

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](http://workday.students.ubc.ca). Additional video tutorials are available at [mybcom.sauder.ubc.ca/registration](http://mybcom.sauder.ubc.ca/registration).

Review this guide to learn more about:

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Novel Commerce electives	

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### Your registration appointment

The registration period for Year 3 students runs from **Wednesday, July 2 to Friday, July 4**. 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 it opens to confirm that it has not changed. Your registration appointment is determined by your class standing (i.e., year level) and cumulative GPA.

If you are a Year 3 transfer student new to UBC you will have paid your [registration deposit](#) when you accepted your offer of admission. If you are a continuing student, you are not required to pay a registration deposit before registering for courses, but be sure to resolve any pre-existing holds on your record if applicable.

➔ Tutorial: [Resolving a hold on your record](#)

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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, 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 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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### Registering for your courses

Unsure about which courses you still have left to complete? [Consult program requirements on the myBCom website](#). Be sure to **select the correct requirements based on the year level and session that you entered the program**. If you're completing the Combined Major in Business and Computer Science (BUCS), please review your requirements on the website.

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.

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

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

### Step 1: Declare your option

We encourage you to **declare your option as soon as possible** if you haven't already. This will assist you in planning your saved schedules and ensure your access to required courses for your chosen option when your registration opens. Review the video tutorial on the [Option Declaration webpage](#). When following the steps, note that your current program of study is Bachelor of Commerce (Vancouver). Click on the white Request button in the right-most column of that row to proceed. Do not select the orange Add Program of Study button.

Year 3 transfer students are unable to self-declare their option in Workday so must instead submit the option declaration request form.

Space in the Accounting and Finance options is limited, so students must achieve minimum grades in prerequisite courses to self-declare.

- For Accounting, a minimum grade of 60% in each of COMM\_V 293 and COMM\_V 294
- For Finance, a minimum grade of 67% in each of COMM\_V 190, COMM\_V 191, COMM\_V 293, COMM\_V 294, COMM\_V 295, and COMM\_V 298

If you are unable to self-declare your option in Workday, you can submit an [option declaration request form](#) if any of the following scenarios apply to you:

- You transferred to third year from another institution – Year 3 transfer students who are new to UBC do not have access in Workday to self-declare options until September. If you are eligible for the option that you are requesting, our office will add you to that option so that you are able to register in your required option courses when your registration opens.
- You have transfer credit for one or more courses for which minimum grades are required (Accounting or Finance) – Workday is unable to check transfer credit grades for the option selection process. Our office will review grades achieved in applicable transfer courses to determine your eligibility if you are requesting Accounting or Finance.
- You did not achieve minimum grades in one or more courses required for Accounting or Finance – Your request will be prioritized based on your previous academic performance if space remains once eligible students have declared. We cannot guarantee a decision prior to your registration appointment.

If you have submitted an option declaration request form because of transfer credit for a required course or because you are a transfer student to Year 3, you will be notified of a decision prior to your registration appointment. If you have submitted a request because you did not achieve minimum grades in one or more required courses you may not receive a decision until after your registration has opened. In that instance we recommend that you declare your second choice of option and register for any required courses for it while you wait for a decision.

Note that you can only declare one option and you won't be able to change it yourself on Workday once you have declared it. To switch options, please submit the [option declaration request form](#).

If you've been selected for the Global Supply Chain and Logistics Management option, our office has already added you to your option. You will receive further information about course registration prior to your registration date.

If you were admitted to the Combined Major in Business and Computer Science (BUCS), you do not select an option. Review the [BUCS program requirements](#) to learn more.

### **Step 2: Register in option courses**

Register in your required [Year 3 option courses](#) (6 to 9 credits varying by option). Many third-year option courses are prerequisites to fourth-year option courses. For example, if you select the Accounting option, you will take COMM\_V 353 and COMM\_V 354 in Year 3 so that you are eligible to take COMM\_V 450 and subsequent Accounting courses in Year 4. Also note that the majority of seats in some third-year option courses are restricted to students in Year 3 so delaying them to Year 4 may limit your ability to register. You can be officially registered in one option only.

