YEAR 3 REGISTRATION INFORMATION 2024W

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Transition to Workday Student

You'll be using Workday Student, UBC's new student information system, to register for courses for the 2024 Winter Session. We've provided a list of the changes introduced as a result of the new system at mybcom.sauder.ubc.ca/workday-student. You'll find detailed tutorials on how to perform many tasks within Workday at workday.students.ubc.ca.

If you find any unresolved data sync issues in your academic record or are experiencing other technical difficulties, please review resources for support on our website.

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 (i.e., your draft timetables).

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. One common alert is *Your saved schedule includes course sections that you're not eligible for*. You should expect to see this alert in a Term 2 schedule if you plan to take its prerequisite(s) in Term 1. The alert will disappear once you have registered for the prerequisite(s).

Tutorial: Troubleshooting your saved schedule

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Your registration date and time

The registration period for Year 3 students runs from **Tuesday, July 2 to Thursday, July 4**. Your individual registration open date and time will be ready to view on Workday one to two weeks prior to this period. See tutorial: Viewing your registration appointment. You will see two registration appointments for the winter session—one for each term—but they will be the same. We recommend that you check your registration appointment periodically before it opens to confirm that it has not changed. Your specific registration appointment is determined by your year level (labelled as 'class standing' in Workday) and cumulative GPA. The higher your average, the earlier your registration appointment will be.

You will not be able to register until your registration appointment. A registration deposit is no longer required for continuing students before registering for courses. If you are a Year 3 transfer student you will have paid the deposit when you accepted your offer of admission.

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

Step-by-step registration

1. **Declare your option**
   We encourage you to **declare your option as soon as possible** if you haven't already. This will assist you in planning your saved schedules and ensure your access to required courses for your chosen option when your registration opens.

   To declare your option, review the video tutorial on the Option Declaration webpage and the Workday tutorial: Declaring or changing your primary major, honours, or specialization. When following the steps in these tutorials, note that your current program of study is Bachelor of Commerce (Vancouver). Click on the white Request button in the right-most column of that row to proceed. Do not select the orange Add Program of Study button. Year 3 transfer students must submit the option declaration request form as explained below.

   Note that you can only declare one option and you won't be able to change it yourself on Workday once you have declared it. To switch options, please submit the option declaration request form. Space in the Accounting and Finance options is limited, so students must achieve minimum grades in prerequisite courses to self-declare.

   - For Accounting, a minimum grade of 60% in each of COMM 293 and COMM 294
   - For Finance, a minimum grade of 67% in each of COMM 190, COMM 191, COMM 293, COMM 294, COMM 295, and COMM 298

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If you are unable to self-declare your option in Workday, you can submit an option declaration request form if any of the following scenarios apply to you:

- You transferred to third year from another institution – Year 3 transfer students who are new to UBC do not have access in Workday to self-declare options until September. Assuming you are eligible for the option that you are requesting, the Undergraduate Office (UGO) will add you to that option so that you are able to register in your required option courses when your registration opens.
- You have transfer credit for one or more courses for which minimum grades are required (Accounting or Finance) – Workday is unable to check transfer credit grades for the option selection process. The UGO will review grades achieved in applicable transfer courses to determine your eligibility if you are requesting Accounting or Finance.
- You did not achieve minimum grades in one or more courses required for Accounting or Finance – Your request will be prioritized based on your previous academic performance if space remains once eligible students have declared. We cannot guarantee a decision prior to your registration appointment.
- For 2024W only: You did not complete one of the prerequisite courses required for Accounting or Finance – As this is the first year for which new option requirements take effect, we will consider circumstances in which students are still missing one of the required courses for either option, with the exception of COMM 298 which must be completed to take COMM 370 and COMM 371 in Winter Term 1. If we can add you to either option, it will not waive the uncompleted course from your degree requirements nor as a prerequisite to subsequent option courses.

