2007 - 2008

STUDENT GUIDE
BCIT School of Computing - Part-time Studies

Welcome to BCIT

This Guide is intended to help you navigate around BCIT and the School of Computing. It includes vital information about our department policies, procedures and credentials as well as information about the student services offered on campus. This Guide is updated every year and provides you with the knowledge necessary to be a successful part-time studies student.

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604-432-8465 cstpts@bcit.ca Burnaby SW2 108
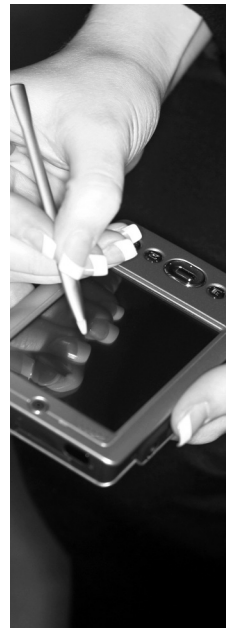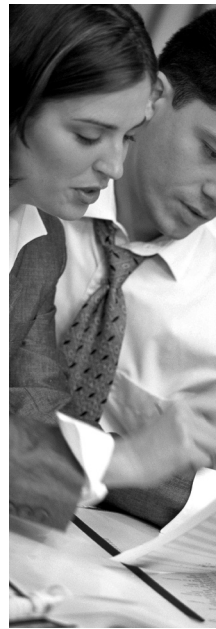
BEFORE
Classes Start

Registration Information

All students must be registered before they're permitted to attend class. If you're not on the attendance list, please show your payment receipt to the instructor at the end of class. If you have not registered and you are given permission by the instructor to register, you must do so before you attend the next class. BCIT Registration can be reached at 604-434-1610 and you can visit their web site to view their hours of service.

Prerequisites

All students are responsible for ensuring that they have completed the necessary prerequisites, or have the equivalent knowledge, before registering for any course. Some courses give students an assessment in the first class to determine whether they are in the correct level. If you don't have the appropriate prerequisites, you could be wasting time and money!

Language of Instruction

The language of instruction at BCIT is English. The School of Computing recommends that students' English language proficiency should be at the BC Grade 12 level. BCIT has upgrading courses for students who wish to improve their language skills, including ESL training. If you're unsure whether your skills are acceptable for a Part-time Studies course, call a Program Advisor at 604-434-1610 for more information about testing and upgrading.

Auditing a Course

Students must submit a signed letter declaring their intention to audit a course to the instructor by the beginning of the second class. Attendance and participation in all classroom discussions and lab exercises is mandatory but quizzes and/or exams are not taken. The mark will be noted as "Audit" on your transcript. The cost of auditing a course is the same as taking it for credit.

AFTER
Classes Start

Refunds

Course refund deadlines vary. You can receive a refund, less 15%, if you request it within the following timelines:

• If your course is longer than 4 weeks, you must make the request prior to the business day before the second class.

• If your course is 4 weeks or less, you must make the request one week prior to the course start date.

Refund requests must be submitted to the Registration department at the Burnaby campus by the refund deadline date. For a more detailed explanation of the refund policy please call 604-434-1610 or visit the fees and refunds web site.

Student Concerns

Should you have difficulties with or concerns about a course, please contact the instructor and give them the opportunity to address your concerns. If further discussion is desired, please detail your concern in writing ONLY via email to the Program Head, Kevin_Cudihee@bcit.ca or via fax to 604-434-4496. Phone calls are not accepted unless initial email or fax is sent first.

Computer Use Policy

BCIT is clear in terms of its online policy in that it will not tolerate the following:

• Using information technology to harass or abuse the human rights of any individual.

• Accessing sites that contain text or imagery that might be considered objectionable or offensive by any group or gender.

• Downloading or saving large file formats or unlicensed/unauthorized software.

• Introducing or propagating computer code that will compromise or interfere with the normal operation of computer systems, data or communications.

• Obtaining, by any means, unauthorized passwords, data, programs or mailing lists.

This includes using computers for non-class related activities such as chat, IRC or ICQ, games and any denial of service situations that render computers unstable. For further information, see BCIT policy #3501 - Responsible Use of Information Technology on the BCIT web site.
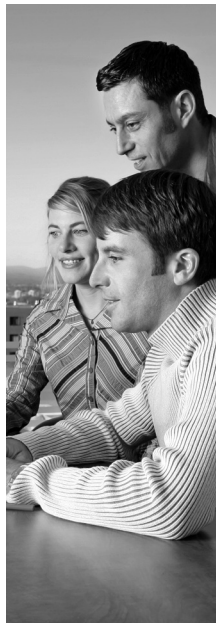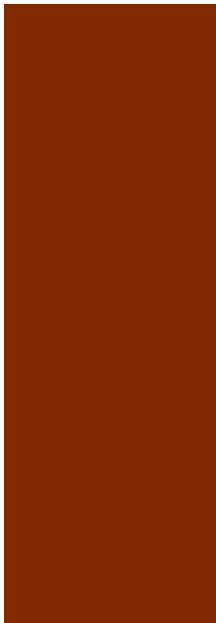
BEYOND
One Course

Information

There are a variety of Associate Certificates, Certificates and Diplomas available through the School of Computing, Part-time Studies. Students going into one of our programs should know how to use a personal computer, MS Windows 95 or higher, and understand standard applications such as word processing, spreadsheets and databases.

