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Magnetic Resonance Imaging
is one of BCIT Health Sciences
Distance Education programs.

DISTANCE EDUCATION STUDENT HANDBOOK

SCHOOL OF HEALTH SCIENCES

bcit.ca/health-sciences

BCIT®

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THE BCIT SCHOOL OF HEALTH SCIENCES WELCOMES YOU

This handbook will provide you with important information you need to be a successful distance and online learning student. Please take a few minutes to read through the contents of the handbook before you start your course.



BCIT'S GUIDING STATEMENTS

OUR VISION

BCIT: Empowering people. Shaping BC. Inspiring global progress.

OUR MISSION

The mission of BCIT is to partner learners and industry for success through workforce development:

- We're focusing on what sets BCIT apart: applied education and integration with industry.
- We are also challenging ourselves to be more ambitious, more purposeful, and more integrated.
- We are strengthening our commitment to improving the lives of the people who learn and work at BCIT.

OUR MANDATE

BCIT's foundation is comprised of certificates, diplomas, and degrees — the entry-to-practice credentials that lead to rewarding careers. These are enhanced by programs and courses that are coordinated with career development and growth of the practitioner, and include industry services, advanced studies, and continuing education.

BCIT offers experiential and contextual teaching and learning with the interdisciplinary experiences that model the evolving work environment.

BCIT conducts applied research to enhance the learner experience and advance the state-of-practice.

BCIT exercises its provincial mandate by collaborating with the post-secondary system and employers in activities that improve learner access and success.

SCHOOL OF HEALTH SCIENCES CONTACTS

Toll-free[Canada & US]

1.800.663.6542

BASIC HEALTH SCIENCES

BHSC0012	Biology 12 Challenge
BHSC0020	Anatomy & Physiology Challenge
BHSC0100	Human Biology
BHSC1119	Essentials of Anatomy and Physiology
BHSC1146	Human Behaviour
BHSC2219	Anatomy/Physiology for Cardiology
BHSC3302	Cardiac Pathophysiology
BHSC6100	Applied Anatomy and Physiology 1
PSYC1101	Introductory Psychology 1
PSYC1102	Introductory Psychology 2

Leesa Watt

Email leesa_watt@bcit.ca
Phone 604.432.8831

OCCUPATIONAL HEALTH & SAFETY

Nicky Land

Email nland@bcit.ca
Phone 604.432.8429

OCHS Exam inquiries only

Kathy White

Email kathy_white@bcit.ca
Phone 604.432.8456

CARDIASCSCIENCES

Cardiac Diploma

Cardiovascular Technology Option

Cardiac Rhythm Device Technology Option

Jennifer Perry [SW3-3705]

Email jennifer_perry@bcit.ca
Phone 604.432.8362

Cardiovascular Perfusion Diagnostic Medical Sonography

Electroneurophysiology Technology Option

Melanie Beggs-Murray

Email melanie_beggs-murray@bcit.ca
Phone 604.451.7137

HEALTH LEADERSHIP

MAGNETIC RESONANCE IMAGING

BACHELOR OF HEALTH SCIENCES [MRI STREAM]

