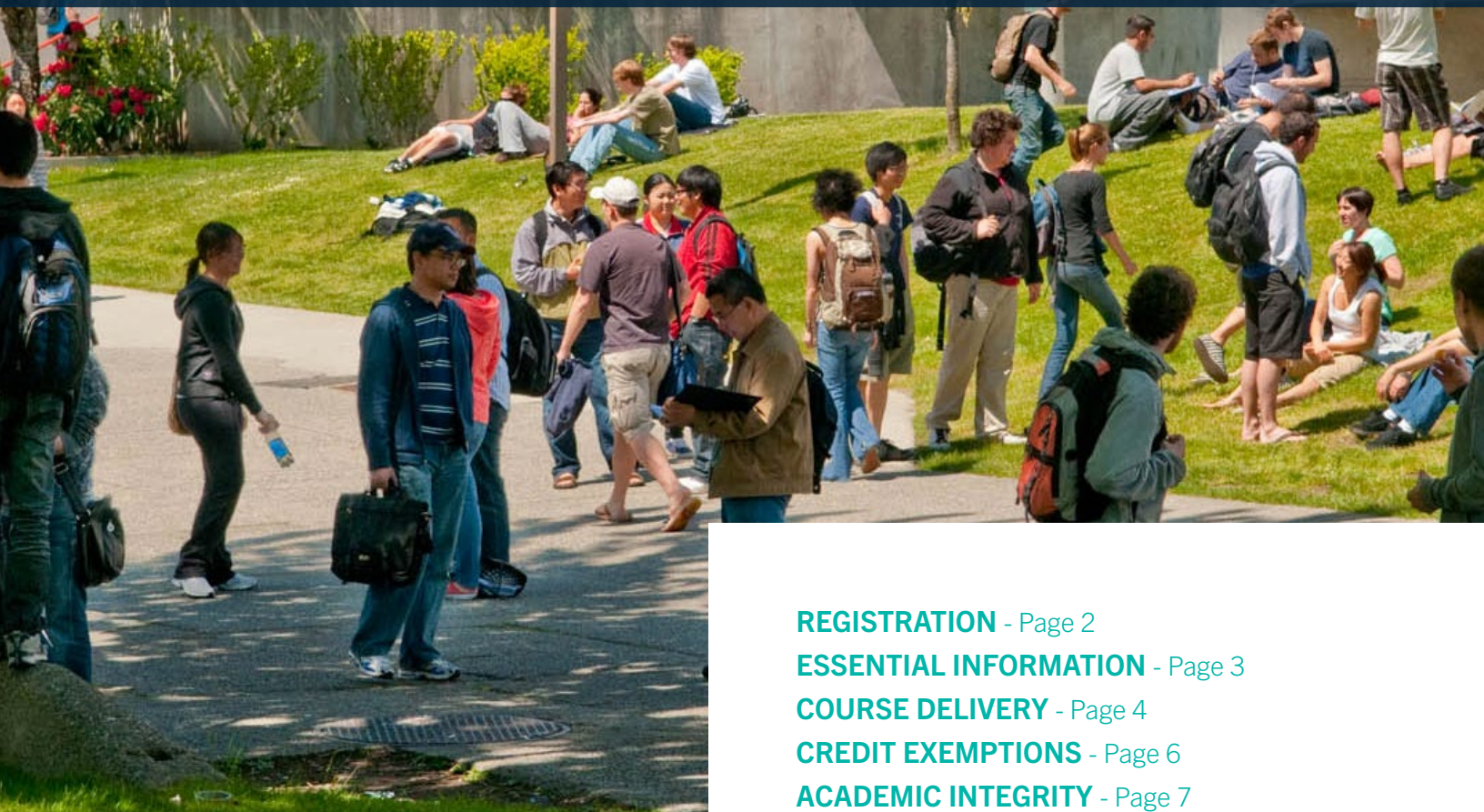




BCIT Computing Part-time Studies Student Guide



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BCIT



COURSE REGISTRATION

Registration

Course registration is open months prior to term start and you may register and pay online or in person. Students must be registered and pay tuition for each PTS course that they attend.

Bring your tuition receipt to the first lesson in case you are not listed on the attendance register so you have proof for the instructor.

We do not permit students to begin any COMP PTS course after the second lesson starts.

BCIT Student Information and Enrolment Services can be reached at 604.434.1610.

Textbooks

Most COMP PTS courses may have required texts. Please check your course outline and the [BCIT Bookstore](#) website for textbooks and campus-specific details. Some options are available for lower cost eBooks.

English Requirements

Students are required to be able to read, write and speak English at a BC Grade 12 level. Many courses require interaction in groups and oral presentations.

BCIT provides an [English Competency Assessment—COMM 0015](#) if English is not your first language. Please complete this assessment and any necessary upgrading prior to starting any COMP PTS courses.

Prerequisites

BCIT Computing Part-time Studies is post-secondary and all “COMP” courses require English 12 and some may require Math 12 or equivalent.