### **Step 3: Register in any remaining Year 1 or Year 2 Commerce core requirements**

Register in any remaining Year 2 Commerce core requirements that you have not yet completed (all first and second requirements should be completed by the end of third year). If you have not yet completed COMM\_V 202, it should be taken in Term 1. Newly admitted Year 3 transfer students should plan to take COMM\_V 196 and COMM\_V 105 (section 107 specifically) in Term 1.

**Step 4: Register in core Commerce courses**

Register in Year 3 Commerce core requirements. Your requirements will depend on when you were admitted – be mindful of the year level and session that you entered the program. [Consult program requirements on the myBCom website](#) to determine your remaining requirements. You can also download a [BCom course planning worksheet](#) to map your completed and remaining courses. If you require assistance in determining your program requirements, please contact [our office](#).

- COMM\_V 393 (3 credits)
- COMM\_V 394 (3 credits)
- COMM\_V 396 (3 credits)<sup>1</sup>

<sup>1</sup> A minimum grade of 60% is required. Year 3 transfer students must complete its prerequisite COMM\_V 196 in Term 1 to take the course in Term 2. COMM\_V 396 is a prerequisite to COMM\_V 491 in Year 4 so we strongly recommend that you complete this course in Year 3.

If your Year 1 entry was prior to 2022W; or you transferred to Year 2 prior to 2023W; or you transferred to Year 3 prior to 2024W, you must complete **COMM\_V 395** this session before it is discontinued. Students who started the program after these dates (i.e., those required to take COMM\_V 196 rather than WRDS\_V 150 within degree requirements) are not required to take COMM\_V 395 and cannot use the course toward their degree.

If you're studying abroad in 2025W, do not register in any UBC courses during your exchange term(s); only register in courses for the term that you will be attending UBC. Go Global will register you in an exchange code to indicate that you are on exchange, which will trigger your tuition for the term and enable awards staff to review your eligibility for the Go Global International Learning Award. If you do register in any courses in the term(s) that you are scheduled to be on exchange, you will be dropped from these courses. If for any reason you do not go on exchange, our office will assist you to register in any required COMM/COHR courses.

**Step 5: Register in electives**

Your total elective requirements for your BCom degree will vary depending on your option. 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](#). Planning to take all of your electives in one subject area? You may be eligible for a [minor](#).

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**Academic Progress Report**

Your Academic Progress Report (APR) in Workday summarizes your progress toward completing the requirements of your program. [Refer to our website](#) for instructions on how to read and interpret your report. See the section *APR & Your Year Level* for details specific to your year level.

The APR has limitations and must be used in combination with [BCom course planning worksheets](#) and [Elective Checklist](#) for accurate degree planning.

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

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**Maximum credits for registration**

Students can only initially register in a maximum of 32 credits in the winter session (16 credits per term) to allow everyone an opportunity to register in a full course load. Students in the BUCS program have a limit of 34 credits (17 credits per term) to allow for registration in 4-credit CPSC courses. If you would like to register in additional credits, you can submit the [credit limit increase request form](#) to request an increase to your total credit limit to a maximum of 35 credits on or after **August 1**. You may be required to meet with an academic advisor to discuss your course plan.

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.

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**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 3 of the BCom program is 30 credits for the session (31 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](https://mybcom.sauder.ubc.ca/registration/#courseload).

**Double options**

You may only be officially registered in one option. [If you're planning to complete a second option](#), it's up to you to register yourself in any requirements for that option. You'll only be eligible to register in unreserved seats or reserved seats for other students in other options, if any are available. Often these seats are taken by Year 4 students who register before Year 3 students. Therefore, if you're attempting to complete a second option you may need to extend your studies to successfully register in and complete all required courses. Students cannot complete a second option in Finance (seats are not available to non-Finance students in all of the required Finance courses) or General Business Management.

