

Before you register for the 2021 Winter Session (September 2021 to April 2022), learn more about:

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### In-person and online learning in 2021W

UBC is preparing for a safe return to in-person learning this fall. While the majority of courses will take place on campus, there will also be some online options. You will see information about the mode of delivery for each course on the [Student Service Centre \(SSC\)](#). Please familiarize yourself with the different modes of delivery for course activities at [students.ubc.ca/enrolment/courses/2021-22-winter-session-courses](https://students.ubc.ca/enrolment/courses/2021-22-winter-session-courses).

The UBC Sauder School of Business will deliver most Commerce courses in person for the 2021 Winter Session, however, a limited number of sections will be offered online in Term 1. Online sections are intended for students who are unable to arrive on campus by the start of term. Students living in the greater Vancouver area should register for course sections with in-person delivery (if available).

Regardless of whether or not your courses are delivered in-person or online, regular attendance is expected, and standard academic policies and course withdrawal deadlines will apply.

All Commerce courses (in-person and online) will require students in the greater Vancouver area to complete all assessments in person, including midterms and final exams. Registrants who are prevented from being present on campus will have an opportunity during the term to apply for alternate format exams (additional details will be provided once the term has started). This option may not be the case for some non-Commerce online courses so be sure to review the Section Comments of each course for any additional information.

When the term begins, consult your syllabus for the most up-to-date and accurate course information.

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### Your registration date and time

The registration period for Year 1 students run from **Tuesday, July 6 to Thursday, July 8**. You will receive an email from Enrolment Services 1-2 weeks prior to registration to announce that your individual registration open date and time is ready to view on the [Student Service Centre \(SSC\)](#). We recommend that you check it again on July 5 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. If you were newly admitted to UBC Sauder this year, you must pay your [acceptance 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 \(STT\)](#)
2. [Register in required Computer Science courses](#)
3. [Register in WRDS 150B](#)

#### 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 BUCS STT will include seven of your ten first-year courses:

COMM 101	Business Fundamentals (includes lecture and tutorial)	3 credits
COMM 186E <sup>1</sup>	Values, Ethics, and Community (includes lecture and tutorial)	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 <sup>2</sup>	Differential Calculus with Applications to Commerce and Social Sciences	3 credits
MATH 105	Integral Calculus with Applications to Commerce and Social Sciences	3 credits

<sup>1</sup> 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 for addition to the curriculum in 2022W. The course will count toward Commerce elective requirements in 2021W.

<sup>2</sup> All BCom students in 2021W will take MATH 104 regardless of whether or not they completed Calculus 12 (or an equivalent course) in secondary school. The Mathematics Department has adjusted 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 BUCS STTs on the [Student Service Centre course schedule website](#).

In the list you'll see two types of STTs that reflect their course activities' mode of delivery in Term 1: **In-Person** and **Online**.

#### In-Person STTs

If you are living in the greater Vancouver area, you should register for an In-Person STT (if available).

- Most course activities require in-person attendance on campus.
- All assessments, including exams, must be written in-person.

#### Online STTs (Term 1 Online, Term 2 In-Person)

Online STTs are intended for students who are unable to arrive to campus by the start of Term 1 to attend courses in person. If you think you will have difficulty arriving to campus by the start of classes in September, we recommend that you choose an online STT. We still encourage you to make every effort to arrive to campus as soon as possible so that you are able to attend any required in-person assessments as scheduled (see below). If all online STTs are full, please register for an in-person STT and then submit a request for [registration assistance](#) after completing steps 1 through 3 of the step-by-step registration.

- All Term 1 course activities (i.e., LEC, DIS, TUT, LAB) will be delivered online. Term 1 instructors for each course will confirm requirements for synchronous online attendance in their sections at the start of term.
- Major assessments (i.e., midterms, final exams):
  - **COMM 186E** – registrants will be expected to complete all assessments in person, including midterms and final exams. Registrants who are prevented from being present on campus will have an opportunity during the term to apply to write assessments for these courses online.
  - **ECON 101** – assessments will be delivered online.
  - **MATH 104** – assessments will be held in person. Students who are prevented from being present on campus will be required to request an [academic concession](#) prior to their assessment (i.e., midterm or final exam). Students must demonstrate that they have been unable to return to campus for their request to be approved. For a missed MATH 104 midterm, the approved concession would be the redistribution of the weight of the missing midterm to the weight of the final exam when determining the final course grade. For a missed MATH 104 final exam, an approved concession would be deferred standing for the course and the opportunity to write a deferred final exam in January.
- All Term 2 course activities require in-person attendance on campus.

**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](mailto: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 required Computer Science courses

Once you're registered in your STT, register in:

- [CPSC 110](#) in Term 1 – lecture and lab sections
  - CPSC will be providing online exams to students who are unable to come to campus. The Faculty of Science will set up an application process whereby students can request permission to write exams online.
- [CSPC 121](#) in Term 2 – lecture, lab, and tutorial sections

## 3. Register in WRDS 150B

Register in WRDS 150B in Term 1. 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](#)).