Students who have submitted an option declaration request form because of transfer credit for a required course or because they are a transfer student to Year 3 will be notified of a decision by their registration appointment. Students who did not achieve minimum grades for required courses or who are missing a required course may not receive a decision until after their registration has opened.

For more information, please review our Option Declaration webpage.

If you've been selected for the Global Supply Chain and Logistics Management option, the UGO has already added you to your option. You will receive further information about course registration prior to your registration date. If you were admitted to the Combined Major in Business and Computer Science (BUCS), you do not select an option. Review the BUCS program requirements to learn more.

2. **Register in option courses**
    Register in your required Year 3 option courses (6 to 9 credits varying by option). Many third-year option courses are prerequisites to fourth-year option courses. For example, if you select the Accounting option, you will take COMM 353 and COMM 354 in Year 3 so that you are eligible to take COMM 450 and subsequent Accounting courses in Year 4. Also note that the majority of seats in some third-year option courses are restricted to students in Year 3 so delaying them to Year 4 may limit your ability to register. You can be officially registered in one option only.

3. **Register in any remaining Year 1 or Year 2 Commerce core requirements**
    Register in any remaining Year 2 Commerce core requirements that you have not yet completed (all first and second requirements should be completed by the end of third year). If you have not yet completed COMM 202, it should be taken in Term 1. Newly admitted Year 3 transfer students should plan to take COMM 196 and COMM 105 (section 114 specifically) in Term 1.

4. **Register in core Commerce courses**
   Register in Year 3 Commerce core requirements. Your requirements will depend on when you were admitted – be mindful of the year level and session that you entered the program. Consult program requirements on the myBCom website to determine your remaining requirements. You can also download a BCom course planning worksheet to map your completed and remaining courses. If you require assistance in determining your program requirements, please contact the UGO.

   - COMM 393 (3 credits)
   - COMM 394 (3 credits)
   - COMM 396 (3 credits)[1]

   [1] *COMM 396 was formerly numbered COMM 390. A minimum grade of 60% is required. It is a required prerequisite for the Year 4 capstone requirement. We strongly recommend that you complete this course in Year 3. Year 3 transfer students must complete its prerequisite COMM 196 in Term 1 to take the course in Term 2.*

   If you entered Year 1 from 2014-2021; or transferred to Year 2 from 2015-2022; or transferred to Year 3 from 2016-2023, you must complete **COMM 395** this session before it is discontinued. Students who started the program after these dates (i.e., those required to take COMM 196 rather than WRDS 150 within degree requirements) are not required to take COMM 395.

Unsure about which courses you still have left to complete? Consult program requirements on the myBCom website. Be sure to **select the correct requirements based on the year level and session that you entered the 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.

If you're completing the Combined Major in Business and Computer Science (BUCS), please review your requirements on the myBCom website.

If you're studying abroad in 2024W, **do not** register in any UBC courses during your exchange term(s); only register in courses for the term that you will be attending UBC. Go Global will register you in an exchange code to indicate that you are on exchange, which will trigger your tuition for the term and enable awards staff to review your eligibility for the Go Global International Learning Award. If you do register in any courses in the term(s) that you are scheduled to be on exchange, you will be dropped from these courses. If for any reason you do not go on exchange, the UGO will assist you to register in any required COMM/COHR courses.

5. **Register in electives**

Elective requirements

Your total elective requirements for your BCom degree will vary depending on your option. Refer to the Elective requirements page on the myBCom website and **select the correct requirements based on the year level and session that you entered the program** to determine your specific elective requirements (including the humanities and science/social science requirements). Download and fill in the BCom elective checklist from the page to track your progress.

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. Planning to take all of your electives in one subject area? You may be eligible for a minor.

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.

Maximum credits for registration

Students can only initially register in a maximum of 32 credits in the winter session (16 credits per term) to allow everyone an opportunity to register in a full course load. Students in the BUCS program have a limit of 34 credits (17 credits per term) to allow for registration in 4-credit CPSC courses. If you would like to register in additional credits, you can fill out the credit limit increase request form to request an increase to your total credit limit to a maximum of 35 credits on or after **August 1**. You may be required to meet with an academic advisor to discuss your course plan.

