Transfer Student Registration Workshop
Engineering Academic Services Winter 2024
Land Acknowledgement
Session Information

- All participants are on mute
- Don’t worry about taking notes
- This session is being recorded
- We will have a Q&A session at the end
- Take notes of your questions and post them in the chat when we open the floor for questions
Introductions

Tiffany Kanda
Academic Advisor

Natalia Kharitonova
International Programs & Transfer Credit Advisor
Transfer Credits
Where are transfer credits transferred from?

- Advanced Credits from High School external exams: International Baccalaureate (IB), Advanced Placement (AP), A-Levels
- Post Secondary Institutions: colleges or universities
- Engineering Transfer Programs
- Common First Year Engineering Curriculum
- Camosun College Engineering Bridge Program
- CEGEP Pre-University Program
- Prior Degree Holder
- UBC Okanagan Campus
- Other UBC faculties
How to find transfer credits?

- You can view your transfer credits on Workday Student (WD)
- WD> Academics> Transfer Credits > Review your list of transfer credit under your degree
- For prior degree holders – Please contact EAS for a list of your transfer credits.
<table>
<thead>
<tr>
<th>Transfer Credit</th>
<th>Credits</th>
<th>Grade</th>
<th>Originating Coursework</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPSC_V 1ST - CPSC_V1ST</td>
<td>3</td>
<td>TR</td>
<td>Douglas College (New Westminster, BC, Canada) : CMPT1109 : CMPT1109</td>
</tr>
<tr>
<td>CHEM_V 121 - Structure and Bonding in Chemistry</td>
<td>4</td>
<td>TR</td>
<td>Douglas College (New Westminster, BC, Canada) : CHEM1110 : CHEM1110</td>
</tr>
<tr>
<td>MATH_V 101 - Integral Calculus with Applications</td>
<td>3</td>
<td>TR</td>
<td>Douglas College (New Westminster, BC, Canada) : MATH1220 : MATH1220</td>
</tr>
<tr>
<td>COMM_V 296 - Introduction to Marketing</td>
<td>3</td>
<td>TR</td>
<td>Douglas College (New Westminster, BC, Canada) : MARK1120 : MARK1120</td>
</tr>
<tr>
<td>ECON_V 101 - Principles of Microeconomics</td>
<td>3</td>
<td>TR</td>
<td>Douglas College (New Westminster, BC, Canada) : ECON1150 : ECON1150</td>
</tr>
<tr>
<td>MATH_V 100 - Differential Calculus with Applications</td>
<td>3</td>
<td>TR</td>
<td>Douglas College (New Westminster, BC, Canada) : MATH1210 : MATH1210</td>
</tr>
<tr>
<td>WRTIC_V 151L - Writing and Rhetoric in the Humanities</td>
<td>2</td>
<td>TR</td>
<td>Douglas College (New Westminster, BC, Canada) : ENGL1130 : ENGL1130</td>
</tr>
</tbody>
</table>
Understand Transfer Credits: Specific Credit

- **Specific Credit:** course overlap more than 80% with a specific UBC course:
  - UBC Course code: APSC 100 (3) or CHEM 154 (3)

- If you are awarded specific transfer credits for a UBC course, you do not have to retake this course a UBC
- **General Credit**: an exact UBC equivalent course does not exist within the same department:
  - e.g. PHYS 1st (3) or ENGL 1st (3)

- If you are awarded general transfer credits for a UBC course, you will need to confirm if the course can cover your program requirement
Understand Transfer Credits: Exemption

- **Exemption**: waiving of a prerequisite or required course even if the original course does not significantly match a specific UBC course.

- You would not need to take the exempted course at UBC if it is required for your program. For example:
  - APSC 1st (3), exemption APSC 160
  - CHEM 1st (4), exemption CHEM 154
Understand Transfer Credits: Exemption

<table>
<thead>
<tr>
<th>Pre-Enrollment Period</th>
<th>Course Code</th>
<th>Credits</th>
<th>TR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MATH_V101 - INT CALC AP PHYS</td>
<td>4</td>
<td>TR</td>
</tr>
<tr>
<td></td>
<td>MATH_V1ST - MATH_V1ST</td>
<td>10</td>
<td>TR</td>
</tr>
</tbody>
</table>

