# 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 <u>course restrictions page</u> 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 <u>not</u> 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 <u>not</u> 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):**

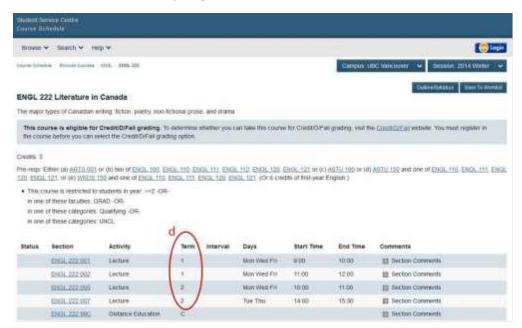
- It is <u>unlikely</u> that visiting students will be able to register for COMM courses. Students can request COMM courses, but will only be accommodated space permitting.
- 2. Reviewing <u>course terminology</u> will help you with choosing your courses. Many courses have a lecture and another activity (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

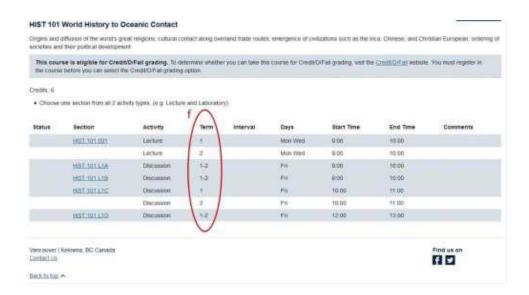
- 3. Now you are ready to select courses from the UBC Course Schedule.
  - a. In the upper right corner of the website, select the correct session from the drop-down menu. Please note, our Winter Session is September to April, our Summer Session is May to August.
  - b. Select the campus you have applied for.
  - c. 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.



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)



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.

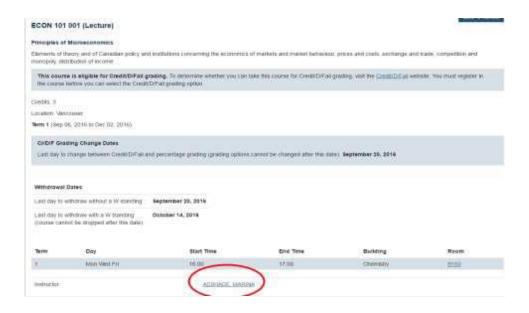


For courses that list pre-requisites, you must have completed the "equivalent" pre-requisites at your home university. Because your academic history is not in the UBC system, most courses would appear as "restricted" and we will assist you with the initial course registration. Please note that all visiting 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.

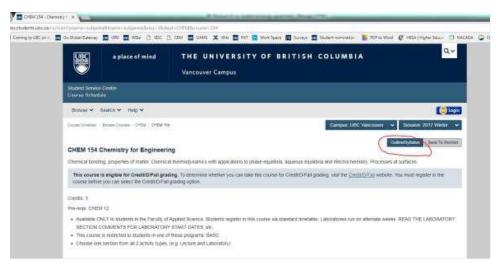
f. Please do not submit requests for courses that are "blocked". Please check the "Section Comments" for specific instructions. You may be able to seek approval for registering in these courses AFTER you arrive at UBC.



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



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.



Thank you for completing this form and don't forget to check out our <u>visiting student page</u> to see how to best prepare for your time at UBC.