



## STEP 1 ACCEPT OFFER

Sign in to your [Applicant Service Centre \(ASC\)](#). Accept your offer of admission and pay the acceptance fee.

## STEP 2 CHECK REGISTRATION DATE

Sign in to [Workday Student](#) and click on Academics, then Registration & Courses to find your Registration Appointment. 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 SAVED SCHEDULE

In Workday Student, access the Saved Schedule tool to draft your timetable and ensure there are no conflicts. Create Saved Schedules by viewing individual courses under “Find Course Sections” and clicking “Add to Saved Schedule” at the bottom of the page. Make sure to create at least one Saved Schedule each for Terms 1 and 2.

## STEP 4 REGISTER

On your registration date, sign in to Workday Student and register for the courses from your preferred Saved Schedules 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 “View Registered Courses” button. When registering for courses, you may see an error alert for a variety of reasons. Click on the alert for further information.

## 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](#).

### Academic Progress Report

This tool can show you how your courses fit into the various degrees/majors offered at UBC Okanagan. You can access this report through the Academic Progress tab within the Academics app in [Workday Student](#).

### 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 supports, including 1:1 and group tutoring, writing and language help, learning strategist supports, and academic integrity education.

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

### Student Records & Financial Services

If you have questions about tuition payment, financial aid, your UBCCard, or related topics, visit [Student Records & Financial Services](#)



## 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_O 101	ECON_O 102	MGMT_O 100	MGMT_O 110
ENGL_O 112 or 114; or 6 ENGL credits any level; or 3 ENGL credits and 3 CORH credits any level (if students choose either of the 6 credits options, 3 credits will be used towards the ENGL requirement and 3 credits will be used towards electives)			
One of STAT_O 121 or 124*	One of MATH_O 100 or 116*	PSYO_O 111	6 credits of electives
<p>To satisfy the BMGT ENGL requirement, students must achieve one of the following:</p> <ul style="list-style-type: none"> <li>▪ successful completion of ENGL_O 112 or ENGL_O 114 with a minimum grade of 60%</li> <li>▪ 6 credits ENGL any level with a combined minimum average of 60%</li> <li>▪ 3 credits ENGL and 3 credits CORH with a combined minimum average of 60%</li> </ul>			

\*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. [Read more about prerequisites for MGMT courses.](#)

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

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 & Career Advisor regarding your elective choices. [You can explore course options online.](#)

Need help choosing an ENGL course? [Learn more](#) about our first-year ENGL courses.

Questions? Visit the [FAQs](#) or contact an [advisor](#).