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 **now** for students to request rebalancing of credit limits to allow for registration in two-term, six credit courses.

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 3 of the BCom program is 30 credits for the session. 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.

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Double options

You may only be officially registered in one option. If you're planning to complete a second option, it's up to you to register yourself in any requirements for that option. You'll only be eligible to register in reserved seats for other options, if any are available. Often these seats are taken by Year 4 students who register before Year 3 students. Therefore, if you're attempting to complete a second option you may need to extend your studies to successfully register in and complete all required courses. Students cannot complete a second option in Finance (seats are not available to non-Finance students in all of the required Finance courses) or General Business Management.

Note that while UBC's Workday Tutorials website includes tutorials for adding a second program of study and removing a program of study, these functions do not apply to students in the BCom program.

Accounting option – CPA prerequisites

If you're planning to fulfill the prerequisites for admission to the CPA Professional Education Program (CPA PEP), review the list of UBC course equivalencies. Keep in mind that if you're unable to register in any of these courses, you can take any remaining prerequisites through the UBC Diploma in Accounting Program or CPA directly after you have completed your BCom degree.

For additional information regarding CPA certification, please visit bccpa.ca.

If you're planning to take COMM 459 Financial Statement Analysis this year, you must have already completed its prerequisite COMM 370 Corporate Finance in Year 3. You will not be permitted to take the two courses concurrently.

Marketing option – COMM 467 and COMM 365

Up to 18 seats in the Term 1 section of COMM 467 Brand Management will be open to Year 3 Marketing option students. Based on feedback from recruiters, it's highly recommended that Year 3 students interested in Co-op and summer internship positions in brand management, and other closely related positions such as product marketing, market research, and sales/trade management, take the course to be competitive for recruitment beginning in January.

If you're in the Marketing option, it's strongly recommended that you take COMM 365 Market Research in Year 3, however, you can take the course in Year 4. If you're entering/planning to apply for the Co-op program in Marketing, it's required that you take COMM 365 in Year 3 so that you're prepared for your first Co-op term.

COMM 202 Career Fundamentals

If you have not yet completed COMM 202 Career Fundamentals (1 credit) from your Year 2 requirements, you must complete it in 2024W. Year 3 students are required to take COMM 202 in Term 1 so that they will be prepared for job recruiting opportunities in Term 2. You must register in both a lecture section and a discussion section.

To give yourself an advantage at campus recruiting events, you need to be prepared to represent yourself professionally through a solid resume, cover letter, networking and interview skills, all of which COMM 202 covers. If you have additional questions about recruiting, please contact the Business Career Centre.

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COHR courses
If you're planning to take Organizational Behaviour and Human Resources (OBHR) courses as either your option requirements or as electives, please note that some of these courses have a prefix of COHR (not COMM) and are either 1.5 credits or 3 credits. Check carefully to ensure that you know the credit value of the COHR course(s) you're taking. COHR courses taken as electives count toward Commerce elective requirements.

COMM 396 Business Communications II
Although COMM 196 is listed as a prerequisite to COMM 396 (formerly COMM 390 Business Writing), students who entered Year 1 from 2014-2021, or transferred to Year 2 from 2015-2022, or transferred to Year 3 from 2016-2023 are not required to take COMM 196. Acceptable prerequisites for students who are not required to complete COMM 196 include: ENGL 112, ASTU 150, WRDS 150, ENGL 100, ENGL 120, ENGL 121, ENGL 1st. Arts One, a minimum of 18 cr. of Coordinated Arts Program. Students in this scenario have been granted a registration override to bypass the prerequisite requirement in Workday.

If you transferred to Year 3 in 2024, you are must take COMM 196 in Term 1 to be eligible to take COMM 396 in Term 2.

A minimum final grade of 60% is required in COMM 396 (COMM 390) to pass the course.

