



**BUILD YOUR TIMETABLE FIRST-YEAR APPLIED SCIENCE**

Welcome to the School of Engineering. Use this guide to help you register for your first-year courses.

Learn how to build your timetable online. Check out STEP 3 “Create a Worklist” on page 2.

Term 1 (Sept-Dec)	Term 2 (Jan-April)
APSC 171: Engineering Drawing and CAD/CAM	APSC 169: Fundamentals of Sustainable Engineering Design
APSC 172: Engineering Analysis I	APSC 173: Engineering Analysis II
APSC 176: Engineering Communication	APSC 178: Electricity, Magnetism, and Waves
APSC 179: Linear Algebra for Engineers	APSC 177: Engineering Computation and Instrumentation
APSC 180: Statics	APSC 181: Dynamics
APSC 182: Matter and Energy I	APSC 183: Matter and Energy II

**KEEP IN MIND**

Be sure to register for all activity types in each course (e.g., lab, lecture, and tutorial).

**Dropping courses:** If you no longer want to be registered in a course, you can drop courses in your SSC account. Choose the *Registration* tab and access *Add/Drop Courses*. Select the courses you want to drop and click *Drop Selected Section*. Deleting courses from your Worklist does not drop you from the course.

**Course Load:** In making the transition from high school to university, some students choose to take a lighter course load. Talk with an Academic Advisor to see if this is a good choice for you.

**TOP TIP**

First-year registration opens June 20-22. Be sure to register in both Term 1 and Term 2 courses on your assigned registration date and time.

**DEGREE NAVIGATOR**

This handy tool can show you how your courses fit into the various degrees/majors offered at UBC’s Okanagan campus. You can access this program through your SSC under the *Registration* tab. Click on *Degree Navigator, Okanagan*.

Need help? Instructions are available at: [students.ok.ubc.ca/advising/documents\\_forms](http://students.ok.ubc.ca/advising/documents_forms)

**RESOURCES**

Read more about degree requirements and courses in the Academic Calendar: [calendar.ubc.ca/okanagan](http://calendar.ubc.ca/okanagan)

What can I do with my major? See our career advising information sheets at [students.ok.ubc.ca/careers/services/degreeplan](http://students.ok.ubc.ca/careers/services/degreeplan)

**INTERNATIONAL BACCALAUREATE (IB), ADVANCED PLACEMENT (AP), OR A-LEVELS**

If you completed university-level course work in high school (IB, AP, or A-levels), you may be eligible for first-year credit. See [you.ubc.ca/admissions/first-year-credit](http://you.ubc.ca/admissions/first-year-credit)

**Check for first-year credit:** Log in to your Student Service Centre (SSC), go to *Grades/Records*, click *Transfer Credit* and select *UBC Okanagan* from the drop down menu.

**MY NOTES**

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## STEP 1 - ACCEPT YOUR OFFER

As a new student at UBC's Okanagan campus, you must accept your offer. Sign in to your Student Service Centre (SSC) at [students.ubc.ca/ssc](http://students.ubc.ca/ssc). Next, click on **Admissions**, then **Accept My Offer** and pay your acceptance deposit.

## STEP 2 - CHECK YOUR REGISTRATION DATE

Personalized registration dates and times will be listed on your SSC before registration begins. Sign in to your SSC and click on **Registration** to check your registration date. Mark this date and time in your calendar, as you will want to register as soon as you are eligible because courses fill up quickly. Registration is online only.

Registration times, based on year level, are available at [students.ok.ubc.ca/registration-dates](http://students.ok.ubc.ca/registration-dates)

## STEP 3 - CREATE A WORKLIST

In your SSC, access the **My Worklist** tool to draft your timetable and ensure there are no conflicts. Make sure to create at least one Worklist for Terms 1 and 2. Some students like to create more than one in the event their first choices are not available. Use the First Year Advising Guide to plan out your first year. Need help? A video tutorial is available on your SSC homepage.

