





# COURSE REGISTRATION

## Prerequisites

BCIT Computing Flexible Learning “Computing Flex” (formerly Computing Part-time Studies), is public post-secondary education. All “COMP” courses require English 12 and some require Math 12 or equivalent.

There may be additional prerequisites listed for each course as well as for each Computing program.

Computing Flex and PTS students are responsible for completing specific prerequisites or be in progress of those specific prerequisites before registration.

## BCIT ID Card

A valid government issued picture ID is required in order to write an exam. The cost for a BCIT ID is included in your paid course registration.

Your BCIT ID card is your library card, it is used for paid printing/photocopying services as well as accessing campus services including the recreation center.

Several third parties provide discounts to BCIT ID cardholders. Check your mybcit account for further information.

## Course Cancellation

As BCIT strives to keep courses and credentials current, both courses and programs are subject to revisions, and updates. IT has ongoing change.

Please plan your schedules to have an alternate course just in case.

Most Computing Flex and PTS courses will run every term, however some courses will only run in specific terms, as Flexible Learning and PTS are market-demand driven.

## English Requirements

Students are required to be able to read, write and speak English at a BC Grade 12 level.

Many Computing Flex courses require significant interaction in groups and oral presentations.

If English is not your first language and you are uncertain your English proficiency level is adequate, completion of the English Competency Assessment—COMM 0015 ([bcit.ca/study/courses/comm0015](http://bcit.ca/study/courses/comm0015)) with a grade of 50 percent or better is recommended, prior to starting any Computing Flex or PTS course.

## Textbooks

Most Computing courses have required texts.

Please check the course outline and the BCIT Bookstore website ([bcit.ca/bookstore](http://bcit.ca/bookstore)) for textbooks and campus-specific details. Lower cost eBooks may be available.

## Registration

Course registration is open 3 months prior to term start. You may register and pay online or in person.

Students must be registered and pay tuition for each Flexible Learning/PTS course that they attend.

Failure to submit payment in a timely manner will result in being dropped for non-payment.

Registration is on a first-come, first-paid basis.

**NOTE:** Registration is not permitted for any Computing Flex or PTS course after the second lesson starts.

BCIT Student Information and Enrolment Services can be reached at 604.434.1610 or [bcit.ca/admission/contact-us](http://bcit.ca/admission/contact-us)





## MORE ESSENTIAL INFORMATION

### **Student Questions and Concerns**

Please report any course issues immediately to your instructor and give your instructor the opportunity to address your concerns or questions.

For administrative items, problems with registration, future scheduling questions, waitlists for full courses, absences, medical notes, exam rescheduling and PLAR information please contact your Program Assistant via email: [cstflex@bcit.ca](mailto:cstflex@bcit.ca).

When you are in a course, your instructor or Program Assistant are your first points of contact. For additional discussion regarding academic issues, or course and program planning, please email the Computing Flex Program Head: [Kevin.Cudihee@bcit.ca](mailto:Kevin.Cudihee@bcit.ca).

Be sure to include your name and BCIT A0 student number in the subject line of all correspondence.

Please do not phone the Program Head or drop in without a prior appointment.

It is your responsibility to read all of the program specific pages "Overview, Entrance Requirements, Costs & Supplies, and Courses" details, before contacting the Computing Flex department.

### **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 exam(s), participate in group work, complete homework and lab exercises. Failure to do so will result in a grade earned based on the work submitted. If you choose to audit a course, you will receive no credit or grades.

### **Information Sessions**

You are welcome to attend an information session to learn more about BCIT Computing, Flexible Learning.

We offer Computing Flex and PTS info-sessions prior to every term start online via Zoom.

More information on current info-sessions can be found online at [bcit.ca/infosessions/](http://bcit.ca/infosessions/)













# STUDENT SERVICES

## Student Information & Enrolment Services

[bcit.ca/admission](http://bcit.ca/admission)

## Program Advising

[bcit.ca/advising](http://bcit.ca/advising)

## BCIT Financial Aid and Awards

[bcit.ca/financial-aid/](http://bcit.ca/financial-aid/)

## BCIT Student Counselling

[bcit.ca/counselling](http://bcit.ca/counselling)

## Accessibility Services

[bcit.ca/accessibility/](http://bcit.ca/accessibility/)

## BCIT Bookstore

[bcit.ca/bookstore](http://bcit.ca/bookstore)

## Information Technology Services (ITS)

[bcit.ca/its/student](http://bcit.ca/its/student)

## Food Services

[bcit.ca/foodservices](http://bcit.ca/foodservices)

## Library

[bcit.ca/library](http://bcit.ca/library)

## Parking

[bcit.ca/parking](http://bcit.ca/parking)

## Computing Peer Tutors

[bcit.ca/learningcommons/peer](http://bcit.ca/learningcommons/peer)

## BCIT Student Association Career Services

[bcitsa.ca/careerservices](http://bcitsa.ca/careerservices)

## BCIT Safety and Security

[bcit.ca/safety-security](http://bcit.ca/safety-security)

## IMPORTANT INFORMATION:

### Course Withdrawal

[bcit.ca/files/admission/pdf/withdrawalflex.pdf](http://bcit.ca/files/admission/pdf/withdrawalflex.pdf)

### Application for BCIT Credential

[bcit.ca/files/records/pdf/appl\\_4\\_credential.pdf](http://bcit.ca/files/records/pdf/appl_4_credential.pdf)

### Please be sure to read:

- [Student Resources](#)
- [Not sure where to begin?](#)
- [Frequently Asked Questions](#)

## DID YOU KNOW?

BCIT has a Safety Wise App? It features emergency contacts, safety tips, a personal safety tool box, extensive maps and more! [Download today!](#)



All information has been reviewed for accuracy. If there are any inconsistencies or inaccuracies, please contact the Computing Flexible Learning Department. (2023)

## Computing Flexible Learning

*(formerly Computing Part-time Studies)*

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