

Before you register for the 2024 Winter Session (September 2024 to April 2025), learn more about:

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### **Workday Student**

You'll be using Workday Student, UBC's new student information system, to register for courses for the 2024 Winter Session. You'll find detailed tutorials on how to perform many tasks within Workday at [workday.students.ubc.ca](http://workday.students.ubc.ca).

If you experience technical difficulties, please review [resources for support on our website](#).

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### **Course schedule and saved schedules**

[Review your program requirements to see which courses to take](#) and then log in to [Workday Student](#) to start building your saved schedules.

Tutorial: [Viewing the course schedule](#)

Tutorial: [Creating a saved schedule](#)

In Workday, you'll create saved schedules for each term. If you're planning to take a two-term course, the course must be added to a Term 1 saved schedule. Be mindful of potential conflicts with courses in your subsequent Term 2 saved schedules.

Workday will allow you to add any courses to your saved schedules, even those for which you do not meet prerequisite, co-requisite, or seat restrictions to register. Review and resolve any alerts and error messages in your saved schedules before you attempt to register.

Tutorial: [Troubleshooting your saved schedule](#)

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### **Program of study**

In Workday under Academics on the Overview tab, most newly admitted students will see that their program of study is Bachelor of Commerce with a status of 'Matriculated' and an upcoming change of status to 'In Progress' as of 2024-09-01.

If you had first accepted an offer of admission to another faculty, but then were subsequently admitted to the BCom program you'll likely still see your initially accepted program listed with a Matriculated status, but with a pending program of study change to the Bachelor of Commerce on 2024-09-01. This is as expected. You will still be able to register for seats in course sections that are reserved for BCom students.

## Your registration date and time

The registration period for Year 1 students runs from **Monday, June 24 to Thursday, June 27**. Your individual registration open date and time is ready to view on Workday. See tutorial: [Viewing your registration appointment](#). We recommend that you check your registration date and time periodically before it opens to confirm that it has not changed.

**You will not be able to register until your registration appointment.** When your registration opens, register for both terms – Winter Term 1 (September to December) and Winter Term 2 (January to April). Courses fill up quickly, so don't delay. Be sure to register for Term 1 courses first, especially if those courses are prerequisites to courses in Term 2.

While Workday is accessible through its mobile app, the app has limited functionality. For registration, it's best to access the system through a browser on your computer.

Tutorial: [Registering in courses from a saved schedule](#)

Tutorial: [Registering for individual course sections](#)

View BCom-specific registration tutorial videos at [mybcom.sauder.ubc.ca/workday-student](http://mybcom.sauder.ubc.ca/workday-student).

## Step-by-step registration

### 1. Register in core courses

In Year 1 of the BCom program you'll complete required courses in Commerce, Economics, and Mathematics. If you have received [advanced \(first-year\) credit](#) for any of these courses you are not required to repeat them. You may choose to take a reduced course load (that means fewer than 30 credits) or you may choose to register for additional non-Commerce electives. The choice is yours. Please review the potential impacts of a [reduced course load](#).

Register in the following core courses noting the specific term for each course:

Term 1		
COMM 105	Values, Ethics, and Community (includes lecture and discussion)	3 credits
COMM 190 <sup>1</sup>	Introduction to Quantitative Decision Making (includes lecture and lab)	3 credits
ECON 101	Principles of Microeconomics (includes lecture and discussion)	3 credits
MATH 100	Differential Calculus with Applications to Commerce and Social Sciences (includes lecture and discussion - All BCom students take MATH 100 regardless of whether or not they completed Calculus 12—or an equivalent course—in secondary school.)	3 credits
Term 2		
COMM 101	Business Fundamentals (includes lecture and discussion)	3 credits
COMM 191 <sup>1</sup>	Application of Statistics in Business (Prerequisite COMM 190 must be completed in Term 1 prior to taking COMM 191)	3 credits
COMM 192	Management and Organizational Behaviour	3 credits
ECON 102	Principles of Macroeconomics (includes lecture and discussion)	3 credits
Either term		
COMM 196 <sup>2</sup>	Business Communications I	3 credits

<sup>1</sup> A minimum grade of 67% in each of COMM 190 and COMM 191 is required to self-declare the Finance option in Year 3.

<sup>2</sup> You must attain a minimum of 60% or a 'C' in COMM 196.

Note that MATH 100 lecture sections 1C1 and 1C2 are oriented toward applications within the Social Sciences and have seats reserved for BCom students. Seats are also reserved for BCom students in ECON 101 sections 001, 002, and 003, and in ECON 102 sections 002, 003, and 004.

To help with planning we've published sample BCom standard timetables (STTs) to demonstrate possible combinations of required first-year courses. You can use these STTs as a guide when building your saved schedules or you can build your own combination. To view, visit [courses.students.ubc.ca/browse-timetables](https://courses.students.ubc.ca/browse-timetables) and select BCOM. Toggle between Term 1 and Term 2 timetables in the top menu.