Note that while UBC's [Workday Tutorials website](#) includes tutorials for adding a second program of study and removing a program of study, these functions do not apply to students in the BCom program. Second options will not be added to your academic record until graduation.

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**Accounting option – CPA prerequisites**

If you're planning to fulfill the prerequisites for admission to the CPA Professional Education Program (CPA PEP), review the [list of UBC course equivalencies](#). Keep in mind that if you're unable to register in any of these courses, you can take any remaining prerequisites through the UBC Diploma in Accounting Program or CPA directly after you have completed your BCom degree.

For additional information regarding CPA certification, please visit [bccpa.ca](http://bccpa.ca).

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**Marketing option – COMM\_V 467 & COMM\_V 365**

Up to 18 seats in the Term 1 section of [COMM\\_V 467 Brand Management](#) will be open to Year 3 Marketing option students. Based on feedback from recruiters, it's highly recommended that Year 3 students interested in Co-op and summer internship positions in brand management, and other closely related positions such as product marketing, market research, and sales/trade management, take the course to be competitive for recruitment beginning in January.

If you're in the Marketing option, it's strongly recommended that you take [COMM\\_V 365 Market Research](#) in Year 3, however, you can take the course in Year 4. If you're entering/planning to apply for the [Co-op program](#) in Marketing, it's required that you take COMM\_V 365 in Year 3 so that you're prepared for your first Co-op term.

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**COMM\_V 202 Career Fundamentals**

If you have not yet completed COMM\_V 202 Career Fundamentals (1 credit) from your Year 2 requirements, you must complete it in 2025W. Year 3 students are required to take COMM\_V 202 in Term 1 so that they will be prepared for job recruiting opportunities in Term 2. You must register in both a lecture section and a discussion section.

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\_V 202 covers. If you have additional questions about recruiting, please contact the [Business Career Centre](#).

**COHR courses**

If you're planning to take [Organizational Behaviour and Human Resources \(OBHR\)](#) courses as either your option requirements or as electives, please note that some of these courses have a prefix of COHR (not COMM). COHR courses taken as electives count toward COMM elective requirements.

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**COMM\_V 396 Business Communications II**

A minimum final grade of 60% is required in [COMM\\_V 396](#) to apply the course to your degree requirements.

**Flexible learning sections**

Rather than attending traditional in-class lectures for three hours each week, students in a flexible format section will spend more time with online learning materials in preparation for fewer, highly engaging in-person meetings during which students are expected to actively contribute to all in-class discussions. Instructors will provide exact dates for in-person meeting times closer to the start of term. Your instructor will also be available to provide one-to-one support and mentoring throughout the term. These sections have the same learning objectives and workload as other COMM\_V 396 sections.

In the 2025 Winter Session, flexible learning will be offered in four designated sections: sections 214 and 215 will be taught by Elizabeth Bowker and sections 112 and 209 will be taught by Rohan Karpe. These sections are suitable for students who have the discipline to work independently with limited guidance, and will be active participants during scheduled meetings.

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**Novel Commerce electives**[COMR\\_V 186A Personal Finance](#) – 3 credits

Master the basics of personal finance and make informed decisions about your money. This course explores practical topics like budgeting, investing fundamentals, real estate, taxes, and how the financial system functions. You'll develop skills to evaluate saving and borrowing options, compare investments, and plan your finances effectively. *Open to students in all options, excluding the Finance option. If taken, this course counts toward lower-level COMM elective requirements.*

[COMM\\_V 386C Climate Literacy for Business](#) – 3 credits

Navigate the complexities of climate change from a business perspective. Gain foundational knowledge of climate science essentials and the global policy responses shaping markets (e.g., Paris Accord, carbon pricing). You'll explore corporate strategies for emissions reduction, evaluate natural climate solutions, and use scenario planning for resilient business decision-making under uncertainty. *This course can count toward the Sustainability and Social Impact concentration.*