> **Flexible learning sections**
> In flexible learning sections students attend in-person classes as usual 50% of the time, and complete 50% of their work online, or one-to-one with the instructor. In the 2024 Winter Session, seven sections will be offered: sections 107, 108, 211, 212 and 213 will be taught by Elizabeth Bowker and sections 115 and 210 will be taught by Rohan Karpe. Flexible learning is only available in the designated sections.
>
> These sections have the same objectives, format and workload as the traditional COMM 396 sections. Students usually attend class one day a week and complete an online lesson once a week, in addition to the major assignments which are mostly completed outside of class. The instructor is always available during "Flex Time," providing a good opportunity for students to receive one-to-one support or mentoring. These sections are suitable for students who prefer some flexibility, and have the discipline to work on their own with limited guidance.

Capstone course prerequisites
In Year 4, all BCom students are required to complete the capstone requirement. Consult program requirements on the myBCom website and **select the correct requirements based on the year level and session that you entered the program** to determine which courses you can take next year to satisfy this requirement. COMM 396 (and COMM 395 if you are required to take it) are required capstone prerequisites so plan accordingly to avoid delaying your eligibility to graduate.

New and recently added courses

COMR 186A Personal Finance – 3 credits

This course teaches the basics of personal finance to students who have little or no exposure to finance. Personal finance is an extremely valuable skill that helps us invest and borrow responsibly, spend wisely, and plan appropriately. The course will cover a broad range of topics, including budgeting, investing, purchasing real estate, taxes, as well as the basics of how our financial system works. *Open to students in all options, excluding the Finance option. If taken, this course counts toward lower-level COMM elective requirements.*

COMM 386C Climate Literacy for Business – 3 credits

Climate change is the most pressing issue facing humanity and the private sector is playing an increasingly important role in responding rapidly and comprehensively to this challenge. The science of climate change is incredibly complicated and often poorly understood outside the scientific community. The purpose of this course is to provide students with a basic foundation in the science of climate change, the global regulatory responses to the issue including multinational agreements and specific policy instruments such as carbon taxes, scenario methods. *This course can count toward the Sustainability and Social Impact concentration.*

COMM 386M Green Entrepreneurship and Sustainable Startups – 3 credits **(NEW IN 2024W)**

Discover how entrepreneurs are leading impactful change through green innovation. This new course invites multidisciplinary students to discover and apply the foundational frameworks of green entrepreneurship and innovation to crafting sustainable startup ventures. The topics focus on developing a sustainability-oriented and entrepreneurial mindset and skillset necessary to identify, design and pitch ideas that benefit people and the planet, profitably. Collaborate in startup teams to co-design and pitch regenerative, restorative, and innovative solutions to impact investors, supported by Sauder's Centre for Climate and Business Solutions. *Prerequisite: COMM 280 recommended. This course can count toward fourth year Entrepreneurship option requirements and the Sustainability and Social Impact concentration (max 3 credits double counted within degree).*

COMM 486E Climate Focused ESG Reporting – 3 credits

Understand the importance of ESG reporting to investors and other stakeholders. Environmental, Social and Governance factors will be considered, but the main focus is on climate. Topics covered will include the current and evolving climate regulation, reporting frameworks and standards, and best practices. In addition to corporate reporting, the investor perspective will specifically be considered and topics such as ESG ratings, shareholder engagement, investment strategies and vehicles to facilitate the financing of climate mitigation, adaptation and transition plans will be covered. *Prerequisites: All of COMM 293, COMM 298; COMM 370 recommended. This course can count toward the Sustainability and Social Impact concentration.*

COMM 486K Project Finance – 3 credits

This course provides a presentation of the current state of project finance, and the use of the project finance to approach multivariate situations covering projects in Canada and abroad. Project finance is an approach where debt is typically borrowed on a non-recourse or limited-recourse basis in which the cash flows generated by the project, and the assets of the project, serve as the collateral for the lenders. Watch a brief preview from the course instructor to learn more. *Prerequisite: COMM 298. If taken, this course counts toward upper-level COMM elective requirements.*

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.

