



## STEP 1 ACCEPT OFFER

Sign in to your [Student Service Centre \(SSC\)](#). Click on Admissions, then Accept My Offer and pay the acceptance fee.

## STEP 2 CHECK REGISTRATION DATE

Sign in to the [SSC](#) and click on Registration to find your registration date. Be sure to register as soon as your registration opens as courses fill up quickly. Registration is online only.

View [registration times](#), based on year level.

## STEP 3 CREATE A WORKLIST

In your [SSC](#), access the 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. **Need help?** A video tutorial is available on your SSC homepage.

## STEP 4 REGISTER

On your registration date, sign in to your [SSC](#) and register for the courses listed in your preferred Worklist(s) for both Term 1 and Term 2. Verify that you have registered in all required components of the course (lecture, lab, tutorial, and seminar) by clicking the Registered Courses button. When registering for courses, you may see a course listed as Full, Blocked, or Restricted. For more information on what to do if you see these class statuses, look for a Section Comment as these provide further registration instructions.

## RESOURCES

### Academic Calendar

Think of this as the official rulebook for the University. Learn about your important dates, degree requirements, UBC policies, deadlines and more: [Academic calendar](#).

### Degree Navigator

This tool can show you how your courses fit into the various degrees/majors offered at UBC Okanagan. You can access this program through your [SSC](#) under the Registration tab. Click on Degree Navigator, Okanagan. Video tutorials are available on your SSC Homepage.

### UBC 101

Our online orientation is designed to provide a general introduction for new students to all things UBCO. From textbooks to housing, medical insurance to degree planning, UBC 101 provides a critical foundation of university and campus knowledge to help you succeed once you arrive on campus. All new-to-UBC students are pre-enrolled in UBC 101, which can be accessed on your [canvas dashboard](#).

### Student Learning Hub

UBCO offers a variety of free learning support resources, including supplemental learning, learning coaches, French and English language tutoring, subject-specific tutoring in math and science, and support for course-related writing and research.

For a complete list of available learning supports, visit the [Student Learning Hub](#).



## FIRST-YEAR PLANNING GUIDE

Welcome to the Bachelor of Management program. This guide has been designed to help you register for your first-year courses.

### Required Courses

ECON 101	ECON 102	MGMT 100	MGMT 110
ENGL 112 or ENGL 114; or 6 ENGL credits any level (if taking 6 credits of ENGL, 3 credits will be used towards the ENGL requirement and 3 credits will be used towards electives)			
One of STAT 121 or 124*	One of MATH 100 or 116*	PSYO 111	6 credits of electives
Students must achieve a minimum average of 60% in ENGL 112 or 6 credits 100-level ENGL with a combined minimum average of 60%			

\*preferred

It is strongly recommended that students complete all Year 1 core courses (all courses listed above, with the exception of 6 credits electives) in their first year to ensure there are no barriers to progression through the program. Most first year core courses, alone or in combination, serve as prerequisites for core 200 level MGMT courses that students typically take in their second year. For more information on prerequisites for MGMT courses, [click here](#).

Want to read more about your degree requirements or learn about adding an optional minor? [Click here](#).

Additional course planning information for Years one through four can be found on the [Faculty of Management](#) website.

### Electives

Along with the required courses, you can select elective courses from the wide range of options available through other faculties at UBC Okanagan. We recommend you use your elective credits to explore areas of your interest. If you are considering pursuing an optional minor, it is recommended that you consult an academic advisor regarding your elective choices. To explore course options, you can [check here](#).

Questions? Contact [Academic Advising](#).