[COMM\\_V 386M Green Entrepreneurship and Sustainable Startups](#) – 3 credits

Tackle environmental and social challenges through green entrepreneurship. In this course you'll learn foundational frameworks to identify sustainable opportunities in shifting markets. In multidisciplinary startup teams, you'll discover, co-design and pitch regenerative, restorative and innovative ideas to impact investors, provided by UBC Sauder's Centre for Climate and Business Solutions. *Prerequisite: COMM\_V 280 recommended. This course can count toward fourth year Entrepreneurship option requirements and the Sustainability and Social Impact concentration (max 3 credits double counted within degree).*



**COMM\_V 486E Climate Focused ESG Reporting – 3 credits**

Develop skills in Environmental, Social, and Governance (ESG) analysis, focusing on climate impacts for business and investors. Learn to apply carbon accounting, evaluate corporate disclosures, and analyze ESG's effect on valuation. You'll differentiate ESG ratings and investment strategies, explore climate finance, and calculate emissions for a small business to determine their carbon footprint. *Prerequisites: All of COMM\_V 293, COMM\_V 298; COMM\_V 370 recommended. This course can count toward the Sustainability and Social Impact concentration.*

**COMM\_V 486K Project Finance – 3 credits**

Project finance is an approach where debt is typically borrowed on a non-recourse or limited-recourse basis in which the cash flows generated by the project, and the assets of the project, serve as the collateral for the lenders. Through case studies, master risk allocation using frameworks like the "7-Axes," navigate diverse stakeholder interests, and grasp unique considerations in contracts and leverage. [Watch a brief preview](#) from the course instructor to learn more. *Prerequisite: COMM\_V 298. If taken, this course counts toward upper-level COMM elective requirements.*

**COMM\_V 486O Innovation Consulting (Biomedical) – 3 credits**

Gain real-world consulting experience in Vancouver's thriving biomedical and life sciences hub. In this experiential course, you'll act as an innovation consultant, collaborating with Biomedical Engineering teams and med tech start-ups. Develop health industry literacy, analyze markets, and create commercialization strategies, preparing you for dynamic careers in this innovative field. *Prerequisite: COMM\_V 280 recommended. This course can count toward fourth year Entrepreneurship option requirements*

**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 ECO\_VN 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](https://students.ubc.ca/enrolment/courses/creditdfail-grading).

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### Course numbering/title updates

Please note the following changes for 2025W:

- [COMM\\_V 415 Qualitative Policy Analysis](#) is now titled [Operations and Climate](#)
- [COMM\\_V 439 Business Telecommunications](#) is now titled [Business Data Communications](#)
- [COMM\\_V 443 Service Operations](#) is now numbered [COMM\\_V 340](#)
- [COMM\\_V 449 Supply Chain Management](#) is now numbered [COMM\\_V 341](#)

The content in each course has not changed. If you've completed any course under its previous number or title, you are not permitted to take it again (you cannot receive credit for the same course twice).

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### International Business concentration

If you're planning to complete the [International Business concentration](#), you must complete a total of **12 credits** of internationally-oriented courses including [COMM\\_V 498](#), and **participate in an approved international exchange/study abroad program**. The 12 credits can also count toward fulfillment of your electives requirement, but note that COMM courses cannot be counted as non-Commerce electives.

If the courses you take for the concentration overlap with the courses you take for an option or minor, you can double count a maximum of 3 credits of coursework in your degree toward both the concentration and one of either an option or a minor.

Completion of the International Business concentration does not require pre-approval or special admission. If you would like to pursue this concentration, simply complete all of the concentration's requirements. After you've applied to graduate, our office will provide instructions for how to declare the concentration so that it will appear on your academic transcript.

