

The Registrar's Office is responsible for the following services: maintenance of all permanent student records, issuance of grade reports and/or attendance reports, issuance of student transcript records, supervision of quarterly student registration activities, processing of student status changes.

Student academic records are kept in the Registrar's Office. For additional protection, electronic copies of students' records are also kept off-site in a secure database located in Pittsburgh, PA. This database is, in turn, backed up on tape. Student records are confidential and protected by law.

Our Office Hours are:

Burnaby

Monday - 9:00am to 5:00pm

Tuesday - 9:00am to 5:00pm

Wednesday - 9:00am to 7:00pm

Thursday - 9:00am to 5:00pm

Friday - 9:00am to 5:00pm

Vancouver/Culinary

Monday - 9:00am to 5:00pm

Tuesday - 9:00am to 5:00pm

Wednesday - 9:00am to 5:00pm

Thursday - 9:00am to 5:00pm

Friday - 9:00am to 5:00pm

The Art Institute of Vancouver - Burnaby The Art Institute of Vancouver

Attn: Dayna Zaplotynsky

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Attn: Liza Tongos

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Tel: 1.604.683.9200 ext. 3256

Toll Free: 1.866.717.8080

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### *Information Changes*

Any student whose name, address, email, or phone number changes while attending The Art Institute of Vancouver must notify the Registrar's Office. This will enable the school to keep students better informed of events, notices, and changes occurring at The Art Institute of Vancouver.

Name changes must be presented in person to the Registrar's Office with one document from the list below reflecting the name change.

- Marriage License
- Divorce/Separation Decree
- Court Order

- Legal Change Of Name Certificate From the Province

### *Resources & Forms*

[Information Release Form \(PDF\)](#)

[Unofficial Transcript Request](#)

[Official Transcript Form \(PDF\)](#)

[Academic Calendar](#)

[Student Handbook \(PDF\)](#)

### *Contact Us*

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Registrar

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