

How to Complete the UBC Course Request Form – a Step-by-Step Tutorial

Please note registration is based on course availability and you will have a limited selection of UBC courses. We ask that students be flexible with their course schedule. As we get closer to the start of classes, the less spaces will be available so the sooner you can submit your list, the better.

Undergraduate visiting students typically take between 9 and 15 credits per term (appx 3-5 courses). List your choices in order of preference (1=most preferred, etc.). Fill the entire form in case we are unable to enroll you in your top choices. **We will not be able to guarantee access to specific courses even if they are required by your home university**

If you are interested in graduate level courses, please do not use the Course Request Form, but use [the Enrolment of Undergraduate Students in Graduate Course form](#) instead to register in a Graduate course and, after receiving the appropriate signatures, return the form to the Faculty of Graduate and Postdoctoral Studies (graduate.sas@ubc.ca).

If you have not yet been admitted, completing this survey does not equate to admission, we are still reviewing applications at this time; however, we will be using the surveys as part of your application documents and for processing your course registration requests after you've been admitted. **Please do not attempt to register yourself in classes.**

Please submit a completely new survey if you have made an error in your previous survey. **We will only go by the most recent submission.**

Please submit your course form by the appropriate deadline:

- June 15 - students taking courses starting in September
- November 15 – students taking courses starting in January
- March 15 – students taking courses in the summer terms

Now let's get started on your course selection form!

1. Please review our [course restrictions page](#) which lists all restricted programs as well as specific courses not open to visiting students or exchange students. It is important to note that we cannot guarantee access to specific courses even if they are required by your home university. Please note the extra course restrictions for visiting students below:

Faculty of Science:

- **Computer Science (CPSC): Computer Science (CPSC):** CPSC courses often have very limited space availability for visiting students. If you list a CPSC course on your final course survey, please also be sure to list a back-up/alternative course that is NOT CPSC.
- **Physics (PHYS):** The following courses are not available to visiting students: PHYS 301, 304, 350, 401, 403, 408, 409, and any PHYS course with a laboratory.
- **Biology (BIOL):** The following courses are not available to visiting students: BIOL 326, 331, 340, 342, 352, 363, 404, and any BIOL course with a laboratory.

UBC Faculty of Arts:

- **Political Science (POLI):** very limited capacity.
- **Economics (ECON):** very limited capacity.

UBC Faculty of Applied Science:

- **Environmental Engineering (ENVE):** Not accepting any visiting students.

UBC Sauder School of Business (COMM, COHR, COMR):

- It is unlikely that visiting students will be able to register for COMM courses. Students can request COMM courses, but will only be accommodated space permitting.

2. Reviewing [course terminology](#) will help you with choosing your courses. Many courses have a lecture and another activity (tutorial, lab, etc.). In order to complete the enrolment in these classes, you will need to be registered for all applicable activities. As an example, below for ECON 102 you will need to request Lecture and one of the Discussion activities to complete the registration.

Status	Section	Activity	Term
	ECON 102 008	Lecture	1
	ECON 102 LA8	Discussion	1
	ECON 102 LB8	Discussion	1
	ECON 102 LC8	Discussion	1

3. Now you are ready to select courses from the [UBC Course Schedule](#).

- In the upper right corner of the website, select the correct session from the drop-down menu. Please note, our Winter Session is September to April, our Summer Session is May to August.
- Select the campus you have applied for.
- In the upper left corner, you can choose how you want to search for courses. "Browse" will allow you to see all the courses offered in a specific faculty/department, and "Search" will help you find a specific course or search by a specific term or other criteria.

The screenshot shows the top navigation bar of the UBC Course Schedule website. It includes a search bar with a 'Search' button and a 'Help' link. Below the search bar, there are two dropdown menus: 'Campus: UBC Vancouver' and 'Session: 2014 Winter'. These dropdowns are circled in red and labeled 'a' and 'b' respectively. The page title is 'The University of British Columbia - Course Schedule'. Below the title, there is a welcome message and a note that the page requires JavaScript. A grey box contains the text: 'Please note that the Course Schedule is subject to change. Please review your worklist prior to your registration date.' There are sections for 'Registration Reminder', 'Getting started:', and 'Navigation Menu'.

- d. Make sure that you select courses offered in the term that corresponds to your time at UBC: **Winter Term 1** (September-December), **Winter Term 2** (January-April), **Summer Term 1** (May-June), **Summer Term 2** (July-August)

The screenshot shows the course details for 'ENGL 222 Literature in Canada'. The page includes a navigation bar with 'Campus: UBC Vancouver' and 'Session: 2014 Winter' dropdowns. The course title is 'ENGL 222 Literature in Canada'. Below the title, there is a description of the course and a note that it is eligible for Credit/Fail grading. The course is worth 3 credits. The prerequisites are listed as either (a) ARTS100 or (b) two of ENGL 100, ENGL 110, ENGL 111, ENGL 112, ENGL 120, ENGL 121, or (c) ARTS 100 or (d) ARTS 100 and one of ENGL 110, ENGL 111, ENGL 120, ENGL 121 (OR 6 credits of first-year English). There are restrictions on the course based on faculty, categories, and UNCL. Below the text is a table with columns: Status, Section, Activity, Term, Interval, Days, Start Time, End Time, and Comments. The 'Term' column is circled in red and labeled 'd'. The table shows five sections: ENGL 222 001 (Lecture, Term 1, Mon Wed Fri, 9:00-10:00), ENGL 222 002 (Lecture, Term 1, Mon Wed Fri, 11:00-12:00), ENGL 222 003 (Lecture, Term 2, Mon Wed Fri, 10:00-11:00), ENGL 222 007 (Lecture, Term 2, Tue Thu, 14:00-15:30), and ENGL 222 590 (Distance Education, Term C).

