

Before you register for the 2020 Winter Session (September 2020 to April 2021), learn more about:

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Your registration date and time

The registration open period for Year 1 students runs from **Tuesday, June 30 to Friday, July 3**. Please log in to the [Student Service Centre \(SSC\)](#) on or after June 23 to view your individual registration date and time. We recommend that you check it again on June 29 to confirm that it has not changed; changes are sometimes necessary to ensure that registration access is distributed evenly for optimal performance of the system.

Your registration status will remain blocked until your registration opens. You must pay your 2020 Winter Session deposit before you'll be able to register. Register for all of your courses in both Term 1 (September to December) and Term 2 (January to April) as soon as your registration opens as courses fill quickly.

Step-by-step registration

1. Register in a standard timetable (STT)

All new Year 1 students must register in an STT. Students within each STT will belong to a cohort of 25-30 students who share the same course schedule. Within these smaller groups, you'll have plenty of opportunities to form meaningful connections with other students in your cohort and collaborate on team-based coursework. Your STT will include eight of your ten first-year courses:

COMM 101 ¹	Business Fundamentals (includes lecture and tutorial)	3 credits
COMM 186E ²	Values, Ethics, and Community	3 credits
COMM 290	Introduction to Quantitative Decision Making (includes lecture and lab)	3 credits
COMM 291	Application of Statistics in Business	3 credits
COMM 292	Management and Organizational Behaviour	3 credits
ECON 101	Principles of Microeconomics (includes lecture and discussion)	3 credits
ECON 102	Principles of Macroeconomics (includes lecture and discussion)	3 credits
MATH 104 ³	Differential Calculus with Applications to Commerce and Social Sciences	3 credits

¹ COMM 101 is not be included in STTs allocated to students who are starting the course in July.

² COMM 186E has been approved by the UBC Sauder School of Business as a new requirement for the Bachelor of Commerce degree. It is currently pending UBC Senate approval. The course will be renumbered to COMM 105 upon Senate approval.

³ All BCom students in 2020W will take MATH 104 regardless of whether or not they completed Calculus 12 (or an equivalent course) in secondary school. With the transition to online learning, the Mathematics Department will be adjusting delivery of MATH 104 such that students without any previous instruction in Calculus will have the same opportunity for review and tutorial support from instructors and teaching assistants in small, synchronous activities as they traditionally would in the equivalent MATH 184 course.

You'll find the full list of available STTs on the [Student Service Centre course schedule website](#). **If you've chosen to start COMM 101 in July**, you must register in the particular STT that aligns with your lecture and tutorial sections of COMM 101. Your STT will not include COMM 101 because you will be registered in the course already. We are still finalizing these summer-start COMM 101 sections, but expect to have everyone registered in their lecture and tutorial sections of the course by June 26. The registration deposit you have paid for the 2020 Winter Session will shift to the Summer Session, however, you will be required to pay an additional \$100 registration deposit for the Winter Session before registering for your courses that start in the fall. Tuition for COMM 101 will be due on July 7 (the due date was previously misstated as August).

IF you are registered in:		
2020S COMM 101 lecture section	2020S COMM 101 tutorial section	THEN you must register in STT #
101	T02	00089 (Cohort 01)
101	T01	00091 (Cohort 02)
101	T04	00092 (Cohort 03)
101	T03	00093 (Cohort 04)
102	T06	00094 (Cohort 05)
102	T07	00095 (Cohort 06)
102	T08	00096 (Cohort 07)
102	T05	00097 (Cohort 08)
103	T10	00098 (Cohort 09)
103	T11	00100 (Cohort 10)
103	T09	00101 (Cohort 11)
103	T12	00102 (Cohort 12)
107	T27	00104 (Cohort 13)
107	T25	00110 (Cohort 14)
107	T26	00111 (Cohort 15)
107	T28	00148 (Cohort 16)

If you're planning to start COMM 101 in September, choose one of the following STTs. Courses within STT # 00235, 00248, 00249, and 00252 are scheduled at times best suited for students who will be studying in time zones across Asia during the fall term. If you will be studying in a time zone within the Western Hemisphere, we kindly ask that you choose an alternate STT.

STT #		
00157 (Cohort 17)	00163 (Cohort 21)	00235 (Cohort 25)
00158 (Cohort 18)	00166 (Cohort 22)	00248 (Cohort 26)
00160 (Cohort 19)	00201 (Cohort 23)	00249 (Cohort 27)
00162 (Cohort 20)	00227 (Cohort 24)	00252 (Cohort 28)

You cannot switch course sections or drop individual courses from your standard timetable. If you have [advanced \(first-year\) credit](#) for any courses within your STT, contact the [UBC Sauder Undergraduate Office](#) for assistance (email bcomquestions@sauder.ubc.ca or visit our virtual office after you've registered).

Do not attempt to drop these courses yourself as you may accidentally drop your entire STT and lose your place in it.