There are additional prerequisites listed for every course and there may also be specific requirements for each program. Students are responsible to ensure that they have the specific prerequisites or equivalent knowledge before registration.

BCIT ID Card

A valid BCIT ID card is required in order to write an exam. All current students who are registered and have paid their course fees are eligible.

Your BCIT ID card is also your library card. It allows you to add value for paid printing and photocopying services. Several third parties provide discounts to BCIT ID cardholders.

DID YOU KNOW?

Fees for part-time courses must be paid at the time of registration using one of the following methods:

<http://www.bcit.ca/admission/fees/parttime.shtml>



COURSE REGISTRATION

Withdrawals & Refunds

By the refund deadline:

Refund deadline dates are listed on your tuition receipt. If you are an international student, find out more about your specific [fees and refunds](#).

To drop or transfer to another course, contact [Student Information and Enrolment Services](#) or use the [Part-time Course Withdrawal](#) prior to, or on, the refund deadline date. Students are entitled to 100 percent tuition refund if dropped 31 days prior to the course start date and 85 percent within two weeks of the course start date for courses more than four weeks and one week prior to the class start date for courses four weeks or less.

After the refund deadline:

After the refund deadline, you must submit a completed, signed [Part-time Course Withdrawal form](#) to withdraw from a course.

Late withdrawals are subject to program area approval and will not be considered without applicable documentation. Remember to formally withdraw to ensure your permanent academic record, your GPA and your ability to qualify for future awards and recognition are not affected.

For assistance, contact cstpts@bcit.ca or [Student Information and Enrolment Services](#).

Course Cancellation

As BCIT strives to keep courses and credentials current, both courses and programs are subject to change without any advance notice.

Please plan your schedules to have an alternate course just in case. Most COMP PTS courses run every term, some only run in specific terms since PTS courses are market-driven.

Advanced Placement in the full-time CST or CIT diploma

Due to lack of attrition in the full-time CST or CIT Diploma, it is now very difficult to gain advanced placement into the full-time diploma programs.

Please do not start COMP PTS courses assuming you will be able to transfer to full-time. You must first apply for and be accepted into the full-time computing diplomas, admission is a competitive process with specific Math and English requirements.

Students not yet accepted into the full-time CST or CIT Diploma program should not attempt to complete multiple PTS COMP courses without prior written direction from the Program Head. The only exception would be to complete COMP 1409 with 70 percent or better and then do the same in COMP 1451 to determine your suitability as a programmer before attempting any other PTS course equivalents.



ESSENTIAL INFORMATION

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.

For administrative items, problems with registration, future scheduling questions, wait lists for full courses, absences, doctors' notes, exam rescheduling and PLAR information please contact your Program Assistants via email: cstpts@bcit.ca.

After you have contacted your instructor or Program Assistant and if further discussion is desired regarding academic issues, or course and program planning please provide details in writing via email to the PTS Computing Program Head: Kevin_Cudihee@bcit.ca.

In each case, please include your name and A00 student number in the subject line of all correspondence.

Auditing

Students who intend to audit a course must submit a written request to the instructor before the second class starts. AUDIT status will not be accepted after the second lesson starts.

AUDIT students must attend all classes except the final exam, participate in group work, complete homework and lab exercises. If you choose to audit a course, you will receive no credit or grades.

2nd Level Associate Certificate Entrance

BCIT Computing PTS now has three different second level associate certificates in advanced software development.

These advanced credentials assume completion of significant post-secondary education in object-oriented programming.

You need to have the ability to build software applications to industry standard as taught in Applied Software Development (ASD).

ASD completion is the specific prerequisite for these three advanced follow-on coding programs:

- Advanced Java Development (AJD)
- Advanced .NET Development (AND)
- Web and Mobile Application Development (WMA)

If you are declaring any of these second level associate certificates you must first complete the ASD or prove equivalent education. Graduates from Computer Science diplomas or degrees will need to provide detailed course outlines and transcripts of equivalent education.

Information Sessions

You are welcome to attend an information session to learn more about BCIT Computing, Part-time Studies.

We offer COMP PTS info-sessions prior to every term start in Burnaby and Downtown.



COURSE DELIVERY and EXPECTATIONS

Course Workload and Expectations

Computing PTS courses have clearly defined prerequisites or equivalent knowledge.

- > Attendance in all lessons is recorded and mandatory.
- > Most COMP PTS courses require you to complete and submit all assignments in order to pass.
- > If group work is part of a course, active participation in the group is required in order to pass that course.

When an online module is part of a face to face course participation in Desire2Learn, D2L is required.

NOTE: There is a significant workload outside of class for many COMP PTS courses. Many COMP courses may require students to spend 9-12 hours per week including class time, on-line, reading, participation, homework and assignments.

COMP PTS is designed specifically to be delivered one course at a time. It is usually not advisable for most students to complete more than 3 COMP courses per term.

HINT...

Most questions new students ask are detailed on the website.

