IS ONLINE LEARNING A GOOD FIT FOR YOU
This is not a self-paced course. Taking the COMM 2202 online course requires a high degree of initiative on your part to work through the online materials independently. You can expect 3-6 hours for reading and working on weekly assignments. 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.

STEP 1: Meet the English Requirement
You must have a final grade of 70%+ in a 3-credit BCIT COMM 1100-level course or a 3-credit university/college composition course.

There are two ways to meet the prerequisite requirement at BCIT.

- Take the BCIT COMM 1103 course. A final grade of 70%+ in this course will get you into COMM 2202.
- Take the BCIT COMM 1106 course. A final grade of 70%+ in this course will get you into COMM 2202.*
- Take the COMM 0015 test to verify your competency. A final score of 70+ will get you into COMM 2202.

*If you took COMM 1106, you should take COMM 2002 (face-to-face classes). COMM 2202 online learning may not be right for you at this time. If you want to earn the best possible grade, you should take COMM 2002 (face-to-face classes) to continue to work on your grammar and language skills.

STEP 2: Submit Proof of English Grade

- If you have successfully completed a 3-credit BCIT COMM 1100-level course (70%+), you do not need to submit proof or confirm with us as we can check your COMM grade in the system. Simply PROCEED TO STEP 3.

  NOTE: Enrollment activity will be monitored. If you proceed with the registration process without completing STEP 1, you will be automatically dropped from COMM 2202 without notice.

  If you are currently taking COMM 1100-level course, you must first complete it before you can register for level 2 COMM. You will have plenty of time to register. We will ensure that you have a seat in level 2 COMM, but we cannot guarantee a specific choice of section or night of the week.

- If you have successfully completed a 3-credit university/college composition course (70%+) from another educational institution, you need to email proof of your English course grade to cecomm@bcit.ca. You do not need to send the original transcript. You can send us a scanned copy of your transcript or a screenshot of your online academic record. You do not need a confirmation from us to register. Simply submit proof and PROCEED TO STEP 3.

  NOTE: Enrollment activity will be monitored. If you proceed with the registration process without completing STEP 1 and 2, you will be automatically dropped from the course without notice.

STEP 3: Register and Pay for COMM 2202
You can register online, by phone at 604.434.1610, or in person at Burnaby or Downtown Campus.
COMM 2202: IMPORTANT COURSE INFORMATION

MANDATORY IN-PERSON FINAL EXAM
1. You must take the COMM 2202 final exam in-person on the **time** and the **day** outlined below.
2. The designated final exam slot for this online class is on Friday, December 6, 2019, from 6:30PM to 9:30PM.
3. Before you register, please ensure that you are able to take the final exam at the designated time.
4. **Request to reschedule your final exam will NOT be considered** (with the exception of documented family and medical emergencies).
5. 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.
6. Failure to show for the final exam will result in a failure (%F) grade in the course.
7. If you live outside 100km from BCIT, you will arrange to take the final exam on Friday, December 6, 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 October 4, 2019, for instructions on how to set-up your proctor exam. You are directly responsible for all invigilation fees and related cost.

COMM 2202 FINAL EXAM SCHEDULE
**DATE:** Friday, December 6, 2019
**START TIME:** 6:30PM
**END TIME:** 9:30PM
**LOCATION:** BCIT Burnaby Campus (Room TBA)

LOGGING INTO YOUR ONLINE COURSE
1. On the course start date, log into learn.bcit.ca. NOTE: You will not have access to the course link prior to the start date of the course.
2. From the Central Login, enter your Student Number (A0......) and Password. Your default password is your date of birth (YYMMDD) unless you have changed it.
3. From the Dashboard, click on the Learning Hub icon to access the home page of all your online course.
4. Click on your COMM course.
5. You may not give another student your BCIT A0...... number and password. This violates BCIT's Acceptable Use of Information and/or Information Security policies. It is considered impersonating another student for the purpose of completing course work (ie: academic dishonesty).
6. If you require assistance logging into the Learning Hub, contact BCIT Helpdesk on the course start date. Please remember that the course link will not be visible until the scheduled START DATE.

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 REFUND AND WITHDRAWAL DEADLINES
Please read and familiarize yourself with the [refund](#) and withdrawal policies. If you have questions, call 604.434.1610.

QUESTIONS ABOUT YOUR COURSE REGISTRATION
Contact SIES in person or call 604.434.1610 and a registration specialist will assist you.

QUESTIONS ABOUT COMM COURSES
Send an email to CECOMM. Please note due to the high volume of inquiries we receive, we will not be able to answer all emails with questions that are explained above. Thank you for your understanding.