Before you register for the 2022 Winter Session (September 2022 to April 2023), learn more about:

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Your registration date and time

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Your registration date and time

The registration period for Year 1 students runs from **Tuesday, June 21 to Thursday, June 23**. You will receive an email from Enrolment Services two weeks prior to registration to announce that 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 one day 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. 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: in-person

For the 2022/23 Winter Session, UBC Sauder plans to deliver all Commerce courses in person. Other faculties may offer online options in select courses. 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.

Review the *Mode of Delivery*, *Course Requires In-Person Attendance*, and *Section Comments* fields in the course schedule on the Student Service Centre and your course syllabi for details. Regardless of mode of delivery, regular attendance is expected, and standard academic policies and course withdrawal deadlines will apply.

Navigating the myBCom website

The myBCom website is a great online resource that contains all kinds of information for UBC Sauder BCom students. Whether you are planning degree requirements or looking for career opportunities, the myBCom website is an excellent place to start. If you are new to the myBCom website, watch these how-to videos to learn tips on how to best navigate the website to find answers to your questions online.

Advanced (first-year) credit for Advanced Placement, International Baccalaureate, and A-Levels

If your high school studies included Advanced Placement (AP), International Baccalaureate (IB), or British-patterned education (A-Levels), you may be eligible to receive transfer credit that you can use toward your BCom degree requirements. Review the first-year credits you may be eligible to receive from your secondary school curriculum and which credits will apply toward specific requirements in the BCom program. Transfer credit will be applied toward your degree requirements automatically once it has been granted. You don't need to do anything to activate or use it.

Step-by-step registration

1. **Register in a standard timetable (STT)**
   All new Year 1 students must register in an STT. Students within each STT will belong to a cohort of 25-30 students who share the same course schedule. Within these smaller groups, you'll have plenty of opportunities to form meaningful connections with other students in your cohort and collaborate on team-based coursework. Your BUCS STT will include eight of your ten first-year courses:

COMM 101	Business Fundamentals (includes lecture and tutorial)	3 credits
COMM 105[1]	Values, Ethics, and Community (includes lecture and tutorial)	3 credits
COMM 192[2]	Management and Organizational Behaviour	3 credits
COMM 196[3]	Business Communications I	3 credits
ECON 101	Principles of Microeconomics (includes lecture and discussion)	3 credits
ECON 102	Principles of Macroeconomics (includes lecture and discussion)	3 credits
MATH 100[4]	Differential Calculus with Applications to Commerce and Social Sciences	3 credits
MATH 101[5]	Integral Calculus with Applications to Commerce and Social Sciences	3 credits

[1] Formerly numbered COMM 186E.
[2] Formerly numbered COMM 292.
[3] You must attain a minimum of 60% or a 'C' in COMM 196.
[4] Acceptable alternatives are MATH 104/184, MATH 110, MATH 120 or MATH 180. Students planning to specialize in Economics or Computer Science must take MATH 100 and 101 (or equivalents). Students should make themselves aware of elective courses for which MATH 100 and 101 are prerequisites and plan accordingly.
[5] Acceptable alternatives are MATH 103 or MATH 105. Students planning to specialize in Economics or Computer Science must take MATH 100 and 101 (or equivalents). Students should make themselves aware of elective courses for which MATH 100 and 101 are prerequisites and plan accordingly.

You'll find the full list of available BUCS STTs on the Student Service Centre course schedule website. **You cannot switch course sections or drop individual courses from your standard timetable.**

If you have advanced (first-year) credit for any courses within your STT, you can submit a request to the UGO for assistance to drop those courses from your STT after you have registered using this form: https://webforms.sauder.ubc.ca/request-to-drop-course-from-stt. Do not attempt to drop these courses yourself as you may accidentally drop your entire STT and lose your place in it.

2. **Register in required Computer Science courses**
   Once you're registered in your STT, register in:
   - CPSC 110 in Term 1 – lecture and lab sections
   - CSPC 121 in Term 2 – lecture, lab, and tutorial sections

Consult the program requirements on the myBCom website by **selecting the tab with the year level and session that you entered the program** 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+ credits in each year. Many of the BUCS program's required courses must be completed in sequence so it's important to be aware of course prerequisites, co-requisites and restrictions, as well as continuation and promotion requirements. If you choose to take a different learning path—perhaps to join the Co-op program, take a term abroad on exchange, or participate in one of many other co-curricular opportunities—it is recommend that you meet with **BUCS Academic Advisor, Jamie Tooze (jamie.tooze@sauder.ubc.ca),** to discuss your course plan. If you have any questions, please contact the UGO.

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Maximum credits for registration

You can register in a maximum of 33 credits in Year 1. It's recommended that you set up your timetable so that your courses are evenly balanced over Terms 1 and 2 (i.e., do not register in more than five courses per term).

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 1 of the BUCS program is 32 credits. Therefore, the minimum 60% is 18 credits (at least 9 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.

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 190, COMM 191, 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, 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

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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. 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.

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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 2

You will be promoted to Year 2 once you have met all of the following requirements:

- successful completion of a minimum of 24 credits including:
    - all of COMM 101, COMM 105, ECON 101, ECON 102, MATH 100 (or accepted Math equivalent), CPSC 110
    - at least one[1] of COMM 192, COMM 196[2], CPSC 121

[1] While a minimum of one of COMM 192, COMM 196, CPSC 121 are required for promotion to Year 2, all three courses must be completed to be eligible for promotion to Year 3. All courses must eventually be completed to fulfill BCom degree requirements.

[2] If you have not successfully completed COMM 196 in Year 1, you must complete it in Year 2. A minimum grade of 60% in the course is required to fulfill this requirement, however, a passing grade of 50% or greater may be used for the purpose of promotion to Year 2. In such cases, COMM 196 must be retaken to achieve a grade of 60% or greater.

Continuation in the BCom program without promotion

If you have not completed the minimum requirements for promotion to Year 2, you may still continue in the next winter session, remaining in Year 1, 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 preview

Coming to university for the first time 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.

Academic Essentials is a free not-for-credit online program running from **July 4 - August 11, 2022**, 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 your UBC Vancouver curricula first-hand. **Register for Academic Essentials at you.ubc.ca/academic-essentials.**

Jump Start (**August 27, 2022 – September 2, 2022**) is a seven-day academic orientation designed to introduce you to the university, your professors, and your classmates. You'll spend time with senior peers and professors in your Faculty, make your first friends, and learn more about the UBC services available to you before classes start. UBC is working closely with public health authorities, but you can expect to participate in Jump Start in person this year. **Register for Jump Start at jumpstart.ubc.ca by July 7**.

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The Spark is our very own Sauder-specific orientation program to welcome students to the UBC Sauder community. Join us for this in-person event to build meaningful connections with your classmates through a day of fun games and activities. Visit www.ubcsauderspark.com for more information – **registration opens July 8!**

Imagine UBC is a UBC-wide orientation event that replaces the first day of classes for most students. This year, Imagine UBC will be held in person on **Tuesday, September 6**. At Imagine UBC, you will be officially welcomed to the UBC Sauder School of Business by senior faculty leaders, participate in the UBC pep rally, meet some of your future professors and other students, 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.

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 Friday, July 1, 2022 for a statutory holiday.

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