For the IB concentration you must complete:

- **9 credits** from approved internationally-oriented courses (Commerce or non-Commerce)<sup>1</sup>
- **3 credits** from [COMM\\_V 498 International Business Management](#)
- Participate in an approved international study abroad or exchange program<sup>2</sup>

*International Business notes:*

<sup>1</sup> See [International Business concentration website](#) for an approved course list.

<sup>2</sup> The program must be credit-bearing and a minimum of five weeks in duration.

### **Business Law concentration**

If you're planning to complete the [Business Law concentration](#), you must complete a total of **12 credits** of law-related studies selected from a variety of both Commerce and non-Commerce courses as listed below. The 12 credits can also count toward fulfillment of your electives requirement, but note that COMM\_V and COHR\_V courses cannot be counted as non-Commerce electives. If the courses you take for a concentration overlap with the courses you take for an option or minor, you can double count a maximum of 3 credits of coursework in your degree toward both the concentration and one of either one option or one minor.

Completion of the Business Law concentration does not require pre-approval or special admission. If you would like to pursue this concentration, simply take the required courses as indicated. After you've applied to graduate, our office will provide instructions for how to declare the concentration so that it will appear on your academic transcript.

You must complete **6 credits** from:

[COHR\\_V 433](#)<sup>1</sup>      [Employment Law](#)  
[COMM\\_V 434](#)      [Land Law](#)

Plus **3 credits** from:

[COMM\\_V 431](#)      [Law of Business Organizations and Corporate Governance](#)  
[LAW\\_V 459](#)<sup>2</sup>      [Business Organizations](#)

And **3 credits** from:

[ECON\\_V 367](#)      [Economic Analysis of Law](#)  
[LASO\\_V 204](#)      [Introduction to Law and Society](#)  
[LAW\\_V 316](#)<sup>2</sup>      [International Law](#)  
[LAW\\_V 334](#)<sup>2</sup>      [Introduction to Asian Legal Systems](#)  
[PHIL\\_V 331](#)      [Business and Professional Ethics](#)  
[PHIL\\_V 338](#)      [Philosophy of Law](#)

*Business Law notes:*

<sup>1</sup> *COHR\_V 433 can be counted toward both the Business Law concentration and the Organizational Behaviour and Human Resources option. A maximum of three credits of coursework within your degree can be applied to fulfill both option and concentration requirements.*

<sup>2</sup> *The Law course schedule is posted on their [website](#). Approval to take Law courses is at the discretion of the Peter A. Allard School of Law and subject to your academic readiness and available space in courses. Instructions for how to request registration are posted on the [Business Law concentration page](#).*

## Business Analytics concentration

If you're planning to complete the [Business Analytics concentration](#), you must complete a total of **12 credits** of analytics-related Commerce courses as listed below. The 12 credits can also count toward fulfillment of your electives requirement, but note that COMM courses cannot be counted as non-Commerce electives. If the courses you take for a concentration overlap with the courses you take for an option or minor, you can double count a maximum of 3 credits of coursework in your degree toward both the concentration and one of either one option or one minor.

Completion of the Business Analytics concentration does not require pre-approval or special admission. If you would like to pursue this concentration, simply take the required courses as indicated. After you've applied to graduate, our office will provide instructions for how to declare the concentration so that it will appear on your academic transcript.

You must complete **9 credits** from:

- COMM\_V 324<sup>1</sup> People Analytics
- COMM\_V 337<sup>2</sup> Business Programming and Analytics
- COMM\_V 365<sup>3</sup> Market Research
- COMM\_V 414<sup>4</sup> Data Visualization and Business Analytics
- COMM\_V 415<sup>5</sup> Operations and Climate
- COMM\_V 437<sup>6,7</sup> Database Technology

And **3 credits** from:

