

GET READY FOR BCIT

BEARINGS

BRITISH COLUMBIA
INSTITUTE OF TECHNOLOGY

FALL 2009

bcit.ca



Message from the BCIT President

Welcome to the British Columbia Institute of Technology. We are honoured that you have chosen BCIT for your post-secondary studies, and I encourage you to explore BCIT and the many services we have to offer.

This guide was prepared as a resource to assist you, and I encourage you to read and use this information throughout the coming weeks.

While you are here to learn, I hope that you will take the time to get to know your fellow classmates, build some solid connections, and enjoy new experiences that will enhance your education. I encourage you to participate in the many student events, social clubs and career fairs that take place throughout the year.

BCIT prides itself on its excellent teaching, student services and ties to industry. We are here to support you, and I wish you the very best for success in your education, and in your future career.

A handwritten signature in black ink that reads "Don Wright".

Don Wright
President



Orientation and Campus Activities

This year, get involved in all areas of campus life. Participating in Orientation Day is a great way to meet people. Recreation Services and your Student Association also have plenty to offer. Find out more in this newsletter.

ORIENTATION DAY 2009

Orientation Day is Tuesday, September 8, for most first-year students*. It is your first chance to meet your new BCIT community. You've already made a good decision in choosing BCIT to study. Orientation is a fun and exciting way to access all of the resources and personnel that will help you get a running start on the year! Success at BCIT means balancing studies with recreation and fun. See you there!

* For all other students, orientation will take place on your program start date.

What happens on Orientation Day?

Don't worry about trying to find your way, there will be plenty of students and staff to help get you where you're going. Just look for BCIT volunteers who are happy to assist you!

TECHNOLOGY STUDENTS REGISTRATION, WELCOME AND ORIENTATION

You will arrive at the gym at the pre-designated time indicated in your admission package. You will confirm your registration, have your BCIT ID picture taken and receive an official welcome. You will then be escorted to your program orientation to meet some of your faculty. They will conduct a program orientation which includes specific program information, as well as BCIT policies and best practices.

TRADE AND TECHNICAL STUDIES STUDENTS REGISTRATION, WELCOME AND ORIENTATION

You will go directly to the building at the date and time indicated on your acceptance letter to meet your instructor. They will conduct an orientation on your specific program, as well as introduce you to BCIT policies and best practices. For students starting August 31 or September 8, 2009 only, you will be escorted to the Great Hall in SE2 for an official welcome. After orientation, you will be guided on a campus tour ending back at the BCIT Expo in the Great Hall. Students commencing studies

with other start dates will also receive an orientation from their instructor and are not required to attend on September 8.

BCIT EXPO – TUESDAY, SEPTEMBER 8

You will have the opportunity to interact with many of the BCIT service providers and community partners. Stick around, because there will be lots of live entertainment and prizes. Professor Mugs Pub & Grill will be open for service or you can buy a tasty barbecue lunch. The pub will also be hosting a barbecue for new students on the north side of the Great Hall.

SERVICES DAY

Come to Services Day on Thursday, September 17 from 10:30 am to 2:00 pm. Connect with the people and resources that can support your success at BCIT. Various BCIT community booths will be set up to give you information and answer all of your BCIT questions.

DO YOU WANT TO WIN AN IPOD NANO?
FOR YOUR CHANCE TO WIN EITHER
AN 8GB OR 4GB NANO, ALL YOU HAVE
TO DO IS APPLY FOR YOUR BCIT ID
CARD IN-PERSON OR ONLINE BEFORE
SEPTEMBER 7, 2009.



BCIT Resources and Services

BCIT ALUMNI ASSOCIATION

bcit.ca/alumni

Upon graduation from any BCIT program of 21 credits or more, you become a member of the BCIT Alumni Association. The Association has more than 125,000 members worldwide. Through the Alumni Ambassador newsletter and website, the Alumni Relations office will keep you up-to-date on BCIT and Alumni programs, services and events.

BCIT BOOKSTORE

bcitbookstore.ca

604.432.8379

BCIT Bookstore's main location is at the Burnaby Campus, Building SE2. Visit our website for information regarding: online ordering, hours, return policy, used books, academically priced software and much more.

BCIT Course Material Pick-up Service

Save time this Fall! Avoid the crowds and line-ups by ordering your course materials at bcitbookstore.ca and pick them up at the Burnaby Bookstore. Sounds convenient and easy – it is! A \$5 handling fee applies to all pick up orders.

BCIT ID CARD

bcit.ca/card

You are required to submit your picture online before the start of classes (see the website for details). We will email you when your card is available for pick-up which is usually in late August, or during the first week of class. If you are unable to submit your picture through the online system you may visit us in person at the Library to have your picture taken. If your registration has been fully completed we will be able to issue you a card on the spot, otherwise we will take your picture and process your card when your registration has been completed. To avoid any problems please call us at 604.452.6890 to see if you are in the system before coming in (please have your student number available). Please note that you must show valid government issued photo ID (Drivers Licence, Passport, BC ID, etc.) when picking up your card.

