

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
Media/Promotion: Brenda Leo
Bookkeeping: Melissa Gedney

Spring/Summer Course Faculty

Tony Bounsall: Mixed Media
Dylan Cram: Painting
Jeremy Herndl: Painting
Meghan Krauss: Drawing/Photography
John Luna: Art History
Neil McClelland: Painting
Leah McInnis: Drawing/Painting
Wendy Welch: Drawing/Painting/Mixed Media
Jeroen Witvliet: Drawing
Everett Wong: Textile Arts

VISA POLICIES

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

CLASS CONDUCT

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

OFFICE HOURS

Tuesday-Friday, 9:30am – 5:00pm

IMPORTANT DATES

First day of Spring classes: May 16, 2022
Last day of Spring classes: June 27, 2022
First day of Summer classes: July 5, 2022
Last day of Summer classes: August 12, 2022

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.

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 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 is available, see the office for access.

Parking

The school is located directly across from the Johnson Street Parkade. More information on parking 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 yogurt container. Do not clean your brushes directly in the sink. Do not use the kitchen area to clean up paint, use the classroom washroom.

Oils: Only odorless mineral spirits (OMS) may be used in painting classes. Oily 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.

Information for Students Spring/Summer 2022

ONLINE COURSES

- Online classes are delivered in real-time using Zoom. The meeting link is sent to students one week prior to the first class. You may join the meeting 5-10 minutes before the start of class to ensure your connection is stable; we encourage students to use 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. When the course is finished you may remove yourself from the Dropbox in order to free up your own storage space.

COVID-19

- VISA is following the BC Ministry of Health's guidelines regarding COVID-19 protocol. Please refer to the VISA website for the full policy: <https://www.vancouverislandschoolart.com/covidprotocols.html>
- We ask that students not linger in the classroom in order to facilitate cleaning between classes.

Photocopying & Printing

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

Email your printing requests to

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

We cannot guarantee same day printing requests.

ACADEMIC INFORMATION

Attendance and Lateness

- Please arrive to class five minutes early. Late arrivals are very disruptive to the instructor and fellow students.
- 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.

Assessment and Grading

Spring and Summer courses are not part of the *Certificate of Visual Arts* program and as such are not graded.

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	20%
Withdrawal (written notice) after second class	50%
No refund after third class	

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:

http://vancouverislandschoolart.com/refund_policy.html