- COMM\_V 335<sup>6</sup> Information Systems Technology and Development
- COMM\_V 340<sup>5</sup> Service Operations (formerly numbered COMM\_V 443)
- COMM\_V 341<sup>5</sup> Supply Chain Management (formerly numbered COMM\_V 449)
- COMM\_V 363<sup>3</sup> Marketing Analysis
- COMM\_V 464<sup>3</sup> Digital Marketing

*Business Analytics notes:*

- <sup>1</sup> COMM\_V 324 can be counted toward both the Business Analytics concentration and the Organizational Behaviour and Human Resources option. A maximum of three credits of coursework within your degree can be applied to fulfill both option and concentration requirements.
- <sup>2</sup> You will receive credit for only one of COMM\_V 337 and CPSC\_V 103. Note that CPSC\_V 103 cannot be used in place of COMM\_V 337 for the Business Analytics concentration.
- <sup>3</sup> One of COMM\_V 363, COMM\_V 365, COMM\_V 414, or COMM\_V 464 can be counted toward both the Business Analytics concentration and the Marketing option. A maximum of three credits of coursework within your degree can be applied to fulfill both option and concentration requirements.
- <sup>4</sup> COMM\_V 414 can be counted toward both the Business Analytics concentration and one of either the Global Supply Chain and Logistics Management, Marketing, or Operations and Logistics options. A maximum of three credits of coursework within your degree can be applied to fulfill both option and concentration requirements.
- <sup>5</sup> One of COMM\_V 340 (443), COMM\_V 341 (449), COMM\_V 414, or COMM\_V 415 can be counted toward both the Business Analytics concentration and the Operations and Logistics option. A maximum of three credits of coursework within your degree can be applied to fulfill both option and concentration requirements.
- <sup>6</sup> One of COMM\_V 335 or COMM\_V 437 can be counted toward both the Business Analytics concentration and the Business Technology Management option. A maximum of three credits of coursework within your degree can be applied to fulfill both option and concentration requirements.
- <sup>7</sup> Credit will only be given for one of COMM\_V 437 and CPSC\_V 304. Note that CPSC\_V 304 cannot be used in place of COMM\_V 437 for the Business Technology Management option or Business Analytics concentration.

### **Sustainability and Social Impact concentration**

If you're planning to complete the [Sustainability and Social Impact concentration](#), you must complete a total of **12 credits** of sustainability studies selected from a variety of both Commerce and non-Commerce courses as listed below. The 12 credits can also count toward fulfillment of your electives requirement, but note that COMM courses cannot be counted as non-Commerce electives. If the courses you take for a concentration overlap with the courses you take for an option or minor, you can double count a maximum of 3 credits of coursework in your degree toward both the concentration and one of either one option or one minor.

Completion of the Sustainability and Social Impact concentration does not require pre-approval or special admission. If you would like to pursue this concentration, simply take the required courses as indicated. After you've applied to graduate, our will provide instructions for how to declare the concentration so that it will appear on your academic transcript.

You must complete **9 credits** from:

COMM_V 312	Business Ethics Leadership
COMM_V 314	Strategies for Responsible Business
COMM_V 386C	Climate Literacy for Business
COMM_V 386I <sup>1</sup>	Innovation and Sustainability
COMM_V 386L <sup>1</sup>	Impact Investing: Social Finance in the 21st Century
COMM_V 386M <sup>1</sup>	Green Entrepreneurship and Sustainable Startups
COMM_V 386T	Indigenous Peoples and Economic Development
COMM_V 460 <sup>2</sup>	Social and Nonprofit Marketing
COMM_V 484 <sup>2</sup>	Sustainability Marketing
COMM_V 485 <sup>1</sup>	Social Entrepreneurship
COMM_V 486A <sup>3</sup>	Climate Finance
COMM_V 486E	Climate-Focused ESG Reporting and Analysis

And **3 credits** from recommended courses with a social sciences **or** a natural sciences focus ([see the myBCom website for a complete list](#)).