NUCLEAR MEDICINE

Victoria Banham

Email victoria_banham@bcit.ca
Phone 604.432.8727

SPECIALTY NURSING

Critical Care Nursing

Jenna Coroliuc

Email jenna_coroliuc@bcit.ca
Phone 604.451.7103

Emergency Nursing

Maya Heskia

Email maya_heskia@bcit.ca
Phone 604.451.7094

High Acuity Nursing

Pediatric/Pediatric Critical Care Nursing

Stephanie Wood

Email stephanie_wood@bcit.ca
Phone 604.454.2230

Occupational Health Nursing

Degree Core Courses, Specialty Nursing BSN Neonatal Nursing

Sandra McIvor

Email sandra_mcivor@bcit.ca
Phone 604.432.8982

Perinatal Nursing

Erin Peters

Email epeters14@bcit.ca
Phone 604.451.7102

Nephrology Nursing

Perioperative Nursing

Stephanie Strong

Email sstrong4@bcit.ca
Phone 604.432.8875

BCIT CONTACT LIST

BCIT Directory Assistance	604.434.5734 bcit.ca
BCIT Test Centre	bcit.ca/testcentre
Aboriginal Services	604.432.8474 bcit.ca/aboriginal
Bookstore	604.432.8379
Toll-free	1.877.333.8379
Web	bcitbookstore.ca
Email	bookstore@bcit.ca
Fax	604.432.7923
Disability Resource Centre	604.451.6963
Web	bcit.ca/drc
Financial Aid and Awards	604.432.8555
Web	bcit.ca/finaid
Information Technology Services / Technology Service Desk	
Toll-free [Canada and US]	800.352.5533
Press 1: Computer problems/myBCIT support	
Press 2: Online learning support	
Email	techhelp@bcit.ca
Library—Health Librarian	604.432.8546
Web	bcit.ca/library
Parking Office	604.432.8719
Safety and Security	604.451.6856
Student Information and Enrolment Services (SIES)	
Registration	604.434.1610
Toll-free [Canada and US]	1.866.434.1610
Web	bcit.ca/admission
Student Records	604.432.8498
Email	records@bcit.ca



SECTION 1 | TERM INFORMATION

COURSE MATERIALS

Course manuals, materials, and textbooks are not included in tuition. Students must order distance course materials and text books through the BCIT Bookstore. After you have registered, contact the Bookstore to order your course materials before term start.

If your course does not appear on the BCIT Distance and Online Learning Bookstore drop down menu, the course is deemed 100% online supported and does not require purchase of course materials.

Online	bcitbookstore.ca
In-person	Burnaby Campus, building NE9
Customer Service	[Local] 604.432.8379
.....	[Toll-free in Canada] 1.877.333.8379
After hours voice mail	604.412.7402
Email	bookstore@bcit.ca
Fax	604.432.7923

CHECK YOUR COURSE MATERIALS

Upon receipt of your course package, ensure that you have received the correct materials for the course. Report any errors immediately to the BCIT Bookstore. Students are asked to refer all course material inquiries directly to the BCIT Bookstore [contact information noted above].

TUTOR/INSTRUCTOR INFORMATION VIA MYBCIT

Prior to your course start date you will receive an email with important tutor and course information. Please check your myBCIT email account (my.bcit.ca) to access this email.

Contact your program assistant if you do not receive this information before term start. Some program areas may also choose to mail this information to students via Canada Post.

ONLINE COURSES

Communication with your instructor and/or tutor is primarily by email and postings. Once you have registered and are given access to your online course, you can find your instructor/tutor name and contact information in D2L. For example, "During weekdays, your instructor attempts to reply to your email within 24 hours and to your bulletin postings within 48 hours." Email your instructor during the first week of the term.

If you experience technical problems during your course, refer first to BCIT's Online Learning website at bcit.ca/distance/learner-support/. If you are still experiencing problems, call the BCIT Online Technical Support team toll-free at 1.800.351.5533 or locally at 604.412.7444 [Option 2], or email techhelp@bcit.ca.

DISTANCE AND ONLINE LEARNING WEBSITE

New to distance and online learning? Visit the Distance and Online Learning website at bcit.ca/distance to find valuable resources and tips.

YOUR PROGRAM ASSISTANT

If you require any information or administrative assistance throughout the term, do not hesitate to contact your program assistant. Please refer to the page 4 section of this handbook to find the appropriate assistant for your program.

COURSE COMPLETION TIME

BCIT designs distance and online learning materials so you can work independently and progress at your own pace within the overall schedule of the course. Courses do, however, have completion deadlines to meet: assignments, workshops, labs, or tutorial schedules and examination dates. Check your course outline for any specific assignment or midterm dates. Final exam deadlines must be adhered to in order to progress into the next course and term.