Your BCIT Student ID card allows you to access many services at BCIT including: Library ehPod (extended hours study area in the library); AudioVisual Services (student equipment bookings); Recreation and Athletics in the Student Activity Centre; printing and copying; on- and off-campus discounts; CTRL-P the Student Association Image Centre in SE2; and for your transit sticker which allows you to purchase a one zone monthly pass and turn it into a multi-zone one.

COUNSELLING AND STUDENT DEVELOPMENT

bcit.ca/counselling

604.432.8608

Feeling down, overwhelmed, uncertain, or stressed out? Worried about your grades? Looking for someone to talk with who will really listen? Our professional counsellors are here to support you through the ups and downs of student life and help you achieve your goals.

Visit our website or stop by SE16-127 (Student Activity Centre) to learn more about our free, confidential services for registered BCIT students, and find success tips, student development resources, career information, and more.

DISABILITY RESOURCE CENTRE

bcit.ca/drc

604.451.6963

The Disability Resource Centre is here to help you overcome challenges you may face while studying at BCIT. We're here for you whether you have a need for temporary help or you have a permanent disability, whether your challenges are visible or invisible. Reach us by phone, by email at drc@bcit.ca, or in-person at our offices in SW1-2300.

HOUSING DEPARTMENT

bcit.ca/housing

604.432.8677

Looking for a place to live while you study at BCIT? The Housing department is here to help! Maquinna Residence is BCIT's on-campus housing complex. Located on the Burnaby Campus, it is adjacent to the sports field and campus recreation facilities. We also offer, in partnership

with the My Ideal Home Network, comprehensive listings of off-campus accommodation including support for short-stay, apprenticeship and international students. Part of the Student Services division, our office is located in SW11, Salish House, in Maquinna Residence.

INTERNATIONAL STUDENT CENTRE

bcit.ca/international

604.432.8816

The International Student Centre has been providing professional services and support to BCIT's International Students for over 17 years. We are the people to talk to if you have questions about extending Study Permits, Work Permits, Visitor's Visas, registration, school letters, immigration issues, and much more. We've also recently opened a new student lounge for everyone to enjoy.

We understand the unique needs of the international students and have proven success helping students achieve their academic goals.

KNOWLEDGE BASE

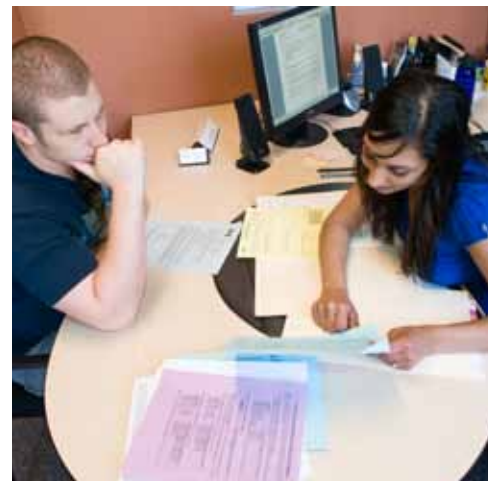
bcit.ca/kb

Find answers about how to use technology at BCIT.

Do you need to know:

- > how to change your password?
- > how to login using wireless?
- > how to print from computer labs?

Find what you need – when you need it – in the Knowledge Base.



BCIT Resources and Services

LEARNING COMMONS

bcit.ca/learningcommons

Visit the Learning Commons in the Burnaby Campus Library. Our goal is to enhance your learning experience and help you succeed at BCIT. Our services include: peer tutoring, peer-led English conversation groups, and success seminars. All Learning Commons activities are open to all BCIT students and are free of charge. Check our website for details and additional learning resources, or email us at learningcommons@bcit.ca.

LIBRARY

bcit.ca/library

Check out our website, find us on Facebook or follow us on Twitter. Access the information you need anytime, anywhere. Or visit us in person. Our locations include the main library at the Burnaby Campus as well as specialized branches at the BCIT Marine Campus and the Aerospace Technology Campus. The extended hours pod (ehPOD) on the first floor of the Burnaby Campus library is open 24 hours a day, seven days a week, during the September and January terms. The ehPOD has 60+ computer stations and 11 group study rooms.

MEDIA CASTING AND ITUNES U

bcit.ca/casting

Educational media casting (or podcasting) takes “look, listen and learn” to new territory. Reading on the bus has morphed into listening to a lecture while reviewing the slides, viewing a video demonstration or listening to a week-in-review thanks to BCIT’s virtual campus on Apple’s iTunes U, giving subscribers access anytime, anywhere. Visit our website to learn more about what casting at BCIT can do for you and to log in to BCIT’s virtual campus.

