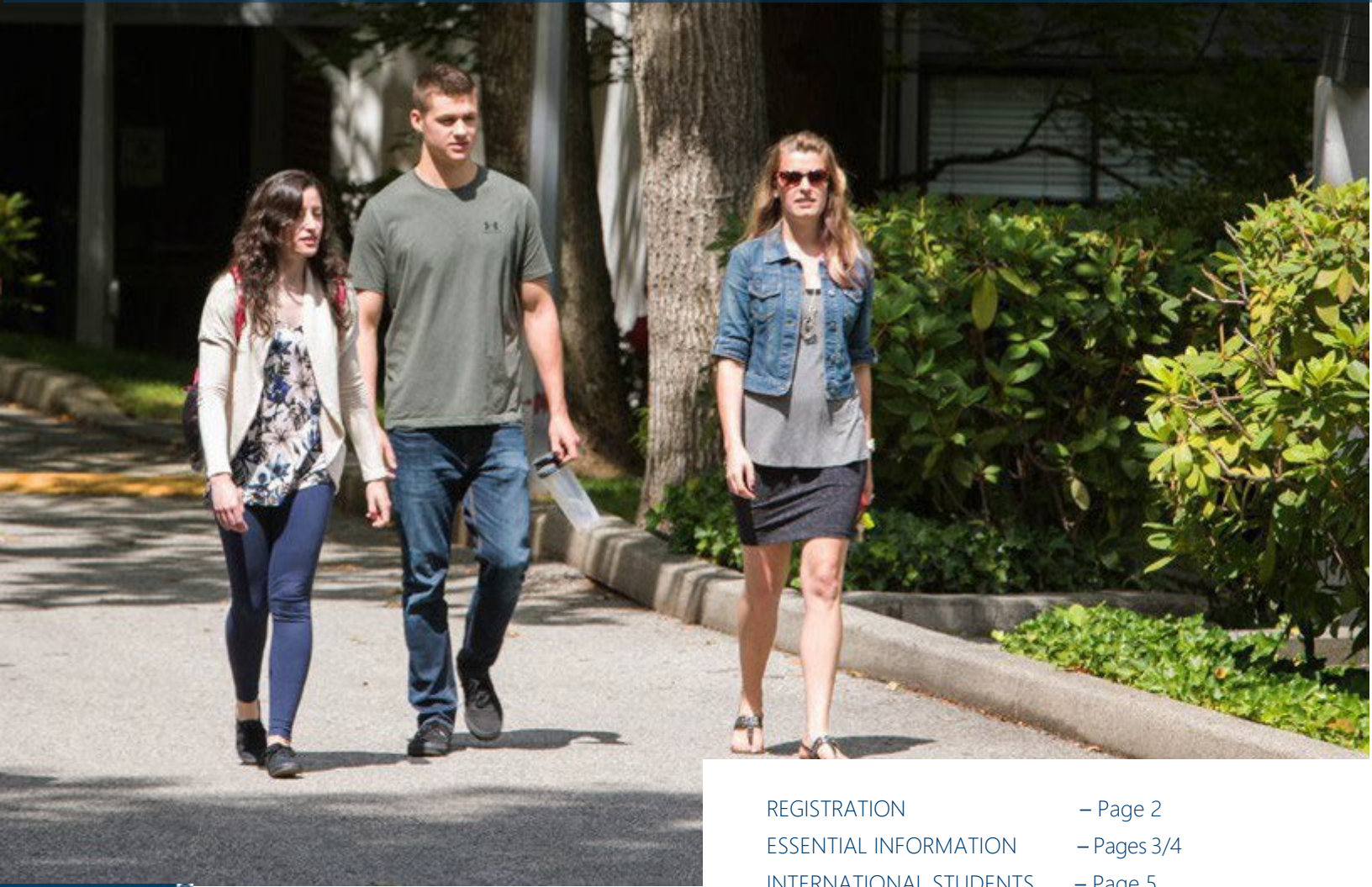


BCIT Computing Flexible Learning Student Guide 2024/2025



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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 need 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 to write an exam. The cost for a BCIT ID card 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 / PTS are market-demand driven.

English Requirements

Students must be able to read, write and speak English at a BC Grade 12 level. Computing FLEX courses may 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) 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) 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 course that they attend. Failure to submit payment promptly will result in being dropped for non-payment.

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

NOTE: Registration is not allowed 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



ESSENTIAL INFORMATION

Withdrawals & Refunds

By the refund deadline:

Refund deadline dates are listed on your tuition receipt. If you are an international student, find out more about your specific fees and refunds bcit.ca/admission/tuition-fees/part-time-studies

To drop or transfer to another course, contact Student Information and Enrolment Services bcit.ca/admission/contact-us/ or use the [Flexible Learning Course Withdrawal form](#) prior to the refund deadline date.

After the refund deadline:

Withdrawals will be allowed until two-thirds of the way through the course (excluding continual entry and courses less than one week) and will result in a "W" on the transcript. If withdrawing after this deadline, and the withdrawal is approved, the transcript will show "LW" for the dropped course.

