BASc Continuing Year 1 Registration Workshop
June 20, 2024
Land Acknowledgement
Introductions

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Overview of Workshop

• *We are going to record the session*
• Continuing Year One Student
  • Who is a Continuing Year On Student?
  • What conditions do I need to meet this year?
• Registration
  • Differences from last year
  • When is it?
  • Course Planning
  • How to Register in Workday
• Common Questions
• 2nd Year Placement
• Questions
Continuing Year One Student
Who is a Continuing Year One Student?

- A BASc student that has taken at least one Winter term in the BASc degree that has eligibility for the next Winter Session and did not qualify for 2nd year promotion yet.
- In 24W, a Continuing Year One student may be in good standing or on academic probation
What conditions do I need to meet in 24W?

- **If you are on academic probation for 24W**
  - You need to register and attempt at least 24 credits in 24W (12 credits per term)
  - Receive at least 55% overall average by April 30, 2025

- **If you are in good standing for 24W**
  - You need to register and attempt at least 24 credits in 24W

- **If you are registered with the CFA with a reduced course load for 24W (and would like to use this accommodation)**
  - You need to connect with your CFA advisor and inform our office by August 16, 2024 that you will be following an approved reduced course load for 24W. We will adjust your conditions for 24W to reflect this approved reduction
24W Registration
Registration Differences for 24W

• Registering in Waitlists for First Year Courses
  o Last year you registered through an STT for your first-year courses. This is changing this year
• Registering in Workday
  o As you know, UBC has undergone a system change recently and all activities pertaining to 24W (September 2024-April 2025) will occur in Workday
  o If you have yet to log on, we would encourage you to do so today!
When is First Year Registration?

June 24-27, 2024
All things Registration: Course Planning

- All Continuing Year One Students were scheduled to meet with an EAS advisor to plan courses if you haven't met with someone yet, please contact us.
- What courses should you take?
  - Remaining first year courses
  - Degree requirements: complimentary studies
    - 6 credits of humanities elective
    - 3 credits of Impact requirement
    - 3 credits of the Technical Communication Course
  - Common second year Engineering courses
  - What are you top Engineering programs?
  - Courses of interest: future minor, courses that would enhance BASc degree etc.
All things Registration: First Year Courses

• Different than previous experience
  • Need to register course by course
• Need to meet pre-reqs
• APSC 100 and APSC 101
  • If you have passed APSC 100 and failed/didn’t complete APSC 101: you are permitted to take APSC 101
  • If you have failed APSC 100 and failed APSC 101: you need to take APSC 100 and APSC 101 again
  • If you have failed APSC 100 and passed APSC 101: you are welcome to register for the waitlist and ask Mimi (Mimi.Tse@ubc.ca) permission to take this
• All first-year engineering courses should be prioritized to be completed prior to starting second year

<table>
<thead>
<tr>
<th>Course</th>
<th>How to Register</th>
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</thead>
<tbody>
<tr>
<td>APSC 100</td>
<td>Waitlist</td>
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<tr>
<td>APSC 101</td>
<td>Waitlist</td>
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<td>APSC 160</td>
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<td>CHEM 154</td>
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<td>MATH 100</td>
<td>General Seats</td>
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<td>PHYS 157</td>
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<td>PHYS 159</td>
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<td>PHYS 170</td>
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<tr>
<td>WRDS 150B</td>
<td>General Seats</td>
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</table>
All things Registration: Complimentary Studies

- Humanities Electives
  - General seats or if full, register for the waitlist or another course
- Impact requirement
  - Most likely register for the waitlist, but more specifics on next slide
- Technical Communication Course (APSC 201)
  - Register for the waitlist. If a seat becomes available, you will be notified
  - Not all programs accept this course. You would have discussed this in course planning with an EAS advisor
All things Registration: Impact course

- Most Engineering programs accept a course from the list.
- For a Continuing First Year Student we recommend considering a lower-level course option on this list.
  - APSC 262 (Term 1 and Term 2)
    - Register via waitlist
  - CIVL 250 (Term 1 and Term 2)
    - Register via waitlist
  - DES 130 (Term 2)
    - General seats and waitlist
  - DES 230 (Term 2)
    - General seats and waitlist
  - PLAN 211 (Term 2)
    - General seats and waitlist

