

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:

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Your registration appointment

The registration period for Year 1 students runs from **Tuesday, June 24 to Thursday, June 26**. 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 the registration period to confirm that it has not changed.

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). You can also refer to your requirements in [Registering for your courses](#).

➔ 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 for a course 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](#)

Program of study

In Workday under Academics on the Overview tab, most newly admitted students will see that their program of study is Bachelor of Commerce with a status of 'Matriculated' and an upcoming change of status to 'In Progress' as of 2025-09-01.

If you had first accepted an offer of admission to another faculty, but then subsequently accepted an offer of admission to the BCom program you'll likely still see your initially accepted program listed with a Matriculated status, but with a pending program of study change to the Bachelor of Commerce on 2025-09-01. This is as expected. You will still be able to register for seats in course sections that are reserved for BCom students.

Registering for your courses

At the time of your registration appointment, 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. It's recommended that you take a maximum of five courses per term.

➔ Tutorial: [Registering in courses from a saved schedule](#)

➔ Tutorial: [Registering for individual course sections](#)

Step 1: Register in core courses

In Year 1 of the BCom program you'll complete required courses in Commerce, Economics, and Mathematics. If you have received [advanced \(first-year\) credit](#) for any of these courses you are not required to repeat them. You may choose to take a reduced course load (that means fewer than 30 credits) or you may choose to register for additional non-Commerce electives. The choice is yours. Please review the potential impacts of a [reduced course load](#).

Register in the following core courses noting the specific term for each course:

Term 1		
COMM_V 105	Values, Ethics, and Community (includes lecture and discussion)	3 credits
COMM_V 190 ¹	Introduction to Quantitative Decision Making (includes lecture and lab)	3 credits
ECON_V 101	Principles of Microeconomics (includes lecture and discussion)	3 credits
MATH_V 100	Differential Calculus with Applications (includes lecture and discussion – All BCom students take MATH 100 regardless of whether or not they completed Calculus 12—or an equivalent course—in secondary school.)	3 credits
Term 2		
COMM_V 101	Business Fundamentals (includes lecture and discussion)	3 credits
COMM_V 191 ¹	Application of Statistics in Business (Prerequisite COMM_V 190 must be completed in Term 1 prior to taking COMM_V 191)	3 credits
COMM_V 192	Management and Organizational Behaviour	3 credits
ECON_V 102	Principles of Macroeconomics (includes lecture and discussion)	3 credits
Either term		
COMM_V 196 ²	Business Communications I	3 credits

¹ A minimum grade of 67% in each of COMM_V 190 and COMM_V 191 is required to self-declare the Finance option in Year 3.

² You must attain a minimum of 60% in COMM_V 196.

Note that MATH_V 100 lecture sections 1C1 and 1C2 are oriented toward applications within the Social Sciences and have seats reserved for BCom students. Seats are also reserved for BCom students in ECON_V 101 sections 001, 002, and 003, and in ECON 102 sections 002, 003, and 004.

COMM_V 196 can be taken in either term.

Your ability to register in all sections of your saved schedules will depend on remaining availability of seats in each section when your registration opens. If you're unable to register in particular sections, register for alternate, available sections that fit with your other registered courses. You can then add yourself to waitlists for your preferred sections if waitlists have been enabled.

If all sections of any of COMM_V 101, COMM_V 105, COMM_V 190, COMM_V 191, COMM_V 192, or COMM_V 196 are full, add yourself to the waitlist section (WL) of the course(s). These waitlists do not have scheduled days and times. For COMM_V 101, COMM_V 105, and COMM_V 190 you must also register for its corresponding discussion/lab waitlist. You will be added to available, scheduled sections that fit within your timetable once seats become available.

Here is an example of a timetable with all required first-year courses. Your own timetable may include different sections scheduled on different days and times, and possibly different courses if you have advanced credit for any requirements.

