Before you register for the 2023 Winter Session (September 2023 to April 2024), learn more about:

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Your registration date and time
The registration period for Year 2 students runs from **Wednesday, July 5 to Friday, July 7**. Your individual registration open date and time is ready to view on the Student Service Centre (SSC). We recommend that you check your registration date and time periodically before it opens to confirm that it has not changed; changes are sometimes necessary to ensure that registration access is distributed evenly for optimal performance of the system.

Your registration status will remain blocked until your registration opens. If you were newly admitted to UBC Sauder this year, you must pay your acceptance deposit before you'll be able to register. Continuing students are no longer required to pay a deposit before registering for courses. Register for all of your courses in both Term 1 (September to December) and Term 2 (January to April) as soon as your registration opens as courses fill quickly.

Course delivery and attendance
Review the *Mode of Delivery*, *Course Requires In-Person Attendance*, and *Section Comments* fields in the course schedule on the Student Service Centre and carefully read your course syllabi when you receive them at the start of term. Regardless of mode of delivery, 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.

Make-up Monday
Since many statutory holidays fall on Mondays, the number of Mondays available for classes in Winter Term 1 is not equal to the other weekdays. As a result, **Thursday, October 12, 2023** has been designated as "Make-up Monday". Thursday, October 12 classes are cancelled and replaced by classes typically scheduled on a Monday, meaning you'll be attending your Monday classes on that date.

Your course timetable will not reflect this one-day change, so please plan accordingly. You'll receive reminders about Make-up Monday at the start of Winter Term 1 and again in early October.

Step-by-step registration - Continuing in 2023W
(direct entry students who attended Year 1 at UBC Sauder)

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 worklist.

Register in COMM 190, COMM 191, COMM 192 and/or COMM 196 only if you did not successfully complete them in Year 1. Be mindful of corequisites and prerequisites when planning your timetable.

Winter 2023 (Year 2)			
COMM 202	Career Fundamentals (lecture and tutorial)[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[3]
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 tutorial section.

[2] COMM 192 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 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 if applying to the Early Start to Finance option.

Step-by-step registration - New to UBC Sauder in 2023W
(transfer students from other faculties at UBC or other post-secondary institutions)

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 worklist.

Check the SSC to confirm the transfer credit you have received. You do not need to register in 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 2023 (Year 2)			
COMM 105	Value, Ethics and Community	3 credits	Term 2
COMM 190	Introduction to Quantitative Decision Analysis (lecture and lab)[1]	3 credits	Term 1
COMM 191[2]	Application of Statistics in Business	3 credits	Term 2
COMM 192	Management and Organizational Behaviour	3 credits	Term 1
COMM 196[3]	Business Communications I	3 credits	Term 1 or 2
COMM 202	Career Fundamentals (lecture and tutorial)[4]	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 2024 or Winter 2024 (Year 3)			
COMM 204[10]	Logistics and Operations Management	3 credits	

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

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

[3] You must attain a minimum of 60% or a 'C' in COMM 196.

[4] You must register for both a lecture section and a corresponding tutorial section.

[5] Prerequisite 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 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.

Updated June 21, 2023

Program planning
Consult program requirements on the myBCom website by **selecting the tab with the year level and session that you entered the program** 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.

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

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 (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.

Maximum credits for registration
Students can only initially register in a maximum of 32 credits (34 for BUCS program) in the winter session to allow everyone an opportunity to register in a full course load. If you would like to register in additional credits, you can fill out the credit limit increase 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.

Elective requirements
Your total elective requirements for your BCom degree will vary depending on the option you choose in Year 3. Refer to the Elective requirements page on the myBCom website and **select the tab with the year level and session that you entered the program** to determine your specific 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. Planning to take all of your electives in one subject area? You may be eligible for a minor.

COMM 280 Entrepreneurship
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. Visit our website to learn more about the course.

Updated June 21, 2023

Courses taken for Credit/D/Fail

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

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, however, the registration system will incorrectly count them toward your limit which may restrict your ability to switch to Cr/D/F for eligible courses on the SSC. If this is the case, please contact the Undergraduate Office at bcomquestions@sauder.ubc.ca before the add/drop deadline.

You **cannot** take any of the following courses for Credit/D/Fail (exception if taken during 2019W Term 2):
- First-year non-Commerce requirements (i.e., WRDS 150/ENGL 112 or equivalent, MATH 104/184 or equivalent, and ECON 101 and ECON 102 or equivalents)
- Commerce core requirements (e.g., COMM 390, COMM 393, etc.)
- Combined Major in Business and Computer Science program requirements

You are permitted to take **only eligible elective courses** for Credit/D/Fail, provided they are **not** fulfilling requirements toward an option (including International Business), a minor, or a concentration (exception if taken during 2019W Term 2).

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. 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 2023 Winter Session, students are required to:
- be starting Year 2 for the first time in 2023W (students who had a Year 2 standing in 2022W 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 2023W,
- complete COMM 298* in Term 1 of 2023W,
- have COMM 191 and COMM 294 completed or be completing them in 2023W
- be eligible for promotion to Year 3 at the end of 2023W.

* 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 a two-part application (details provided at the start of term).

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

Updated June 21, 2023

COMM 202 Career Fundamentals

COMM 202 Career Fundamentals is a required one-credit course offering guidance to help you land meaningful internships and full-time employment upon graduation. To give yourself an advantage at campus recruiting events, you must be prepared to represent yourself professionally through a solid resume, cover letter, networking and interview skills, all of which COMM 202 covers.