Colorado Mountain College (Steamboat Springs, Colorado, United States of America):
MAT201 : MAT201 - MAT201
MAT202 : MAT202 - MAT202
How to apply transfer credits?
<table>
<thead>
<tr>
<th>First-Year Engineering</th>
<th>Equivalent Transfer Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>APSC 100</td>
<td>APSC 100</td>
</tr>
<tr>
<td>APSC 101</td>
<td>APSC 101</td>
</tr>
<tr>
<td></td>
<td>Or exempt if entering with CHEM 121 (CHEM 120 and CHEM 115) + CHEM 123 (CHEM 130 and CHEM 135) or CHEM 111 + 113 <em>(except BMEG)</em></td>
</tr>
<tr>
<td>APSC 160</td>
<td>APSC 160</td>
</tr>
<tr>
<td>CHEM 154 or</td>
<td>CHEM 121 (CHEM 120 &amp; CHEM 115) + CHEM 123 (CHEM 130 &amp; CHEM 135)</td>
</tr>
<tr>
<td>CHEM 121 &amp; 123 (BMEG)</td>
<td></td>
</tr>
<tr>
<td>MATH 100</td>
<td>MATH 100, 102, 104, 120, 180 or 184</td>
</tr>
<tr>
<td>MATH 101</td>
<td>MATH 101, 103, 105 or 121</td>
</tr>
<tr>
<td>MATH 152</td>
<td>MATH 221 or 223</td>
</tr>
<tr>
<td>PHYS 157, 158 &amp; 159</td>
<td>PHYS 117 + 118 + 119</td>
</tr>
<tr>
<td></td>
<td>PHYS 106/107 + 108 + 109</td>
</tr>
<tr>
<td></td>
<td>PHYS 131 + 118 + 119</td>
</tr>
<tr>
<td>PHYS 170</td>
<td>PHYS 170</td>
</tr>
<tr>
<td>WRDS 150</td>
<td>ENGL 1st, 100, 110, 111, 112 or WRCM 1st</td>
</tr>
<tr>
<td>Humanities elective</td>
<td>See <strong>Humanities and Social Sciences Electives</strong> for course eligibility</td>
</tr>
</tbody>
</table>
Advanced Credits

EAS Website ➔ Transfer Credits ➔ Advanced Credit
UBC Faculty Transfer Students

- **Transferring from another UBC faculty**
  - Refer to the [First Year Engineering Equivalent Transfer Credits](#) chart to determine how your UBC credits can be applied towards BASc program;

- **Transferring from UBC Okanagan**
  - Check EAS websites for course transfer equivalencies
  - Receive a transfer credit summary
  - If you have been awarded transfer credits towards UBCO engineering program and subsequently change campus, your transfer credits will be reassessed towards the Vancouver program.

- If you have completed UBC courses in addition to the first-year engineering program, submit a [Request for Assessment of Transfer Credits form](#) to determine how your credits may apply to the BASc program.
If you have fully completed:

- **Engineering Transfer Program:** If you have completed ALL courses of the Engineering Transfer Program at one of our partner institution, **you have fulfilled our first-year engineering requirements.**

- Courses at another College or University in British Columbia, other province in Canada or in a foreign country: will be considered for transfer credit on a case-by-case basis.

- CEGEP: must have at least one full year of study in a pre-university diploma program. Transfer credit for **up to 30 credits** may be applied towards a UBC degree for students who **have completed a Diplôme d’études collégiales (DEC) program.**

Did you take more courses but they are not listed in your Transfer Credits in Workday Student?

Submit a **Request for Assessment of Transfer Credits form** to determine how courses completed in your prior degree may apply towards your BASc degree requirements.
Prior Degree Holder

Bridge Program

- Transfer credits DO NOT appear on your Workday academic record if you hold a non-UBC degree prior to entering the university.

- Students who have completed an applicable Technology Diploma may apply for the Engineering Bridge Program at Camosun College. You will enter directly to third year in one of Civil, Mechanical or Mining Engineering.

- If course is not listed in UBC Transfer Credits Search tool - submit a Request for Assessment of Transfer Credits form to determine how courses completed in your prior degree may apply towards your BASc degree requirements.
Where do I Check if my Course was Evaluated by UBC?

https://students.ubc.ca/enrolment/registration/transfer-credits/search-tool
How to submit a request for assessment?

- If you are placed into Year 1 – upper-level transfer credits will be evaluated AFTER you are placed into specialization.
- If you received general transfer credits (i.e. APSC 1st, MATH 2nd), you can apply for a course transfer evaluation to see if they can cover your 1st Year Engineering Requirements.
- A lot of information is on our website about transfer credits and how to submit request for assessment of transfer credits.
- A request can take between 6 – 8 weeks to complete
- academicservices.engineering.ubc.ca/degree-planning/transfer-credits/
Course Registration
### Registration Timeline

<table>
<thead>
<tr>
<th>Winter Session</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term 1</strong></td>
<td><strong>Term 2</strong></td>
</tr>
<tr>
<td>Sep</td>
<td>Oct</td>
</tr>
</tbody>
</table>

- Winter Session has two terms, which registration for both occur in June/July for UBC students
  - Year 1: June 24-June 28, 2024
  - Year 3: July 2-July 4, 2024
  - Year 2: July 8-July 11, 2024

- Summer Session has two terms, which registration occurs in March for these courses.
How to see my Registration Appointment

- Go to “Academics” tab.
- Go to “Registration & Courses” tab in the top menu.
- Your registration appointment date and time will be listed in a table on the left side of this page.
- There will be two appointments that are the same time for the Winter Session.
Year 1 Course Planning
What courses do I need?

