

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 4 students runs from **Wednesday**, **June 18 to Friday**, **June 20**. 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.

Continuing students 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

#### 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).

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Tutorial: Viewing the course scheduleTutorial: 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

## **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: Register in your remaining option courses.
- Step 2: Register in any remaining Commerce core requirements from previous years that you have not yet completed.
- Step 3: Register in COMM V 491.1
- Step 4: Register in COMM\_V 400.<sup>2</sup>
- Step 5: Register in any remaining elective requirements.
- Prerequisite COMM\_V 396 must be completed before taking COMM\_V 491. If you are following the program requirements for students whose Year 1 entry was prior to 2022W you can take one of COMM\_V 497, COMM\_V 498, COMM\_V 466, or COMM\_V 483 in place of COMM\_V 491.
- <sup>2</sup> Corequisite COMM\_V 491 must be taken concurrently or already completed. COMM\_V 400 is not required for students whose Year 1 entry was prior to 2022W.

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.



## COMM\_V 400 Capstone Experience

COMM\_V 400 is a degree requirement for students whose program version aligns with a Year 1 start in 2022W and onwards. This two-day, weekend event centers on a comprehensive case study tackling a strategic dilemma. You will work in teams, integrating knowledge from various business disciplines, with opportunities to consult with professors before presenting your final solutions. The agenda includes an alumni panel discussion and a networking brunch with industry mentors. The course incorporates reflective exercises on your learning journey and concludes with an awards ceremony to celebrate achievements.

## **Elective requirements**

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 requirement if applicable for your program version). 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.

### **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. If you notice any inaccuracies, errors, or other issues within your APR on Workday, please complete the APR feedback form to report a detailed description of the issue so that it can be corrected.

#### 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.

## 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 4 of the BCom program is 31 credits for the session. 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.

#### 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.

## 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.

## **Novel Commerce electives**

#### 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 486J Disruption – 3 credits

Shape a startup's disruptive strategy within the Creative Destruction Lab (CDL) ecosystem. You'll analyze how ventures disrupt markets by understanding critical human behaviors, global trends, and innovative theories. Apply this learning by developing new strategic avenues for a CDL-Vancouver company, directly impacting its progress and investor perception. COMM\_V 486J must be completed to take COMM\_V 489 Applied Methods in Technology Start-ups at CDL in Term 2. COMM\_V 486J can count toward fourth year Entrepreneurship option requirements.

## 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 4860 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* 

### 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).

#### **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.

### 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.

#### **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, or if you plan to use COMM\_V 498 to fulfill your capstone requirement (if your program version requirements allow for this), you can double count a maximum of 3 credits of coursework in your degree toward both the concentration and one of either an option, a minor, or your capstone requirement.

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 and COHR 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:

- 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:**

- 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:

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|----------------------------------|--|--|--|
| 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.



## Program completion and graduation in May 2026

If you're planning to graduate in May 2026, you must have all of your program requirements completed by the end of Term 2 in April 2026. The May 2026 graduation application will be available later this fall in Workday. Note that if you are going on exchange in Term 2, you will not be eligible to graduate until November 2026.

## → Tutorial: Applying for graduation or program completion

A winter session average of 60% or greater on all courses attempted from September to April is required to achieve a "pass" for the year and continue in the program. This is a weighted average, taking course credit values into consideration, and does include any failing grades. If you participate in a study abroad and exchange program during the winter session, grades earned on exchange will be included in the calculation. Decimals are not rounded (i.e., a winter session average of 59.9% would be considered a failed year). Courses taken during the summer session (May to August) are not included in the winter session average.

If you've completed all of your degree requirements by April 2026 and your sessional average is below 60%, you will be permitted to graduate, however, a notation of 'Failed, Permitted to Continue' will appear on your academic transcript for the 2025 Winter Session. If you have not completed all of your degree requirements by April 2026 and your sessional average is below 60%, you will be considered to have failed the year and may be required to discontinue your studies at UBC for a period of at least one year. Your continuation in the program during the 2026 Winter Session will be at the discretion of the Faculty. See Academic Regulations in the UBC Calendar for details.

### **Graduation in November 2025**

If you're finishing your final program requirements in the 2025 Summer Session and plan to graduate in November 2025, you must apply for graduation on Workday by August 29, 2025. Learn more at students.ubc.ca/enrolment/graduation/applying-graduate

#### **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.

#### 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.

## **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 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.