School of Energy

Student Orientation Manual

Mechanical Engineering Programs

Mechanical Engineering, Mechatronics and Robotics,
Technology Teacher Education

SEPTEMBER 2026

Welcome

Welcome to BCIT, and congratulations on your acceptance into your program. We are proud of our programs and hope you will have a rewarding and fulfilling student experience.

Our programs are challenging but highly rewarding and are an investment in your future. The knowledge, skills, and experiences you gain, along with the relationships you build, will have a lasting impact on both your personal and professional life. We encourage you to engage with your classmates through study groups, student clubs, social activities, sports, and other campus events to make the most of your BCIT experience.

As a member of the BCIT community, you are expected to conduct yourself professionally in your academic work and in your interactions with others. These expectations, along with other important responsibilities, are outlined in BCIT policies, some of which are highlighted later in this document.

Success in your program requires dedication, regular attendance, and a commitment to completing assigned work. While our programs are demanding, numerous resources are available to support you. Your instructors, assistant instructors, classmates, set representatives, Program Heads, BCIT Early Assist, and a wide range of student services are all available to help you navigate academic and personal challenges. The BCIT Student Association is also a valuable advocate and resource for students. Everyone at BCIT is committed to helping you succeed, so please do not hesitate to ask for assistance when you need it.

We hope your time at BCIT is both rewarding and memorable, and we wish you every success in your program.



Jeanie Chan, P.Eng, MASc, BEMP
Associate Dean
Mechanical Engineering

MECHANICAL ENGINEERING
CALENDAR OF EVENTS 2026/2027

FALL TERM

AUGUST 2026		
18 - 24	Tue-Mon	Modified Registration – Forms Due
SEPTEMBER 2026		
7	Mon	Labour Day - BCIT closed
8	Tue	Orientation - 1st Year Students at 1200 Mechanical Engineering SW9-110 Mechatronics and Robotics SW9-117 Technology Teacher Education SW9-233
9	Wed	Fall Term - Classes Begin
18	Fri	Fee deadline for returning students Last day to withdraw and receive a full refund (less $200 commitment fee) Last day to apply for course credit exemption and/or change registration to “audit” status
30	Wed	Truth and Reconciliation Day – BCIT Closed
OCTOBER 2026		
12	Mon	Thanksgiving Day - BCIT closed
14	Wed	Set Rep Meeting – SW9-117 from 1430 to 1530
NOVEMBER 2026		
11	Wed	Remembrance Day - BCIT closed
13	Fri	Last day to withdraw and receive “W” on transcript for Full Term courses
DECEMBER 2026		
4	Fri	Last Day of classes
7 - 11	Mon-Fri	Examination week
19	Sat	Fall Term Technology grades available on the BCIT Web site
19 - 22	Sat-Tue	Modified Registration – Forms Due
24	Thurs	Christmas Eve – BCIT closed
25	Fri	Christmas Day – BCIT closed
28	Mon	Day in Lieu of Boxing Day – BCIT closed
31	Thurs	New Year’s Eve – BCIT closed

WINTER TERM

JANUARY 2027		
1	Fri	New Year's Day – BCIT closed
4	Mon	Winter Term – Classes Begin
14	Thurs	Fee deadline for returning students Last day to withdraw and receive a full refund (less $200 commitment fee) Last day to apply for course credit exemption and/or change registration to "audit" status
27	Wed	Set Rep Meeting – SW9-117 from 1430 to 1530
FEBRUARY 2027		
15	Mon	Last day to withdraw and receive "W" on transcript for Term A courses
15	Mon	Family Day – BCIT closed
MARCH 2027		
15 - 19	Mon-Fri	Spring Break
22	Mon	Term B courses begin
22	Mon	Last day to withdraw and receive "W" on transcript for 15 week courses
26	Fri	Good Friday – BCIT closed
29	Mon	Easter Monday – BCIT closed
APRIL 2027		
TBA	TBA	Option Selection Meeting (All Options) – SW9-110 from 1430 to 1630
9	Fri	Last day to withdraw and receive "W" on transcript for Full Term courses
15 - 23	Thurs-Fri	Final exams for 15 week courses
26	Mon	Last day to withdraw and receive "W" on transcript for Term B courses
MAY 2027		
TBA	TBA	MECH Project Expo
TBA	TBA	Option Selections due by 1600 hrs via D2L
19	Wed	Last day of classes
20 - 28	Thurs-Fri	Examination week
24	Mon	Victoria Day - BCIT closed
JUNE 2027		
5	Sat	Winter Term Technology grades available online
TBA	TBA	Convocation Ceremony – School of Energy

INSTITUTE POLICIES

BCIT policies support the Institute's mission and strategic direction. As such, they enable an environment of teaching and learning excellence, a superior student experience, a healthy and safe workplace for all employees, and judicious stewardship of resources.