The following Part-time Studies Associate Certificates ladder towards the Computer Systems Technology Diploma and we require that you take them in the order listed. If your goal is the Diploma, you could receive three interim certifications before completion:

- Associate Certificates in:
    Applied Software Development (ASD)
    Applied Computer Information Systems (ACIS)
    (ASD and ACIS may be taken simultaneously)
- Computer Systems Certificate of Technology (COT)
- Computer Systems Technology Diploma (CST)

Upon completing the Diploma, students may then apply to the Computer Systems Bachelor of Technology (BTech). For more information about the School of Computing credentials visit our department web site. New courses and programs are being created all the time!

Stand Alone Credentials

The School of Computing also offers many stand alone credentials. The following programs are aimed at specific technologies and contain some of the same foundation courses. If your goal is the CST Diploma, then please follow the direct path as detailed in the laddered credentials.

- Applied Computer Applications
- Applied Database Administration & Design
- Applied Network Administration & Design
- Applied Software Development (ASD)
- Advanced Java Development
- Web Application Software Development

Program Approval

All programs and credentials must be approved by Program Advising. Simply taking the courses listed in a program doesn't mean that you'll be awarded the associated credential. Approval forms can be found online or picked up from an instructor. They may also be picked up from and submitted to the Registration department. If you have questions or need help with the form, please contact a Program Advisor by phone at 604-434-1610.

OUTSIDE
of Class

Library Services

A valid myBCIT card is required to borrow material from the library. A substantial collection of software is available for use only in the library, along with laptop computers. More information concerning fines, loan periods and special collections can be obtained by calling 604-432-8370 or by visiting the library's web site.

Lab Access

Burnaby - Part-time students can't access rooms SE12 306, 308, 319, 323 and 327 at any time. Only students registered in courses that use these rooms are permitted to enter. After-class lab access is available, but is limited from 1730 to the start of evening classes (generally 1845). The library has a microcomputer centre on the lower floor available to students at times when the library is open.

Downtown - Rooms 300, 370 and 372 are designated for particular courses. Only students registered in these courses have access to these rooms.

You must have the instructor's permission to sit in a lab that has a class running in which you are not registered. Be sure to log in at least once every three weeks or your account will be deleted.

myBCIT Card

A myBCIT card is included in the tuition cost for part-time students enrolled in courses of 30 or more hours. You can obtain your card at the library as long as you have your student number and a piece of government-issued picture ID. You will need to show your myBCIT card in order to write your exams. This card allows for improved campus security and access to campus services including recreation, the library, audio-visual bookings, printing, copying and on- and off-campus discounts. Visit the myBCIT card web site for information on where you can add money to your card and which retailers offer discounts.

Bookstore

Textbooks for your course are available at either the Bookstore in Burnaby or the Downtown campus. The Downtown campus location only orders enough books to supply students attending courses there. Bookstore hours vary each term. Visit the BCIT Bookstore online for details.
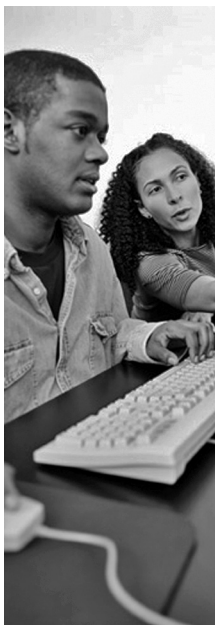
OUTSIDE
of Class

Food Services

The Campus Cafe on the 2nd level of SE12 is a self-serve restaurant featuring Mr. Sub, a salad bar and grill. Their fall/winter hours are subject to change:

Monday to Thursday   0700-2100
Friday   0700-1500
Saturday   0800-1400
Sunday   closed

Starbucks at the Rix can be found on the 2nd level of SE2 between the Great Hall and the IBM building. This grab and go location features great coffee, baked goods, salads and sandwiches. Their fall and winter hours are also subject to change:

Monday to Thursday   0700-2100
Friday   0700-1900
Saturday   0800-1600
Sunday   closed

Safety & Security

As a safety and security measure, security staff on the Student Bike Patrol can escort you to and from any location on the Burnaby campus. The Safety and Security office is open 24 hours per day and located in SW1 1001. For non-emergencies, or lost and found information, please call them at 604-451-6856.

Parking

Any motor vehicles parked, operated or driven on a BCIT campus shall be solely at the risk of the owner and the operator. BCIT shall not be liable for any damage occurring to any such motor vehicle, vehicle contents, operator or any other person. Please read the signs, we are not responsible if you get any parking tickets. For general information about parking at BCIT, call 604-432-8719 or visit the Parking and Security web site. For inquiries about tickets, towing, etc., contact Impark at 604-681-7311.

Burnaby Campus - Day or night, you must display a valid institute parking permit or purchase tickets from a dispenser. Paid parking is in effect on campus 24 hours a day, 7 days a week, all year long. Parking permits are available to students at the Cashier's Office in SW1 adjacent to the Registration department. These permits are valid after 1630 in any staff, student or visitor parking lot, Monday to Friday and all day on weekends and holidays.

Downtown Campus - Parking is very limited. The majority of parking is metered street parking or pay parking in the parkade below the campus. Please purchase your desired parking time from a dispenser.