Welcome!

Please share in the chat where in the world you are joining us from today!
How to Prepare for: First Year Registration!

Engineering Academic Services Winter 2024
Land Acknowledgement
Don’t worry about taking notes – we will be emailing you a detailed version of this presentation along with other resources
- One of the resources is a link to the Workday tutorial's website that shows the same screenshots we have in the presentation today on how to register for courses

This session is being recorded
- Give everyone a moment to change any personal details before we start

Have questions?
- EAS staff will be answering questions in the Q and A throughout the presentation
- There is a designated Q and A period at the end of the session
Winter Session has two terms, which registration for both occur in June/July for UBC students.

- June 24-June 27, 2024, is first year registration.

Summer Session has two terms, which registration occurs in March for these courses.

<table>
<thead>
<tr>
<th>Winter Session</th>
<th>Summer Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Term 2</td>
</tr>
<tr>
<td>Sep</td>
<td>Oct</td>
</tr>
<tr>
<td>Registration in June/July</td>
<td>Registration in March</td>
</tr>
</tbody>
</table>

What session are we registering for?
Early June: Students received registration appointment (date + time) indicating the earliest time you can register

Mid-June: Students were registered for first year physics, math, chemistry and applied science courses
- Which courses you were registered in depends on what one of five first year program paths you are following

Week of June 24-27: Students register for first year English and Humanities/Social Science Course

We recommend registering as soon as your timeslot opens
How to see my Registration Appointment

- 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.
- 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.
What courses have I been pre-registered in?
First Year Program Options

- Standard First Year Program
- Pre-Biomedical Engineering Pathway (PBME)
- Pre-Med Alternative Pathway
- First Year Program with Honours Math
- Chemistry and Physics Deficiencies
What courses are included in the Standard Engineering Timetable?

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td>Timetable Type</td>
<td>Standard</td>
</tr>
<tr>
<td>----------------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td>APSC 100</td>
</tr>
<tr>
<td></td>
<td>APSC 101</td>
</tr>
<tr>
<td></td>
<td>APSC 160</td>
</tr>
<tr>
<td></td>
<td>CHEM 154</td>
</tr>
<tr>
<td></td>
<td>MATH 100</td>
</tr>
<tr>
<td></td>
<td>MATH 101</td>
</tr>
<tr>
<td></td>
<td>MATH 152</td>
</tr>
<tr>
<td></td>
<td>PHYS 157</td>
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<td></td>
<td>PHYS 158</td>
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<td></td>
<td>PHYS 159</td>
</tr>
<tr>
<td></td>
<td>PHYS 170</td>
</tr>
<tr>
<td></td>
<td>PHYS 170</td>
</tr>
</tbody>
</table>

**Self-Registration:** English, Humanities  
**Differences:** The standard First Year Program  
- CHEM 121 + 123 instead of CHEM 154  
- BMEG 101 + 102 instead of APSC 101 and PHYS 159  
- No humanities in Year 1  
- CHEM 121 + 123 instead of CHEM 154  
- MATH 120 + 121 instead of MATH 100 + 101  
- PHYS 100 (equivalent to PHYS 12) in term 1, PHYS 157 in term 2, PHYS 158 equivalent in the Summer Session
Finding your 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.
### Viewing your current courses