See www.bcit.ca/about/administration/policies.shtml for a list of policies.

Attendance and Performance Requirements
Policy 5110 – Student Attendance and Academic Concessions

Regular attendance in lectures, seminars, laboratory, and shop periods is seen as integral to student success, and may be monitored by instructors.

Students are responsible for:

- complying with stated Attendance Requirements;
- communicating any absences to their instructor or their Program/Department Head, as soon as reasonably possible;
- communicating any absences to relevant peers when such absence may affect group work;
- seeking and accessing course content missed due to absence when absence is not due to a Protected Characteristic; and,
- regularly checking their BCIT email address for communications from BCIT.

Prohibited Behaviours
Policy 5104 - Academic Integrity and Appeals

Plagiarism
Academic integrity requires that persons do not falsely claim credit for the ideas, writing, or other intellectual property of others, either by presenting such works as their own or through impersonation.

Cheating and Other Prohibitions
The following activities are further examples (not all-inclusive) of breaches of this policy:

- Using cheat sheets or other sources of information in an examination, without authorization
- Communicating, in any way, with other students during an examination, to give or receive answers to exam questions
- Preparing work in whole or in part, with the expectation that this work will be submitted by another student for appraisal
- Offering for sale essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal
- Submitting the work one has completed for one class, either at BCIT or elsewhere, for appraisal in a second class without prior authorization by the instructor
- Impersonating another student in an exam, test or interview
- Changing the score on an examination, test, or any assignment
- Encouraging, enabling or causing others to do or attempt any of the above

Use of Information Systems
Policy 3501 – Acceptable Use of Information Technology
Policy 3502 – Information Security

Computer Ethics Guidelines

- Do not attempt to discover other users' passwords, or to use any password discovered by chance. Take all reasonable precautions to prevent anyone from discovering your password. Change your password on a regular basis or if you think it has been compromised.
- Do not attempt to read or copy any information stored on the computer system unless explicitly authorized to do so. This includes information which has been stored by IT Services, by other computer users, by a commercial vendor or by any other party.
- Do not use institute computer facilities for non-instructional projects or commercial purposes. Minimize incidental personal use.
- Do not move any computer equipment nor disconnect cables from computers and outlets.

Users of the computer systems are cautioned that violation of the above rules may disrupt service to themselves and others. Furthermore, it could violate a copyright or other non-disclosure agreement into which BCIT has entered.

IT Services staff who have access to information owned by users of the system will treat all such information as strictly confidential.

Copying Software

All software installed on Institute-owned assets must be properly licensed. Users are prohibited from using Institute information processing facilities to download, store, use, or distribute unlicensed software.

Student Evaluation
Policy 5103 – Student Evaluation

BCIT aims to employ equitable, consistent, and fair marking practices. This provides an objective measurement of student learning for BCIT's grading purposes, and timely, credible feedback to help direct students' efforts.

Harassment and Discrimination
Policy 7507 - Harassment and Discrimination

All members of the BCIT community are entitled to work and learn in an environment free from Bullying and Harassment and Discrimination. To that end, these parties:

- Are committed to providing a learning environment where the individual differences of all students and employees are valued and respected.
- Will not condone and will not tolerate any Discrimination, Bullying or Harassing behaviour which undermines the dignity, self-esteem, and productivity of any student or employee.
- Consider Bullying and Harassment and/or Discrimination by any employee or student to be a serious breach of human rights which requires immediate resolution. Such

resolution may include disciplinary measures up to and including dismissal or expulsion.

Sexual Violence and Misconduct
Policy 7103 - Sexual Violence and Misconduct

The British Columbia Institute of Technology (BCIT) does not tolerate any form of Sexual Violence and Misconduct. BCIT is committed to providing and maintaining a safe and secure learning and working environment free from Sexual Violence and Misconduct.

Members of the BCIT Community who are alleged to have committed an act of Sexual Violence and Misconduct may be subject to BCIT's administrative processes and/or the criminal justice system.