COURSE OUTLINES

Please ensure that you read the course outline and refer to it throughout the term.

Course outlines are also available at bcit.ca/outlines/

COURSE REQUIREMENTS [ASSIGNMENTS/EXAMS]

The course outline or the CD/AP includes details about assignments and/or projects for your course. You must submit all required assignments and write all required exams in order to be evaluated or receive credit for the course. Assignments are to be completed and submitted by the due date in your course outline.

Please contact your course tutor/instructor throughout the term for further clarification, if required.

Failure to submit assignments will result in a failing grade or a "V" [course abandonment] on your transcript. A "V" grade calculates as zero in your GPA.

SUBMITTING ASSIGNMENTS

When submitting your assignments to the tutor/instructor for marking:

Print-based courses: submit either a hard copy using a courier or registered mail to ensure delivery to BCIT, or submit a copy electronically as an attachment [MS Word].

Online courses: submit electronic [MS Word] copies of assignments. Please contact your tutor/instructor to confirm receipt and success in opening the file.

COURSE RE-REGISTRATION [COURSE EXTENSION]

Some courses offer a course re-registration for students who are experiencing difficulties in completing their required work by the course deadline. Your course information should tell you if a re-registration option is offered for your course. If you plan to re-register for your course, you must notify your tutor/instructor and program assistant prior to the course end date.

Students may re-register once per course. To qualify for re-registration:

- re-registration must be available for your course;
- you must not have written the final exam; and
- you must demonstrate that you have started the course (for example, submitted assignments).

Course re-registration fees are 30% of the distance education course fees. Students who do not complete the course in the re-registration time frame must then register into subsequent course offerings and pay full tuition.

SECTION 2 | STUDENT INFORMATION

REFUNDS AND WITHDRAWALS FOR DISTANCE AND ONLINE COURSES

Please see the refunds and withdrawals from part-time studies courses section at bcit.ca/admission/tuition-fees/part-time-studies/ for fees refund deadlines. Cancellations and withdrawals can be made before the refund deadline by calling Student Information and Enrolment Services toll-free at 1.866.434.1610 or locally at 604.434.1610.

REFUNDS

Refund information, including the deadline, is provided when you register for a course. Special fees for some courses are non-refundable, and different refund requirements may apply. Please check the refund requirements and deadline dates for your course by logging in to your myBCIT Student Self-service and following the links to printing your fee receipt.



Payment refunds will be made by cheque mailed to your most recent address on file. You can expect to receive your refund cheque in approximately four weeks.

WITHDRAWALS

An official withdrawal from a course is permitted until two-thirds of the way through the course. A withdrawal results in a “W” on your transcript. Withdrawals after the deadline will result in “LW” for late withdrawal on your transcript. Both “W” and “LW” grades do not calculate into your GPA. Failure to withdraw officially, termed as “course abandonment”, will result in a “V” on your transcript. The “V” grade calculates as zero in your GPA.

Withdrawal requests made after the refund deadline must be submitted in writing. Students must complete and submit a **Request to Withdrawal** form available on the BCIT website at bcit.ca/files/pdf/admission/withdrawalpt.pdf.

REFUND POLICY — COURSE MATERIALS AND RETURNS

If you are seeking a refund for course materials, please contact the Bookstore to determine if you are eligible for a refund. Review the returns policy at bcit.ca/bookstore/services/returns/ or contact the Bookstore at 604.432.8379 or toll-free at 1.877.333.8379 for information.

OFFICIAL TAX RECEIPTS

T2202A tax receipt forms will be available on the last day of February each year for the previous tax year from your myBCIT Student Self-service. Questions regarding tuition fee amounts should be directed to BCIT Financial Services at 604.431.4998.

AUDIT FEES

Students auditing a course are required to pay the total tuition fees.