If you took any courses as Cr/D/F during **2019W Term 2 (January-April 2020)**, these credits are excluded from your 12-credit degree limit.

You **cannot** switch any of the following courses for Credit/D/Fail (exception if taken during 2019W Term 2):
*   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 203, COMM390/396, COMM 393, 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 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 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 in all your courses; **you won't be able to perform this function yourself in Workday as you could in the SSC**. 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 eligible to still add courses or drop courses without a W standing.

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

Business Law concentration

If you're planning to complete the Business Law concentration, you must complete a total of **12 credits** of law-related studies selected from a variety of both Commerce and non-Commerce courses as listed below. The 12 credits can also count toward fulfillment of your electives requirement, but note that COMM and COHR courses cannot be counted as non-Commerce electives. If the courses you take for a concentration overlap with the courses you take for an option or minor, you can double count a maximum of 3 credits of coursework in your degree toward both the concentration and one of either one option or one minor.

Completion of the Business Law concentration does not require pre-approval or special admission. If you would like to pursue this concentration, simply take the required courses as indicated. After you've applied to graduate, the UGO will provide instructions for how to declare the concentration so that it will appear on your academic transcript.

You must complete **6 credits** from:
COHR 433[1]   Employment Law
COMM 434   Land Law

Plus **3 credits** from:
COMM 431   Law of Business Organizations and Corporate Governance
LAW 459[2]   Business Organizations

And **3 credits** from:
ECON 367   Economic Analysis of Law
LASO 204   Introduction to Law and Society
LAW 316[2]   International Law
LAW 334[2]   Introduction to Asian Legal Systems
PHIL 331   Business and Professional Ethics
PHIL 338   Philosophy of Law

Business Law notes:
[1] *COHR 433 can be counted toward both the Business Law concentration and the Organizational Behaviour and Human Resources option. A maximum of three credits of coursework within your degree can be applied to fulfill both option and concentration requirements.*
[2] *The Law course schedule is posted on their* website*. Approval to take Law courses is at the discretion of the Peter A. Allard School of Law and subject to your academic readiness and available space in courses. Instructions for how to request registration are posted on the* Business Law concentration page*.*

International Business concentration

If you're planning to complete the International Business concentration, you must complete a total of **12 credits** of internationally-oriented courses including COMM 498, and **participate in an approved international exchange/study abroad program**. The 12 credits can also count toward fulfillment of your electives requirement, but note that COMM courses cannot be counted as non-Commerce electives.

If the courses you take for the concentration overlap with the courses you take for an option or minor, or if you plan to use COMM 498 to fulfill your capstone requirement (if your program requirements allow for this), you can double count a maximum of 3 credits of coursework in your degree toward both the concentration and one of either an option, a minor, or your capstone requirement.

Completion of the International Business concentration does not require pre-approval or special admission. If you would like to pursue this concentration, simply complete all of the concentration's requirements. After you've applied to graduate, the UGO will provide instructions for how to declare the concentration so that it will appear on your academic transcript.

For the IB concentration you must complete:
- **9 credits** from approved internationally-oriented courses (Commerce or non-Commerce)[1]
- **3 credits** from COMM 498 International Business Management
- Participate in an approved international study abroad or exchange program[2]

International Business notes:
[1] *See* International Business concentration website *for an approved course list.*
[2] *The program must be credit-bearing and a minimum of five weeks in duration.*

Business Analytics concentration

If you're planning to complete the Business Analytics concentration, you must complete a total of **12 credits** of analytics-related Commerce courses as listed below. The 12 credits can also count toward fulfillment of your electives requirement, but note that COMM courses cannot be counted as non-Commerce electives. If the courses you take for a concentration overlap with the courses you take for an option or minor, you can double count a maximum of 3 credits of coursework in your degree toward both the concentration and one of either one option or one minor.

