YEAR 2 REGISTRATION INFORMATION 2022W

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

The registration period for Year 2 students runs from **Tuesday, July 5 to Thursday, July 7**. You will receive an email from Enrolment Services approximately 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 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. 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 renumbering

The following courses have been renumbered to reflect the program year in which subsequent cohorts of students will take them. Course content has not changed. If you have not yet completed any of COMM 290, COMM 291, and COMM 292, you will take the course(s) under the new number to apply toward the same BCom requirement.

Course title	Former number	New number
Introduction to Quantitative Decision Making	COMM 290	COMM 190
Application of Statistics in Business	COMM 291	COMM 191
Management and Organizational Behaviour	COMM 292	COMM 192

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 SSC 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.

Step-by-step registration - New to UBC Sauder in 2022W
(transfer students from other faculties at UBC or other post-secondary institutions)

Second year students do not register in a standard timetable for Year 2 courses. You must build your timetable by registering in each of the Year 2 requirements individually or through your worklist.

Check the SSC to confirm the transfer credit you have received. You do not need to register in any courses for which you have already received credit. When planning your schedule, note that many Term 2 Commerce courses have prerequisites that must be successfully completed in Term 1 before attempting them.

Winter 2022 (Year 2)			
COMM 190	Introduction to Quantitative Decision Analysis (lecture and lab)[1]	3 credits	Term 1
COMM 191[2]	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 tutorial)[3]	1 credit	Term 1 or 2
COMM 203[4]	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[5]	Managerial Accounting	3 credits	Term 2
COMM 295[6]	Managerial Economics	3 credits	Term 1
COMM 296[7]	Introduction to Marketing	3 credits	Term 1 or 2
COMM 298[8]	Introduction to Finance	3 credits	Term 1 or 2
TOTAL		**31 credits**	
Summer 2023 or Winter 2023 (Year 3)			
COMM 204[9]	Logistics and Operations Management	3 credits	

[1] You must register for both a lecture section and a corresponding lab section.

[2] Prerequisite COMM 190 (formerly numbered COMM 290) must be completed in Term 1 prior to taking COMM 191 (formerly numbered as COMM 291).

[3] You must register for both a lecture section and a corresponding tutorial section.

[4] Prerequisite COMM 192 (formerly numbered COMM 292) must be completed in Term 1 prior to taking COMM 203.

[5] Prerequisite COMM 293 must be completed in Term 1 prior to taking COMM 294.

[6] 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.

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

[8] Co-requisites COMM 190 (formerly numbered COMM 290), 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.

[9] Prerequisites COMM 190 (formerly numbered COMM 290) and COMM 191 (formerly numbered COMM 291) must be completed prior to taking COMM 204.

Consult 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).

If you're completing the Combined Major in Business and Computer Science, please review your requirements on the myBCom website.

Step-by-step registration - Continuing in 2022W
(direct entry students who attended Year 1 at UBC Sauder)

Second year students do not register in a standard timetable for Year 2 courses. You must build your timetable by registering in each of the Year 2 requirements individually or through your worklist.

If you have not yet successfully completed your Year 1 writing requirement (WRDS 150B or equivalent), you must complete it in Year 2 (no later than April 2023); you will not be promoted to Year 3 until you complete it. A minimum grade of 60% in WRDS 150B or equivalent is required.

Register in COMM 190 (formerly numbered COMM 290), COMM 191 (formerly numbered COMM 291), and/or COMM 192 (formerly numbered COMM 292) only if you did not successfully complete them in Year 1. Be mindful of corequisites and prerequisites when planning your timetable.

Winter 2022 (Year 2)			
COMM 202	Career Fundamentals (lecture and tutorial)[1]	1 credit	Term 1 or 2
COMM 203[2]	Managing the Employment Relationship	3 credits	Term 1 or 2
COMM 204[3]	Logistics and Operations Management	3 credits	Term 1 or 2
COMM 205	Introduction to Management Information Systems	3 credits	Term 1 or 2
COMM 293	Financial Accounting	3 credits	Term 1
COMM 294[4]	Managerial Accounting	3 credits	Term 1 or 2
COMM 295[5]	Managerial Economics	3 credits	Term 1
COMM 296[6]	Introduction to Marketing	3 credits	Term 1 or 2
COMM 298[7]	Introduction to Finance	3 credits	Term 1 or 2
Electives	See our Electives page for program requirements	6 credits	Term 1 or 2
TOTAL		**31 credits**	

[1] You must register for both a lecture section and a corresponding tutorial section.

[2] COMM 192 (formerly numbered COMM 292) must be completed prior to taking COMM 203.

[3] COMM 190 (formerly numbered COMM 290) and COMM 191 (formerly numbered COMM 291) must be completed prior to taking COMM 204.

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

[5] 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.

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

[7] Co-requisites COMM 190 (formerly numbered COMM 290), 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.

Consult 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 UGO.