INTERNATIONAL FEES

In accordance with provincial government policy, tuition fees assessed to international students are based on a cost-recovery formula that takes into account the direct and indirect costs of instruction. Distance and online learning course fees for international students are based on 1.25 times the published fee, plus building, student activity, registration, and myBCIT card fees.

More information for international students is available at bcit.ca/admission/tuition-fees/international-students/.
COURSE FEES AND FEES OWING

All course fees are payable at the time of registration. Non-payment of fees owing will result in your course registrations being dropped.

If you are in arrears to the Institute, you will not be permitted to register for courses or receive final grades for completed courses. You will receive a letter from the BCIT Finance department noting the amount you owe.

You can make your payment directly to the Finance department or through Student Information and Enrolment Services. If you feel the amount owing is incorrect, please contact the cashier at 604.432.8732.

GRADES

Final course grades are available from your myBCIT Student Self-service. Mid-term and assignment grades may also be available on this website, please check this with your tutor. This service is free of charge and is available 24 hours a day.

To access your grades, visit my.bcit.ca. Your user name is your BCIT ID number [AO], which can be found on your BCIT ID card, your student schedule, and fee receipt, or by doing a search on the myBCIT home page — click on **Look up your BCIT ID**. Your default password is your birthdate in this format: YYMMDD.

Hard copy grade mailers are available through Student Records by phoning the Grade Mailer Hotline at 604.431.4947, or by visiting bcit.ca/student-records/ for further information. Please allow at least three weeks from the date of course completion before inquiring.

CLINICAL COURSES

If you are taking a clinical course, you can expect to spend time in a hospital setting. BCIT provides you with identification to wear that confirms you are a BCIT student. Please keep it for future use; a replacement may be obtained for a fee.

SPECIALTY NURSING STUDENTS

Prior Learning Assessment and Recognition

If you have already taken applicable non-credit courses in a nursing specialty, or if you have experiential learning in the specialty to which you are applying for certification, you may be eligible for prior learning assessment and recognition [PLAR]. For further information, please contact the appropriate Specialty Nursing program assistant listed in the Health Sciences Contact section of this handbook. You can apply for PLAR by:

- Applying for credit from non credit-based courses;
- Submitting a portfolio of your experience; or
- Challenging courses in the program.

If you are interested in the first two options above, contact the program assistant of the specific specialty. If you are interested in the third option, register in the challenge section of the course. As a challenge student, you will receive the course materials and will be required to write a comprehensive

assignment[s] and/or exam before the end of the term in which you are registered. If you challenge successfully, we will grant you the appropriate credits. Should your challenge prove unsuccessful, you can register for the course in the following term.

For more information on PLAR, contact the program head of your specialty. This information can be found at bcit.ca/admission/entrance-requirements/transfer-credit/prior-learning-assessment-recognition/, or from the program assistant listed in the Health Sciences Contact section of this handbook.

CREDIT-BASED COURSES

If you have obtained credits applicable to your specialty from a recognized Canadian university or college, they can be assessed for transfer of credit. You must include an official transcript of course[s] taken and course outline[s] with your application form.

SECTION 3 | EXAMS

EXAMINATION DATES AND PROCEDURES

Your course information includes the due dates for your assignments and exams. You must complete your exams within the time periods as stated in your course information. Many courses allow students to choose an exam session date within a specified time frame [e.g., Week 6 and 7 — Mid-term Exam].

Unless stated otherwise in your course information, you have the option of nominating a Proctor to supervise your exam in your local community ['off-campus' exam], or choose dates from the exam session schedule to write at the BCIT Test Centre in Burnaby ['on-campus' exam].

EXAM WRITING OFF-CAMPUS (PAPER-BASED AND ONLINE)

Students wishing to nominate a local licensed professional (proctor) to supervise their exams off-campus can do so by using the online electronic request form. [Request To Write Examination Off-Campus](#) electronic request form. Requests for exams prior to the exam date if off campus must be submitted:

- Four weeks prior to the exam date
- Three weeks prior to the exam date if online

Use the [Off-Campus Exam Checklist \[PDF\]](#) to capture all the required information before going online to make your request.

