

Student Employment Office



WORK-OP ELIGIBILITY

Students must be enrolled at VIU to be eligible for the Work-op program

Fall and Spring Semesters:

- A minimum of three 3-credit courses, 2 Academic and Career Preparation (ACP) or English as a Second Language (ESL) courses; or
- 60% course load at VIU for most students; or
- For students with a recognized disability, full-time status is two 3-credit courses, 1 ACP or ESL course. In some circumstances specific documented disabilities may be considered to determine exceptions to this requirement.

Summer Semester:

- A minimum of one 3-credit course, 1 ACP or ESL course
- For all students: course(s) must be taken during the summer session

Note: Students are allowed only one Work-op positions per semester except in special circumstances. All exceptions to eligibility or to number of positions must have approval from the Student Employment office.

NON WORK-OP ELIGIBILITY (Other Student On-Campus Employment)

- **Fall / Spring Semesters:** Must be a VIU student (enrolled in any course during the semester that work is performed). Enrolment must show on their student record.
- **Summer Semester:**
 - Student must be enrolled in a summer course (must show on their student record); or
 - Student must have completed a course(s) in the Spring semester and their student record must show enrolment for the Fall semester (continuing student).
 - **New Graduates:** Students who finish their last classes in the Spring semester and have their graduation ceremony in the summer are permitted to work up until the last day of the Summer semester.

Note: If a student's course ends mid-semester, they are permitted to work up until the last day of that month.