

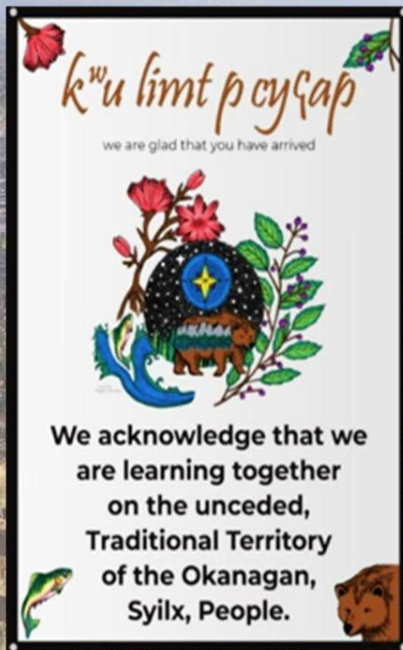
# Post Secondary Prep

## Session #3


- **Post-Secondary Planning File - getting organized!**
- **Student Transcript Service**
- **Online Courses**
- **Review: Sources of Funding**
- **A year of post-secondary**
- **What is a post-secondary ACADEMIC CALENDAR?**
- **How to read COURSE INFO in Post-Sec Academic Calendar**
- **Okanagan College:** Updates, deposits, course planning, student supports
- **UBC:** Updates, deposits, course planning, student supports
- **UVIC:** Updates, deposits, course planning, student supports
- **Residence Living:** what to pack & tips for living on campus
- **Upcoming Dates**



ałi kwu swiwi-numtax | **We are beautiful / Nous sommes beaux**  
ałi kwu sukna?qinx | **We are Okanagan / Nous sommes Okanagan**  
ałi axa/ L/tmxwula/xw | **Because our land is beautiful / Parce que notre terre est belle**



*k'wu limt p cyzap*  
we are glad that you have arrived



We acknowledge that we are learning together on the unceded, Traditional Territory of the Okanagan, Syilx, People.



*k'wu limt p cyzap*  
nous sommes si heureux que vous soyez arrivés



Nous reconnaissons que nous apprenons ensemble sur le Territoire traditionnel, non cédé, du peuple Syilx de l'Okanagan

# Grade 12 Grad Info

## KSS Grade 12 Information on Google Classroom

for all things for grade 12s

*(sanctioned grad events, grad photos, grad gowns, post-secondary info, scholarships, etc)*