Completion of the Business Analytics concentration does not require pre-approval or special admission. If you would like to pursue this concentration, simply take the required courses as indicated. After you've applied to graduate, the UGO will provide instructions for how to declare the concentration so that it will appear on your academic transcript.

You must complete **9 credits** from:

COMM 324[1]	People Analytics
COMM 337[2]	Business Programming and Analytics
COMM 365[3]	Market Research
COMM 414[4]	Data Visualization and Business Analytics
COMM 415[5]	Quantitative Policy Analysis
COMM 437[6,7]	Database Technology

And **3 credits** from:

COMM 335[6]	Information Systems Technology and Development
COMM 363[3]	Marketing Analysis
COMM 443[5]	Service Operations
COMM 449[5]	Supply-Chain Management
COMM 464[3]	Digital Marketing

Business Analytics notes:

[1] *COMM 324 can be counted toward both the Business Analytics concentration and the Organizational Behaviour and Human Resources option. A maximum of three credits of coursework within your degree can be applied to fulfill both option and concentration requirements.*

[2] *You will receive credit for only one of COMM 337 and CPSC 103. Note that CPSC 103 cannot be used in place of COMM 337 for the Business Analytics concentration.*

[3] *One of COMM 363, COMM 365, COMM 414, or COMM 464 can be counted toward both the Business Analytics concentration and the Marketing option. A maximum of three credits of coursework within your degree can be applied to fulfill both option and concentration requirements.*

[4] *COMM 414 can be counted toward both the Business Analytics concentration and one of either the Global Supply Chain and Logistics Management, Marketing, or Operations and Logistics options. A maximum of three credits of coursework within your degree can be applied to fulfill both option and concentration requirements.*

[5] *One of COMM 414, COMM 415, COMM 443, or COMM 449 can be counted toward both the Business Analytics concentration and the Operations and Logistics option. A maximum of three credits of coursework within your degree can be applied to fulfill both option and concentration requirements.*

[6] *One of COMM 335 or COMM 437 can be counted toward both the Business Analytics concentration and the Business Technology Management option. A maximum of three credits of coursework within your degree can be applied to fulfill both option and concentration requirements.*

[7] *Credit will only be given for one of COMM 437 and CPSC 304. Note that CPSC 304 cannot be used in place of COMM 437 for the Business Technology Management option or Business Analytics concentration.*

Sustainability and Social Impact concentration

If you're planning to complete the Sustainability and Social Impact concentration, you must complete a total of **12 credits** of sustainability studies selected from a variety of both Commerce and non-Commerce courses as listed below. The 12 credits can also count toward fulfillment of your electives requirement, but note that COMM courses cannot be counted as non-Commerce electives. If the courses you take for a concentration overlap with the courses you take for an option or minor, you can double count a maximum of 3 credits of coursework in your degree toward both the concentration and one of either one option or one minor.

Completion of the Sustainability and Social Impact concentration does not require pre-approval or special admission. If you would like to pursue this concentration, simply take the required courses as indicated. After you've applied to graduate, the UGO will provide instructions for how to declare the concentration so that it will appear on your academic transcript.

You must complete **9 credits** from:

COMM 312	Business Ethics Leadership
COMM 314	Strategies for Responsible Business
COMM 386C	Climate Literacy for Business
COMM 386I[1]	Innovation and Sustainability
COMM 386L[1]	Impact Investing: Social Finance in the 21st Century
COMM 386M[1]	Green Entrepreneurship and Sustainable Startups
COMM 386T	Indigenous Peoples and Economic Development
COMM 460[2]	Social and Nonprofit Marketing
COMM 484[2]	Sustainability Marketing
COMM 485[1]	Social Entrepreneurship
COMM 486A[3]	Climate Finance
COMM 486C	Corporate Responsibility and Business Ethics – not offered in 2024W
COMM 486E	Climate-Focused ESG Reporting and Analysis
COMM 487	Environmental Management – not offered in 2024W

And **3 credits** from recommended courses with a social sciences **or** a natural sciences focus (see the myBCom website for a complete list).