Cannabis Use
Policy 7200 - Cannabis Use

BCIT is committed to promoting the safety and well-being of the BCIT community and visitors to BCIT Premises. Cannabis impairment can have serious adverse effects on BCIT's students, faculty members, employees, and anyone else attending BCIT Premises, due to the safety-sensitive nature of many programs offered at BCIT. Accordingly, BCIT-with limited exceptions as indicated (see "Special Situations")-prohibits the use of Cannabis on BCIT Premises and prohibits anyone attending work, or a BCIT course, program, clinical placement, practicum, field trip, BCIT sponsored event, or volunteer activity whether on or off BCIT Premises, while impaired by Cannabis.

DEPARTMENT PRACTICES

Assistance with a Course
If you require assistance with a course, contact your course instructor during their posted office hours or contact the assistant instructor assigned to your lab group.

Assignments
All assigned work must be submitted on or before the specified date. Marks may be deducted for late assignments per the criteria established by the instructor.

Course Credit Procedure
Credit may be granted for individual course(s). To apply for credit, complete a Course Credit/Exemption form for each course. Attend the course until your application for course credit has been approved.

Course Outlines
Outlines can be viewed by clicking the link on the My Courses tab in mybcit. Students are responsible for reading the outline and being aware of course requirements. Course outlines are also available on the Course Outlines page.

Exam Identification
In order to write exams, students will be required to produce photo-identification. Students should bring their BCIT ID Card or alternatively two pieces of identification, one of which must be government photo ID such as a driver's license.

Contacting Instructors

Instructors have an open door policy. In addition, each instructor should have office hours. For your convenience, instructors can be reached by calling their local from the internal telephones located throughout the campus.

Timetables

Any changes to the timetable will be posted. Individual timetables are available through myBCIT and set timetables are available here.

Withdrawal from Courses/Program

Students can withdraw from a course up to the withdrawal deadline and receive a "W" on their transcript which does not affect their GPA. To withdraw, students should contact their program head.

Students can withdraw from the program once they have met with their Program Head to discuss options. Withdrawal deadlines are available on the department and institute calendars.

Lockers

Lockers are free to use for the academic year and do not need to be registered or reserved. To use a locker, place a lock on the locker. Clear your belongings and remove your lock at the end of the academic year as locks and contents will be removed in early June.

STUDENT ADVANCEMENT GUIDELINES

Modified Program

Students who are unsuccessful in one or more courses may be placed on a modified program and be required to register in person. Registration in individual courses is subject to space availability.

Grade Reassessment

Procedure 5103-PR2 – Grade Reassessment Procedure

When students are dissatisfied with grades-related decisions, they may request a Grades-Related Decision Review. There are two steps to Grades-Related Decision Reviews:

1. Informal review by instructor
2. Formal request for re-assessment

Limits to Number of Attempts to Complete a Course

Policy 5103 – Evaluation of Students

Students are allowed a maximum of three attempts to successfully complete a course. Students who have not successfully completed a course within the allowed number of attempts will not be eligible to graduate from their respective programs. Students require permission from the Associate Dean to register after two unsuccessful attempts.

Return to the Program

Students who wish to return to day school programs after not attending for a period of one term or longer must apply for readmission to the program.

Time Limit to Complete a Credential
Policy 5103 – Evaluation of Students

To ensure the quality of BCIT graduates, BCIT programs may establish a maximum time limitation for students to complete a credential. The time limitation begins on the date of the program approval or the starting date of the first course towards the credential, whichever is more beneficial to the student.

In Mechanical Engineering, all programs must be completed within BCIT's default time limitation of seven years.

STUDENT FEEDBACK & COMPLAINT RESOLUTION

Course and Instructor Feedback
https://www.bcit.ca/instructional-assessment-online/

At BCIT, student feedback plays an important role in supporting high-quality teaching and learning. Through the Instructional Assessment Online (IAO) process, students have an opportunity to provide confidential feedback about their learning experience, including what is working well and where improvements can be made.

Students will receive an email notification inviting them to survey their course. Depending on the length of the course, students may receive this notification anywhere from two days to two weeks before the last day of class. They may log in to the online system at any time between the initial notification and the course completion date to complete their online survey. However, to ensure high response rates, we encourage instructors to provide students with time in class to fill out complete the survey form.

Program Feedback

At the end of the academic year, you will have an opportunity to provide feedback on your program, student experience, and BCIT facilities and services. Feedback is gathered through online surveys as well as in-person debrief sessions with your Program/Department Head and faculty representatives.

Your feedback is reviewed by program and school leadership and helps inform decisions related to curriculum, facilities, student supports, and the overall learning experience. We encourage you to participate and provide thoughtful, constructive feedback. Your input plays an important role in shaping the future of your program and enhancing the experience for current and future students.