- **Recommendation**: Meeting with an EAS advisor to plan courses together!
- All BASc first year students need to register in at least 24 credits in the Winter Session
  - First year Engineering Courses
    - Pre-Registered Courses
    - First year English
    - 3 credits of humanities
  - Complimentary Studies
    - 3 (more) credits of humanities
    - Impact course
    - Technical Communication course
  - Common Degree requirements
First Year Engineering Courses

- First year Engineering: 37 credits
  - Pre-registered courses: 31 credits (chart on the side)
    - If you are missing one or more of these 31 credits and are a Year 1 student, you have been pre-registered into the course already
  - Self-Registered Courses: 6 credits
    - 3 credits of first year English
      - WRDS 150b, ENGL 110, ENGL 111
    - 3 credits of humanities elective
      - Many options with most courses in Faculty of Arts
      - Check our database to ensure it will count!
- If you are currently being evaluated for transfer credit for any of the Engineering curriculum, please continue to register in this course until the evaluation is completed

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>APSC 100</td>
<td>Intro to Engineering I</td>
</tr>
<tr>
<td>APSC 101</td>
<td>Intro to Engineering II</td>
</tr>
<tr>
<td>APSC 160</td>
<td>Intro to Computation in Engineering Design</td>
</tr>
<tr>
<td>CHEM 154</td>
<td>Chemistry for Engineering</td>
</tr>
<tr>
<td>MATH 100</td>
<td>Differential Calculus</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Integral Calculus</td>
</tr>
<tr>
<td>MATH 152</td>
<td>Linear Systems</td>
</tr>
<tr>
<td>PHYS 157</td>
<td>Intro Physics for Engineers I</td>
</tr>
<tr>
<td>PHYS 158</td>
<td>Intro Physics for Engineers II</td>
</tr>
<tr>
<td>PHYS 159</td>
<td>Intro Physics Lab for Engineers</td>
</tr>
<tr>
<td>PHYS 170</td>
<td>Mechanics I</td>
</tr>
</tbody>
</table>
Complimentary Studies and Upper Year Courses

- May need to take more courses to get to at least 24 credits in 24W (September 2024-April 2025)
  - Complimentary Studies
    - 3 (more) credits of humanities
    - Impact course
    - Technical Communication course
  - Common Degree requirements

*Recommend*: Talking to an EAS advisor to plan these courses out with you!

- Prep work: Use the Continuing Year One page to help inform your course planning
- These would all be self-registered courses
Year 2 and above course planning
What courses do I need?

- **2nd year students:**
  - **Missing first year courses**
    - Pre-registered courses: Please register for the course via the waitlist and if a seat will be available, you will be added
    - Self-Registered courses: ENGL and humanities
  - **2nd year courses**
    - 2nd year placement results will be release before 2nd year registration

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<td>MATH 100</td>
<td>Differential Calculus</td>
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<td>MATH 101</td>
<td>Integral Calculus</td>
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<td>PHYS 157</td>
<td>Intro Physics for Engineers I</td>
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<tr>
<td>PHYS 159</td>
<td>Intro Physics Lab for Engineers</td>
</tr>
<tr>
<td>PHYS 170</td>
<td>Mechanics I</td>
</tr>
<tr>
<td>Program</td>
<td>Location</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Biomedical Engineering</td>
<td>Vancouver</td>
</tr>
<tr>
<td>Chemical Engineering</td>
<td>Vancouver</td>
</tr>
<tr>
<td>Chemical and Biological Engineering</td>
<td>Vancouver</td>
</tr>
</tbody>
</table>

[academicservices.engineering.ubc.ca/degree-planning/engineering-programs/]
How to register in the system
Finding your pre-registered courses

- Log into your Workday account at myworkday.ubc.ca.
- Click the “Academics” tab in the “Your Top Apps” menu on the right side of the page.
- Click the “Registration & Courses” tab in the top menu.
- On the “Registration” menu to the very right, click the View my courses” link.
Saved Schedules

- Allows you to plan potential timetables before your registration opens to ensure a conflict-free schedule
- Ability to register in remaining courses in one click
Finding Courses for your Saved Schedule

- Log into your Workday account at myworkday.ubc.ca.
- Click the “Academics” tab in the “Your Top Apps” menu on the right side of the page.
- Click the “Registration & Courses” tab in the top menu.
- On the “Registration” menu to the very right, click the “Find Course Sections” link. You must start here to
Finding Courses for your Saved Schedule