Your ability to register in all sections as listed in a given STT will depend on availability of seats in each section when your registration opens. If you're unable to register in particular sections, register for alternate, available sections that fit with your other courses. You can then add yourself to waitlists for your preferred sections if waitlists have been enabled. In addition to these courses, plan to add an available section of COMM 196 in either Term 1 or Term 2.

## 2. Register in a non-Commerce elective

Register in 3 credits of electives in Term 1 or Term 2 (likely the alternate term to your COMM 196 course unless you have advanced credit for any courses). It's recommended that you take a maximum of five courses per term. Choose non-Commerce electives that interest you or complement your career goals, and will apply toward your program requirements. 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 101 is a prerequisite for many senior-level ECON courses).

Your non-Commerce electives must include at least 3 credits in the humanities, and at least 3 credits in science or social science. These elective credits may be completed during **any year** of your program. Language courses are not eligible for the humanities requirement, but literature courses are. For a list of eligible courses, please visit [mybcom.sauder.ubc.ca/elective-requirements](https://mybcom.sauder.ubc.ca/elective-requirements).

**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](#) on the bottom of the Electives page.

[Consult the program requirements on 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.

Workday has a tool called the Academic Progress Report (APR) which summarizes a student's progress toward completing the requirements of their program. Our office is in the process of updating all students' APRs to ensure that the information displayed is accurate for courses completed to date – we expect this work to be completed by September. We encourage you to use the [BCom course planning worksheets](#) and the [BCom elective checklist](#) as your primary tools to track your degree progression.

**Course delivery and attendance**

Review the *Delivery Mode* and *Notes* fields in the course schedule on Workday, and your course syllabi for details about courses delivery. Regardless of how a course is taught, regular attendance is expected, and standard academic policies and course withdrawal deadlines apply. In some instances your assessments (e.g., midterm and final exams) in online courses may still require your attendance on campus. You will be expected to complete all assessments at the scheduled time and place.

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**Advanced (first-year) credit for Advanced Placement, International Baccalaureate, and A-Levels**

If your high school studies included Advanced Placement (AP), International Baccalaureate (IB), or British-patterned education (A-Levels), you may be eligible to receive transfer credit that you can use toward your BCom degree requirements. Review the [first-year credits you may be eligible to receive](#) from your secondary school curriculum and which credits will apply toward [specific requirements in the BCom program](#). Transfer credit will be applied toward your degree requirements automatically once it has been granted. You don't need to do anything to activate or use it.

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**Maximum credits for registration**

You can register in a maximum of 32 credits in Year 1 (16 credits per term). Year 1 students are not permitted to exceed this limit.

Be aware that if you try to register for courses from a saved schedule that exceeds your allowable credit limit, your registration attempt will be unsuccessful for all courses.

In Workday, the credits for two-term, six credit courses are not evenly split across academic periods, but instead apply to the term in which the course begins. In this instance, you can request an increase to your Term 1 limit to offset the imbalance – your Term 2 credit limit will be reduced accordingly. The [credit limit increase request form](#) is available for students to request rebalancing of credit limits to allow for registration in two-term, six credit courses. This will only be applicable to you if you already have advanced credit for some of your first-year requirements and have room within your credit limit to take additional electives.

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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 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.

Learn more: [mybcom.sauder.ubc.ca/registration/#courseload](https://mybcom.sauder.ubc.ca/registration/#courseload).

### Courses taken for Credit/D/Fail

Credit/D/Fail grading allows you to complete an eligible course for a Credit, D, or Fail standing instead of a percentage grade. If you switch a course to a "Credit/D/Fail" grading, 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 academic history and 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** switch any of the following courses for Credit/D/Fail:

- First-year non-Commerce requirements (i.e., MATH 100 or equivalent, and ECON 101 and ECON 102 or equivalents)
- Commerce core requirements (e.g., COMM 190, COMM 191, etc.)
- Combined Major in Business and Computer Science program requirements

You are permitted to switch **only eligible elective courses** for Credit/D/Fail, provided they are **not** fulfilling requirements toward an option, a minor, or a concentration. If a course allows for 'Credit/D/Fail' grading, its Grading Basis will list it as one of the options in the course section's details on Workday (typically also with 'Graded' as the alternate grading basis).

Courses taken for Credit/D/Fail are not counted toward the calculation of your GPA or credits taken to be eligible for [Dean's List 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 and distinctions.

If you would like to switch a course to Credit/D/Fail grading you can [submit the request form](#) once you have registered for all of your courses; **you won't be able to perform this function yourself in Workday**. The UGO will only process requests as defined in the form's instructions. Academic advisors will direct all requests they receive to this form. Please allow **at least five business days** for processing. The deadline to switch between percentage and Credit/D/Fail grading is the same date to which you are still eligible to drop the course without a W standing.