MEDIAWORKS

bcit.ca/lrc/about/mediaworks.shtml

604.454.2220

MediaWorks is a self-help production facility located in the basement of the BCIT Library adjacent to the Computer Commons.



NOT SURE HOW TO USE POWERPOINT? HAVE SOME PHOTOS YOU WANT TO EDIT OR SCAN? WANT TO EDIT AND ADD VIDEO TO A PRESENTATION? NEED TO BURN A CD OR DVD?

Then MediaWorks is the place for you. MediaWorks is available on a drop-in basis or appointments can be booked with the MediaWorks staff. Appointments to access help and equipment are recommended during the term. Ask your instructor to book an orientation to find out more about what MediaWorks offers, or visit our website. MediaWorks is part of the BCIT Learning and Teaching Centre.

myBCIT – VIEW GRADES ON THE WEB

You can now view your full academic record on the web. Go to my.bcit.ca and login. Click ONLINE SELF SERVICE then STUDENT SELF SERVICE. From the CHECK GRADES menu, select UNOFFICIAL TRANSCRIPT.

PARKING

bcit.ca/parking

BCIT provides paid parking facilities for employees, students and visitors at the Burnaby and satellite campuses. Paid parking is in effect 24 hours a day, seven days a week. All vehicles parked on campus must display a valid BCIT parking permit, a valid ticket purchased from a parking ticket dispenser, be registered with E-Permits, or for daily parking have purchased a parking space through the Pay by Phone service.

Employees and students are assigned separate parking lots, Monday to Friday, from 6:00 am – 4:30 pm. Signage is provided in all parking lots. Parking lots are patrolled 24 hours a day by Impark. Employees and students are encouraged to use public transportation and car pools whenever possible. Visit the website for more information, including rates.

RECREATION SERVICES

bcit.ca/recreation

A healthy body is as important as a healthy mind and BCIT Recreation Services offers a variety of facilities and programs to help students to achieve this goal.

Recreation Facilities

604.432.8612

The Burnaby Campus has a gymnasium, weight room, squash and racquetball courts, games room, dance/activity room, climbing wall, tennis courts, a sports field with a track, and a fitness trail. During the school year, the facilities hours of operation are:

Recreation Building

Mon–Thurs	6:00 am–11:00 pm
Fri	6:00 am–9:00 pm
Sat–Sun	9:00 am–5:00 pm

Fit Pit Weight Room

Mon–Thurs	6:00 am–10:00 pm
Fri	6:00 am–8:00 pm
Sat–Sun	9:00 am–4:00 pm

BCIT Resources and Services

Climbing Wall

Mon–Thurs	4:30 am–9:00 pm
Fri	12:30 am–3:30 pm
Sat–Sun	12:30 am–3:30 pm

Lockers in the changing rooms are available for rent, along with a towel and/or laundry services.

There are also fitness rooms located at the Marine and Aerospace Technology Campuses (ATC). The ATC campus facilities include a games area with ping pong and a pool table, as well as a weight room with a good selection of cardio and weight training equipment. Marine Campus facilities include a games area with ping pong and a weight room with a good selection of cardio and weight training equipment.

Recreation Programs

604.432.8287

Recreation Services offers a wide variety of recreation programs including Intramural Sports Leagues, instructional programs, special events and other miscellaneous programs.

More than 1,200 participants per term play in several intramural sports, including non-contact floor hockey, three on three basketball, non-contact ice hockey, co-ed volleyball, softball, indoor soccer, and dodgeball. Registration for the Fall term begins in the middle of September, with games beginning the last week of September and ending the first week of December.

A wide variety of instructional programs are offered in the following areas: fitness, mind and body, martial arts, dance, skill development and outdoors.

Throughout the school year we offer several special events, some of which are seasonal, like the Thanksgiving Turkey Shoot, while others are activity-based.

To keep students informed about recreation activities, the Recreation Council is comprised of students from all areas on campus. Volunteers inform and encourage fellow students to become involved in recreation programs. To keep

up to date on Recreation Services programs join the BCIT Rec Services Facebook group.

SAFETY AND SECURITY DEPARTMENT

bcit.ca/safetyandsecurity

Emergency: local 2248 (within BCIT)

**Non-emergency and lost and found:
604.451.6856**

BCIT Safety and Security maintains a 24 hour, seven days per week response to safety and security concerns at the Burnaby Campus. The Security Desk and Lost and Found is located at ground level facing Campus Square in Building SW1. Visit our website for more information about BCIT Safety and Security.