Status	Section	Activity	Term	Interval	Days	Start Time	End Time	Comments
	ENGL 222 001	Lecture	1		Mon Wed Fri	9:00	10:00	Section Comments
	ENGL 222 002	Lecture	1		Mon Wed Fri	11:00	12:00	Section Comments
	ENGL 222 003	Lecture	2		Mon Wed Fri	10:00	11:00	Section Comments
	ENGL 222 007	Lecture	2		Tue Thu	14:00	15:30	Section Comments
	ENGL 222 590	Distance Education	C					Section Comments

- e. Some courses are offered throughout a whole academic year (September – April). They are called “full-year” courses and in the Course Schedule they will have “1-2” written in their term. In the example below, HIST 101 course is offered in Terms 1-2 and worth 6 credits. **It is not possible to take full-year courses if you are only coming for a single term.**

HIST 101 World History to Oceanic Contact

Origins and diffusion of the world's great regions; cultural contact along overland trade routes; emergence of civilizations such as the Iroquois, Chinese, and Christian European; ordering of societies and their political development.



This course is eligible for Credit/Pass grading. To determine whether you can take this course for Credit/Pass grading, visit the [Credit/Pass](#) website. You must register in the course before you can select the Credit/Pass grading option.

Credits: 6

- Choose one section from all 7 activity types, (e.g. Lecture and Laboratory)

Status	Section	Activity	Term	Interval	Days	Start Time	End Time	Comments
	HIST 101 001	Lecture	1		Mon Wed	9:00	10:00	
		Lecture	2		Mon Wed	6:00	10:00	
	HIST 101 11A	Discussion	1-2		Fri	8:00	10:00	
	HIST 101 11B	Discussion	1-2		Fri	6:00	10:00	
	HIST 101 11C	Discussion	1		Fri	10:00	11:00	
		Discussion	2		Fri	10:00	11:00	
	HIST 101 11D	Discussion	1-2		Fri	12:00	13:00	

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For courses that list pre-requisites, you must have completed the “equivalent” pre-requisites at your home university. Because your academic history is not in the UBC system, most courses would appear as “restricted” and we will assist you with the initial course registration. Please note that all visiting students are responsible for ensuring that they meet the course pre-requisite requirements, and academic departments may ask to see your transcripts to show that you have the pre-requisites.

- f. **Please do not submit requests for courses that are “blocked”.** Please check the “Section Comments” for specific instructions. You may be able to seek approval for registering in these courses **AFTER** you arrive at UBC.

AANB 530B Directed Studies - DIRECTED STUDIES [Save To Wishlist](#)

This course is not eligible for Credit/Pass grading.

Credits: 3

Status	Section	Activity	Term	Interval	Days	Start Time	End Time	Comments
Blocked	AANB 530B 003	Directed Studies	1-2					Section Comments
Blocked	AANB 530B 001	Directed Studies	1					Section Comments
Blocked	AANB 530B 002	Directed Studies	2					Section Comments

4. You can find out the instructor name and contact information in case you would like to request a course syllabus.

ECON 101 001 (Lecture)

Principles of Macroeconomics

Elements of theory and of Canadian policy and institutions concerning the economics of markets and market behaviour, prices and costs, exchange and trade, competition and monopoly, distribution of income

This course is eligible for Credit/Fail grading. To determine whether you can take this course for Credit/Fail grading, visit the [Credit/Fail](#) website. You must register in the course before you can select the Credit/Fail grading option.

Credits: 3
 Location: Vancouver
 Term 1 (Sep 06, 2016 to Dec 02, 2016)

Credit Grading Change Dates
 Last day to change between Credit/Fail and percentage grading (grading options cannot be changed after this date): **September 26, 2016**

Withdrawal Dates
 Last day to withdraw without a W standing: **September 26, 2016**
 Last day to withdraw with a W standing: **October 14, 2016**
 (course cannot be dropped after this date)

Term	Day	Start Time	End Time	Building	Room
1	Mon Wed Fri	16:00	17:00	Chemistry	2150

Instructor: **ATRIACE, MARISA**

5. For some courses, the course syllabus is available online. If not, please contact the respective instructor via email. Please keep in mind that given it is the middle of the semester, instructors may take longer to return your email. You can also visit the departmental website, as sometimes course syllabi are available there. In addition, you can also consider contacting the academic advisor of the department. The contact information is usually available on the departmental website. For some courses (e.g. CHEM 154), the course syllabus is available on the course calendar page.

CHEM 154 - Chemistry

THE UNIVERSITY OF BRITISH COLUMBIA
 Vancouver Campus

Student Service Centre
 Course Schedule

Course Schedule | Browse Courses | CPEP | CPEM 154

Campus: UBC Vancouver | Session: 2017 Winter

CHEM 154 Chemistry for Engineering

Chemical bonding, properties of matter, Chemical thermodynamics with applications to phase equilibria, aqueous equilibria and electrochemistry; Processes at surfaces.

This course is eligible for Credit/Fail grading. To determine whether you can take this course for Credit/Fail grading, visit the [Credit/Fail](#) website. You must register in the course before you can select the Credit/Fail grading option.

Credits: 3
 Pre-reqs: CHEM 12

- Available ONLY to students in the Faculty of Applied Science. Students register in this course via standard timetable. Laboratories run on alternate weeks. READ THE LABORATORY SECTION COMMENTS FOR LABORATORY START DATES, viz.
- This course is restricted to students in one of these programs: BASC
- Choose one section from all 2 activity types (i.e. Lecture and Laboratory)

Thank you for completing this form and don't forget to check out our [visiting student page](#) to see how to best prepare for your time at UBC.