- Select your academic term:
  - Click the “Start Date within” field.
  - Select ‘Future Periods’
  - Choose either 2024-25 Winter Term 1 (UBC-V) or 2024-25 Winter Term 2 (UBC-V)

- Select your academic level:
  - Click the “Academic Level” field.
  - Select Undergraduate

- Click the orange “OK” button to move on to the next step.
Finding Courses for your Saved Schedule

Filter your search results

- Use the search filters on the left to narrow your results. You can filter by campus, course level, and more.
- Click the checkbox next to the filter you want to apply. Your search results will be updated automatically.
Finding Courses for your Saved Schedule

- Once you find a course you want to add to your schedule:
  - Click the course title to go to the course description. This will open in a pop-up window.
  - Review the course description for registration requirements. These may include prerequisite and corequisite courses, or additional sections you must also enroll in.
  - Add all the required activities to your saved schedule.

- Click the orange “Add to Saved Schedule” button to continue.
Open Seats Vs Waitlist Seats

- Whether there are open seats or waitlist seats, you can save them on your Saved Schedule
- Look at the "Status"
  - One says "Open"
  - One says "Waitlist"
- For most of your first-year courses, you will need to register via the waitlist
Creating a Saved Schedule

- Click the checkbox in the “Select” column to add a course activity to your schedule. You can only select one section for each activity.
- Add a section for each of the required activities for the course. For example, you may need to take a lab or discussion on top of the weekly lectures.
- You can click the “Add Course Sections” button to continue adding courses to your saved schedule.
- Once you’re done adding the course(s) to your saved schedule, click the orange “Done” button.

<table>
<thead>
<tr>
<th>Course</th>
<th>Lecture Time</th>
<th>Credits</th>
<th>Section</th>
<th>Status</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL_110</td>
<td>Monday 8-10am</td>
<td>3</td>
<td>Open</td>
<td>In Person</td>
<td></td>
</tr>
<tr>
<td>ENGL_110</td>
<td>Monday 11-1pm</td>
<td>3</td>
<td>Open</td>
<td>In Person</td>
<td></td>
</tr>
<tr>
<td>ENGL_110</td>
<td>Monday 2-4pm</td>
<td>3</td>
<td>Open</td>
<td>In Person</td>
<td></td>
</tr>
</tbody>
</table>

To add a course section to your saved schedule, you can select the course and click the “Add Course Sections” button.
Tips on Building a Saved Schedule

- Open your Current Courses and Course schedule in two windows to refer to both
  - The system will let you save courses that conflict in the Saved Schedule but come registration day, you will not be able to register

- Have a few different saved schedule options just in case a class fills up!

- If alerts pop up, become a detective to understand why there is an error:
  - Is there a pre-req or co-req issue?
    - If you have transfer credits for a pre-req and the system is giving you an error, please contact us
  - Did you forget to add a course section like a discussion group?

- There are 10-minute breaks between classes
  - Consider location of classes – campus is large

- Add/Drop Deadline
  - Term 1: September 16, 2024
  - Term 2: January 17, 2025
  - Do not drop courses from your timetable until you see your transfer credits posted on your Workday Transfer Credit page. You have until the course drop deadline to drop courses without a Withdrawal ('W') standing on your academic record.
Registering from a Saved Schedule

- Under your saved schedule, click the orange “Start Registration” button.
- You’ll be brought to a new page with the heading, “Start Registration from Saved Schedule”.
- Once you are ready, click the orange “Register” button at the lower left corner of the page. Your registration will be processed in Workday.
After you complete your registration, a registration summary will appear on the screen in a table format. The summary is divided into 3 sections:

- Unsuccessful
- Waitlisted
- Successful registrations
Can I register in an Individual Course not from a Saved Schedule?

- Yes!
- After your registration time opens, find the course section you would like to register in
- Click "Register"
What if the "Register" Button doesn’t Appear?

- Check your registration appointment time to ensure it is open
- Click "Troubleshoot" button to gain more understanding
  - Please contact us for help!
You are responsible

For completing **all** degree requirements at **all** year levels for which you have **not** received transfer credit
If you have questions about transfer credit:

- Book an appointment with Transfer Credit Advisor on PD Portal

If you have questions about registration:

- Start with the Registration FAQ pages on our website under the Registration tab. These pages answer a lot of broad questions you may have.

- **Fastest option:** Attend our virtual drop-in “Quick Questions” advising
  
  - Although we will be accessible by email, this contact method may be backlogged during the registration period. For the fastest support, please attend Quick Questions.
  
  academicservices.engineering.ubc.ca/contact-us/