Code  
for  
joining



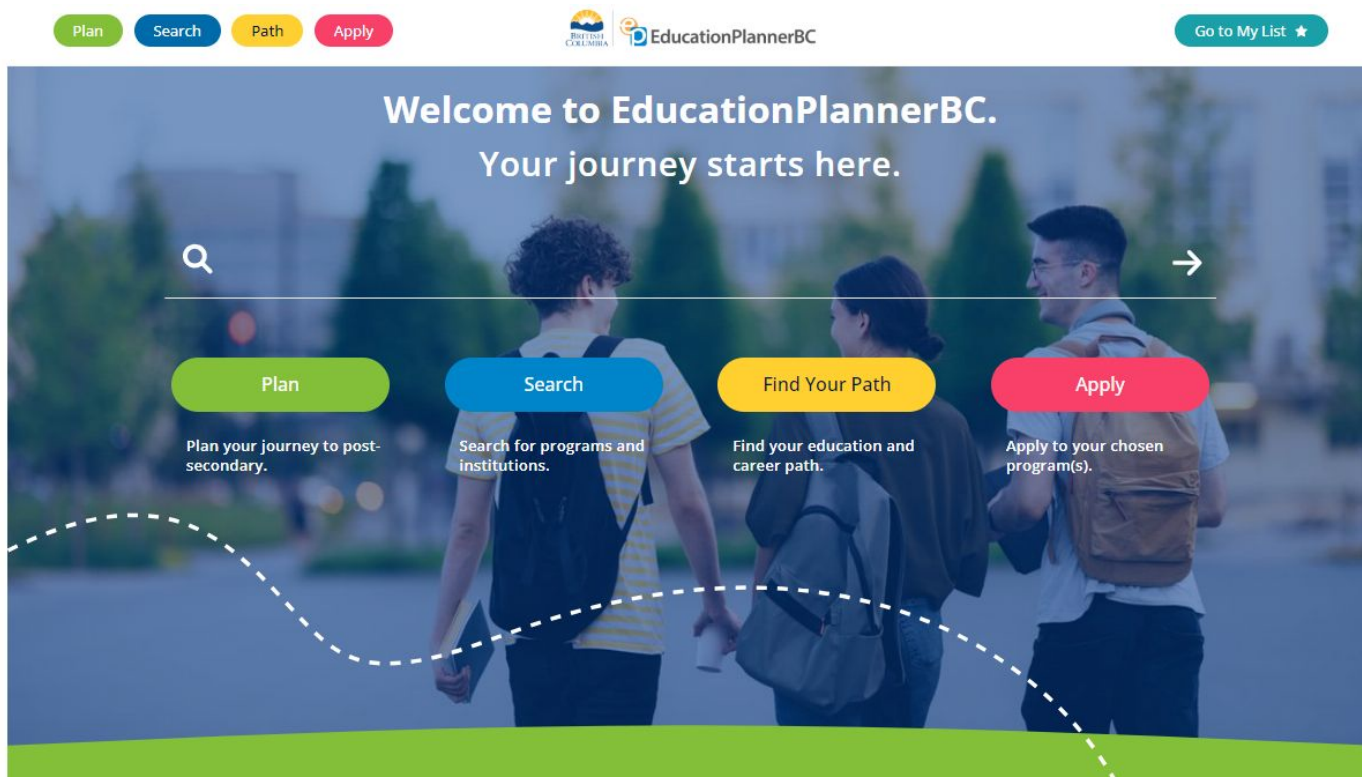
# dpumerha

*Google Classroom information does not preclude students from the responsibility of independent post-secondary research.*

# Post-Secondary Information

The EducationPlannerBC site is fantastic for searching programs, planning your education, & even applying!

[educationplannerbc.ca](https://educationplannerbc.ca)



# Post-Secondary Information

The [Post-Secondary BC site](#) supports students & parents with information to make the best post-secondary decisions. Search programs, check for updates, & find events from almost all public B.C. Post Secondary Institutions.



POST-SECONDARY BC

FOR STUDENTS

FOR PARENTS

FOR COUNSELLORS



Institution Directory

Education Explorer

News

Knowledgebase

Events

A photograph of several students in a classroom setting, some looking at laptops and others talking. The image has a blue tint.

**Connecting students with  
their best post-secondary  
opportunities.**

*We respectfully acknowledge that the institutions of the PSBC community are located on the territories of many First Nations across the province of British Columbia, on whose traditional and unceded territories we live, learn, play and do our work.*

I'm interested in:

Area of Study

All Areas of Study ▾

Institutions

Any Institution ▾

Credential

All Credentials ▾

VIEW OPTIONS →

# Post Secondary Planning File

- ✓ Research, brochures, calendars, pamphlets, emails, etc.
- ✓ PSP #1 & #2 slides/notes
- ✓ PEN number
- ✓ Printouts of critical emails (acceptance, student numbers, etc)
- ✓ Join the social media platforms to stay up to date (ie: @ubcadmissions)
- ✓ **LOGIN DETAILS:** (Save to “NOTES” app on your phone)
  - StudentTranscripts Service login & password
  - Student numbers for each institution
  - Campus Login usernames & passwords for campus accounts of each institution



**KEEP CAREFUL TRACK OF  
DEADLINES!**

**MAKE SURE YOU ARE ORGANIZED!**

# Student Transcript Service

[www.StudentTranscripts.gov.bc.ca](http://www.StudentTranscripts.gov.bc.ca)

- Must have your PEN # to create your account & complete your PSI choices (& to check your transcript)!
- **Identify that you would like interim and final marks sent to selected PSI's when they become available**
- This allows the post secondary school to receive your marks electronically
- ALL students planning to attend Post –Secondary should do this **ASAP**
- This is the same site/account where students access transcripts, verify grades, and later view Ministry scholarships if awarded.



# Marks Matter ALL YEAR LONG

- Marks are transferred from the Ministry of Education electronically to post-secondary institutions in May and July.
- It is IMPERATIVE that your grades are meeting the admission standards as set by the college/university.
- Admission offers CAN BE RESCINDED if marks drop below the admission standards of the school

**WORK HARD RIGHT TO THE END OF THE YEAR!**

# WARNING: ONLINE COURSES

- As a *guideline*.... grade 12 students taking an online course **required for graduation** should be 90% complete by **mid-May**. **This will position students to be fully complete by the end of the school year.**
- Please note: Eschool courses must be completed by June 12th or earlier. (end of second week of June)
- If you are taking an online course for post-secondary entrance, remember that **your PSI may require you to complete the course sooner than the online school requires.** Failure to meet PSI deadlines may delay or cancel your offer of admission.

# Have you planned your budget?

**Remember, you will have to pay for:**

- ✓ Registration Deposits (\$250 or more)
- ✓ Housing Application fees & deposits (\$50 - \$500+)
- ✓ Books & Supplies
- ✓ Technology (if required)

**ALL BEFORE SEPTEMBER!**

*...and first semester tuition is typically due  
the first week of September!*

# Review of Funding Sources

<b>General Sources</b>	• <a href="https://kssawardsandscholarships.weebly.com/">https://kssawardsandscholarships.weebly.com/</a>
	• <a href="http://studentscholarships.org">studentscholarships.org</a>
	• <a href="http://scholarshipscanada.com">scholarshipscanada.com</a>
	• <a href="http://studentawards.com">studentawards.com</a>
<b>Specific Sources</b>	• BC Ministry of Education Scholarships (*District Authority)
	• COBSS (handed out at ceremonies in June)
	• Institution specific funding
<b>Public Sources</b>	• Community opportunities
	• Student loans <a href="http://studentaidbc.ca">studentaidbc.ca</a> (*available in June)
	• Student Lines of Credit
	• Parent/Relative affiliations through work/organizations (ie: Costco)

*Review PSP #2 for further details & examples.*

# BEEM Credit Union Purple Cap Awards

[beemcreditunion.ca/bursary](https://beemcreditunion.ca/bursary)

## Your award. Your future.

Wherever you're headed, we've got an award to help you get there.