<table>
<thead>
<tr>
<th>Course Lecting</th>
<th>Credits</th>
<th>Grading Basis</th>
<th>Section</th>
<th>Instructional Format</th>
<th>Delivery Mode</th>
<th>Meeting Patterns</th>
<th>Registration Status</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 110 - Mechanics</td>
<td>3</td>
<td>Graded</td>
<td>PHYS 110 T1A - Mechanics</td>
<td>Discussion</td>
<td>In Person</td>
<td>Wednesday 1:00 p.m. - 2:25 p.m.</td>
<td>Registered</td>
<td>Thomas Mattison</td>
</tr>
<tr>
<td>PHYS 110 - Mechanics</td>
<td>3</td>
<td>Graded</td>
<td>PHYS 110 T3A - Mechanics</td>
<td>Lecture</td>
<td>In Person</td>
<td>Monday 1:00 p.m. - 2:25 p.m.</td>
<td>Registered</td>
<td>Thomas Mattison</td>
</tr>
<tr>
<td>MATH 151 - Linear Systems</td>
<td>3</td>
<td>Graded</td>
<td>MATH 115 - Linear Systems</td>
<td>Lecture</td>
<td>In Person</td>
<td>Thursday 1:00 p.m. - 2:25 p.m.</td>
<td>Registered</td>
<td>Thomas Mattison</td>
</tr>
<tr>
<td>MATH 112 - Linear Systems</td>
<td>3</td>
<td>Graded</td>
<td>MATH 112 - Linear Systems</td>
<td>Laboratory</td>
<td>In Person</td>
<td>Thursday 2:00 p.m. - 3:25 p.m.</td>
<td>Registered</td>
<td>Thomas Mattison</td>
</tr>
<tr>
<td>APSC 100 - Introduction to Engineering</td>
<td>3</td>
<td>Graded</td>
<td>APSC 100 - Introduction to Engineering</td>
<td>Lecture</td>
<td>In Person</td>
<td>Monday 2:00 p.m. - 3:25 p.m.</td>
<td>Registered</td>
<td>Amy M. Detherske</td>
</tr>
<tr>
<td>APSC 100 - Introduction to Engineering</td>
<td>3</td>
<td>Graded</td>
<td>APSC 100 - Introduction to Engineering</td>
<td>Lecture</td>
<td>In Person</td>
<td>Wednesday 1:00 p.m. - 2:25 p.m.</td>
<td>Registered</td>
<td>Amy M. Detherske</td>
</tr>
<tr>
<td>APSC 199 - Introduction to Engineering</td>
<td>3</td>
<td>Graded</td>
<td>APSC 199 - Introduction to Engineering</td>
<td>Lecture</td>
<td>In Person</td>
<td>Thursday 1:00 p.m. - 2:25 p.m.</td>
<td>Registered</td>
<td>Amy M. Detherske</td>
</tr>
<tr>
<td>APSC 199 - Introduction to Engineering</td>
<td>3</td>
<td>Graded</td>
<td>APSC 199 - Introduction to Engineering</td>
<td>Lecture</td>
<td>In Person</td>
<td>Friday 1:00 p.m. - 2:25 p.m.</td>
<td>Registered</td>
<td>Amy M. Detherske</td>
</tr>
</tbody>
</table>
What if my current courses are blank?

- *Don’t panic* – You are guaranteed all your engineering courses
- You are registered on a temporary timetable
- We are currently working to get everyone into classes. We will email you when you are registered in your first-year engineering program courses.
How to register in the remaining first year courses?
Self-Register Courses

- Engineering Timetables contain *most* but not *all* the required first year courses
- You also need:
  - A first-year English course
  - A 3-credit Humanities/Social Science course
Option 1: WRDS 150B – Recommended

WRDS 150B is designed to introduce you to many aspects of research and writing in university, including how to:

- Conduct research
- Write about research
- Recognize, analyze, and employ specific features of discourse in academic writing (i.e. contextualized language use)

WRDS 150B is a foundational research and writing course at UBC where you receive an apprenticeship into academic research and writing while learning fundamental concepts and practices from active and experienced scholars. Additionally, WRDS 150B uses research areas that can be approached from at least three disciplinary perspectives, including non-Arts disciplines.

Topics are varied and posted on the Journalism Department website.
Option 2: ENGL 110 or ENGL 111

ENGL courses will be more literature and writing heavy

- ENGL 110 – Study of selected examples of literary and cultural expression: examples may include poetry, fiction, drama, life narratives, essays, graphic novels, screenplays, and narrative adaptations in film and other media. Essays are required.

- ENGL 111 – Study of selected communication genres from a language-based perspective: examples may include non-fiction, science writing, business discourse, journalism, language of the internet, podcasts, and other media. Essays are required.

Note for our pre-med pathway students or med student hopefuls: ENGL 111 is no longer counted towards the med program at UBC. Please check the med schools you are interested in before picking your ENGL requirement.
Most courses in Faculty of Arts, with some restrictions:
- No technical, scientific or lab-based courses
- No scientific geography or statistics courses
- No studio or performance courses
- No medical terminology courses

Humanities:
A study of human culture
- History
- Classical Studies
- Literature
- Language

Social Science:
A study of society
- Anthropology
- Sociology
- Political Science
- Economics
Humanities/Social Science Course

- Broaden your horizons
- Think about your interests and strengths
- Consider course level – 300/400 level courses require a higher reading load and writing requirements
- Maximum of 3 credits in a language course

You can find an expansive list of approved humanities/social science courses on the EAS website under “Registration”

*Note: PBME students do not take a humanities course in their first year
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
- We recommend making 2 to 3 saved schedules containing different first year English and humanities options
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
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 Save 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.
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
  - To choose a pre-existing one: select "All" and choose the saved schedule you are adding a course to

Click the “Choose Times” button to select your course sections.
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.
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?
  - 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
  - Registering for courses is not final. You can continue adding and dropping courses until the Add/Drop deadline (Sept. 16 for Term 1, Jan. 17 for Term 2)
Balancing your timetable