The [Guidelines for Choosing a Proctor](#) section outlines the requirements. You must complete the [Request to Write an Off-Campus](#) electronic form by the established deadlines.



Your program assistant must receive the completed exam request form at least four weeks prior to the requested exam date for paper-based exams. This allows time to prepare the exam package and send it to your proctor. Requests for online off-campus exams must be received at least three weeks prior to the exam date.

Please complete one request for each exam.

For online exams, you will need access to a computer with a stable internet connection. Your instructor or program assistant will email your proctor invigilation instructions and the password to the online exam.

GUIDELINES FOR CHOOSING A PROCTOR

The proctor must be a licensed professional such as an educator, faith leader, librarian, nurse, health technologist, doctor, police officer, accountant, or court official. Ensure the professional association registration number of the proctor is indicated on the **Request to Write Examination Off-Campus** form (if applicable). If your chosen proctor is not described above, they may still be considered eligible to be a proctor if they meet the requirements for a specific program, e.g., WCB Safety Officer for Occupational Health and Safety courses.

Exams must be written at a professional or public location. Exams must not be conducted at a proctor's or student's private residence.

The proctor may not:

- a student in the School of Health Sciences;
- be a relative; or
- reside at the same address as the student.

You can also find a proctor by contacting your local high school, college, library, place of employment, or University of Athabasca Invigilation Network.

BCIT does not provide proctors.

EXAM WRITING AT BCIT BURNABY CAMPUS

Students wishing to write their exam at the BCIT Test Center should submit their request using the **Request To Write Examination at BCIT** electronic form. This form transmits your request directly to your program assistant and sends you a confirmation email. If you plan to write your exams on-campus, you should aim to submit your requests for all of your exam sessions for the term by the end of the third week of the course (OCHS students can submit their request up to two weeks prior to exam date). Please refer to the communications from your program area regarding the deadlines to submit your exam requests for your specific exams (ie. midterm, final). Students are permitted one complimentary scheduled exam at the BCIT Test Center per each specific exam in your course[s].

Students who cancel an exam session they have scheduled will be required to reschedule at the External BCIT Test Center and pay an invigilation fee. The Exam Session schedule for the term can be found in the [Health Sciences section of the BCIT Test Centre web page](#) or by visiting bcit.ca/test-centre/.

IMPORTANT: Exam session spaces are limited and are available on a first-come basis. Once exam session dates are full, they will be greyed out and you will not be able to select that date. The absolute cutoff date to book an on-campus exam session is two weeks prior to the date wanted, although students should aim to book well in advance of two weeks prior to their chosen dates. Once the dates are less than two weeks away, the electronic form will show the dates as greyed out and you will not be able to select the date. Should there be no spaces available that meet your exam date criteria, you must then nominate a proctor to invigilate your exam off-campus or book at the External Test Centre and pay an invigilation fee.

NOTE: Program areas do not allow changes to exam dates unless there are extenuating circumstances. A doctor's note may be required. Check with your program area before scheduling exams to find out if changes are not permitted if you are unsure.

Upon arrival to write the exam, you must produce government issued photo identification, such as a driver's license, passport or BCIT Student ID and sign in. Exams are held at the BCIT Burnaby Campus Test Centre, Building NE1, Room 290, 3700 Willingdon Avenue.

STUDENTS IN CARDIAC SCIENCES PROGRAMS

Students who live in the Greater Vancouver Region (Squamish to Abbotsford) and are registered in cardiac sciences program courses are not required to follow this exam procedure, as a seat is pre-booked for each of your exam dates during the term. Please refer to the exam schedule and instructions that will be emailed to you by your program assistant during Week 1 of the term.

EXAM SESSION ATTENDANCE

If a Test Centre exam session is missed, you must inform your program assistant immediately. If permitted, you will be responsible for registering and paying for a subsequent exam session at the Test Centre within the specified time provided by your course information/program assistant. You will be registering for your exam session as an external student. Visit the [BCIT Test Centre website](#) for more information.

