

IMPORTANT

This is NOT a self-paced course; there will be specific timelines for assignments and exams. Course, kind and quality of assignments and general standards for this online course are the same as the face-to-face course. You will have readings, discussions, peer review, and assignments to complete each week (although you do NOT have to be online at a particular time or on a particular day). Your weekly participation is essential to succeed in this course.

ARE YOU IN THE RIGHT COURSE

If you do not have [English 12 "C+" or equivalent](#), YOU SHOULD NOT TAKE COMM 1103. If you passed English 12 with less than "C+", you should register in [COMM 1106](#) instead. COMM 1106 and COMM 1103 are equivalent, but have different prerequisites. Upon successful completion of COMM 1106, you will receive level 1 COMM credits toward your program. If you need to transfer to [COMM 1106](#), please call 604.434.1610 immediately. A transfer fee may apply. NOTE: All COMM 1106 classes are face-to-face. Thus, if you wish to take a face-to-face class instead of an online class, you may also switch to COMM 1106.

LOGGING INTO YOUR [ONLINE COURSE](#) VIA [D2L](#)

You will have access to the course link on the start date of the course. Go to bcit.ca/learn/ and you will find instructions on how to start your online course.

NEED HELP LOGGING IN OR CANNOT ACCESS THE COURSE LINK

Please contact BCIT's [Student Help desk](#) at 604.412.7444 (toll free at 1.800.351.5533), or send an email to techhelp@bcit.ca, for assistance. Please remember that you cannot access the course link until the scheduled course start date.

COMM 1103 NET FINAL EXAM INFO

Without exception, if you live within 100km from BCIT, you are required to write the final exam in-person on the course end date at the designated location and time specified below.

COMM 1103 FINAL EXAM

DATE: FRIDAY, NOVEMBER 24, 2017

START TIME: 1830

END TIME: 2130

LOCATION: BURNABY CAMPUS (ROOM TBA)

If you live outside 100km from BCIT, you will arrange to write the final exam at one of BCIT's network of approved Test Centres. Please notify your instructor and contact cecomm@bcit.ca by October 6, 2017, for instructions on how to set-up your proctor exam. You are directly responsible for all invigilation fees and related cost.

On the day of the examination, you will be required to produce a valid/official photo identification (myBCIT student card, driver's license, or passport) for identification purposes. Without the required photo identification, you will not be permitted to write the final exam. Failure to show for the final exam will result in a failure (%F) grade in the course.

COURSE TEXTBOOK

The course textbook is not included in your tuition. Contact [BCIT Bookstore](#) to order your textbook: Business Communication Essentials with Additional Content by Bovee. If you have questions, please call 604-432-8379 or send an e-mail to bookstore@bcit.ca.

COURSE REFUND/TRANSFER/WITHDRAWAL DEADLINES

Please familiarize yourself with the course refund/transfer/withdrawal deadlines at <http://www.bcit.ca/admission/fees/parttime.shtml> or call at 604.434.1610 if you have any questions.

QUESTIONS

If you have questions about COMM course(s), please send an e-mail to cecomm@bcit.ca.