### Opportunity Award

The Opportunity Award is \$2,500 to help you overcome immediate barriers and take the next step in your education journey. By helping offset the costs of tuition, books, or living expenses, this award empowers you to begin building the knowledge, confidence, and financial wellbeing for your future.

The Opportunity Award has a simple application and is selected by random draw.

Back

### Momentum Award

The Momentum Award is \$5,000 to support your progress towards your education and career goals. This award helps you maintain forward momentum in developing the skills and knowledge to achieve long-term financial stability and success.

The Momentum Award is a simple application plus a video or essay. Recipients are chosen through an adjudication process.

Back

### Transformation Award

The Transformation Award is \$25,000 to back your ambition with a significant financial boost. This award recognizes your ambition, resilience, and potential to write your own future and strengthen your community.

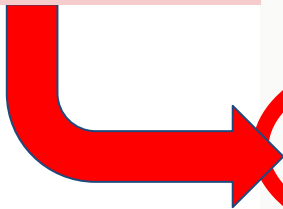
The Transformation Award is a simple application plus a video or essay. The recipient is chosen through an adjudication process.

Back

Apply now

Eligibility

**RANDOM  
DRAW!**



# BEEM Credit Union Purple Cap Awards

[beemcreditunion.ca/bursary](https://beemcreditunion.ca/bursary)

## Who can apply?



### BC residents

Must be a Canadian citizen or permanent resident of Canada and 17 years of age or older.



### Trades, college or university students

Must be enrolled in a full-time or part-time degree, diploma, trades, or certification program to claim your award.



### Beem members & non-members

Must be a Beem member at the time of claiming your award. You don't need to be a member to apply.



### Previous recipients

Students may receive the award up to two times through the Purple Cap Awards or Beem's former Million Dollar Bursary.

# BEEM Credit Union Purple Cap Awards

[beemcreditunion.ca/bursary](https://beemcreditunion.ca/bursary)

## Steps & key dates

The application review process runs throughout the year. 2026 cutoffs are May 15, Sep 30 and Nov 30.

1

### Complete the form

Get started with the simple form below. Be sure to use your legal name and primary email address and phone number.

2

### Watch your inbox

The application link will be sent to the email address provided. Create your profile to save, edit, and track your progress.

3

### Submit application

Fill out the application form and submit supporting documents depending on the award you are applying for.

4

### Become a member

Within 1 month of the cutoff date you'll find out if you've received an award. Be ready by making sure you're a member.

Ministry of Education:

# District / Authority Scholarships

**\$1250 scholarship (approx. 55 / year to KSS)**

- This scholarship rewards those who demonstrate excellence in chosen field of interest or strength.
- Students require teacher nomination, & complete online application
- Tuition vouchers are mailed to recipients in Oct. of 2026
- Vouchers may be used up to 5 years after receipt

**ANY STUDENTS WHO PLAN TO PURSUE A CAREER IN ANY OF THE FOLLOWING:**

- Fine Arts
- Applied Skills
- Physical Activity
- International Languages
- Technical & Trades training
- Community Service
- Indigenous Languages & Culture

**See Mr. Parmar in  
CAREER CENTER for more  
information.  
Meetings have already  
occurred.**

# Lines of Credit vs. Student Loans

	<b>Student Line of Credit</b> ARRANGE AT A BANK	<b>Student Loan</b> <a href="http://studentaidbc.ca">studentaidbc.ca</a> (& your PSI)
<b>possible Pros</b>	<ul style="list-style-type: none"><li>● Low interest rates customized for students</li><li>● Interest only payments while in school and during grace period</li><li>● You only owe what you spend</li><li>● Boosts your credit score if payments made on time</li><li>● Possible to get more money than with a student loan</li></ul>	<ul style="list-style-type: none"><li>● Don't have to make payments until after 6 month grace period</li><li>● Don't need a co-signer</li><li>● Repayment assistance plan possibilities</li><li>● Amount loaned largely based on financial need</li></ul>
<b>possible Cons</b>	<ul style="list-style-type: none"><li>● May need a co-signer (parents?)</li><li>● Have to make interest payments while in school</li></ul>	<ul style="list-style-type: none"><li>● Parents' income affects loan amount/eligibility</li><li>● Have to repay entire loan amount and provincial interest (*no interest charged for federal student loan)</li></ul>

# Accredited Institutions

- If you are using COBSS bursaries, student loans, or a provincial scholarship to pay for your tuition, you must be attending an *accredited* institution
- Most public post-secondary institutions are accredited.