SECTION 4 — BCIT POLICIES AND PROCEDURES

BCIT policies in effect at the time of registration apply to all BCIT students. Refer to the BCIT website at bcit.ca/about/administration/policies for complete descriptions of these policies.

EDUCATION

5104 — Academic Integrity and Appeals 5102 — Student Code of Conduct [Non-Academic]

Policy 5104 — 1.2 Honesty

Honesty, which includes trustworthiness and adherence to facts, is expected and required of all students. Integrity in academic work is considered to be a central element of learning, and forms the basis of intellectual pursuits in any institute of higher learning.

Appropriate academic behaviour includes, but is not limited to:

- Independently producing work submitted under one's own name;
- Acknowledgment of any and all individuals who have contributed to a piece of work in any manner;
- Properly and appropriately referencing all work;
- Acknowledgment of all sources used;
- Completion of examinations without giving or receiving assistance, except for those students who have received authorization from the Institute to obtain accommodation because of a documented disability;
- Respecting the integrity of examination materials and/or the examination process; or
- Respecting the integrity of computer security systems, software copyrights, and the privacy of other's files.

Discipline

Recommended dispositions of acts of academic misconduct complaints are listed below:

First offense: Any student in the School of Health Sciences involved in an initial act of academic misconduct — cheating, fabrication and/or plagiarism — will receive a zero on the particular assignment and may receive a zero in the course, at the discretion of the associate dean.

Second offense: Any student in the School of Health Sciences involved in a second act of academic misconduct — cheating, fabrication and/or plagiarism — will automatically receive a zero on the particular assignment, a zero in that course, and the associate dean will recommend expulsion from the program to the BCIT vice-president, education and/or president.

Appeals

A student may appeal the decision through the Registrar's Office. The appeal proceeds under the provisions of Policy 5104, Academic Integrity and Appeals.

Application for readmission

Where the student has been expelled from BCIT and wishes to apply for re-admission, a letter must be submitted to the registrar who reviews the application for re-admission with the department dean and vice president, education. The registrar informs the applicant of the decision in writing, and maintains a copy in his or her permanent record.

Policy 5102 — Student Code of Conduct [Non-academic]

Misconduct

Students are expected to conduct themselves appropriately at all times. This applies to any institution-related activity on or off campus. Misconduct is defined as any action that is detrimental to the interest of the Institute or safety of others. If it appears to be a criminal matter, the director of safety and security will be notified and consulted.

Policy 5104 — PR1 Marks Reassessment

Reassessment is normally a review of a final exam, final practical work assessment, or major project. This may also include a review of an academic decision affecting the student's status in a course or program. Requests to reassess may only be initiated by a student upon issuance of the final grade/standing by the registrar and must be made within the time limits outlined in the policy. Note that grades are reviewed carefully and, aside from clerical errors, are seldom changed to a higher mark.

Policy 5104 — Appeals and Decision Reviews

This policy governs student appeals in academic matters such as grades, failures, and academic standing. The purpose of the appeal policy is to enable a prompt and objective final review and decision on an appeal of academic matters brought forward by a student. For further information about this process, contact your program head.

BCIT policies are in effect at the time of registration and apply to all BCIT students. Refer to bcit.ca/about/administration/policies for complete descriptions of these BCIT policies.

SECTION 5 — STUDENT SERVICES AT BCIT

MYBCIT

my.bcit.ca

BCIT provides you with a free email account for life when you register at BCIT. Access this email account, get confirmation of registration, check your final grades, communicate with classmates and instructors, or print your T2202A tax receipt through the myBCIT portal.

1. Go to my.bcit.ca
2. Login to myBCIT

Your username is your BCIT ID number (A0), which can be found on your BCIT ID card, your student schedule, and fee receipt, or by doing a search on the myBCIT home page — just click on **Look up your BCIT ID**.