Student Complaint Process
https://www.bcit.ca/student-conduct/student-complaint-process/

BCIT is committed to providing high quality education and services for students. We recognize that students will, from time to time, have concerns about their educational and service experience and require guidance in addressing these concerns.

The Student Complaint Process is designed to ensure a prompt, and where possible, informal resolution to student complaints. These procedures are to be used by students and/or their duly designated representatives who wish to initiate a complaint regarding instruction, services, institute employees, BCIT policy, practices or procedures.

Informal complaints

BCIT encourages students to first attempt to address complaints informally, when appropriate, using the following steps:

1. Students are encouraged to first attempt to address complaints informally with the instructor or assistant instructor.
2. If the student is not satisfied with the outcome, or if the student is not comfortable in speaking with the instructor or assistant instructor, they may speak to Program Head.
3. If the student is not satisfied with the outcome, or if the student is not comfortable in speaking with the Program Head, they may speak to Associate Dean.

Formal complaints

If the complaint has not been resolved informally, if the informal complaint process is not appropriate, or if the student is not comfortable using the informal complaint process:

1. The student should forward a written complaint using the Student Complaint Form [PDF] to the Dean.
2. f the student is not satisfied with the decision of the Dean,the student should forward a written statement to the appropriate Vice President requesting a review of the decision including an explanation of the continued dissatisfaction. The decision of the Vice President is final.

LAB AND SHOP SAFETY

BCIT is committed to promoting safe and healthy working conditions and practices for employees, students, and visitors. Failure to comply with safety requirements may result in being required to leave the shop or laboratory area. A working shop is defined as any shop in which manufacturing, service, or demonstration activities are taking place, even if only one individual is present.

The requirements outlined below represent the minimum safety standards. Depending on the nature of the work being performed, additional safety equipment, precautions, or training may be required. These requirements do not apply to individuals who are passing through a shop using a clearly marked safety pathway and who are not participating in shop activities.

Personal Protective Equipment (PPE) and Safety Requirements

Students using shops must provide their own personal eye and foot protection equipment.

1. Eye Protection: Appropriate safety eyewear must be worn at all times except in situations where the instructor specifically states safety eyewear is not required.
2. Foot Protection: CSA approved safety footwear must be worn (boots with Green Triangle logo, puncture proof sole, steel toes and ankle support).
3. Clothing: Suitable close fitting clothing protecting arms must be worn at all times, except where the instructor expressly indicates that bare arms are safe or desirable in a specific situation. Where long sleeves may be a hazard, they are to be securely rolled up to a safe length. Bare legs are prohibited.
4. Suppliers: Approved safety glasses are available from on-campus stores and from industrial suppliers. Safety footwear is not available for purchase on campus.
5. Additional Program Area Safety Requirements: Required safety equipment for other types of labs will be outlined by the program area.

6. Alertness: Students are expected to be alert and aware of potential hazards. Personal music players are not permitted. Impairment resulting from use of alcohol or drugs will result in suspension.

SW9 Machine Shop Safety Rules
https://commons.bcit.ca/mechstudentsafety/sops/shop-rules/

1. Wear approved eye and foot protection at all times.
2. Long pants and full-coverage shirts required - no shorts or crop tops.
3. Short sleeves (or rolled-up sleeves past elbows) required for lathe, mill, drill press, bench wire wheel, and bench polisher.
4. Long sleeves required for welding.
5. No loose clothing - jackets, hoodie strings, untied shoelaces, neckties.
6. Tie back long hair and secure ponytails.
7. No jewelry - rings, watches, bracelets, necklaces, lanyards.
8. No gloves unless permitted by Safe Operating Procedures (SOP).
9. A supervisor must be present. Discuss plans before starting work.
10. Completion of a shop safety orientation is required.
11. Only one person may operate a machine at a time.
12. Use only equipment you are trained to operate and follow SOP.
13. Do not hand-hold abrasive strips/pads to polish rotating workpieces.
14. No Food. Drinks must be in closed, non-breakable containers.
15. No running, horseplay, intoxication, or headphones.
16. Return tools and clean up after yourself.
17. Report broken tools and equipment.

ACCESS TO THE SHOPS ARE A PRIVILEGE, NOT A RIGHT.