2. Register in WRDS 150B

Register in WRDS 150B in Term 2. This requirement will introduce you to the fundamentals of research and academic writing. WRDS 150B takes a focused approach, concentrating on a particular theme (available themes for WRDS 150B are summarized on the [Arts Studies in Research and Writing website](#)).

3. Register in non-Commerce electives

Register in 3 credits of electives in Term 2. Choose non-Commerce electives that interest you or complement your career goals. Keep in mind that the BCom program requires senior-level electives (courses numbered 3xx or 4xx) that you will take in Years 3 and 4 (or sooner). Some senior-level electives have prerequisites so plan your program accordingly (e.g., MATH 105 is a prerequisite for many senior-level ECON courses).

Avoid taking non-Commerce electives that are not for credit in the BCom program. Confirm that the electives you have selected will count for credit in the BCom program by reviewing the not-for-credit tables at the bottom of the [Elective requirements page](#).

Consult the [myBCom website](#) to familiarize yourself with all of your program requirements from Years 1 through 4. We've mapped them out over a four-year timeline, allocating a full course load of 30/31 credits in each year. Keep in mind that this is just a guide – you may want to join the Co-op program, take a term abroad on exchange, or participate in one of many other co-curricular opportunities – any of which could take you on a slightly different learning path. That's okay! Just be aware of course prerequisites, co-requisites and restrictions, as well as [continuation](#) and [promotion](#) requirements, when planning your program.

If you have any questions, please [contact the UGO](#).

COMM 186E Values, Ethics, and Community

New this fall*, and available only in first year, is [COMM 186E, Values, Ethics and Community](#). In this course, students will discover how personal values and responsible leadership play a critical role within the school, university and broader community. Classroom learning will be put into practice in a project where students will discover how their values and business skills work together. The course concepts from COMM 186E provide a foundation for future COMM courses and help shape students' positive interaction with potential employers, staff and faculty, alumni and peers.

This course features a smaller class size, is highly interactive, and will include the opportunity to build meaningful connections with multiple faculty members, alumni, and senior undergraduate mentors. As such, this class will be a crucial mechanism for students to build a network of social connections in their first year.

The addition of this course to the curriculum is a direct response to the business community who want to hire students that are educated in and attuned to the importance of responsible business. They have specifically asked for all students to have training in this area. As such, we have offered it to the incoming class in this next

cycle, while it goes through the university process to become a required course for the 2021 BCom entering students. It is simply that important. 😊

**The UBC Sauder School of Business completed a comprehensive review of the Bachelor of Commerce (BCom) program in Spring 2020 in support of the School's commitment to excellence in teaching and learning through periodic review and continuous improvement of its degree programs. The terms of reference for the BCom Review included a comprehensive review to ensure that the program meets expectations of stakeholders (students, faculty, alumni, and the employer community); provides for greater incorporation of experiential learning in the program; ensures coherence, effectiveness, and efficiency in the design and delivery of the program; and improves marketability and placement of our graduates.*

One of the improvements to the BCom program already approved by the UBC Sauder School of Business is a new required course for first year titled Values, Ethics, and Community. While pending Senate approval, the course is being implemented as a pilot COMM 186E in September 2020 so that the entering class of 2020 can benefit from engaging new curriculum. This 3-credit course will count toward the Commerce elective requirements in 2020W.

Advanced credit for International Baccalaureate, Advanced Placement, and A-Levels

If you have [advanced \(first-year\) credit](#) for any of the courses in the STT, contact the UGO to have these courses dropped from your STT. You can take additional non-Commerce courses to count toward elective requirements for subsequent years.

Do not attempt to drop these courses yourself as you may accidentally drop your entire STT and lose your place in it.

Maximum credits for registration

You can register in a maximum of 32 credits in Year 1. It's recommended that you set up your timetable so that your courses are evenly balanced over Terms 1 and 2 (i.e., do not register in more than five courses per term).

Minimum credits to maintain student loan eligibility

Government loans, grants, and interest-free status all require students to be enrolled in at least 60% (80% for Newfoundland loans) of a full-time course load in each term. The full course load for students in Year 1 of the BCom program is 30 credits. Therefore the minimum 60% is 18 credits (at least 9 credits per term). If you have a documented permanent disability, you may be eligible to study at a reduced course load. Consult the [course load guide at students.ubc.ca](#) to learn more.

Note that credit minima may differ for other considerations, such as eligibility to receive and retain scholarships, to live in UBC residence, or to apply for a post-graduation work permit. Carefully review any conditions relevant to your personal circumstances to ensure your continued eligibility.