<table>
<thead>
<tr>
<th>Timetable Type</th>
<th>Standard</th>
<th>PBME</th>
<th>Pre-Med</th>
<th>Honours</th>
<th>Physics Deficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>5 courses</td>
<td>5 courses</td>
<td>5 courses</td>
<td>5 courses</td>
<td>5 courses</td>
</tr>
<tr>
<td>Term 2</td>
<td>6 courses</td>
<td>7 courses</td>
<td>7 courses</td>
<td>6 courses</td>
<td>6 courses</td>
</tr>
<tr>
<td>Self-Registration:</td>
<td>English, Humanities</td>
<td>English</td>
<td>English, Humanities</td>
<td>English, Humanities</td>
<td>English, Humanities</td>
</tr>
<tr>
<td>Recommend</td>
<td>Register in English and Humanities in opposite terms</td>
<td>Register in English in term 1</td>
<td>Register in English and Humanities in term 1</td>
<td>Register in English and Humanities in opposite terms</td>
<td>Register in English and Humanities in opposite terms</td>
</tr>
</tbody>
</table>
What if I have no current courses registered?

- Go ahead and build your saved schedule with the self-registration courses.
- When your core Engineering courses are added, our registration team will work around your schedule as best as possible.
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

<table>
<thead>
<tr>
<th>View Course Section</th>
<th>ENGL 210: Approaches to Literature and Culture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>ENGL 210: Approaches to Literature and Culture</td>
</tr>
<tr>
<td>Academic Period</td>
<td>Winter Term 2023 (603-4)</td>
</tr>
<tr>
<td>Status</td>
<td>Open</td>
</tr>
<tr>
<td>Effective Dates</td>
<td>2023-01-09 to 2023-03-19</td>
</tr>
<tr>
<td>Grading Status</td>
<td>Graded</td>
</tr>
<tr>
<td>Credits</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Description</td>
<td>Study of selected works of fiction and nonfiction. Includes a small repertoire of short fiction, drama, film, popular culture, memoir, and narrative nonfiction from the 20th century. This course is not eligible for Credit/No Credit. Other Institutional Formats: Discussion (Required).</td>
</tr>
</tbody>
</table>

Available Enrollments: 10
Available Enrollment: 90
Meeting Pattern: Lecture 3 hours 3 credits (Weekdays 9:10 a.m. - 10:30 a.m., 10:30 a.m. - 1:30 p.m.)
Campus: K (Kedzie) (Daytime)
Instructor Teaching: Bresser/Day/Wycherley

Register now and all your dreams will come true.
If you have questions about registration:

- First refer to the First Year Registration and Registration FAQ pages on our website under the Registration tab. 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.
- Go through the Welcome to Engineering 2024 handbook on Canvas
Common Registration Questions
Can I take less courses in first year?

- Students are expected to take the full first year course load
- Students with Advanced Credits (AP/IB) may be able to drop certain courses if they receive transfer credit
  - Do not drop courses until your transfer credits have been confirmed on your Workday
  - Advanced Credit Workshop on August 21st
- Students that need to take certain credit amounts due to having a scholarships, having a loans, being on a visa, in UBC housing, being Student Athlete, or having Guaranteed Placement should consult an EAS advisor before performing a drop action
- If you want to reduce course load, please speak with an EAS advisor.
What if I by accident dropped a course?

- *Please do not drop a course that you were pre-registered into*

- Mistakes can happen: if this has happened to you, please register on the waitlist of the course you dropped, and we will do our best to re-register you for the course. However, we cannot guarantee you will get back in the same section.

- If you have Advanced Credits and are considering dropping a course, please chat with an EAS advisor before dropping any courses.
Can I swap the course sections I was pre-registered in?

- Although there is a swap button, this will not work for most of your courses. We would not recommend swapping pre-registered engineering courses.

- First year program timetables are complex with many courses that uniquely fit together. To change one course, you must change many courses and often not all these courses have seats open to swap into.

- If you have an extenuating circumstance, we will accommodate a section switch where possible. The section switch request form along with the eligibility requirements are on our website. Documentation may be required.

- If there is an open general seat that fits perfectly in your timetable, you can attempt the swap course option after your registration time has opened.
We will send you an email after this session with additional resources:

- Today's presentation slide deck
- A link to where to re-watch the session
- A list of the common questions asked in this session and the answers to them
- Links to the EAS First Year Registration, Registration FAQ pages, Workday Tutorials, Advanced credits page
Just before we get to questions...

- There’s a short feedback survey posted in the chat, we would love to hear from you!
Upcoming Sessions

Advanced Credit Workshop – August 21st at 5:30-6:30pm PDT