*\*Not sure if you are taking the right courses? Submit your worklist courses to the Course Selection Check: [students.ok.ubc.ca/advising/new\\_students/course\\_checker](http://students.ok.ubc.ca/advising/new_students/course_checker)*

*Creating a Worklist does not register you into classes. See Step 4 for registration details.*

## STEP 4 - REGISTER

On your registration date, sign in to your SSC and register for the courses listed in your preferred Worklists. Register for your courses in both Term 1 and Term 2. It is extremely important to pay attention to drop dates and deadlines in the event you decide to rearrange your courses. Verify that you have registered in all necessary/required components of the course (lecture, lab, tutorial, seminar) by clicking the **Registered Courses** button.

*Read the section comments and course prerequisite requirements carefully.*

## SECTION COMMENTS

Section Comments are used by faculty to provide information relating to prerequisites, course details, waitlists, and important contact information. Check the course schedule for Section Comments.

## PREREQUISITES

A prerequisite is a course that is required to be completed before taking another course. For example, the prerequisite for PSYO 121 is PSYO 111. It is your responsibility to ensure you meet the prerequisite(s) for a course. Please read course prerequisite requirements carefully. If you are missing prerequisites you will have to request for a prerequisite waiver from the professor. Complete a faculty-specific prerequisite waiver form and submit it to your professor. Find the form under "Student Forms" at: [students.ok.ubc.ca/advising/documents\\_forms](http://students.ok.ubc.ca/advising/documents_forms)

## CLASS STATUS

When registering, you may find that you are not able to add some classes. There are a number of reasons why this may occur:

**Full:** If a class is full, it means that all available seats in the class have been filled by other students. If the class you want is full, you may register in a waitlist (if available), and monitor the SSC daily to see if a seat becomes available, or select another course or section. you should register immediately once you see an available seat.

**Blocked:** If a class is "blocked," it means that the faculty has blocked registration and the seats in the class are not available. If the course has a waitlist section, register yourself on it and check the SSC frequently for open seats.

**Waitlist:** Not every course has a waitlist. If there is a waitlist section available (e.g., ANTH 100 WL1), it is your responsibility to add yourself to the waitlist and monitor the course for an available seat, unless instructed otherwise. Check the Section Comments for further information.

**Restricted:** Only students in certain faculties, year levels, or programs can register for this course. Some courses are restricted but have a certain number of general seats available. Details about the restrictions will be displayed below the course description.

**Standard Timetable:** The course is part of a Standard Timetable (STT). This means all remaining seats in the class are designated for STTs and that the portion designated for general registration (if applicable) is full.

## QUESTIONS ABOUT ORIENTATION PROGRAMS, STUDENT LIFE, OR CAMPUS CULTURE?

All new-to-UBC students (including transfer and mature students) are paired with an upper-year student in the same faculty. You will receive an email over the summer from your peer mentor welcoming you to the Okanagan campus. If you haven't heard from your Peer Mentor visit: [students.ok.ubc.ca/peermentor](http://students.ok.ubc.ca/peermentor)

*\*The Peer Mentor Program does not apply to Education or Graduate students*

## QUESTIONS ON COURSE PLANNING, REGISTRATION, TRANSFER CREDIT OR PROGRAM/CAMPUS CHANGE?

To transfer to a different program in September 2018, apply between September 2017 and January 15, 2018. The application is available on your SSC. Under the **Registration** tab, select **Change of Degree Program/Campus**. For admission information, prerequisites, and specific program requirements, please contact Academic Advising or visit the Academic Calendar at: [calendar.ubc.ca/okanagan](http://calendar.ubc.ca/okanagan)

Academic Advising | University Centre 207 | 250.807.9100 | 1.866.596.0767 | [advising.ubco@ubc.ca](mailto:advising.ubco@ubc.ca) | [students.ok.ubc.ca/advising](http://students.ok.ubc.ca/advising)