Courses taken for Credit/D/Fail

Credit/D/Fail grading allows you to take an eligible course for a Credit, D, or Fail standing instead of a percentage grade. If you register in a course for "Credit/D/Fail", you'll still complete all coursework and earn a percentage grade, but only a standing of "Cr," "D," or "F" will be displayed on your grades summary and academic transcript. You can take a maximum of 6 credits of Credit/D/Fail graded courses per winter or summer session, to a maximum of 12 credits of Credit/D/Fail graded courses toward your total degree requirements.

You **cannot** take any of the following courses for Credit/D/Fail:

- First-year non-Commerce requirements (i.e., WRDS 150B or equivalent, MATH 104 or equivalent, and ECON 101 and ECON 102 or equivalents)
- Commerce core requirements (e.g., COMM 290, COMM 291, etc.)
- Combined Major in Business and Computer Science program requirements

You are permitted to take **only eligible elective courses** for Credit/D/Fail, provided they are **not** fulfilling requirements toward an option (including International Business), a minor, or a concentration.

Courses taken for Credit/D/Fail are not counted toward the calculation of your GPA or credits taken to be eligible for [Dean's Honour Roll or a Degree with Honours standing](#); only percentage-graded courses are used to determine eligibility. Also note, you must be registered in a minimum number of percentage-graded courses to be eligible to receive and retain most scholarships.

Learn more: students.ubc.ca/enrolment/courses/credिटdfail-grading

Registration assistance

If you need assistance with Commerce course registration, you can [complete the online request for Registration Assistance form](#) once your registration has opened. The UGO will only process forms for which you provide a **valid reason** for a registration request as defined in the online instructions. Please allow **at least three business days** for processing.

Continuation in the BCom program

A winter session average of 60% or greater based on all courses attempted from September to April is required to continue in the program. This is a weighted average calculated from your final course grades and their corresponding course credit values; it will include any failed courses.

If your winter session average falls below 60%, you will be considered to have failed the year and will be required to discontinue your studies at UBC for a period of at least one year. Decimals are not rounded (i.e., a winter session average of 59.9% would be a failed year). Courses taken during the summer session (May to August) are not included in the winter session average.

Promotion to Year 2

You will be promoted to Year 2 once you have met all of the following requirements:

- successful completion of a minimum of 24 credits including:
 - all of COMM 101, ECON 101, ECON 102, MATH 104 (or accepted Math equivalent)
 - at least two¹ of COMM 290, COMM 291, COMM 292, WRDS 150B (or accepted equivalent)²

¹ While a minimum of two of COMM 290, COMM 291, COMM 292, WRDS 150B are required for promotion to Year 2, all four courses must be completed to be eligible for promotion to Year 3.

² If you have not successfully completed WRDS 150B (or equivalent) in Year 1, you must complete it in Year 2. A minimum grade of 60% in the course is required to fulfill this requirement, however, a passing grade of 50% or greater can be used for the purpose of promotion. In such cases, WRDS 150B must be retaken to achieve a grade of 60% or greater.

Continuation in the BCom program without promotion

If you have not completed the minimum requirements for promotion to Year 2, you can still continue in the next winter session, remaining in Year 1, provided your winter session average is greater than or equal to 60% on all courses attempted from September to April. You must achieve the minimum 60% continuation requirement by the end of the current winter session in April.

Orientation preview

Coming to university for the first time can be as overwhelming as it is exciting. We host a sequence of orientation programming designed to introduce you to your new community and give you a confident start to your studies.

Jump Start will take place online from August 31-September 4. Each day you'll meet up with your Learning Community- a small group of first-year students and Orientation Leaders- so you can meet people and make new friends. You'll also be connected with a faculty member who will run fun activities to help you get used to the online academic environment and university expectations. A variety of virtual social events will help you have fun and meet new people. Register for Jump Start at www.jumpstart.ubc.ca by July 6.

Imagine UBC will be held online on September 8. You will be officially welcomed to the UBC Sauder School of Business by Dean Robert Helsley, participate in the virtual UBC pep rally, and learn about clubs, resources and involvement opportunities available across the university. You'll receive more information about Imagine UBC later this summer, and no registration is required.

The Spark is our very own Sauder-specific orientation program which welcomes all new students to the UBC Sauder community. The Spark is all about building meaningful connections with your classmates and upper year student mentors through games, activities and fun! We will be hosting the Spark in-person, as soon as we are all back on campus and it is safe to do so.

Academic advising

The [UBC Sauder Undergraduate Office \(UGO\)](#) is dedicated to ensuring that you have the assistance and ongoing support that you need throughout your studies in the BCom program. Academic advisors will be available for 15-minute prescheduled online advising appointments for extended hours—Monday to Friday from 8:15am to 4:30pm PDT—during the registration period (June 22 to July 17). Visit our [Virtual Office](#) to schedule an appointment.

Have a quick question? Email us at bcomquestions@sauder.ubc.ca or stop by our [Virtual Office](#) to chat with a peer advisor.

Please note, the UGO will be closed on Wednesday, July 1 for the Canada Day holiday.