Late withdrawals are subject to program area approval and will not be considered without proper documentation (i.e., official medical note).

DID YOU KNOW?

Fees for Flexible Learning courses must be paid at the time of registration using one of the following methods:

www.bcit.ca/admission/tuition-fees/flexible-learning/

Advanced Placement in the full-time CST or CIT diploma

Due to lack of attrition in the full-time CST or CIT Diploma, it is now very difficult to gain advanced placement into the full-time diploma programs.

Please do not start any Computing Flex courses assuming you will be able to transfer to full-time. You must first apply for, and be accepted into, one of the full-time computing programs.

Full-time admission is a competitive process with specific Math and English requirements.

Students not yet accepted into the full-time CST or CIT Diploma program should not attempt to complete multiple Computing FLEX courses without prior written direction from the Program Head.

To determine their suitability as a programmer, some students could complete COMP 1516 with 70% or better and then do the same in COMP 2501, before applying to a full-time computing program.

Advanced Placement in the degree

The Bachelor of Science in Applied Computer Science (BScACS) is a two-year degree completion program designed on top of two years of full-time post-secondary education in computing.

Students who have not completed the CST Diploma, but have a post-secondary computing or IT diploma from another school may request pre-assessment of their courses and relevant work experience,

Please contact BScACS program area for an evaluation area prior to applying Email: compBSc@bcit.ca



MORE ESSENTIAL INFORMATION

Student Questions and Concerns

Please report any course issues 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.

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.

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 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 via MS Teams.

More information on current info-sessions can be found online at bcit.ca/infosessions/



INTERNATIONAL STUDENT INFORMATION

Study Permits

Most international students coming to study at BCIT must have a study permit to comply with Canadian immigration regulations BCIT's study permit requirements for admission.



Application processing times can vary considerably. We recommend that you apply for your study permit as early as possible.

BCIT International

Support and guidance are available for international students. Please read [BCIT International's web pages](#) to start your application.

If you have any questions, your first point of contact should be to [BCIT International](#).

Computing and IT programs available to international students:

- [Computer Systems Certificate \(CSC\)](#) requires 60 credits. It introduces the fundamental aspects of computer systems and provides the foundations for more advanced computer science courses. CSC is the first half (50%) of the CST FLEX Diploma.
- [Computer Systems Diploma \(CST FLEX\)](#) requires 60 credits of computer science course work on top of the CSC (120 total credits). The CST diploma provides a comprehensive skill set for entry-to-practice and is the foundation for the follow-on BScACS degree.
- [Applied Computer Science Degree \(BScACS\)](#) requires 65 credits of additional degree-level course work on top of CST or equivalent Diploma (185 total credits). This degree may be completed full or part-time.
- [Applied Data Analytics Certificate \(ADAC\)](#) is a separate stand-alone program aimed at those with other post-secondary education, work experience, and math abilities. ADAC provides the technical foundations to build and manage data analytics systems.



COURSE DELIVERY AND EXPECTATIONS

Course Workload and Expectations

Computing Flexible Learning, Part-time Studies (PTS) courses have clearly defined prerequisites or have an expectation of equivalent knowledge.

- Prerequisite knowledge is required.
- Attendance in all lectures and labs is mandatory and recorded.
- Most COMP courses require you to complete and submit all assignments to pass.
- If group work is part of a course, active participation in the group is required to pass that course.
- When an online module is part of a course, participation in the Learning Hub is required to pass that course.

WARNING

Some 5-credit COMP courses may have 2 classes per week or have blended delivery with an asynchronous online component.

Students with any special accommodation for extra time, or extended breaks, should choose the 12-week course sections.

The 6-week courses have 2 lessons per week and twice the regular homework.

If you are new to Computing FLEX, please start with the 12-week course format. We recommend that most students not attempt accelerated 6-week delivery of a 12-week course.

Accelerated course delivery expectations

Most COMP FLEX courses have a 12-week delivery, some have an accelerated 6-week delivery for those with prior experience.

In a 6-week delivery of a 3-credit course, there is twice as much the work over $\frac{1}{2}$ the usual time, so this pace is not for everyone.

Refunds are not available to those who find they cannot handle the fast pace and higher workload.

Students without prior experience should choose the standard 12-week course delivery.

PLEASE NOTE: There is a significant workload outside of class for most Computing FLEX courses.

COMP courses use the Carnegie rule for awarding credit. For each 1-hour of class contact, most students should expect 2-3 hours of reading and homework. Some students may need more time each week.

Please plan to spend 9–15 hours per week including class time, online, reading, participation, homework, and assignments for each COMP course.

Computing Flexible Learning, Part-time Studies (PTS) programs are designed for working adults who can complete one (1) or two (2) course(s) per term.

Two (2) COMP courses per term can equate to a total time commitment of 25+ hours per week.

Students who work part-time may be able to complete three (3) courses per term with a department approved course plan.

It is not possible to complete these FLEX programs in a full-time delivery due to workload, prerequisites, and scheduling.



CREDIT EXEMPTIONS

Prior Learning Assessment & Recognition

Prior Learning Assessment Recognition (PLAR) may be available for some COMP courses. If you have knowledge and skills learned outside recognized programs, you may be able to gain credit exemption for that course. PLAR may be a choice after you have studied the detailed course outline.