Use this button on the COBSS homepage to check your institution.



# Is Your PSI Accredited?

To check if your institution is accredited go to:

**Canada** 

<https://www.canada.ca/en/employment-social-development/programs/post-secondary/designated-schools.html>

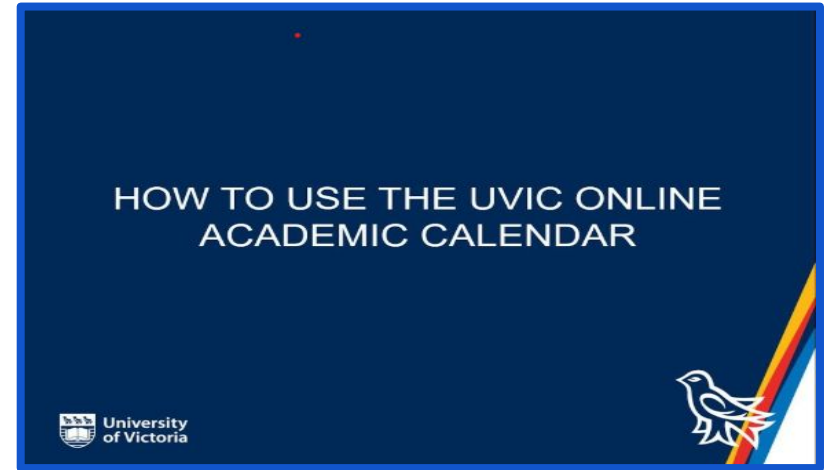
**US** 

<http://www.cra-arc.gc.ca/chrts-gvng/qlfd-dns/qd-lstngs/prscrbdnvrsts-lst-eng.html>