*Sustainability and Social Impact notes:*

<sup>1</sup> One of COMM\_V 386I, COMM\_V 386L, COMM\_V 386M, or COMM\_V 485 can be counted toward both the Sustainability and Social Impact concentration and the Entrepreneurship option. A maximum of three credits of coursework within your degree can be applied to fulfill both option and concentration requirements.

<sup>2</sup> One of COMM\_V 460 or COMM\_V 484 can be counted toward both the Sustainability and Social Impact concentration and the Marketing option. A maximum of three credits of coursework within your degree can be applied to fulfill both option and concentration requirements.

<sup>3</sup> COMM\_V 486A can be counted toward both the Sustainability and Social Impact concentration and the Finance option. A maximum of three credits of coursework within your degree can be applied to fulfill both option and concentration requirements.

### **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 4**

You will be promoted to Year 4 once you have met all of the following requirements:

- successful completion of a minimum of 73 credits including:
  - 6 credits of option courses<sup>1</sup>
  - 6 credits from COMM\_V 393, COMM\_V 394, COMM\_V 396<sup>2</sup>
- students who have transferred to the program in third year must also complete all of COMM\_V 105, COMM\_V 196, COMM\_V 202<sup>3</sup>
- all students should complete all required courses from first and second year by the end of third year.

<sup>1</sup> Students in the General Business Management option must complete any two 300/400-level COMM/COHR courses (6 credits) that do not count toward their BCom core requirements. Commerce courses taken to fulfill BCom core requirements (e.g., COMM\_V 393, COMM\_V 394, etc.) cannot be double counted toward General Business Management option requirements

<sup>2</sup> While a minimum of two of COMM\_V 393, COMM\_V 394, COMM\_V 396 are required for promotion to Year 4, all courses must eventually be completed to fulfill BCom degree requirements. A minimum grade of 60% is required in COMM\_V 396.

<sup>3</sup> We strongly recommend that you complete these courses in Term 1. COMM\_V 105 and COMM\_V 202 must be completed in Term 1.

### **Combined Major in Business and Computer Science (BUCS)**

If you are enrolled in the BUCS program, you will be promoted to Year 4 once you have met all of the following requirements:

- successful completion of a minimum of 82 credits including:
  - all of COMM\_V 202, COMM\_V 396<sup>1</sup>
  - at least one<sup>2</sup> of CPSC\_V 304, CPSC\_V 310<sup>2</sup>
- students who have transferred to the program in third year must also complete COMM\_V 105<sup>3</sup>
- all students should complete all required courses from first and second year by the end of third year.

<sup>1</sup> A minimum grade of 60% is required in COMM\_V 396.

<sup>2</sup> While a minimum of one of CPSC\_V 304, CPSC\_V 310 is required for promotion to Year 4, all courses must eventually be completed to fulfill BCom degree requirements.

<sup>3</sup> COMM\_V 105 must be completed in Term 1.

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

If you have not completed the minimum requirements for promotion to Year 4, you may still continue in the next winter session, remaining in Year 3, 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.

### Master of Business Analytics

If you're known in your project groups as the go-to person who is skilled at analyzing data to solve case study challenges, you're in good company. Businesses around the world rely on the analysis of data to make critical decisions, and the demand for people skilled in this area is growing exponentially. The 12-month Master of Business Analytics (MBAN) teaches candidates with quantitative backgrounds how to apply advanced analytical tools and methods to address management challenges.

The MBAN program can be taken directly after you complete your BCom degree. There are electives you can take now to better prepare you for the program and a career in business analytics, including [COMM\\_V 337 Business Programming and Analytics](#) and [COMM\\_V 414 Data Visualization and Business Analytics](#).

Visit the [MBAN website](#) to see the full list of courses and learn more about admission to the program.

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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. 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 in a requested preferred course/section.

If you've completed prerequisites or corequisites 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 Office of Student Academic Services](#) 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](mailto: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.**