There is a non-refundable PLAR exam fee. Exams are held at the Burnaby Campus from Mondays – Saturdays with start times between 9:00 am and 12:00 pm.

Please email cstflex@bcit.ca for more information.

5-Year Maximums

COMP courses have a 5-year recency requirement.

Computing courses are frequently updated, and some may be retired or replaced. Please declare your program to preserve course credit.

After declaring your program, please retain your original Program Approval Letter. Be aware of [Program Abandonment Rules](#) and try not to skip terms between courses.

Computing FLEX and PTS credentials have a maximum of 5-year time limit for program completion.

Declaring a Flexible Learning program ensures that BCIT is aware of your intent to complete a program.

Program Declaration guarantees that credit for courses which are a part of your program will be honoured despite program requirement changes.

secure.bcit.ca/sis/apply

Transfer Credit Requests (TCR)

Please understand that most COMP courses are unique to CST and are not paralleled in other post-secondary programs.

Because the course title appears similar, or even the same, it does not mean that those courses are equivalent.

It is up to each student to study and compare our COMP course descriptions, learning outcomes, course length (total hours), textbook used, syllabus, and evaluation criteria.

To be considered for a Transfer Credit Request (TCR), each course(s) must have been completed within the last five (5) years, be accompanied by detailed course outlines and a transcript.

Please only request COMP TCR for other post-secondary courses after you have made a detailed comparison of the topics: bcit.ca/study/outlines

If you have not formally declared a Flexible Learning (formerly Part-time Studies) program, please contact the Computing Flexible Learning department via email only: cstflex@bcit.ca before you declare your program.

Final approval is done by the Computing FLEX department. It may take approximately eight (8) weeks to process your program declaration with a transfer credit request.

TCR from other institutions must be approved before you declare your program. We will not typically accept a TCR, after your program letter is issued.



ACADEMIC INTEGRITY

(Policy 5104: bcit.ca/files/pdf/policies/5104.pdf)

Rules and Expectations

By registering and taking part in any COMP courses you agree that you have read and understand the rules.

All COMP course assignments, labs and exams must be completed by each individual student unless stated otherwise. Any form of plagiarism will not be tolerated and will cause you to lose marks, fail the course or be removed from the program.

BCIT is committed to supporting the overall academic, personal, and professional development of its students. BCIT supports, encourages, and requires integrity and ethical conduct from Students, in all areas of their academic work, research, and scholarship at the Institute.

It is the responsibility of all Students to be familiar with this Student Code of Academic Integrity, and to adhere to the standards of conduct outlined in all policies and procedure of the Institute related to academic expectations.

The Institute has the responsibility to evaluate, investigate, and adjudicate alleged violations of this Code in a manner that adheres to the principles of procedural fairness.

ALSO...

Flexible Learning students are eligible to take part in personal development and career development opportunities offered through the BCIT Student Association.

www.bcitsa.ca/careerservices/

Cheating and Plagiarism

- Using Artificial Intelligence (AI), cheat sheets, notes, websites, or any other sources of information in an examination, without prior authorization.
- Communicating, in any way, including social media, or text messaging with other students during an examination, to give or receive answers to exam questions.
- Preparing work in whole or in part, knowing that this work will be submitted by another student for appraisal.
- Academic integrity requires that students do not falsely claim credit for the ideas, writing, or other intellectual property of others, either by presenting such works as their own or through impersonation.

The following activities are examples (not all-inclusive) of plagiarism/cheating:

- Offering to sell essays or other assignments, in whole or in part, with the expectation that these works will be submitted by a student for appraisal.
- Submitting the work one has completed for one class, either at BCIT or elsewhere, for appraisal in a second class without prior authorization by the instructor.
- Impersonating another student in an exam, test, or interview.
- Changing the score on an examination, test, or any assignment.
- Encouraging, enabling, or causing others to do or attempt any of the above.
- Providing material for other students to use.



STUDENT SERVICES

Student Information & Enrolment Services

bcit.ca/admission

Program Advising

bcit.ca/advising

Financial Aid and Awards

bcit.ca/financial-aid/

Student Counselling

bcit.ca/counselling

Accessibility Services

bcit.ca/accessibility/

Early Assist

bcit.ca/student-life-office/early-assist/

Information Technology Services (ITS)

www.bcit.ca/it-services/for-students/

Food Services

bcit.ca/foodservices

Library

bcit.ca/library

Parking

bcit.ca/parking

Computing Peer Tutors

bcit.ca/learningcommons/peer-tutoring/

BCIT Student Association Career Services

bcitsa.ca/careerservices

BCIT Safety and Security

bcit.ca/safety-security

BCIT Bookstore

bcit.ca/bookstore

IMPORTANT INFORMATION:

FLEX Course Withdrawal

bcit.ca/files/admission/pdf/withdrawalflex.pdf

Application for BCIT Credential

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 toolbox, 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. (2024)

Computing Flexible Learning

(formerly Computing Part-time Studies)

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