**Non University**

<http://www.privatetraininginstitutions.gov.bc.ca/students/pti-directory>

# A Post- Secondary Academic Calendar and how to read one!



# What is a Post-Secondary ACADEMIC CALENDAR ?

**OC**

## Academic Calendar

Calendar 2024 25

Introduction

Region

Admissions

Registration

Fees

Important Dates

Co operative Education

International Education

Programs

Courses

Policies

Archived Calendars

**UVIC**

## Academic Calendar

Home

Courses

Programs

Faculties and departments

Fees, policies and regulations

General Information

Research

Terms used at UVic

**UBCO**

## Calendar Sections

Home

Dates and Deadlines

Academic Year

Admissions

Fees

Establishment and Constitution

Campus-wide Policies and Regulations

Services and Organizations

Research Institutes

Faculties, Schools, and Colleges

Alternative Study Options

Course Descriptions

Emeriti Staff

Enrolment Statistics 2023/24

Calendar History

Calendar Archive

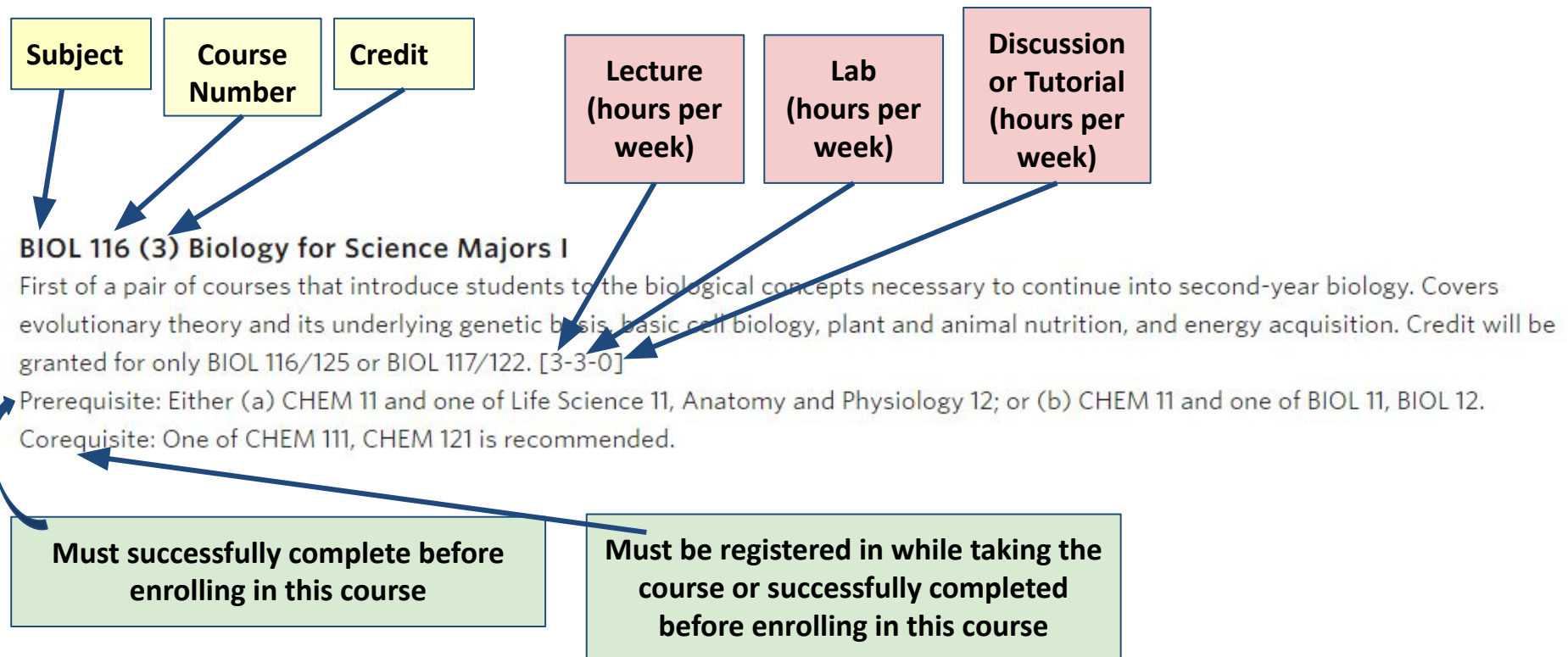
Contact Us

**The school's "RULE BOOK"**

A post-secondary institutions published rules, regulations, academic policies, important dates, programs (& their requirements), and COURSES.

# How to Read COURSE INFORMATION in the Post-Secondary Academic Calendar

Search “academic calendar” on your PSI’s site.  
Look for “courses” / “course info” / “course descriptions”.



# A Year at Post-Secondary

## The FALL Semester



Semester 1: Sept. - Dec.	
Course 1	3 credits
Course 2	3 credits
Course 3	3 credits
Course 4	3 credits
Course 5	3 credits
<i>* a student may have additional scheduled time for labs, tutorials, etc. during both or either semester</i>	
<b>TOTAL UNITS of Semester 1</b>	<b>15 credits</b>

# A Year at Post-Secondary

## The WINTER Semester



Semester 2: Jan. - April	
Course 1	3 credits
Course 2	3 credits
Course 3	3 credits
Course 4	3 credits
Course 5	3 credits
<i>* a student may have additional scheduled time for labs, tutorials, etc. during both or either semester</i>	
<b>TOTAL UNITS of Semester 2</b>	<b>15 credits</b>

# A Year at Post-Secondary

## The SPRING/SUMMER Semester



May - August



- \* Spring & Summer courses are possible, but usually limited offerings.
- \* College & university campuses are pretty quiet with reduced office hours and campus services.
- \* Most students get a job to pay for the next academic year!

# A Year at Post-Secondary

Semester 1: Sept. - Dec.		Semester 2: Jan. - April		May - August
Course 1	3 credits	Course 1	3 credits	* Spring & Summer courses are possible, but usually limited offerings.  * Campuses are quite quiet  * Most students get a job to pay for the next academic year!
Course 2	3 credits	Course 2	3 credits	
Course 3	3 credits	Course 3	3 credits	
Course 4	3 credits	Course 4	3 credits	
Course 5	3 credits	Course 5	3 credits	
<i>* a student may have additional scheduled time for labs, tutorials, etc. during both or either semester</i>				
<b>TOTAL UNITS of Semester 1</b>	<b>15 credits</b>	<b>TOTAL UNITS of Semester 2</b>	<b>15 credits</b>	
<b>TOTAL UNITS from a full time year at post-secondary</b>				<b>30 credits</b>
<b>TOTAL UNITS for a Bachelor of Arts or Bachelor of Science DEGREE (4 years x 30 units / year)</b>				<b>120 credits</b>



# Okanagan College

<https://www.okanagan.bc.ca/>



# OC: Admissions



- Applications are still open until programs are full
- Most programs available until all seats are filled (exception are LPN and Dental Assisting)
- Even if you do not have all of the entrance requirements fulfilled, contact OC admissions for options at 250-762-5445 or <https://www.okanagan.bc.ca/education-advising#admissions>



# OC: Admissions



- Once you receive your letter acknowledging your application, ensure you complete all tasks required, such as:
  - proof of enrollment in English 12, transcript sent, etc.
- Important dates/deadlines vary, so **please check your correspondence in your myOkanagan account carefully.**
- Pay your deposit to secure your seat  deposit amounts vary by program. Check website for details.  
Ex: Health/Tech/Trades: \$200 (+ \$200 more approx. 90 days before start of program)  
All others: \$200
- **Choose and plan out your courses prior to your course registration date**
- You will be given a registration package which will outline the process



# OC: SCHEDULES



- **Once you are accepted, log into your “myOkanagan” account. This will be your guide for courses, creating schedules, finances, etc. Check regularly!**
- Students choose courses and create schedules for Associate of Arts, Associate of Science, & Business only.
- All other programs have set schedules.
- Log in to “myOkanagan” to see set schedules.
- Need help planning courses? (scroll down to “Plan your courses”)  
<https://www.okanagan.bc.ca/education-advising#planning>

**PLAN AHEAD IF YOU WANT TO SEE AN  
EDUCATION ADVISOR ABOUT COURSES.**



# Okanagan College



# Registering for your courses

<https://www.okanagan.bc.ca/office-of-the-registrar/how-to-register>

## How to register

Once you have been accepted into your program you may need to register into your courses online through your [myOkanagan](#) account.