Learn more: [students.ubc.ca/enrolment/courses/credिटdfail-grading](https://students.ubc.ca/enrolment/courses/credिटdfail-grading)

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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](#), taking course credit values into consideration, and does include any failing grades.

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<sup>1</sup>:
  - all of COMM 101, COMM 105, COMM 196<sup>2</sup>

<sup>1</sup> While a minimum of credits and courses is required for promotion to Year 2, all Year 1 core courses must eventually be completed to fulfill BCom degree requirements. Failure to complete certain first-year courses will delay your eligibility to take subsequent second-year courses for which they are prerequisites.

<sup>2</sup> A minimum grade of 60% in the course is required, however, a passing grade of 50% or greater can be used for the purpose of promotion to Year 2. In such cases, COMM 196 must be retaken to achieve a grade of 60% or greater.

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### **Continuation in the BCom program without promotion**

If you have not completed the minimum requirements for promotion to Year 2, you may 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 and transition supports**

Coming to university for the first time can be as overwhelming as it is exciting. We have a series of summer prep courses and orientation programs designed to introduce you to your new community and give you a confident start to your studies. We recommend participating in as many as you can to set yourself up for continued success.

**UBC Sauder BCom Online Orientation** is an integrated series of programming (in modules and live orientations) designed to give you a confident start to your studies at UBC Sauder. We have four modules that will be released throughout the coming months to help prepare you to do well and take advantage of opportunities in your first year. The first module will be available and emailed to you in **mid-June**.

**Academic Essentials** is a free, online program running from **July 2 – August 9, 2024**, 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 the UBC Vancouver student experience first-hand. Register by **July 15** at [you.ubc.ca/academic-essentials](https://you.ubc.ca/academic-essentials).

**BCom Prep for Math Success** helps you arrive prepared for success in first-year calculus. We know MATH 100 is a difficult course for many BCom students, so you'll find step-by-step videos of introductory calculus concepts presented by a 2023 BCom grad, strategies for learning and studying in quantitative courses, and a hub of resources and supports to use once you arrive. We strongly recommend you complete this course and the [Academic Essentials course in Readiness for University Mathematics](#) to give yourself the best chance at successfully completing MATH 100. The course will go live on **July 8** (more info to follow).

**Ignite Virtual Pre-Arrival Orientation** on July 23 is a great opportunity to prepare for your arrival and to meet your classmates. We will introduce you to an academic advisor, current students, a professor, and your class! We are hosting two sessions to accommodate different time zones: **Tuesday, July 23 at 7:30 AM (PDT) and 6 PM (PDT)**. [Register here](#).

**Jump Start** is a multi-day academic orientation designed to introduce you to the university, your professors, and your classmates. You'll spend time with senior peers and professors from Sauder, make your first friends, and become familiar with the UBC campus and services available to you, all before classes begin. Residence students will participate in this program from **August 27 to August 30, 2024**. Commuter students will participate from **August 28 to August 30, 2024**. Register for Jump Start at [you.ubc.ca/jump-start-vancouver](https://you.ubc.ca/jump-start-vancouver) by **June 27**.

**The Spark** is our very own Sauder-specific orientation program to welcome students to the UBC Sauder community. Join us on **September 6 and 7** to build meaningful connections with your classmates and upper-year students through fun games and activities. Visit [ubcsauderspark.com](https://ubcsauderspark.com) for more information – registration opens **early July**.

**Imagine UBC** is a UBC-wide orientation event held on **Tuesday, September 3** that replaces the first day of classes. At Imagine UBC, you'll be officially welcomed to UBC Sauder by our Dean, participate in the 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.

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### **Navigating the myBCom website**

The myBCom website is a great online resource that contains all kinds of information for UBC Sauder BCom students. Whether you're planning degree requirements or looking for career opportunities, the myBCom website is an excellent place to start. If you're new to the myBCom website, [watch these how-to videos](#) to learn tips on how to best navigate the website to find answers to your questions online.

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### **Registration assistance**

If you need assistance with Commerce course registration, you can [complete the Registration Assistance form](#) once your registration has opened. We also recommend that you add yourself to a waitlist if one has been enabled and has available waitlist seats for the section(s) you wish to add.

Our office will process only requests for which you provide a **valid reason** as defined in the online instructions. Academic advisors and instructors will direct all registration requests to this form. Please allow for **at least five business days** for processing.

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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](https://mybcom.sauder.ubc.ca) and [students.ubc.ca](https://students.ubc.ca). We encourage you to start by reviewing our [Frequently Asked Questions page](#).

If you still have questions or concerns, please email [bcomquestions@sauder.ubc.ca](mailto:bcomquestions@sauder.ubc.ca) or visit the UGO in person or at the [virtual office](#). Academic advisors are available for advising appointments from Monday to Friday during business hours.

**Please note, the UGO will be closed on Monday, July 1, 2024 for a statutory holiday and Wednesday, July 24 for staff training.**