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

- Your registration date and time
- Course mode of delivery and attendance
- Make-up Monday
- Step-by-step registration
- Minimum credits to maintain student loan eligibility
- Maximum credits for registration
- Elective requirements
- COMM 202 Career Fundamentals
- Courses taken for Credit/D/Fail
- Early Start to the Finance option
- Continuation in the BCom program
- Promotion to Year 3
- Orientation and transition supports
- Registration assistance
- Academic advising

Your registration date and time
The registration period for Year 2 students runs from **July 5 to 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. 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 mode of 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
Consult Dual Degree 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. 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.

<table>
<thead>
<tr>
<th>Winter 2023 (Year 2)</th>
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<tbody>
<tr>
<td>COMM 105</td>
<td>Values, Ethics, and Community</td>
<td>3 credits</td>
</tr>
<tr>
<td>COMM 190</td>
<td>Introduction to Quantitative Decision Making</td>
<td>3 credits</td>
</tr>
<tr>
<td>COMM 191</td>
<td>Application of Statistics in Business</td>
<td>3 credits</td>
</tr>
<tr>
<td>COMM 192</td>
<td>Management and Organizational Behaviour</td>
<td>3 credits</td>
</tr>
<tr>
<td>COMM 202</td>
<td>Career Fundamentals</td>
<td>1 credit</td>
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<tr>
<td>COMM 203&lt;sup&gt;1&lt;/sup&gt;</td>
<td>Managing the Employment Relationship</td>
<td>3 credits</td>
</tr>
<tr>
<td>COMM 205</td>
<td>Introduction to Management Information Systems</td>
<td>3 credits</td>
</tr>
<tr>
<td>COMM 293</td>
<td>Financial Accounting</td>
<td>3 credits</td>
</tr>
<tr>
<td>COMM 294&lt;sup&gt;2&lt;/sup&gt;</td>
<td>Managerial Accounting</td>
<td>3 credits</td>
</tr>
<tr>
<td>COMM 295&lt;sup&gt;3&lt;/sup&gt;</td>
<td>Managerial Economics</td>
<td>3 credits</td>
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<tr>
<td>COMM 296&lt;sup&gt;4&lt;/sup&gt;</td>
<td>Introduction to Marketing</td>
<td>3 credits</td>
</tr>
<tr>
<td>COMM 298&lt;sup&gt;5&lt;/sup&gt;</td>
<td>Introduction to Finance</td>
<td>3 credits</td>
</tr>
<tr>
<td>Electives</td>
<td>See our Electives page for program requirements</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>37 credits</strong></td>
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<sup>1</sup> COMM 192 must be completed prior to taking COMM 203.
<sup>2</sup> Prerequisite COMM 293 must be completed prior to taking COMM 294.
<sup>3</sup> 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.
<sup>4</sup> Co-requisites COMM 293 and 295 must be taken concurrently or completed prior to taking COMM 296.
<sup>5</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 Early Start to Finance option.

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) for the Dual Degree 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
Dual degree students can register in a maximum of 37 credits in the winter session.

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 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

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

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
**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.

You cannot take 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 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.

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, and
- 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.

Review program details, admissions criteria, and FAQs at mybcom.sauder.ubc.ca/early-start-finance-option.
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 year 1 required courses
  - 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.

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 summer prep courses and orientation programs designed to introduce you to your new community and give you a confident start to your studies. We recommend participating in as many as you can to set yourself up for continued success.

**Academic Essentials** is a free, online program running from **July 4 – August 11, 2023**, to help prepare you for academic success as you transition to university. You’ll refresh and build your academic skills in math, reading, and writing; feel confident about your academic readiness; and have access to a library of learning and wellness resources to use in your first year. There are three courses you can choose, and each is self-paced and self-directed, with new content released weekly. You’ll be guided by course facilitators who are current students from your campus, who know the UBC Vancouver student experience first-hand. Register by **July 16** at [you.ubc.ca/academic-essentials](http://you.ubc.ca/academic-essentials).

**BCom Prep for Math Success** is a new online offering from the UBC Sauder Undergraduate Office (UGO). We know MATH 100 is a difficult course for many BCom students and we want you to arrive prepared for success. You’ll find step-by-step videos of introductory calculus concepts presented by a 2023 BCom grad, strategies for learning and studying in quantitative courses, and a hub of resources and supports to utilize once you arrive. We strongly recommend you complete this course and the **Academic Essentials course in Readiness for University Mathematics** to give yourself the best chance at successfully completing MATH 100.
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!

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.

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.