<http://www.bcit.ca/computing/pts>

Accelerated course delivery expectations

Most COMP PTS courses are delivered over 12 weeks, however we do offer accelerated six week and two week delivery of some COMP courses. In a six week delivery of a 3 credit course there is twice as much the work, so this pace is not for everyone.

In a two week, Monday to Friday accelerated delivery of a 3 credit course, most students will need to spend every afternoon in the lab for practice as well as homework at night. These 2 week compressed courses are not suitable for students with no prior subject knowledge.

If you are new to Computing PTS, please start with the 12 week course format. Most students are advised not to attempt accelerated delivery as refunds are not available to those who can't handle the fast pace and high work load.

AND...

Declaring your part-time studies program ensures that BCIT is aware of your intent to complete a program.

Program Declaration guarantees that credit for courses which are a part of your program will be honoured despite program requirement changes.

http://www.bcit.ca/files/pdf/admission/pts_program_declaration.pdf



CREDIT EXEMPTIONS

Prior Learning Assessment & Recognition (PLAR)

Prior Learning Assessment Recognition (PLAR) lets you use knowledge and skills learned outside recognized programs — on-the-job experience, or independent study — to gain exemption for particular courses in the program of your choice.

Your knowledge and skills will be assessed, course by course via written exams by faculty members in the Computing.

PLAR may be the right route for you if you are:

- > thinking of applying for courses that are related to work you have done successfully
- > interested in getting credit for what you already know
- > considering changing to a career where you have gained knowledge informally and don't want to spend a long time in school

There is a non-refundable fee. Exams are held at the Burnaby Campus from Mondays-Fridays between 8:30 am and 1:00 pm.

Please email cstpts@bcit.ca for more information.

Transfer Credit

You can request to Transfer Credit (TCR) for any COMP course subject completed at another institution.

If you have not formally declared a part-time studies program, [Declare](#) your program and request transfer credit at the time of declaration.

If you have already formally declared your part-time studies program, submit a [Part-time Studies Transfer Credit Request](#) form to our Student Information and Enrolment Services. You must include your transcript, a detailed course description, learning outcomes, course length (total hours), textbook used, lesson-by-lesson syllabus, and evaluation criteria in order for BCIT to determine equivalency.

Study a typical COMP course outline for the type of information we need. bcit.ca/study/outlines

It may take up to eight weeks to process the program declaration and longer to process the Transfer Credit Request if approved by the department.

PLUS...

You can log into



- > check your grades
- > pay your fees
- > get tax receipts
- > check e-mail
- > and much more!

<http://www.my.bcit.ca>

A photograph showing several students sitting at their desks in a classroom or lecture hall. They are focused on their work, with some looking at papers and others at devices. The desks are equipped with various items like pens, pencils, and water bottles.

ACADEMIC INTEGRITY

BCIT supports and encourages integrity and ethical conduct in all areas of academic work, research and scholarship. Students are expected to conduct themselves with the highest level of academic integrity.

Plagiarism

Academic integrity requires that students 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.

Plagiarism refers to copying words, phrases, sentence or paragraph structures and images without proper acknowledgment or without properly citing a source or falsely claiming credit for the ideas, writing, or other.

All COMP course assignments, labs and exams must be completed by each individual student unless stated otherwise. Any form of plagiarism will not be tolerated and will cause you to lose marks, fail the course or be expelled from the program.

Plagiarism penalties also apply to students that provide material for other students to use.

ALSO...

PTS students are eligible to participate in personal development and career development opportunities. You can get your resume reviewed, eat healthy and de-stress through FREE massages or Doggy De-Stress Day.

<http://www.bcitsa.ca/student-services/pts/>

Cheating

The following activities are examples (not all-inclusive) of cheating:

- > 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.



STUDENT SERVICES

Computing Part-time Studies Program Assistants
cstpts@bcit.ca

Computing PTS Program Head
bcit.ca/cas/computingparttime/studentresources

Student Information & Enrolment Services
bcit.ca/admission

Program Advising
bcit.ca/advising

BCIT Part-time Student Financial Aid
bcit.ca/finaid/parttime

BCIT Student Counselling
bcit.ca/counselling

Disability Resource Centre
bcit.ca/drc

BCIT Bookstore
bcit.ca/bookstore

Information Technology Services for students
bcit.ca/its/student

Food Services
bcit.ca/foodservices

Library
bcit.ca/library

Parking
bcit.ca/parking

BCIT Student Association
bcitsa.ca

Safety and Security
bcit.ca/safetyandsecurity

BCIT Computing Peer Tutors
bcit.ca/learningcommons/peer

DID YOU KNOW?

BCIT has a Safety Wise App?
It features emergency contacts,
safety tips, a personal safety toolbox,
extensive maps and much more!
Download today!



IMPORTANT FORMS:

Part-time Studies Registration
Part-time Studies Transfer Credit Request
Application for BCIT Credential
Part-time Studies Withdrawal

All information has been reviewed for accuracy. If there are any inconsistencies or inaccuracies, please bring to the attention of Computing Part-time Studies Department.

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