### 1. Do I need to register myself?

If your program is not listed [below](#) we will register you into your courses and we will send you your schedule and invoice via email. You can also view your registration on your [myOkanagan](#) account (Student page > My Week-at-a-Glance Schedule).

### 2. Build your schedule in Plan Ahead

The 'Plan Ahead' option in Banner Self-service allows you to build your schedule before your registration date. Once your registration window opens, you can register some or all of your courses directly from your plan. [Learn more about Plan Ahead.](#)

## Useful links

- [ClassFinder](#)
- [Registration Dates](#)
- [Waitlist Information](#)
- [Transfer Credit \(to OC\)](#)
- [Course Equivalency](#)
- [Education Advising](#)
- [Important International Student Registration/PGWP Note](#)

**ALL campuses: 1<sup>st</sup> year students register early July**



# Okanagan College



# Registering for your courses



## OC: COURSE PLANNING & REGISTRATION



### 1. COURSES: Determine what courses you want to take in your first year.

a. Follow the "New Student Checklist" for month-by-month to-dos and links:

[https://www.okanagan.bc.ca/sites/default/files/2024-04/all\\_campuses\\_-\\_new\\_student\\_checklist\\_1.pdf](https://www.okanagan.bc.ca/sites/default/files/2024-04/all_campuses_-_new_student_checklist_1.pdf)

b. Use the "PLANNING SHEETS": <https://www.okanagan.bc.ca/education-advising#planning>

The link takes you to "PLANNING SHEETS" for many programs, as well as "Course Planning Questions" to help you determine how many courses to take, how to switch programs, and more.

### 2. REGISTRATION PREPARATION:

a. **WHEN** do you register?

Registration dates are posted here: <https://www.okanagan.bc.ca/office-of-the-registrar/how-to-register>. Your exact day and time (registration time / time ticket / registration appointment) when you can start registering will be posted in Self-service in your [myOkanagan](https://www.okanagan.bc.ca) account. Click on 'Prepare for Registration' and your time ticket will be displayed in the Registration Status window.

b. Use "PLAN AHEAD" to build your schedule before your registration date. This feature allows students to browse the class schedule, select classes, and save the plan for upcoming registration. You can save up to 5 plans. Important note: Creating a plan does not check for holds, pre-requisites, or anything that might prevent registration.

<https://www.okanagan.bc.ca/office-of-the-registrar/how-to-register> (scroll down to "How to build your schedule (Plan Ahead)")

→ Download the "PLAN AHEAD GUIDE" from the link above. This gives instructions for creating plans, how to [search](https://www.okanagan.bc.ca) courses, how to choose the section you want, pro tips, registration, and more.

→ Access "PLAN AHEAD" through your [myOkanagan](https://www.okanagan.bc.ca) account. Under "My Program", click on Registration. This will open Banner Self-service in another window. In the Registrations section, click on "PLAN AHEAD".

→ View "PLAN AHEAD" video guide from the link above (7 minutes) or | <https://www.youtube.com/watch?v=RWBn3Q5XsRQ>

**Note:** Build multiple schedules in "PLAN AHEAD". Remember, you can save up to 5 plans. Use the resources above to practice switching sections, deleting sections/courses, and navigating the course schedule system. When you register, it is possible that courses and/or sections you want are full and you will need to make alternate plans. The more familiar you are with the course schedule system, the more adept you will be in managing your registration.

### 3. REGISTER

Once you have built plans (draft schedules) in PLAN AHEAD, and your registration window opens, you can register some or all of your courses directly from your plan(s).

→ Download the "PLAN AHEAD GUIDE" <https://www.okanagan.bc.ca/sites/default/files/2023-03/plan-ahead.pdf> (scroll down). Page 4 gives registration instructions.

→ View "How to register" video (5 minutes) <https://www.okanagan.bc.ca/office-of-the-registrar/how-to-register> (scroll down) or <https://www.youtube.com/watch?v=EI72VfGVs>

→ Waitlist information & FAQs: <https://www.okanagan.bc.ca/office-of-the-registrar/how-to-register>

Be sure to take a copy of  
**“OC: COURSE PLANNING  
& REGISTRATION”**.



