

How to Email Instructors

Note: This handout explains two ways of emailing/finding an instructor's email

Via VIULearn

1. First log into [VIULearn](#) with your VIU computer account email and password

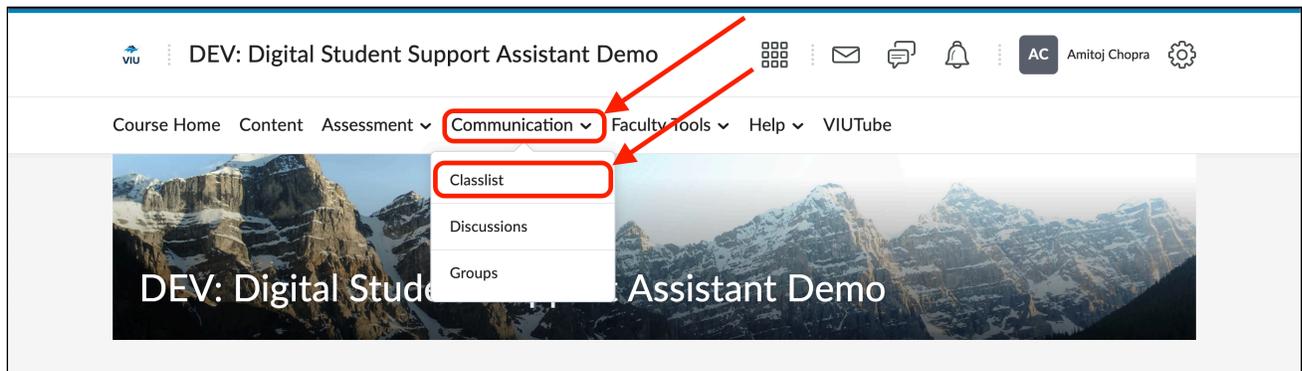
Sign in with your VIU computer account

amitoj.chopra@viu.ca

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Sign in

2. Once logged in, select the course of the Instructor you want to email
3. Once on the course home page, select "Communication" from the navigation menu and then select "Classlist"



4. In the Class list scroll till you find your instructor. They will be listed as "Instructor" under the "Role" column

Classlist Print Help

Add Participants Enrolment Statistics Email Classlist

Search For... Show Search Options

Email Print Unenrol

	Image	Last Name	First Name	Org Defined ID	Role	Last Accessed
<input type="checkbox"/>		Boychuk, Stephanie	(She/Her)	BOYCHUKS	Instructor	Nov 5, 2024 3:56 PM
<input type="checkbox"/>		Chopra, Amitoj		CHOPRAA1	Instructor	Mar 3, 2025 2:59 PM

10 per page

5. Click on the down arrow next to your instructor's name and then select "Send email"

Email Print Unenrol

	Image	Last Name	First Name	Org Defined ID	Role	Last Accessed
<input type="checkbox"/>		Boychuk, Steph		BOYCHUKS	Instructor	Nov 5, 2024 3:56 PM
<input type="checkbox"/>		Chopra, Amitoj		CHOPRAA1	Instructor	Mar 3, 2025 2:59 PM

10 per page

Send Email
View group enrolments for
Edit Accommodations

- A popup window will open, you may have to allow it to be opened in your browser settings
- Once in the popup window you can set a Subject, Body and add any attachments to the email
- When ready, click the blue "Send" button on the bottom left to send the email to the instructor

Attachments

Drop files here, or click below!

Upload Record Audio

Choose Existing

Send Save as Draft Cancel

Via the Student Record

1. First log into the [student record](#) with your student number student record password

My Student Record

Before you may access any of the functions on this page you must log in.

Student Number and Online Student Record Password Login

If you have not used this service before you should provide your birthdate (in YYMMDD format, eg 890504 for May 4, 1989) as the password.

Student Number: [I forget my Student Number](#)

Student Record Password: [I forget my Password](#)

Remember my Student Number on this Computer

[Log in using Student Number](#)

[Log in via Single Sign-on](#)

2. Once logged in, select "Academics" from the left hand side navigation menu and then select "Course Enrolment History"

You are Logged in as: (Student No) [Log Out](#)

Home

Admissions >

Web Registration

Academics >

Personal Information >

Finances >

Resources for Students

Registration Forms

My Student Record

Course Enrolment History

Choose Degree Program Options

GPS (VIU's Goal Planning System)

Apply to Graduate

Unofficial Transcript

Official Transcript

Confirmation of Enrolment Letter

View Documents

There are many services available to you from here. Find the information you need. We hope that you find these pages helpful.

3. On this page, look for the course of the Instructor you want to email.
4. Once found, click on the small blue "i" icon next to the course name

Bachelor of Science - Major in Computer Science (2025/01/06 to 2025/04/11)
Sponsor: International Education.
TERM GPA: N/A CREDIT: 10.00

[Drop Courses](#) [Check Prerequisites/Corequisites](#) [Exam Schedule](#) [Course Schedule](#) [Registration Receipt](#)

Course	Sect	Title	Credits	Grade	Point
 CSCI 251	S25N02	Systems and Networks	3.00	ENR	
 CSCI 375	S25N01	Intro to Systems Analysis	3.00	ENR	
 MATH 122	S25N02	Calculus II	4.00	ENR	

5. A popup containing course information will open up. This popup also contains the instructor's email address

Course Details

CSCI 251 (3) Systems and Networks (3:0:2)

An introduction to operating systems and computer networks. Topics include network architectures, communications protocols, client / server architecture and file systems. The lab component includes hardware and software installations, upgrades and backups.

Prerequisites: CSCI 161 and CSCI 162. (The prerequisites may be taken concurrently with CSCI 251 with permission of the chair).

Section: S25N02

Instructor	Email	Phone	Office Location
Frank Lopinto	Frank.Lopinto@viu.ca		

Course Transfer Information

Please Note: This information is provided by the BC Council on Admissions & Transfer *Transfer Guide Database*. It is believed to be correct; however for definitive information on course transferability please contact the Admissions Office at the institution you are attending or plan to attend.

Credits earned at VIU for [CSCI 251](#) may be transferred to:

6. Once found, this email address can be used to send the instructor an email using any email service (gmail, outlook, etc)