Modified Registration for Mechatronics and Robotics

When and Where
See commons web site http://commons.bcit.ca/engtechstudentinfo/

Who needs to attend?

Attend this session if:

- you are a modified (course-by-course) student
- you don't plan on taking a full course load

Do not attend this session if:

- you are a continuing student who was in full-time attendance the previous term and will be taking all courses in the upcoming term
- you want to register for part-time courses that run in the evening

How do I know if I'm a modified student?

Typically, you are classified as a modified student if you are not taking a full course load. This may be due to personal choice or because you were unsuccessful in one or more courses. Typically, you will receive a letter with your grades that will indicate that you are a modified student.

If you were in full-time attendance the previous term, successfully completed all courses, and will be taking all courses in the upcoming term, you are not a modified student and will be automatically enrolled in all courses. You do not need to attend the session.

The Registration Process

The main steps in the course by course registration process are:

1. **Select courses.**

   Identify the courses that you will be taking in the upcoming term, ensuring that you meet the prerequisite requirements for those courses. Some courses may be offered through the electronics program or as part-time studies (evening). If you are not taking the course with the mechatronics program, check the equivalency list to see if the course that you plan to take is equivalent to the course in the program.

2. **Select sets.**

   Once you have determined the courses you wish to take, consult the schedules (timetables) for the upcoming term to determine which set(s) you wish to be in. For the January registration, if you want to take an equivalent course in the Electrical Technology program, the timetables will not be available until mid-January since their classes start in late January.

3. **Complete a timetable.**

   Create a personal timetable so the program head can check that there are no conflicts.

4. **Complete a course request form.**

   Download and complete the form.

5. **Register.**

   Bring the completed timetable and course request form to the modified registration session. A representative from the student records office will register you.

6. **Pay for your courses**

   You should be able to pay immediately after registration.

Frequently Asked Questions

Can I make up missing courses in the Electrical Technology program?

Many of the first year courses in the program have equivalent courses in Electrical technology program. Their courses run every term, so you may be able to take an equivalent course even though it's not offered that term in the Mechatronics program. See the course equivalency document for a list of equivalent courses.

Courses in the Electrical technology program run from September to mid January and from February to the end of May. To take courses in the electrical program, attend the regular course-by-course registration session where your course selection will be approved by your program head. You will not be registered in the electrical course at this time! To register for the courses, attend the Electrical modified registration session. Electrical students have priority so you may be denied a seat if the course is already full.

What if my Electrical courses don't end until mid January?

Courses in the electrical technology program run until the middle of January so at the Mechatronics modified registration day in early January, we won't know if you passed your Electrical course. We'll assume that you will pass those courses and will permit you to enrol in follow-up courses. If you do not successfully complete your current electrical course(s), you will be removed from the follow-up course.

What if I wasn't at BCIT the previous term?

If you did not take courses in the Mechatronics program in the previous term, go to the Admissions office and apply for readmission to the program. We can not enrol you in courses if you are not in the program.

When can I pay?

Your courses are entered into the system when you register. You should be able to pay immediately.