



STUDENT ORIENTATION

2021

FULL TIME BACHELOR OF TECHNOLOGY – COMPUTER SYSTEMS

WELCOME!

This document contains helpful information about BCIT. Please take the time to read the information provided and retain it for future reference.

BCIT IDENTIFICATION – BCIT ID CARD

The [BCIT ID card](#) is your personal student or photo ID card. Remember to include your student ID# on all correspondence!

Your student card allows you to access many services at BCIT, including:

- Library
- Audio Visual Services
- Printing & Copying Services
- Recreation & Athletics programs
- On-and-off campus discounts
- BCIT Student Association retail operations

To get your BCIT ID card, bring your smile, student number and a piece of government issued photo ID to the Library foyer (Building SE14) during office hours.

MY BCIT:

The [myBCIT](#) web site is your secure, personalized gateway to information and services at BCIT. Use your @my.bcit.ca email address as the login username and get access to a wealth of information.

Once you've logged on, you'll find a listing of your courses, complete with a calendar of key dates, instructor notices, and a message board for sharing information. You'll also be able to access your BCIT e-mail account, check your grades, pay fees, update your personal information, and retrieve tax forms.

BCIT COMMONS WEBSITE

The BCIT Commons website is there to keep you updated on the program, courses, job opportunities etc. It's located at commons.bcit.ca/computing/btech. You will also receive regular communication and updates from the department via your my.bcit.ca email address.



KEY DEPARTMENT CONTACTS

Donna Turner, Program Head
 SW02 – 129
 604-456-8092
 donna_turner@bcit.ca

Michal Dziubek, Program Coordinator
 SW02-123
 604-432-8644
 cstbtech@bcit.ca

STUDENT ASSOCIATION

UConnect Resource Centre
 SE02 – 286
 604-432-8600
 bcitsa.ca

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**COMPUTING
 FOR A COMPLEX WORLD.**

KNOWING YOUR PROGRAM

It is important for students to understand the administrative structure of their academic programs in order to know whom best to contact with questions and for support when necessary. In addition to the Instructors who students typically interact with on the most regular basis, Program Assistants, Program Coordinators, Program Heads and Chief Instructors provide administration for their respective program areas.

The Associate Deans oversee a group of program areas within a particular school at BCIT, and the Deans are the senior academic administrators for each of the six schools within BCIT

STUDENT QUESTIONS AND CONCERNS

Should you have difficulties or concerns with a course, your instructor is your first point of contact. Please report any course issues immediately and give your instructor the opportunity to address your concerns or questions in writing via email.

If further discussion is desired please contact the Program Coordinator through cstbtech@bcit.ca for administrative questions and Program Head, Donna Turner, for academic concerns.



INSTRUCTOR CONTACT INFORMATION

Your instructor will provide you with contact information or it will be noted in your course outline. Administrative staff are not authorized to give out this information. However, you can also look up their contact information at bcit.ca/contacts.

ACCESSABILITY SERVICES

Accessibility Services are available to students with temporary or permanent disabilities. Some examples of assistance offered are exam accommodations, alternate format textbooks, and adaptive technology. Please contact the Accessibility Services for more information at 604-451-6963 or accessibility@bcit.ca



BCIT STUDENT SERVICES

Student Information & Enrolment Services
bcit.ca/admission

Program Advising
bcit.ca/advising

BCIT Financial Aid
bcit.ca/finaid

Counselling and Student Development
bcit.ca/counselling

Accessibility Services
bcit.ca/accessibility

BCIT Bookstore
bcit.ca/bookstore

IT Services for students
bcit.ca/it-services/for-students

Food Services
bcit.ca/foodservices

Library
bcit.ca/library

Parking
bcit.ca/parking

BCIT Student Association
bcitsa.ca

Safety and Security
bcit.ca/safety-security

BCIT Computing Peer Tutors
bcit.ca/learning-commons/peer-tutoring

Housing/Residence
bcit.ca/housing

Recreation Services
bcit.ca/recreation

Audio/Visual
bcit.ca/av-services

TRANSFER CREDITS

To transfer any credits, please review "MY COURSES" on myBCIT.ca to verify your registration first. If you have previously completed certain courses or, have received transfer credit please advise us in writing. Do not assume that we know you already have credit!