Your default password is your birthdate in this format: YYMMDD.

3. Check myBCIT for a wealth of resources for distance and online learners. Once logged in, click on the **Student Resources** tab (top of the page), then under **Campus Services for Students** (right of the page), click on **Distance Education**. Here, you'll find:
 - General information about distance and online learning;
 - Frequently asked questions (FAQs);
 - Resources for current students;
 - Resources and login instructions for Desire2Learn (D2L) online courses;
 - Library services for distance and online learners; and
 - BCIT educational policies.

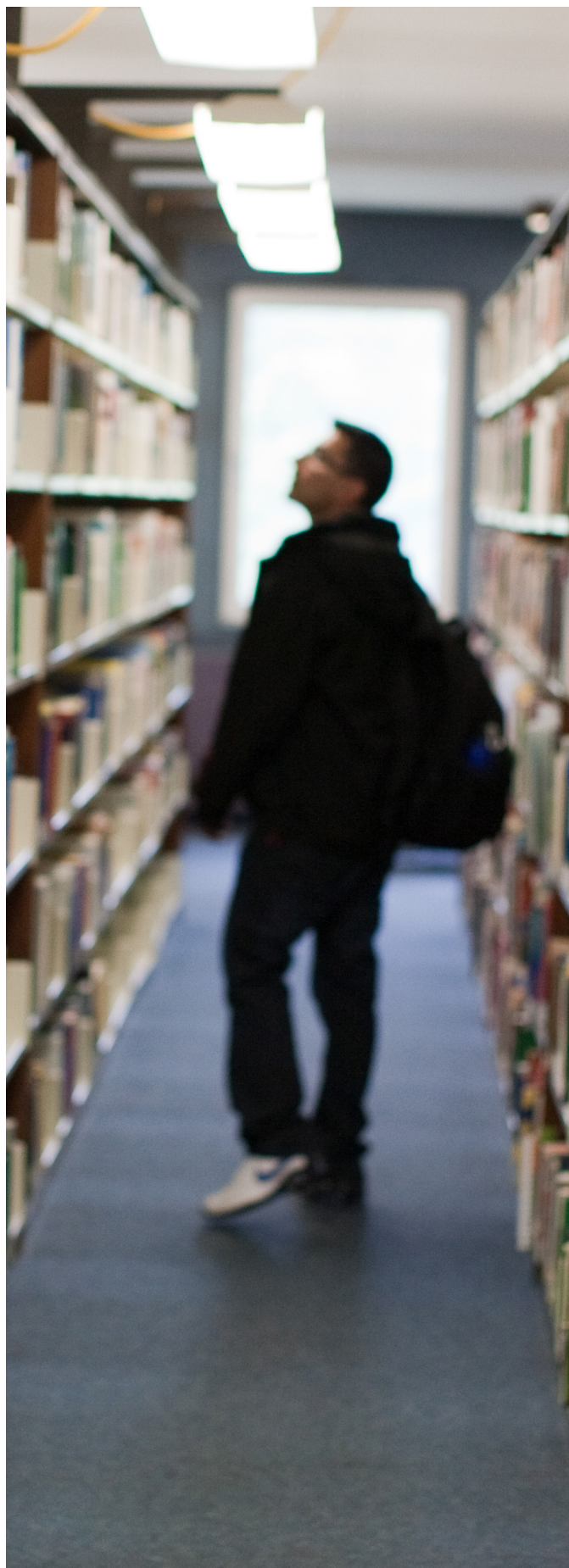
EJOBS@BCIT

bcit.ca/workplace-education

Centre for Workplace Education can help students and alumni find work on or off campus through job postings on eJobs, BCIT's free web-based job posting system. Students and alumni can register now for ejobs.

OTHER BCIT SERVICES

A complete listing of student and campus services is available at bcit.ca/lifeatbcit.





BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

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bcit.ca/health-sciences