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+ credits in each year. Many of the BUCS program's required courses must be completed in sequence so it's important to be aware of course prerequisites, co-requisites and restrictions, as well as [continuation](#) and [promotion](#) requirements. If you choose to take a different learning path—perhaps to join the Co-op program, take a term abroad on exchange, or participate in one of many other co-curricular opportunities—we recommend that you meet with **BUCS academic advisor, Jamie Tooze** ([jamie.tooze@sauder.ubc.ca](mailto:jamie.tooze@sauder.ubc.ca)), to discuss your course plan. If you have any questions, please [contact the UGO](#).

**Maximum credits for registration**

You can register in a maximum of 33 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).

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**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 BUCS program is 32 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. Learn more: [mybcom.sauder.ubc.ca/registration/#courseload](http://mybcom.sauder.ubc.ca/registration/#courseload).

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**COMM 186E Values, Ethics, and Community**

In [COMM 186E, Values, Ethics and Community](#), 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 2020 and 2021 classes, while it goes through the university process to become a required course for students entering the BCom program in 2022. 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 was implemented as a pilot in September 2020 so that the entering classes of 2020 and 2021 could benefit from engaging new curriculum. This 3-credit course will count toward your Commerce elective requirements in 2021W.*

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

If you have [advanced \(first-year\) credit](#) for any of the courses in the standard timetable, 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.**

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**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, 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](https://students.ubc.ca/enrolment/courses/credिटdfail-grading)

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**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. Academic advisors will direct all registration requests to this form. Please allow **at least three business days** for processing.

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**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 CPSC 110, COMM 101, ECON 101, ECON 102, MATH 104 (or accepted Math equivalent)
  - at least one<sup>1</sup> of CPSC 121, COMM 292, WRDS 150B (or accepted equivalent)<sup>2</sup>

<sup>1</sup> While a minimum of one of CPSC 121, COMM 292, WRDS 150B (or accepted equivalent) are required for promotion to Year 2, all three courses must be completed to be eligible for promotion to Year 3. All courses must eventually be completed to fulfill BCom degree requirements.

<sup>2</sup> If you have not successfully completed WRDS 150B 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 may be used for the purpose of promotion to Year 2. 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.

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**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.

**Academic Essentials** is an online program running from **July 5- August 12, 2021**, to help prepare you for academic success as you transition to university. You'll refresh and build your academic skills in math, reading, and writing; feel confident about your academic readiness; and have access to a library of learning and wellness resources to use in your first year. There are three courses you can choose, and each is self-paced and self-directed with new content released weekly. You'll be guided by course facilitators who are current students from your campus, who know your UBC Vancouver curricula first-hand. Register for Academic Essentials at [you.ubc.ca/academic-essentials](https://you.ubc.ca/academic-essentials).

**Jump Start** is a five-day academic orientation designed to introduce you to the university, your professors, and your classmates. You'll spend time with senior peers and professors in your Faculty, make your first friends, and learn more about the UBC services available to you before classes start. UBC is working closely with public health authorities to determine what a safe return to campus will look like in the fall. This year, you'll be able to participate in Jump Start either virtually or through a mix of in-person and online activities. Register for Jump Start at [jumpstart.ubc.ca](https://jumpstart.ubc.ca) by July 12.

**Imagine UBC** is a UBC-wide orientation event that replaces the first day of classes for most students. This year, Imagine UBC will be held in both hybrid and online formats on **Tuesday, September 7**. At Imagine UBC, you will be officially welcomed to the UBC Sauder School of Business by Dean Robert Helsley, participate in the virtual UBC pep rally, meet some of your future professors and other students, 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 to welcome new students to the UBC Sauder community. As a first-year student, you'll attend The Spark on **Sunday, September 12**. Join us for this in-person event to build meaningful connections with your classmates and upper-year students through a day of fun games and activities. The event will be held in a safe format and will follow all BC Provincial Health Guidelines. Visit [www.ubcsauderspark.com](http://www.ubcsauderspark.com) for more information – **registration opens Wednesday, June 30<sup>th</sup>**.

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#### 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. You'll find many of the answers to your questions about your program—as well as resources and services available to support you—at [mybcom.sauder.ubc.ca](http://mybcom.sauder.ubc.ca) and [students.ubc.ca](http://students.ubc.ca). We encourage you to start by reviewing our [Frequently Asked Questions](#) page.

If you still have questions or concerns, please email us at [bcomquestions@sauder.ubc.ca](mailto:bcomquestions@sauder.ubc.ca) or visit our [virtual office](#) during business hours to ask a quick question or schedule an appointment with an academic advisor. Academic advisors are available for prescheduled online advising appointments from Monday to Friday.

**Please note, the UGO will be closed on Thursday, July 1.**