To opt out of a course in this instance, submit a request in **writing** and provide course details and your student ID number to cstbtech@bcit.ca

Please note that dropping any course may impact your student loans status, if applicable.

ELECTIVE CREDITS

If you have previously taken part-time courses at BCIT or intend on taking courses during the summer you may be eligible to receive exemption from taking one or more General Education Elective Courses.

More information can be found at: [General Education Requirements](#)

WITHDRAWING FROM A COURSE

Students who wish to withdraw from a course must do so officially, in writing (e-mail preferred).

Withdrawal prior to two-thirds ($\frac{2}{3}$) of the way through the course will result in a "W" for Withdrawal on the student's transcript.

Withdrawal after two-thirds ($\frac{2}{3}$) of the way through the course, the course will result in a "LW" for Late Withdrawal on the student's transcript.

Neglecting to withdraw officially will result in a "V" for Vanish on the student's transcript.

**Note: A "V" indicates course abandonment and calculates as a zero (0) in the student's GPA.

To withdraw from a course, please send an e-mail to cstbtech@bcit.ca. In the email, please include the following information:

- Your name
- Your Student ID Number
- Date of withdrawal
- Course number and name
- Reason for withdrawal

BCIT'S POLICY ON CHEATING & PLAGIARISM

Academic honesty is expected and required of all students. This includes ethical conduct, academic integrity, adherence to the facts and trustworthiness.

The purpose of this policy is to deal with academic honesty in the conduct of all examinations, essays, reports and other projects or forms of assessment prepared or completed by students pursuant to the requirements of a BCIT program or course.

Cheating: to knowingly violate rules designed to ensure academic honesty.

Plagiarism: the presentation by the student(s) of materials or work prepared by other person(s), as the student(s) own work and without reference credits.

Dishonesty: is, but not limited to, any unauthorized action or conduct of a student in a clinical, industry or laboratory work situation where the student allows other person(s) to complete his or her tasks and fails to report or explain same to his or her supervisor or instructor.

If a student is found cheating, plagiarizing or being dishonest in their work, the outcome may include, but are not limited to the following:

- Written warning
- Reduced grade on the assignment or exam
- Course failure
- Expulsion from the Institute

ADVOCACY OFFICE

The SA provides advocacy services to students who are dealing with a conflict while at BCIT. The SA Advocate offers confidential, unbiased support to help students understand the many policies and procedures that they are both protected by and responsible to at BCIT.

Whether it is an academic or non-academic issue, a complaint about an experience with a fellow student, staff member, faculty, course, or policy, the Advocate is available to help students navigate and problem solve.

Contact the advocacy office at 604.432.8279 / advocate@bcitsa.ca / SE2 Room 286

TUITION FEES

Fees are payable on a term basis. CST BTech Students are considered 'continuing students' and must pay their tuition in full within 10 business days from the start of classes or have an approved fee deferral in place.

Ensure your payment is on time to avoid penalty fees and to keep your place in the program.

STUDENT FINANCIAL AID

Financial Aid & Awards exist to help students plan financially for their academic career at BCIT. Staff can help students understand what types of financial assistance are available to them, both non-repayable and repayable, and how the various application processes work.

Contact Financial Aid & Awards at the Burnaby campus at 604.432.8555 / finaid@bcit.ca / SW1 Room 2132

STUDENT HEALTH COVERAGE

As a full-time student, you are automatically enrolled in the BCIT Students Association health and dental plan. bcitsa.ca/health-dental/

If you wish to opt out of this coverage, please do so **within 30 days from the start of your full-time program.**

U-PASS

U-Pass BC enables eligible students to receive a three-zone pass valid for all TransLink Bus, SkyTrain and SeaBus services throughout Metro Vancouver. It also provides discounts on West Coast Express fares. The fee for this program is \$43.85 per month and is mandatory for all eligible students.

For full instructions loading your U-Pass to your Compass Card please visit bcit.ca/u-pass/get-compass-card-u-pass-bc/.

BCIT SECURITY

BCIT Security provides numerous services to the community:

- Monitors the security card access center
- Responds to emergencies, personal injury, etc.
- Complaint investigations, suspicious persons, crimes in progress, criminal events
- Safer walk program
- Maintains lost found property
- Provides authorized access to facilities

24 HOUR Security Assistance is available at the BCIT Security Operations Office at SW01 – 1016, or by phone at 604-451-6856