

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

Transition to Workday Student	Courses taken for Credit/D/Fail
Course schedule and saved schedules	Early Start to the Finance option
Your registration date and time	Eligibility for Accounting and Finance in Year 3
Course mode of delivery and attendance	Continuation in the BCom program
Step-by-step registration	Promotion to Year 3
Minimum credits to maintain student loan eligibility	Orientation and transition supports
Maximum credits for registration	Registration assistance
Elective requirements	Academic advising

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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](http://mybcom.sauder.ubc.ca/workday-student). You'll find detailed tutorials on how to perform many tasks within Workday at [workday.students.ubc.ca](http://workday.students.ubc.ca).

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

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### Course schedule and saved schedules

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

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](#)

### Course mode of 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.

### Step-by-step registration

[Consult Dual Degree program requirements on the myBCom website](#) to determine your remaining requirements. If you require assistance in determining your program requirements, please contact the [UBC Sauder Undergraduate Office \(UGO\)](#). **Deficient Year 1 requirements must be completed in Year 2, and may affect your Year 2 course plan.**

Winter 2024 (Year 2)			
COMM 105	Values, Ethics, and Community (lecture and discussion) <sup>1</sup>	3 credits	Term 2
COMM 190	Introduction to Quantitative Decision Making (lecture and lab) <sup>2</sup>	3 credits	Term 1
COMM 191	Application of Statistics in Business	3 credits	Term 2
COMM 192	Management and Organizational Behaviour	3 credits	Term 1
COMM 202	Career Fundamentals (lecture and discussion) <sup>1</sup>	1 credit	Term 1 or 2
COMM 203 <sup>3</sup>	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 <sup>4</sup>	Managerial Accounting	3 credits	Term 2
COMM 295 <sup>5</sup>	Managerial Economics	3 credits	Term 1
COMM 296 <sup>6</sup>	Introduction to Marketing	3 credits	Term 1 or 2
COMM 298 <sup>7</sup>	Introduction to Finance	3 credits	Term 1 or 2

Electives	See our <a href="#">Electives page</a> for program requirements	3 credits	Term 1 or 2
<b>TOTAL</b>		<b>37 credits</b>	
<p><sup>1</sup> You must register for both a lecture section and a corresponding discussion section.</p> <p><sup>2</sup> You must register for both a lecture section and a corresponding lab section.</p> <p><sup>3</sup> COMM 192, ECON 101 and ECON 102 must be completed prior to taking COMM 203.</p> <p><sup>4</sup> Prerequisite COMM 293 must be completed prior to taking COMM 294.</p> <p><sup>5</sup> 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 <a href="#">non-Commerce electives requirement</a>.</p> <p><sup>6</sup> Co-requisites COMM 293 and 295 must be taken concurrently or completed prior to taking COMM 296.</p> <p><sup>7</sup> 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 <a href="#">Early Start to Finance option</a>.</p>			

### 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.

Note that credit minima may differ for other considerations, such as eligibility to receive and retain scholarships, to live in UBC residence, or to apply for a post-graduation work permit. Carefully review any conditions relevant to your personal circumstances to ensure your continued eligibility.

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

### Maximum credits for registration

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

### Elective requirements

Your total elective requirements for your BCom degree will vary depending on your 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** 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](#).

### 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 Grading Basis will list it as one of the options in the course section's details on Workday (typically also with 'Graded' as the alternate grading basis).

Courses taken for Credit/D/Fail are not counted toward the calculation of your GPA or credits taken to be eligible for [Dean's List or a Degree with Honours standing](#); only percentage-graded courses are used to determine eligibility. Also note, you must be registered in a minimum number of percentage-graded courses to be eligible to receive and retain most scholarships and distinctions.

If you would like to switch a course to Credit/D/Fail grading you can [submit the request form](#) once you have registered 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](https://students.ubc.ca/enrolment/courses/creditdfail-grading).

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### 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](https://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.

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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.

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### **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.

<sup>1</sup> 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.

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

If you have not completed the minimum requirements for promotion to Year 3, you can 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 offer a series of orientation programs designed to introduce you to your new community at UBC Sauder. We recommend participating in as many as you can to set yourself up for continued success.

**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](http://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](#).

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### **Registration assistance**

If you need assistance with Commerce course registration, you can [complete the Registration Assistance form](#) once your registration has opened. We also recommend that you add yourself to a waitlist if one has been enabled and has available waitlist seats for the section(s) you wish to add. 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](http://mybcom.sauder.ubc.ca) and [students.ubc.ca](http://students.ubc.ca). We encourage you to start by reviewing our [Frequently asked questions page](#).

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

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