



# UBCO: COURSE PLANNING & REGISTRATION



the official one-stop-shop for course registration for both campuses:

<https://you.ubc.ca/applying-ubc/admitted/register/>

## 1. COURSES: Determine what courses you want to take in your first year.

a. Use the "**FIRST-YEAR PLANNING GUIDES**"

<https://students.ok.ubc.ca/academic-success/degree-planning/first-year-planning-guides/>

or google "UBCO First Year Planning Guides" and then scroll down to "PLANNING GUIDES".

b. Use the "**DEGREE NAVIGATOR**": Log into the Student Service Centre (SSC) and click on "Degree Navigator" under "Registration". There are also 2 Degree Navigator tutorial videos linked (short and helpful!) plus a pdf of Degree Navigator tip sheet.

## 2. REGISTRATION PREPARATION: <https://students.ok.ubc.ca/courses-money-enrolment/registration/>

a. **WHEN** do you register?

Registration for first-year students is scheduled for June 24<sup>th</sup> and 26<sup>th</sup> (Okanagan campus). **Your personalized registration open date and time is available on the SSC. You will be emailed approximately two weeks before your registration opens to alert you that your date and time have been set.** Check (& update if need be) your email address on your SSC to ensure you receive this message.

b. Use "**PREPARING FOR COURSE REGISTRATION**": There are pre-recorded webinars for each faculty. These are about 30 min. in length and are very helpful. There are also "Registration Tips and Tricks", links to academic advising, and other helpful info.

<https://students.ok.ubc.ca/academic-success/degree-planning/course-registration/>

c. Build your **COURSE WORKLISTS** (a worklist is a draft timetable of your courses for next year): View the course schedule to find the courses you would like to register for, and start building your worklist. Prepare a few draft worklists in advance of your registration date. You may need these in case some courses are full at the time you register. Video tutorials are available for step-by-step instructions; they are short (3-4 min.) and super useful!

UBC Course Schedule Overview Video:

[https://www.youtube.com/watch?v=J5Nq5dj\\_pHI&list=PLG5UGIHVtIPQRVqrVj\\_q9EJ3qzEwk7fZJ&index=5](https://www.youtube.com/watch?v=J5Nq5dj_pHI&list=PLG5UGIHVtIPQRVqrVj_q9EJ3qzEwk7fZJ&index=5)

UBC Course Schedule Worklist Overview Video:

[https://www.youtube.com/watch?v=DJ7ixkO2Gac&list=PLG5UGIHVtIPQRVqrVj\\_q9EJ3qzEwk7fZJ&index=3](https://www.youtube.com/watch?v=DJ7ixkO2Gac&list=PLG5UGIHVtIPQRVqrVj_q9EJ3qzEwk7fZJ&index=3)

UBC Course Registration Overview Video:

[https://www.youtube.com/watch?v=FI7G17MTQml&list=PLG5UGIHVtIPQRVqrVj\\_q9EJ3qzEwk7fZJ&index=4](https://www.youtube.com/watch?v=FI7G17MTQml&list=PLG5UGIHVtIPQRVqrVj_q9EJ3qzEwk7fZJ&index=4)

Note: Build multiple worklists, practice switching sections, deleting sections/courses, and navigating the course schedule system. When you register, it is possible that courses and/or sections you want are full and you will need to make alternate plans. The more familiar you are with the course schedule system, the more adept you will be in managing your registration.

## 3. REGISTER

Once you have watched the videos linked above and built your worklists, you will see how to register your courses. Registration – on your designated date/time - links directly from your worklist (actual buttons that literally say "Register Selected" or "Register All").