Choose courses



Prepare for Registration



Register for courses

**Plan multiple schedules in “PLAN AHEAD”.**  
**When you register, it’s possible the courses  
&/or sections you want are full and you will  
need to make alternate plans quickly.**



# Okanagan College Advisors



**Michelle Somerville**

**Education Advisor**

**250-862-5656**

[msomerville@okanagan.bc.ca](mailto:msomerville@okanagan.bc.ca)

[AskOC@okanagan.bc.ca](mailto:AskOC@okanagan.bc.ca)

**Vivian Moretti**

**Education Advisor**

**250-862-5656**

[vmoretti@okanagan.bc.ca](mailto:vmoretti@okanagan.bc.ca)

[AskOC@okanagan.bc.ca](mailto:AskOC@okanagan.bc.ca)

**Questions about OC?**

**Need help planning your program?**

**[AskOC@okanagan.bc.ca](mailto:AskOC@okanagan.bc.ca)**



# Okanagan College Advisors



**Sign up for individual advising appointments.**

**April 28th 9- 12:30pm**

**and May 5th 11:40 to 3:00pm**

**the KSS Career Center**

**Click links below to book your time**

<https://meetings-eu1.hubspot.com/meetings/adrienne-renaud/education-advising-kss-visit-april-28-900-am-1230-pm>

<https://meetings-eu1.hubspot.com/meetings/nayoung-kim/meet-with-an-okanagan-college-advisor-at-kss>



# OC: Student Support



## **“DISABILITY ACCESS SERVICES”**

- Mental Health conditions- Anxiety/Depression
- Learning Disabilities- Dyslexia/ Dysgraphia
- Neurological Disabilities- ADHD/Autism Spectrum
- Physical Disabilities/ Hearing / Vision

**PLAN AHEAD!! Connect with these services  
PRIOR to the start of your program so they can  
PROACTIVELY support you!**



# OC: Student Support



- Can provide separate setting, supports
- All services confidential
- Call for information 250-862-5451.

**Samantha Matychuk**

Disability Access Services Coordinator

[smatychuk@Okanagan.bc](mailto:smatychuk@Okanagan.bc)

250-762-5445 ext 4477



# UBC

<https://you.ubc.ca/>



# UBC: Admissions



- Rolling Admissions offers from January to April 2026.
- April 15th to 30th Scholarship announcements made
- Accept offers by either May 1<sup>st</sup> or June 1<sup>st</sup> and pay your **\$500 acceptance deposit** to UBC with credit card or online banking
- May 1st- Deadline to apply for housing with 1st year guarantee
- All offers are conditional – you must maintain grades to ensure acceptance
- Deadline to complete all high school courses including online is June 30th
- Course information and registration occurs in late June.
- You will be given specific date for your course registration
- <https://you.ubc.ca/applying-ubc/blog/>

**Plan ahead. Contact UBC advisors with any questions.**



# UBC: Admissions



Accepted to **UBC OKANAGAN**:

**Contact Student Services on the Okanagan Campus for assistance with next steps, such as course registration, course planning and finances.**

**<https://students.ok.ubc.ca/academic-success/academic-advising/>**

Accepted to **UBC VANCOUVER**:

**Students who have been admitted and accepted their offer will be assigned an Enrolment Services Advisors (ESA)**

**<https://students.ubc.ca/about-student-services/enrolment-services-advisors> to help with financial, academic & health resources. Students can expect an email from their ESA.**



# UBC: 1st Year Planning Guides



## FIRST YEAR PLANNING GUIDES:

<https://students.ok.ubc.ca/academic-success/degree-planning/first-year-planning-guides/>

Choose your program and the advising guides will outline first year required and elective courses and options.

## “PLAN YOUR DEGREE”:

<https://you.ubc.ca/applying-ubc/admitted/degree-planning/#campus=Okanagan>

Choose your campus and your degree program. You will see info listed for your degree

- Do I need to declare a major?
- What courses should I take in first year?
- What if I have questions?
- Math requirements?
- First-year credit (ie: AP courses)
- ...and links to the UBC Calendar



# UBC



# Registering for your courses

<https://you.ubc.ca/applying-ubc/admitted/register/>

## Register for your courses

Course registration begins in June. One or two weeks before you're eligible to register online, you will receive an email with your assigned registration date and time.

Now that you've accepted your offer, you may be thinking about planning your courses for September. Course registration starts in June and takes place over several weeks. But there's no action for you to take just yet. You will receive an email from UBC with your assigned registration date and time one or two weeks before you're eligible to register. Registration emails will contain links to tutorials showing students how to create their saved schedules and how to register for their courses.

It is very important that you register at that date and time - regardless of where you are in the world - for your best chance at securing your first choice of courses.