Sustainability and Social Impact notes:

[1] *One of COMM 386I, COMM 386L, COMM 386M, or COMM 485 can be counted toward both the Sustainability and Social Impact concentration and the Entrepreneurship option. A maximum of three credits of coursework within your degree can be applied to fulfill both option and concentration requirements.*

[2] *One of COMM 460 or COMM 484 can be counted toward both the Sustainability and Social Impact concentration and the Marketing option. A maximum of three credits of coursework within your degree can be applied to fulfill both option and concentration requirements.*

[3] *COMM 486A can be counted toward both the Sustainability and Social Impact concentration and the Finance option. A maximum of three credits of coursework within your degree can be applied to fulfill both option and concentration requirements.*

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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 4

You will be promoted to Year 4 once you have met all of the following requirements:

- successful completion of a minimum of 73 credits including:
    - 6 credits of option courses[1]
    - 6 credits from COMM 393, COMM 394, COMM 396[2]
- students who have transferred to the program in third year must also complete all of COMM 105, COMM 196, COMM 202[3]
- all students should complete all required courses from first and second year by the end of third year.

[1] *Students in the General Business Management option must complete any two 300/400-level COMM/COHR courses (6 credits) that do not count toward their BCom core requirements. Commerce courses taken to fulfill BCom core requirements (e.g., COMM 393, COMM 394, etc.) cannot be double counted toward General Business Management option requirements*

[2] *While a minimum of two of COMM 393, COMM 394, COMM 396 are required for promotion to Year 4, all courses must eventually be completed to fulfill BCom degree requirements. A minimum grade of 60% is required in COMM 396.*

[3] *We strongly recommend that you complete all these courses in Term 1. COMM 105 must be completed in Term 1.*

Combined Major in Business and Computer Science (BUCS)

If you are enrolled in the BUCS program, you will be promoted to Year 4 once you have met all of the following requirements:

- successful completion of a minimum of 82 credits including:
    - all of COMM 202, COMM 396[1]
    - at least one[2] of CPSC 304, CPSC 310[2]
- students who have transferred to the program in third year must also complete COMM 105[3]
- all students should complete all required courses from first and second year by the end of third year.

[1] *A minimum grade of 60% is required in COMM 396.*

[2] *While a minimum of one of CPSC 304, CPSC 310 is required for promotion to Year 4, all courses must eventually be completed to fulfill BCom degree requirements.*

[3] *COMM 105 must be completed in Term 1.*

Continuation in the BCom program without promotion

If you have not completed the minimum requirements for promotion to Year 4, you may still continue in the next winter session, remaining in Year 3, 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.

Updated June 16, 2024

Master of Business Analytics

If you're known in your project groups as the go-to person who is skilled at analyzing data to solve case study challenges, you're in good company. Businesses around the world rely on the analysis of data to make critical decisions, and the demand for people skilled in this area is growing exponentially. The 12-month Master of Business Analytics (MBAN) teaches candidates with quantitative backgrounds how to apply advanced analytical tools and methods to address management challenges.

The MBAN program can be taken directly after you complete your BCom degree. There are electives you can take now to better prepare you for the program and a career in business analytics, including COMM 337 Business Programming and Analytics and COMM 414 Data Visualization and Business Analytics.

Visit the MBAN website to see the full list of courses and learn more about admission to the program.

Orientation and transition supports (Year 3 transfers)

Transferring into the BCom program 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.

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.

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 for more information – registration opens **early July**.

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. We will be prioritizing students who need courses to fulfill core requirements for graduation when adding students to sections from waitlists. If there are alternate available courses/sections that will also fulfill your requirements you should register for them while seats remain; there are no guarantees that you will be offered a seat from a waitlist for a preferred course/section.

If you've completed prerequisites or co-requisites for Commerce courses that are not recognized in Workday, but that are accepted as equivalents, you can submit a request in advance of your registration appointment so that we can grant you eligibility to register yourself once your registration has opened (for valid equivalencies only).

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 and 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 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.