SW9 Metal Shop Access Rules

1. Shop work must be always supervised by a “shop supervisor” (i.e., an instructor, assistant instructor, technical advisor, or shop technician).
2. The metal shop should be accessed during either planned shop times for your course/club or designated drop-in times (as denoted on the posted shop schedule). For all other times, shop supervisor approval is required in advance.
3. Planned work and estimated timeframe must be discussed with your shop supervisor before starting work in the shop.
4. Applicable equipment specific training, shop safety, and personal protective equipment (PPE) training must be completed before starting on project work.
5. Proper cleanup and reset of the equipment is required when using shop equipment
6. Failure to follow these rules will result in suspension of shop usage privileges.

Safe Operating Procedures (SOPs)
https://commons.bcit.ca/mechstudentsafety/sops/
SOPs for machines and equipment used in Mechanical Engineering’s shops.

Health and Safety Manual
https://commons.bcit.ca/mechstudentsafety/files/2022/11/BCIT-Mechanical-Engineering-Safety-Manual.pdf

British Columbia Institute of Technology (BCIT) is committed to conducting all activities in a manner that protects the health and safety of students. The institute endeavors to provide safe tools, materials, equipment, and processes for work and study by meeting regulatory requirements for occupational health and safety.

WHMIS Training

The Workplace Hazardous Materials Information System (WHMIS) provides information on the safe use of hazardous materials used in Canadian workplaces. All students are required to take WHMIS training which is available through the Learning Hub.

One element of WHMIS is product labeling and the provision of Safety Data Sheets (SDSs) for WHMIS controlled products. To find a safety data sheet for a chemical product used at BCIT, click here. Hardcopies of safety data sheets may also be found in some labs. WHMIS training is a course assigned to the students in the Learning Hub.

SAFETY ON CAMPUS



BCIT's Safety Wise mobile app is your most convenient source of safety information and emergency communication when you need it most. In addition to its safety features, the app contains detailed maps to help you find your way around campus.

More information is available here: Apps For Staying Safe - BCIT

Contact Information

Name	Position	Room	Phone	Email
Jeanie Chan	Associate Dean	SW9-201E	604-432-8280	jeanie_chan@bcit.ca
Courtney Neish	Administrative Assistant to the Associate Dean	SW9-201D	604-432-8274	courtney_neish@bcit.ca
Melissa Hart	Program Assistant	SW9-201A	604-451-6868	melissa_hart@bcit.ca
Tayfun Aydin	Program Head Mechanical Design	SW9-201F	604-432-8331	tayfun_aydin@bcit.ca
Shervin Jannesar	Program Head Mechanical 1st Year	SW9-201M	604-456-1252	sjannesar@bcit.ca
Mohammad Alemi	Program Head Mechanical Manufacturing	SW9-201G	604-456-8044	malemi3@bcit.ca
Skai Edwards	Program Head Mechanical Systems	SW9-201J	604-432-8541	skai_edwards@bcit.ca
Martin Strange	Program Head Mechanical Bachelor of Engineering	SW9-201C	604-432-8332	mstrange@bcit.ca
Greg Scutt	Program Head Mechatronics & Robotics	SW9-201P	604-432-8350	gscutt@bcit.ca
Roger Bortignon	Department Head Technology Teacher Education	SW9-201Q	604-412-7412	roger_bortignon@bcit.ca

Useful BCIT Links

Accessibility Services	https://www.bcit.ca/accessibility/
BCIT Calendar	https://www.bcit.ca/academic-dates/
BCIT Orientation	http://www.bcit.ca/welcome/orientation/
BCIT Student Services	https://www.bcit.ca/student-services/
Bookstore	www.bcit.ca/bookstore
Early Assist	https://www.bcit.ca/student-life-office/early-assist/
Employment Services	www.bcit.ca/ses
Fees	www.bcit.ca/admission/fees
Financial Aid & Awards	www.bcit.ca/finaid
Forms	www.bcit.ca/admission/downloads.shtml
Mechanical Engineering Commons	commons.bcit.ca/mecheng/
Mechatronics Commons	commons.bcit.ca/mechatronics/
myBCIT	my.bcit.ca
Parking	https://www.bcit.ca/parking/
Policies	www.bcit.ca/about/administration/policies.shtml
Respect, Diversity and Inclusion	https://www.bcit.ca/respect/
Safety, Security and Emergency Managment	https://www.bcit.ca/safety-security/
School of Energy Homepage	www.bcit.ca/energy
Student Association	www.bcitsa.ca
Sustainability	www.bcit.ca/sustainability
Welcome to BCIT	www.bcit.ca/welcome