work is installed from Dec 15-18. **Volunteers** are always appreciated for Open House. If you would like to help out please sign-up in 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.

Cold Weather

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

Paint Disposal

Please dispose of acrylic paint water in the pails provided beside the sink in Room 1. Also use these buckets to do preliminary cleaning of your brushes. **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.

For Students Using Oils

Only **odorless solvents** are permitted in painting all classes. Oily rags must be dried and disposed of in galvanized buckets.

Scents

Please do not wear strong scents or perfume as some students and faculty have sensitivities.

Recycling

We recycle paper, paper towels, organic materials, coffee cups, lids, containers (glass, plastic and metal), film (plastic bags and wrapping). Very little material needs to be thrown in the garbage: chip bags, gum, rags are the few items that qualify for the garbage bin. Paper and compost can be recycled in bins provided in classrooms. Rinsed coffee cups go into paper recycling. Coffee cup plastic lids, plastic containers, glass containers go in Room 1 in bin provided. Unrinsed coffee cups and paper towels go in compost bin. Garbage bin is in Room 1.

Coffee

There is a coffee shop (Caffe Fantastico) at 965 Kings Road (half a block from VISA). It is open until 7pm on weeknights. If you are an avid coffee drinker we highly recommend that you purchase a coffee mug as our paper and compost recycling is 90% disposable coffee cups. You will be helping the environment and helping VISA keep its recycling costs low (we pay for recycling by the volume and weight).

Other Eateries

Fairway Market — 2635 Quadra Street

Part & Parcel — 2656 Quadra Street

Caribbean Village Café — 2646 Quadra Street

Sante Café 2630-A — Quadra Street

5th Street Rotisserie — 1-28 Hillside Avenue

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 per three hour course can be expected.

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)

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. Final grades for program students are emailed 2-3 weeks after semester ends. Non-program students can request their grades from the office.

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

Grading System:

Grade	Percentage	Description
A+ A A-	90-100 85-89 80-84	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.
B+ B B-	77-79 73-76 70-72	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.
C+ C	65-69 60-64	Satisfactory, or minimally satisfactory. These grades indicate a satisfactory performance and knowledge of the subject matter.
D	50-59	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