YEAR 2 REGISTRATION INFORMATION 2025W
UBC Sauder-HKU Dual Degree program

You'll be using Workday Student, UBC's student information system, to register for courses for the 2025 Winter Session (September 2025 to April 2026). You'll find detailed tutorials on how to perform many tasks within Workday referenced throughout this guide and at workday.students.ubc.ca. Additional video tutorials are available at mybcom.sauder.ubc.ca/registration.

Review this guide to learn more about:

Your registration appointment	Early Start to the Finance option
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Your registration appointment
The registration period for Year 2 students runs from **Tuesday, July 8 to Thursday, July 10**. Your individual registration appointment (i.e., registration date and time) will be assigned in Workday two to three weeks before the start of the registration period. **You will not be able to register until your registration appointment.**

➜ 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 registration appointment is determined by your class standing (i.e., year level) and cumulative GPA.

➜ Tutorial: Resolving a hold on your record

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, corequisite, 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

Registering for your courses

Unsure about which courses you still have left to complete? Consult Dual Degree program requirements on the myBCom website to determine your remaining requirements. **Deficient Year 1 requirements must be completed in Year 2, and may affect your Year 2 course plan.**

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.

➔ Tutorial: Registering in courses from a saved schedule
➔ Tutorial: Registering for individual course sections

Step 1: Register in core Commerce courses

Winter 2025 (Year 2)			
COMM_V 105	Values, Ethics, and Community (lecture and discussion)[1]	3 credits	Term 2
COMM_V 190	Introduction to Quantitative Decision Making (lecture and lab)[2]	3 credits	Term 1
COMM_V 191	Application of Statistics in Business	3 credits	Term 2
COMM_V 192	Management and Organizational Behaviour	3 credits	Term 1
COMM_V 202	Career Fundamentals (lecture and discussion)[1]	1 credit	Term 1 or 2
COMM_V 203[3]	Managing the Employment Relationship	3 credits	Term 2
COMM_V 205	Introduction to Management Information Systems	3 credits	Term 1 or 2
COMM_V 293	Financial Accounting	3 credits	Term 1
COMM_V 294[4]	Managerial Accounting	3 credits	Term 2
COMM_V 295[5]	Managerial Economics	3 credits	Term 1
COMM_V 296[6]	Introduction to Marketing	3 credits	Term 1 or 2
COMM_V 298[7]	Introduction to Finance	3 credits	Term 1 or 2
Electives	See our Electives page for program requirements	3 credits	Term 1 or 2
TOTAL		**37 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] COMM_V 192, ECON_V 101 and ECON_V 102 must be completed prior to taking COMM_V 203.

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

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

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

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

Step 2: Register in electives

If you have room within your credit limit, register in 3 credits of electives in Term 1 and/or Term 2. 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_V 101 is a prerequisite for many senior-level ECON courses).

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

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 at the bottom of the Electives page.

Two Commerce electives to consider:
COMM_V 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_V 280 will provide you with an excellent opportunity to explore if the Entrepreneurship option is right for you.

COMR_V 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.

Academic Progress Report
Your Academic Progress Report (APR) in Workday summarizes your progress toward completing the requirements of your program. Refer to our website for instructions on how to read and interpret your report. See the section *APR & Your Year Level* for details specific to your year level.

The APR has limitations and must be used in combination with BCom course planning worksheets and Elective Checklist for accurate degree planning.

Maximum credits for registration
Dual degree students can register in a maximum of 38 credits in the winter session (19 credits per term).

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.

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 Dual Degree program is 37 credits. Therefore, the minimum 60% is 22 credits (at least 11 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.

➔ Tutorial: Finding your Enrolment Services Advisor's contact information

Note that minimum credit requirements 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 at 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_V 100 or equivalent, and ECON_V 101 and ECON_V 102 or equivalents)
- Commerce core requirements (e.g., COMM_V 203, COMM_V 393, COMM_V 396, etc.)
- Combined Major in Business and Computer Science program requirements

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

Courses taken for Credit/D/Fail are not counted toward the calculation of your GPA or credits taken to be eligible for Dean's List or 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. Our office 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 at 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 2025 Winter Session, students are required to:
- be starting Year 2 for the first time in 2025W (students who had a Year 2 standing in 2024W or a previous winter session are not eligible to apply),
- have COMM_V 190, COMM_V 293, and COMM_V 295* completed or be completing them in Term 1 of 2025W,
- have COMM_V 298* completed or be completing it in Term 1 of 2025W,
- have COMM_V 191 and COMM_V 294 completed or be completing them in 2025W (by April 2026), and
- be eligible for promotion to Year 3 at the end of 2025W (by April 2026).

* COMM_V 190, COMM_V 293, COMM_V 295, and COMM_V 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_V 190, COMM_V 293, and COMM_V 295; a minimum grade of 75% in COMM_V 298; a minimum average of 76% calculated from all of COMM_V 190, COMM_V 293, COMM_V 295, and COMM_V 298 to be considered for admission (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_V 298 (limited seats available). More details about the application will be shared with registrants 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_V 293 and COMM_V 294.
- For Finance, a minimum grade of 67% in each of COMM_V 190, COMM_V 191, COMM_V 293, COMM_V 294, COMM_V 295, and COMM_V 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_V 202
  - 27 credits from COMM_V 190, COMM_V 191, COMM_V 192, COMM_V 196, COMM_V 203, COMM_V 204, COMM_V 205, COMM_V 293, COMM_V 294, COMM_V 295, COMM_V 296, COMM_V 298
- Students who have transferred to the program in second year must also complete all of COMM_V 105, COMM_V 196.

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

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.

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Registration assistance

If you need assistance with Commerce course registration, you can complete the Registration Assistance form once your registration has opened. 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 in a requested preferred course/section.

If you've completed prerequisites or corequisites 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 Office of Student Academic Services 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 our office in person or online. Academic advisors are available for advising appointments from Monday to Friday during business hours.

Please note, our office will be closed on Tuesday, July 1, 2025 for a statutory holiday and Wednesday, July 23 for staff training.