Term 1

Time	Mon	Tue	Wed	Thr	Fri
8:00					
8:30	COMM 190 (sec 101)		COMM 190 (sec 101)		
9:00					
9:30					
10:00				COMM 190 (sec L04)	MATH 100 (sec 1C1)
10:30					
11:00	MATH 100 (sec C11)	elective		elective	
11:30					
12:00					
12:30	COMM 105 (sec 104)		COMM 105 (sec 104)		
1:00					
1:30					
2:00					
2:30					
3:00		COMM 105 (sec D07)			
3:30					
4:00	ECON 101 (sec 002)		ECON 101 (sec 002)		ECON 101 (sec 002)
4:30					
5:00		ECON 101 (sec L2D)			
5:30					
6:00					

Term 2

Time	Mon	Tue	Wed	Thr	Fri
8:00					
8:30					
9:00					
9:30					
10:00		COMM 101 (sec 202)		COMM 101 (sec 202)	COMM 101 (sec D06)
10:30					
11:00	COMM 196 (sec 209)				COMM 196 (sec 209)
11:30					
12:00					
12:30					
1:00					ECON 102 (sec L4G)
1:30					
2:00	COMM 192 (sec 207)	COMM 191 (sec 203)	COMM 192 (sec 207)	COMM 191 (sec 203)	
2:30					
3:00					
3:30					
4:00					
4:30					
5:00	ECON 101 (sec 004)		ECON 101 (sec 004)		ECON 101 (sec 004)
5:30					
6:00					

Step 2: Register in a non-Commerce elective

Register in 3 credits of electives in Term 1 or Term 2 (likely the alternate term to your COMM_V 196 course unless you have advanced credit for any courses). 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 if eligible). Some senior-level electives have prerequisites so plan your program accordingly (e.g., MATH_V 101 is a prerequisite for many senior-level ECON_V 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.

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.

Degree planning

[Consult program requirements on the myBCom website](#) 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 30/31 credits in each year. Keep in mind that this is just a guide – you may want to join the Co-op program, take a term abroad on exchange, or participate in one of many other co-curricular opportunities – any of which could take you on a slightly different learning path. That's okay! Just be aware of course prerequisites, corequisites and restrictions, as well as [continuation](#) and [promotion](#) requirements when planning your program.

Workday has a tool called the Academic Progress Report (APR) which summarizes your progress toward completing your program requirements. The APR has limitations and must be used in combination with [BCom Course Planning Worksheets](#) and the [Elective Checklist](#) for accurate degree planning.

Review instructions for interpreting your APR at mybcom.sauder.ubc.ca/apr. Refer to the section *APR & Your Year Level* for details specific to your year level.

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 in-person attendance on campus. You will be expected to complete all assessments at the scheduled time and place.

Advanced (first-year) credit for AP, IB, 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](#). Eligible 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.

Maximum credits for registration

You can register in a maximum of 32 credits in Year 1 (16 credits per term). Year 1 students are not permitted to exceed this limit.

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. This will only be applicable to you if you already have advanced credit for some of your first-year requirements and have room within your credit limit to take additional electives.

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 BCom program is 30 credits for the session (32 credits for students in the BUCS program). 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](#) and reach out to your Enrolment Services Advisor if you have questions regarding your eligibility.

➔ 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.

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 including¹:
 - all of COMM_V 101, COMM_V 105, COMM_V 196²

¹ While a minimum of credits and courses is required for promotion to Year 2, all Year 1 core courses must eventually be completed to fulfill BCom degree requirements. Failure to complete certain first-year courses will delay your eligibility to take subsequent second-year courses for which they are prerequisites.

² A minimum grade of 60% in the course is required, however, a passing grade of 50% or greater can be used for the purpose of promotion to Year 2. In such cases, COMM_V 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.

Navigating the myBCom website

The myBCom website is your primary resource for all things related to the UBC BCom program. If you're new to UBC Sauder, [watch these how-to videos](#) to learn tips on how to best navigate the website to find answers to your questions online.

Registration assistance

If you need assistance with required Commerce course registration, you can [complete the Registration Assistance form](#) once your registration has opened. 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 Commerce-specific registration requests to this form. Please allow **at least five business days** for processing.

Remember to add yourself to waitlists for any of COMM_V 101, COMM_V 105, COMM_V 190, COMM_V 191, COMM_V 192, or COMM_V 196 if there are no available seats in any sections that fit within your timetable. You will be added to available sections once seats become available.

Academic advising

The [UBC Sauder Office of Student Academic Services](#) (you may also hear us referred to by our former name, the Undergraduate Office or 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 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.