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

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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

Your registration date and time
The registration period for Year 2 students runs from **Monday, July 8 to Thursday, July 11**. 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 2 transfer student new to UBC, 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

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 Combined Major in Business and Computer Science (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.

Course delivery and attendance
Review the *Delivery Mode* and *Notes* fields in the course schedule on Workday, and your course syllabi for details about course 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.

Step-by-step registration

1. Register in core Commerce courses
Second-year students do not register in a standard timetable for Year 2 courses. You must build your timetable by registering in each of the Year 2 requirements individually or through your saved schedule.

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

Students continuing in 2024W (direct entry students who attended Year 1 at UBC Sauder)
Register in COMM 190, COMM 191, COMM 192, and/or COMM 196 (a minimum grade of 60% is required in COMM 196) only if you did not successfully complete them in Year 1. Be mindful of co-requisites and prerequisites when planning your timetable.

Winter 2024 (Year 2)			
COMM 202	Career Fundamentals (lecture and discussion)[1]	1 credit	Term 1 or 2
COMM 203[2]	Managing the Employment Relationship	3 credits	Term 1 or 2
COMM 204[3]	Logistics and Operations Management	3 credits	Term 1 or 2
COMM 205	Introduction to Management Information Systems	3 credits	Term 1 or 2
COMM 293	Financial Accounting	3 credits	Term 1
COMM 294[4]	Managerial Accounting	3 credits	Term 1 or 2
COMM 295[5]	Managerial Economics	3 credits	Term 1
COMM 296[6]	Introduction to Marketing	3 credits	Term 1 or 2
COMM 298[7]	Introduction to Finance	3 credits	Term 1 or 2
Electives	See our Electives page for program requirements	6 credits	Term 1 or 2
TOTAL		**31 credits**	

[1] You must register for both a lecture section and a corresponding discussion section.

[2] COMM 192, ECON 101 and ECON 102 must be completed prior to taking COMM 203.

[3] COMM 190 and COMM 191 must be completed prior to taking COMM 204.

[4] COMM 293 must be completed prior to taking COMM 294.

[5] ECON 101 and ECON 102 must be completed prior to taking COMM 295. ECON 301 and ECON 303 (both must be completed) can be taken instead of COMM 295 to fulfill this requirement. Three of the six credits will apply toward your non-Commerce electives requirement.

[6] Co-requisites COMM 293 and 295 must be taken concurrently or completed prior to taking COMM 296.

[7] Co-requisites COMM 190, COMM 293 and 295 must be taken concurrently or completed prior to taking COMM 298. COMM 298 must be taken in Term 1 (or previously in 2024S) if applying to the Early Start to Finance option.

Students new to UBC Sauder in 2024W (transfer students from other faculties at UBC or other post-secondary institutions)

Check Workday Student to confirm the transfer credit you have received. You do not need to register for any courses for which you have already received credit. When planning your schedule, note that many Term 2 Commerce courses have prerequisites that must be successfully completed in Term 1 before attempting them.

If you do not have transfer credit for any required Commerce courses, we recommend that you complete **COMM 203** and **COMM 205** during the summer after Year 2 or in Year 3 (you will not have room within your winter session credit limit to take all of the courses listed below). Note that transfer students are not required to complete COMM 101; in lieu of COMM 101, transfer students take three credits of Commerce or non-Commerce electives at any level.

Winter 2024 (Year 2)			
COMM 105	Value, Ethics and Community (lecture and discussion)[1]	3 credits	Term 2
COMM 190	Introduction to Quantitative Decision Analysis (lecture and lab)[2]	3 credits	Term 1
COMM 191[3]	Application of Statistics in Business	3 credits	Term 2
COMM 192	Management and Organizational Behaviour	3 credits	Term 1
COMM 196[4]	Business Communications I	3 credits	Term 1 or 2
COMM 202	Career Fundamentals (lecture and discussion)[1]	1 credit	Term 1 or 2
COMM 203[5]	Managing the Employment Relationship	3 credits	Term 2
COMM 205	Introduction to Management Information Systems	3 credits	Term 1 or 2
COMM 293	Financial Accounting	3 credits	Term 1
COMM 294[6]	Managerial Accounting	3 credits	Term 2
COMM 295[7]	Managerial Economics	3 credits	Term 1
COMM 296[8]	Introduction to Marketing	3 credits	Term 1 or 2
COMM 298[9]	Introduction to Finance	3 credits	Term 1 or 2
TOTAL		**31 credits max for session**	
Summer 2025 or Winter 2025 (Year 3)			
COMM 204[10]	Logistics and Operations Management	3 credits	

[1] You must register for both a lecture section and a corresponding discussion section.

[2] You must register for both a lecture section and a corresponding lab section.

[3] Prerequisite COMM 190 must be completed in Term 1 prior to taking COMM 191.

[4] You must attain a minimum of 60% in COMM 196.

[5] Prerequisites ECON 101, ECON 102 and COMM 192 must be completed in Term 1 prior to taking COMM 203.

[6] Prerequisite COMM 293 must be completed in Term 1 prior to taking COMM 294.

[7] ECON 101 and ECON 102 must be completed prior to taking COMM 295. ECON 301 and ECON 303 (both must be completed) can be taken instead of COMM 295 to fulfill this requirement. Three of the six credits will apply toward your non-Commerce electives requirement.

[8] Co-requisites COMM 293 and 295 must be taken concurrently or completed prior to taking COMM 296.

