ARE YOU IN THE RIGHT COURSE
If you do not have English 12 “C+” or equivalent, YOU CANNOT TAKE COMM 1103. If you passed English 12 with less than “C+”, you can take COMM 1106. If you want to earn the best possible grade, you should take 1106 (face-to-face classes) to continue to work on your grammar and language skills.

MANDATORY IN-PERSON FINAL EXAM
1. The final exam must be taken in-person on the last scheduled day of the course.
2. You must take the final exam in-person on the time and the day outlined below.
3. The designated final exam slot for this online class is on Friday, November 22, 2019, from 6:30PM to 9:30PM.
4. Before you register, please ensure that you are able to take the final exam at the designated time.
5. Request to reschedule your final exam will NOT be considered (with the exception of documented family and medical emergencies).
6. 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 take the final exam.
7. Failure to show for the final exam will result in a failure (%F) grade in the course.
8. If you live outside 100km from BCIT, you will arrange to take the final exam on Friday, November 22, 2019, at one of BCIT’s network of approved Test Centres within Canada. Please notify your instructor and contact us at cecomm@bcit.ca by September 27, 2019, for instructions on how to set-up your proctor exam. You are directly responsible for all invigilation fees and related cost.

COMM 1103 FINAL EXAM SCHEDULE
DATE: Friday, November 22, 2019
START TIME: 6:30PM
END TIME: 9:30PM
LOCATION: BCIT Burnaby Campus (Room TBA)

THIS IS NOT A SELF-PACED COURSE
There will be specific timelines for assignments and exams. 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.

COURSE TEXTBOOK: Business Communication Essentials Custom by Bovee
You can purchase your textbook online. If you have questions, call the BCIT bookstore at 604.412.7402.

COURSE REGISTRATION, REFUND AND WITHDRAWAL DEADLINE QUESTIONS
Please read and familiarize yourself with the refund and withdrawal policies. If you have questions about your course registration, call SIES at 604.434.1610.