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<th>Program</th>
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<td>ENVL</td>
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<td>GEOE</td>
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<td>IGEN</td>
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<td>MECH</td>
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<td>MTRL</td>
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All things Registration: Course Planning

• There are some overlapping courses between Engineering programs
• There is risk taking courses before being placed
• Need to meet pre-reqs to take specific course
• Register: General Seats or Waitlist

### Common Upper Year Engineering Courses

<table>
<thead>
<tr>
<th>Program/Course</th>
<th>MATH 253</th>
<th>MATH 255</th>
<th>MATH 256</th>
<th>STAT 251</th>
<th>APSC 278</th>
<th>APSC 279</th>
<th>MECH 260</th>
<th>CIVL 215</th>
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### All things Registration: Course Planning

<table>
<thead>
<tr>
<th>Program</th>
<th>Term</th>
<th>Pre-reqs</th>
<th>General Seats or Waitlist</th>
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<tbody>
<tr>
<td>MATH 253</td>
<td>1*</td>
<td>MATH 101</td>
<td>General Seats and Waitlist</td>
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<tr>
<td>MATH 255</td>
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<td>General Seats and Waitlist</td>
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<td>MATH 256</td>
<td>Both</td>
<td>MATH 101 and MATH 152 Co-req: MATH 253</td>
<td>General Seats and Waitlist</td>
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<tr>
<td>STAT 251</td>
<td>Both</td>
<td>MATH 101</td>
<td>General Seats and Waitlist</td>
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<td>APSC 278/279</td>
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<td>Waitlist</td>
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<td>MECH 260</td>
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<td>CIVL 215</td>
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<td>CHBE 241</td>
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<td>CHEM 154 and MATH 152</td>
<td>General Seats and Waitlist</td>
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<td>CHBE 244</td>
<td>2</td>
<td>CHBE 241</td>
<td>If you pass CHBE 241 in term 1, email CHBE to inquire about seats</td>
</tr>
</tbody>
</table>

*MATH 200 also covers MATH 253 and is in both terms with general seats*
Let's Talk about Workday!
Workday

- How to see your registration appointment
- Saved Schedules
  - How to build one
  - Tips
  - Registering off the saved schedule
- Registering in courses
- Troubleshooting

- If you haven't already: check out the [Workday Tutorials website](#) for more information!
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
  - Your registration appointment date and time will be listed in a table on the left side of this page.
Saved Schedules

- Same concept as worklists in SSC
- 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
- We recommend making a couple of options to ensure seamless registration day
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 build a saved schedule.
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.
Creating a Saved Schedule

• Select “Create Student Registration Saved Schedule”.
• Enter a name in the “Saved Schedule Name” field or choose a pre-existing one you have already created
  o To choose a pre-existing one: select "All" and choose the saved schedule you are adding a course to
Adding all Course Sections

- 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.
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.
Tips on building a saved schedule

- Open your Saved Schedule and Course schedule in two windows to refer to both
  - You will be registering for some waitlist courses. Ensure you leave room for these courses to fit in your schedule
- 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?
  - Did you forget to add a course section like a discussion group?
- Add/Drop Deadline
  - Term 1: September 16, 2024
  - Term 2: January 17, 2025
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.
Registering from a Saved Schedule

- 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
Registration Support

• If you have questions about registration:
  • First refer to the Continuing Year One Planning Page and Registration FAQ pages on our website. These pages answer a lot of broad questions you may have.
  • 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.
What happens if I don't get added to the courses I want?
What if I have a registration block?
What if I don't want to register in Engineering courses?
What if I have loans and need to be added to courses?
2nd Year Placement

• Eligibility
  • 27 success credits of 37 Engineering first year curriculum
  • For those on probation: meeting probation conditions
  • For those currently on good standing: receiving at least 55% overall in 24W

• When a Continuing Year One student takes 24 credits in their current Winter Session, this average is the one used for competitive placement

• All Continuing Year One students must take 24 credits unless they are registered with the CFA and on a reduced course load.
  • Students who are and will be following a reduced course load need to inform our office by August 16, 2024, of this and we will adjust conditions for the student in 24W
Questions with Jessica, Rumiko and Tiffany