Emergency and Service Telephones

There are 23 outdoor emergency telephones across campus and 46 in-house telephones (for on-campus calls only) throughout the main buildings. Emergency numbers are posted near the telephones.

SaferWalk Service

A SaferWalk program, utilizing trained student bike patrollers and regular security, is available 24/7 to escort students anywhere on campus. This is a valuable security escort for students who feel unsafe going to their cars or travelling to other areas of campus, especially at night. Call Security 24 hours a day at 604.451.6856.

The Student Bike Patrol

Professionally trained, uniformed students will provide campus security on bike and foot patrols Monday to Friday from 6:30 pm to 10:30 pm.

STUDENT EMPLOYMENT SERVICES

bcit.ca/eJobs **604.432.8666**
Hours: Mon–Fri, 8:30 am – 4:30 pm

Employers use eJobs to find BCIT students and grads. If you're looking for full-time or part-time work, your first stop should be Student Employment Services. Register online for eJobs to have relevant job postings emailed to you. You can also upload your resumé and a URL of a profile or eportfolio for employers to view. Once you register, you will always be able to log

in to search the complete database of job postings. It's free and easy and best of all, it's targeted to your program area and interests. Contact the Work Search Coach at worksearchcoach@bcit.ca or 604.456.8014 for a resumé review, interview skills and work search assistance in SW1-1022 as well as weekly seminars in the Library Learning Commons. Drop by and see us for all your employment needs! Also, don't miss the BCIT Careers Fair on Monday, March 29, 2010. Visit bcit.ca/careersfair for details. Email us at employ@bcit.ca.

STUDENT FINANCIAL AID AND AWARDS

bcit.ca/finaid

604.432.8555

Are you concerned about finances? Be proactive. Student Financial Aid and Awards can help you discover sources of funding, apply for financial aid and awards, avoid and solve problems with student loans, and more. If your situation is complex, you are welcome to book an appointment with a financial aid advisor.

PAYMENT OF TUITION FEES

The easiest way to pay your fees is online (no line-ups or phone waits) with your credit card through our secure website: bcit.ca/fees. You will need your student number to access the payment process. Credit card payments may also be made through the BCIT cashier's voicemail box at 604.432.8732. Please be ready to state your name, BCIT student number, credit card number with expiry date and a phone number. BCIT accepts payments made by cash, cheque, debit card, Visa, MasterCard and American Express.

STUDENT HEALTH SERVICES

bcit.ca/healthservices

BCIT offers medical services for students, staff and faculty at the Burnaby Campus. Student Health Services operates a walk-in medical office staffed by physicians and nurses. All visits are strictly confidential, and patients who wish to see a doctor must have valid medical coverage. Emergencies are always seen.

BCIT Student Association



FIND OUT MORE ABOUT WHAT THE BCITSA HAS TO OFFER AT BCITSA.CA



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MESSAGE FROM THE PRESIDENT

It is with great enthusiasm that I welcome you to BCIT and introduce you to the Student Association. And to all returning students – welcome back.

I'm Christine Ramage, and I'm proud to be your BCIT Student Association President for the 2009-2010 school year.

The BCITSA represents the student voice and life on campus; our main goal is to help make your school year a great one. Through student involvement, we hope to constantly bring positive change to BCIT by conveying the ever evolving voices of our students to the ears that need to hear them.

I encourage each and every one of you to get involved and make the most out of your time at BCIT. There are many ways to make a difference with your time here, just as I hope to make a difference by taking on this job. I encourage you to contact either myself or any other Student Executive with any of your thoughts, ideas, questions or concerns. Remember, we want to hear from you, the BCITSA is here to serve you.

Please feel free to drop in to a Council meeting every other Monday evening to see what we do. Good luck with your studies, I look forward to meeting you.

*Christine Ramage
BCITSA President
president@bcitsa.ca*

YOUR BCIT EXPERIENCE IS UP TO YOU. MAKE THE MOST OF IT.



BCIT Student Association

ANSWERS WITHIN YOUR REACH



- > Advocacy and Representation
- > Constitution and Bylaws
- > Education Council
- > Board of Governors
- > Set and Technology Reps
- > Student Executive
- > Student Council
- > Student Fees

MORE THAN A CLASSROOM



- > Amp'd Up Promotion
- > Wright Brothers Flying Extravaganza
- > Crash Course Cookin'
- > Eco-Fair
- > The Haunt @ Mugs
- > White Rose Campaign
- > Volunteer Fair
- > Risky Business

STUDENT ASSOCIATION SERVICES



- > BCIT clothing
- > Apple computers
- > Free microwaves
- > Printing and photocopiers
- > School supplies
- > Coffees and snacks
- > Pub and entertainment
- > Resources and referrals

**BRITISH COLUMBIA
INSTITUTE OF TECHNOLOGY**

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bcit.ca

