

CIVIL ENGINEERING TECHNOLOGY DISTANCE EDUCATION DEPARTMENT

Welcome to BCIT's Civil Engineering Technology Distance Education program. You have enrolled in a practical course of study that endeavors to engage your mind and challenge your proficiency in order to optimize your career development. Here are a few guidelines for successful completion:

1. Full course completion within one year of the registration date is required.
2. Specific course materials (Student Guides, Course Manuals, and any other applicable materials) are available in the [Learning Hub](#). Textbooks can be ordered by the learner from the BCIT Bookstore [Online](#).
3. Courses are self-paced, independent study using the Student Guide and related course materials. Students are responsible for any additional learning resources needed to complete their course. If you have specific course questions you can contact the Program Assistant at etde@bcit.ca.
4. Answers to general questions can be found on our [FAQ](#) page, or you can refer to the general DE questions page [here](#).
5. Contact Student Information and Enrollment Services at 604.434.1610 or 1.866.434.1610 in order to withdraw from the course and request a refund. BCIT's refund policy can be found [here](#).
6. Course Final Grades will be percentage based whenever possible. In the event of no assignments or examination completed within the 12 month period, an appropriate notation will be entered on your student record according to BCIT Student Records Grades Policy.
7. Course final grades are available by logging into [myBCIT](#) with your BCIT student ID and password. If you've forgotten your BCIT ID and/or password, you can look it up [here](#). Still having troubles? Contact [IT Services](#).
8. Online [library services](#) and the [DE resource page](#) are available for support.
9. Learners may attempt a course a second time with full tuition fees applied. (Third attempt at course requires special approval/extenuating circumstances to qualify).
10. Learners are required to pass the final exam and meet the specific assignment requirements in order to obtain course credit. Please take note of the passing grade and assignment requirement in the Student Guide for each individual course.

BEST SUCCESS IN YOUR STUDIES!