If you're completing the Combined Major in Business and Computer Science, please review your requirements on the myBCom website.

Updated June 20, 2022

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 BCom program is 31 credits (34 credits for students in BUCS). Therefore, the minimum 60% is 18 credits (at least 9 credits per term) for the general BCom program and 20 credits (at least 10 credits per term) for the BUCS 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
Students can only initially register in a maximum of 32 credits (34 for BUCS program) in the winter session to allow everyone an opportunity to register in a full course load. If you would like to register in additional credits, you can fill out the credit limit increase form to request an increase to your total credit limit to a maximum of 35 credits on or after **August 2**. You may be required to meet with an academic advisor to discuss your course plan.

COMM 202 Career Fundamentals
COMM 202 Career Fundamentals is a required one-credit course that offers you guidance to help you land meaningful internships and full-time employment upon graduation. To give yourself an advantage at campus recruiting events, you need to be prepared to represent yourself professionally through a solid resume, cover letter, networking and interview skills, all of which COMM 202 covers. There are four lecture sections offered in Term 1 and four lecture sections offered in Term 2; you can take the course in either term. Be sure to register in both a lecture section and a corresponding tutorial section.

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.

COMM 280 Entrepreneurship
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 280 will provide you with an excellent opportunity to explore if the Entrepreneurship option is right for you. Visit our website to learn more about the course.

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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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.

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.

If you took any courses as Cr/D/F during **2019W Term 2 (January-April 2020)**, these credits are excluded from your 12-credit degree limit, however, the registration system will incorrectly count them toward your limit which may restrict your ability to switch to Cr/D/F for eligible courses on the SSC. If this is the case, please contact the Undergraduate Office at bcomquestions@sauder.ubc.ca before the add/drop deadline.

You **cannot** take any of the following courses for Credit/D/Fail (exception if taken during 2019W Term 2):
- First-year non-Commerce requirements (i.e., WRDS 150/ENGL 112 or equivalent, MATH 104/184 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 (exception if taken during 2019W Term 2).

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.

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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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 2022 Winter Session, students are required to:
- be starting Year 2 for the first time in 2022W (students who had a Year 2 standing in 2021W or a previous winter session are not eligible to apply),
- have COMM 190 (formerly numbered COMM 290), 293, and 295* completed or be completing them in Term 1 of 2022W,
- complete COMM 298* in Term 1 of 2022W,
- have COMM 191 (formerly numbered COMM 291) and COMM 294 completed or be completing them in 2022W
- be eligible for promotion to Year 3 at the end of 2022W.

* COMM 190 (formerly numbered COMM 290), 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 (formerly numbered COMM 290), 293, and 295; a minimum grade of 75% in COMM 298; a minimum average of 76% calculated from all of COMM 190 (formerly numbered COMM 290), 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.

Careers in Finance Panel – Wednesday, June 22, 2022

Are you interested in finance and wondering where a career in finance can take you? Join us for a panel discussion to learn about the diverse opportunities within the financial sector. This online event is a great opportunity for second-year students to hear from upper-year Finance students and young professionals working in the industry. Registration is required.

When: Wednesday, June 22, 5:00-6:00pm PT
Where: Online via Zoom link
Register at https://ubc.zoom.us/webinar/register/WN_t67WmYHpRyi3cClfG6Jgdw

Guest panelists:
- Oliver Bailey, Portfolio Manager, Canadian Equities, HSBC Asset Management
- Matt Ebert, Consultant, Deal Advisory, KPMG
- Cindy Hu, Associate Portfolio Manager, RBC Dominion Securities
- Darya Jalali, Associate Director, Cleantech Practice, BDC

The panel will be hosted by students in the Early Start to the Finance option. Student panel hosts are Frank Xue, Doris Huang, and Nikita Dao. The session will also include representatives from the UBC Sauder Finance Division including Caren Lombard, Jose Pizarro, and Jan Bena; the UGO; and the BCC. For guest panelist bios, please refer to the email sent on June 15, 2022.

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 48 credits including:
  - all required courses from first year
  - 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.*

Combined Major in Business and Computer Science (BUCS)
If you're enrolled in the BUCS program, you'll be promoted to Year 3 once you've met all of the following requirements:
- successful completion of a minimum of 50 credits of first and second year BUCS program requirements including:
  - all required courses from first year
  - all of COMM 205, COMM 190 (formerly numbered COMM 290), CPSC 210

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.

Orientation preview
We host a sequence of orientation programming designed to introduce you to your new community and give you a confident start to your studies.

Imagine UBC is a day-long campus-wide orientation on **Tuesday, September 6** where you will have the chance to meet some great people including our faculty's Dean, some of your future professors, and other upper year students. It will be an opportunity to learn about your new academic environment and the specific expectations of UBC Sauder. You will receive your customized schedule through email in early September. Make the most of this day and find out what awaits you at UBC!

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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