To gain the most out of this course, review the Section Comments and select a tutorial run by a Teaching Assistant (TA) who has experience in industries that you are interested in. Each TA brings a wealth of experience in their field of study, and although all of the tutorials and content covered will be the same, past students have shared the immense value of selecting a TA aligned with their career interests. NOTE: click their names to see their linked-in profiles

Hana Park - Tutorials**:** T18, T19, T24, T25
Year 4 | Specialization: Marketing + concentration in Sustainability and Social Impact
Work Experience: Disability Foundation, Marketing Coordinator | UBC Recreation, Assistant Director of Marketing | Adaptive Sailing Association of B.C., Head Sailing Instructor & Digital Content Creation

Antoine van der Meulen - Tutorials: T04, T11
Year 5 | Specialization: Accounting + concentration in Sustainability and Social Impact
Work Experience: EY Audit Intern (4 months) — EY Business Consulting Intern (8 months) — CN Railways Environmental Affairs Intern (4 months)

Sophia Cherkashyn - Tutorials: T05, T07, T34, T35
Year 4 | Specialization: Accounting with a minor in Sociology
Work Experience: EY, Assurance Intern | L'Arche Greater Vancouver, Finance Assistant | UBC Sauder, Career Centre Peer Assistant | UBC Sauder, COMM 293 & COMM 294 Head TA

Jerry Jiang - Tutorials: T15, T16, T38, T39
Year 3 | Specialization: Finance with a minor in Data Science
Work Experience: RBC Dominion Securities, Wealth Management Intern | Teenage Tutors, Private Tutor

Soniya Huda - Tutorials: T01, T06, T26, T27
Year 4 | Specialization: Finance with a concentration in Sustainability and Social Impact
Work Experience: Mackenzie Investments - Inside Sales Intern | ICBC - Internal Audit and Risk Management | Koble Technologies - Financial Business Planner | The Pivt - Research and Business Analyst | Private Tutor

Julie Hui - Tutorials: T17, T20
Year 4 - Specialization: Marketing and OBHR, concentration in Sustainability and Social Impact
Work Experience: Inclusion and Diversity Intern, Canfor (12 months) | Talent Development Intern, Canfor (4 months) | HR Co-op, YVR (4 months) | COMM 483 Head TA, UBC Sauder

Jersey Flores - Tutorials: T02, T08, T22, T29
Year 5 | Specialization: Marketing, concentration in Business Analytics
Work Experience: Brand & Communications, Herschel Supply Co | Product & Digital Experience, American Express | Growth Marketing, Planview Inc.

Kaitlyn Pan - Tutorials: T10, T13, T36, T37
Year 4 | Specialization: Accounting
Work Experience: Assurance Intern, PwC | Style Advisor, Aritzia | Admissions & Office Assistant, UBC Sauder Robert H. Lee Graduate School

Bethanea Chou - Tutorials: T21, T28
Year 4 | Specialization: Organizational Behaviour & Human Resources
Work Experience: Deloitte Consulting, Business Analyst | Yukon Government, HR Project Coordinator | UBC Sauder BCC, Career Peer Advisor

Parnian Ashrafi - Tutorials: T03, T09, T31, T33
Year 3 | Specialization: Marketing and OBHR, Concentration in Sustainability and Social Impact
Work Experience: Research Assistant, UBC Sauder Decision Insights for Business and Society | Business Operations Intern, Remedios and Company | Marketing Research Intern, Footprint

Penny Pang - Tutorials: T23, T30
Year 3 | Specialization: Operations and Logistics with a concentration in Business Analytics
Work Experience: Nordstrom, Sales | AEO, Sales | Instructor, UBC Geering Up Engineering Outreach

Grace Lee - Tutorials: T12, T14, T32, T40
Year 4 | Specialization: Marketing and Business Technology Management
Work Experience: Johnson & Johnson, Associate Brand Manager Intern | TELUS, Marketing Intern | Recloseted, Marketing Manager | UBC Marketing Association, Co-President

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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 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:
  - all required courses from first year
  - COMM 202
  - at least four[1] of COMM 203, COMM 204, COMM 205, COMM 293, COMM 294, COMM 295, COMM 296, COMM 298

[1] *While a minimum of four of COMM 203, COMM 204, COMM 205, COMM 293, COMM 294, COMM 295, COMM 296, COMM 298 are required for promotion to Year 3, all eight courses must be completed to be eligible for promotion to Year 4.*

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 required courses from first year
  - all of COMM 190, COMM 202, COMM 205 and CPSC 210

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

We host a sequence of orientation programming designed to introduce you to your new community and give you a confident start to your studies.

New and continuing students

Imagine UBC is a UBC-wide orientation event held on **Tuesday, September 5** that replaces the first day of classes. At Imagine UBC, you will 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**.

New students

The Spark is our very own Sauder-specific orientation program to welcome students to the UBC Sauder community. Join us on **September 8 and 9** to build meaningful connections with your classmates and upper-year students through fun games and activities. Visit www.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. The UGO will only process forms for which you provide a **valid reason** for a registration request, as defined in the online instructions. Academic advisors will direct all registration requests to this form. Please allow 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.

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 3, 2023 for a statutory holiday and Thursday, July 20 for staff training.