

LIBERAL STUDIES - DISTANCE EDUCATION

BRITISH COLUMBIA
INSTITUTE OF TECHNOLOGY

ACADEMIC STUDIES
LIBERAL STUDIES DEPARTMENT

www.bcit.ca/cas/liberalstudies

LOGGING INTO YOUR D2L (Desire to Learn) COURSE

You will have access to the course link on the first day (course start date).

Login via <https://learn.bcit.ca>

If you cannot access directly through learn.bcit.ca you can also go to <http://my.bcit.ca>

Click My Courses tab, Select the current term, Click course title link.

TECH HELP

If you are having technical difficulties you can contact the IT Services helpdesk at 604-412-7444, or Toll Free 1-800-351-5533, or Email: techhelp@bcit.ca

TEXTBOOKS

Course texts are not included in your tuition and **MUST** be purchased from the BCIT Bookstore. If you are coming to the Burnaby campus to purchase your Distance Education books you will need to go the BCIT Distance Education Warehouse located in Building NE9. Otherwise the material will be sent to you. To view the required texts for your course, and for ordering information go to <http://www.bcitbookstore.ca/distance>

ONLINE LIBERAL STUDIES COURSES

Students are expected to login during the first week of online LIBS courses. Failure to do so will be regarded as an online absence. Throughout the course, students are expected to check the site at least once each week and participate as required. This is not a self-paced course. There will be specific timelines for assignments and exams. Course content, kind and quality of assignments, and general standards for this course are the same as on-campus courses. **Contact your instructor through the course site regarding any questions about course content.**

FINAL EXAMS

*****All Final Exams must be written during the last week of the course on designated dates and times.*****

If you live within the Lower Mainland area you will be required to write your exam at the BCIT Burnaby campus. You will be required to produce photo identification (myBCIT student card or driver's license).

If you live outside the Lower Mainland area you will have an approved proctor administer the exam. Early in the term you will receive detailed instructions on your course site regarding the proctored exam procedures.

COURSE REGISTRATION/REFUND/TRANSFER/WITHDRAWAL

All part-time studies courses require payment at the time of registration. You are not officially registered unless your payment has been received and successfully processed by the Student Information and Enrolment department. If you have questions about course registration/refund/transfer/withdrawal, please contact Student Information and Enrolment Services at 604-434-1610 or Toll Free 1-866-434-1610.

ADMINISTRATIVE ISSUES

Please email Linda_Scott@bcit.ca.

Good luck in your course!