[9] Co-requisites COMM 190, COMM 293 and 295 must be taken concurrently or completed prior to taking COMM 298. COMM 298 must be taken in Term 1 if applying to the Early Start to Finance option.

[10] Prerequisites COMM 190 and COMM 191 must be completed prior to taking COMM 204.

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2. Register in electives

If you have room within your credit limit, register in 6 credits of electives in Term 1 and/or Term 2. It's recommended that you take a maximum of five courses per term (plus the one-credit COMM 202 in one 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).

If you are a transfer student you may not have room in your schedule to register in any electives unless you have transfer credit for some of the required Year 1 and 2 Commerce courses or you choose to defer one or more required Year 2 Commerce courses to the subsequent summer session or Year 3. **Be sure to check promotion requirements before deferring any 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.

Your total elective requirements for your BCom degree will vary depending on the option (i.e., specialization) you pursue in Year 3. 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, and intended option** 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 on the bottom of the Electives page.

Two Commerce electives to consider:
COMM 280 Entrepreneurship – 3 credits
Do you have what it takes to be an entrepreneur? Want to find out? In this hands-on interactive course, you'll learn about entrepreneurial essentials such as creating viable opportunities; building your founding team; strategic planning; going to market; fleshing out your organization; and looking ahead to the requirements of the future of the business, and your role within it. Though **not** a requirement for the Entrepreneurship option, COMM 280 will provide you with an excellent opportunity to explore if the Entrepreneurship option is right for you.

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.

Program planning

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.

If you're completing the Combined Major in Business and Computer Science (BUCS), please review your requirements at mybcom.sauder.ubc.ca/bucs.

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.

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 2 of the BCom program is 31 credits for the session (34 credits for students in BUCS). Therefore, the minimum 60% is 18 credits (at least 9 credits per term) for the general BCom program and 20 credits (at least 10 credits per term) for the BUCS program. 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.

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 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

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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 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.

Early Start to the Finance option
The Early Start to the Finance option is an opportunity for students to begin specializing in Finance in Year 2 and complete all of the requirements for the Finance option by the end of Year 3.

To be eligible for the Early Start to the Finance option in the 2024 Winter Session, students are required to:
- be starting Year 2 for the first time in 2024W (students who had a Year 2 standing in 2023W or a previous winter session are not eligible to apply),
- have COMM 190, 293, and 295* completed or be completing them in Term 1 of 2024W,
- have COMM 298* completed or be completing it in Term 1 of 2024W,
- have COMM 191 and COMM 294 completed or be completing them in 2024W (by April 2025), and
- be eligible for promotion to Year 3 at the end of 2024W (by April 2025).

* COMM 190, 293, 295, and 298 must be completed while registered in the BCom program at UBC Sauder. In addition to completion of these four required courses, applicants must achieve a minimum grade of 65% in all of COMM 190, 293, and 295; a minimum grade of 75% in COMM 298; a minimum average of 76% calculated from all of COMM 190, 293, 295, and 298 to be considered for admission; and a qualitative evaluation in COMM 298 and other relevant courses (admission is competitive; achieving the minimum requirements will not guarantee admission).

If you would like to pursue the Early Start to the Finance option, you must register for a Term 1 section of COMM 298 (limited seats available) and submit an application (details will be provided in COMM 298 at the start of term).

Review program details, admissions criteria, and FAQs at mybcom.sauder.ubc.ca/early-start-finance-option.

Eligibility for Accounting and Finance in Year 3
Once you have achieved a Year 3 standing you will be able to declare your option (i.e., specialization). Space in the Accounting and Finance options is limited so to be eligible to self-declare one of these options you must successfully complete and achieve minimum grades in all prerequisite courses:

- 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.

Students who do not achieve the required minimum grades in one or more of the required courses, but who have demonstrated strong academic performance in the other required courses can submit a request to be considered for the option, however, there are no guarantees that there will be space to accommodate such requests. You will receive more information about option declaration before you register for Year 3 courses next year.

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 3
You will be promoted to Year 3 once you have met all of the following requirements:
- successful completion of a minimum of 49 credits including:
  - COMM 202
  - 27 credits from COMM 190, COMM 191, COMM 192, COMM 196, COMM 203, COMM 204, COMM 205, COMM 293, COMM 294, COMM 295, COMM 296, COMM 298
- Students who have transferred to the program in second year must also complete all of COMM 105, COMM 196.

[1] *While a minimum of 27 credits COMM 190, COMM 191, COMM 192, COMM 196, COMM 203, COMM 204, COMM 205, COMM 293, COMM 294, COMM 295, COMM 296, COMM 298 are required for promotion to Year 3, all twelve courses must be completed for your degree.*

Combined Major in Business and Computer Science (BUCS)
If you're enrolled in the BUCS program, you'll be promoted to Year 3 once you've met all of the following requirements:
- successful completion of a minimum of 51 credits of first and second-year BUCS program requirements including:
  - all of CPSC 210, MATH 101
  - 18 credits from COMM 190, COMM 191, COMM 192, COMM 203, COMM 204, COMM 205, COMM 293, COMM 294, COMM 295, COMM 298
- Students who have transferred to the program in second year must also complete all of COMM 105, COMM 196.

Continuation in the BCom program without promotion
If you have not completed the minimum requirements for promotion to Year 3, you may still continue in the next winter session, remaining in Year 2, 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 and transition supports (Year 2 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**.

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.

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.

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.

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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.