**Okanagan campus: 1<sup>st</sup> year students register end of June**  
**Vancouver campus: 1<sup>st</sup> year students register (to be announced)**



# UBC



# Registering for your courses



## UBCO: COURSE PLANNING & REGISTRATION



### 1. COURSES: Determine what courses you want to take in your first year.

- a. Use the "FIRST-YEAR PLANNING GUIDES"  
<https://students.ok.ubc.ca/academic-success/degree-planning/first-year-planning-guides/> or use the link below at 2 (b) "Preparing for Course Registration" and see link under "First Year Requirements".
- b. Use "PLAN YOUR DEGREE" to view what courses you should take in first year, when to declare a major, and more: <https://you.ubc.ca/applying-ubc/admitted/degree-planning/#campus=Okanagan>

### 2. REGISTRATION PREPARATION:

#### a. WHEN do you register?

Registration for first-year students opens at the end of June. **One or two weeks before you're eligible to register online, you will receive an email with your assigned registration date and time.** Check (& update if need be) your email address on your Workday account to ensure you receive this message.

b. Use "PREPARING FOR COURSE REGISTRATION": There are step by step tutorials that will help you navigate Workday. There are also links to academic advising, registration tips and tricks, and other helpful info.  
<https://students.ok.ubc.ca/academic-success/degree-planning/course-registration/>

c. Create SAVED SCHEDULES (a "saved schedule" is a draft timetable of your courses for next year): View the course schedule to find the courses you would like to register for, and then start building your saved schedule. Prepare a few saved schedules in advance of your registration date. You may need these in case some courses are full at the time you register. Step-by-step instructions are available.

Create saved schedule: <https://students.ok.ubc.ca/ws-tutorial/creating-a-saved-schedule/>

View saved schedule: <https://students.ok.ubc.ca/ws-tutorial/viewing-your-saved-schedule/>

Edit saved schedule: <https://students.ok.ubc.ca/ws-tutorial/editing-your-saved-schedule/>

Note: Build multiple "saved schedules", practice switching sections, deleting sections/courses, and navigating the course schedule system. When you register, it is possible that courses and/or sections you want are full and you will need to make alternate plans. The more familiar you are with the course schedule system, the more adept you will be in managing your registration.

### 3. REGISTER

Once you have researched the how-to and built your saved schedules, you will see how to register your courses. Registration – on your designated date/time – can be done from any saved schedule with orange buttons that literally say "Start Registration" below your saved schedule.

Registering in courses from a saved schedule:

<https://students.ok.ubc.ca/ws-tutorial/registering-in-courses-from-a-saved-schedule/>

Registering for individual course sections:

<https://students.ok.ubc.ca/ws-tutorial/registering-for-individual-course-sections/>

After you have completed your registration, a registration summary will appear on the screen that will outline if your registration for each course was successful, waitlisted or unsuccessful.

[...more info](#)

Be sure to take a copy of  
**“UBCO: COURSE PLANNING  
 & REGISTRATION”.**



Choose courses



Prepare for Registration



Register for courses

**Plan multiple schedules in “WORKDAY”. When you register, it’s possible the courses &/or sections you want are full and you will need to make alternate plans quickly.**



# UBC



# Advising Timeline

## Academic Advising Student Timeline

### 1<sup>st</sup> Year

- Familiarize yourself with the Academic Calendar, the Student Service Centre (SSC), Degree Navigator, and your UBCO campus resources
- Meet with an advisor prior to your registration date to ensure you understand your first-year degree requirements and receive assistance with your course selection
- Get your UBC Student Card through Student Services & Financial Assistance
- Start strong! Schedule a Learning Support meeting with an advisor to brush up on your study skills and exam writing skills!

### 2<sup>nd</sup> Year

- Meet with an advisor prior to your registration date to discuss your program and course planning for the upcoming school year
- Think about your specialization – do you know what you would like to major in?
- Review your academic requirements in the Academic Calendar and Degree Navigator
- Get involved! Check out the great ways to volunteer and contribute to your campus and local community!

## ACADEMIC ADVISING INFO:

<https://students.cms.ok.ubc.ca/wp-content/uploads/sites/90/2019/07/Academic-Advising-Syllabus.pdf>



# UBC



## Make a **STRONG** start!

### 1. **ACADEMIC ESSENTIALS: (Vancouver Campus)**

Before you begin your first term at UBC Vancouver, prepare for your classes and the university learning experience. These free online courses will help you develop the skills you'll need to succeed at UBC, and give you a solid academic foundation to build on in September, at your own pace.

[https://you.ubc.ca/academic-essentials/?utm\\_campaign=UBC%20Updates%3A%20May%202024%20All%20CAD&utm\\_medium=email&utm\\_source=Eloqua](https://you.ubc.ca/academic-essentials/?utm_campaign=UBC%20Updates%3A%20May%202024%20All%20CAD&utm_medium=email&utm_source=Eloqua)

### 2. **UBC 101: (Okanagan Campus)**

This is an online program available for all new-to-UBCO students who have accepted their offer of admission. UBC 101 runs mid-May to August and offers online orientation for campus knowledge of all things UBC (support services, connect to a senior student who will answer your questions, etc.) You are auto-enrolled starting in May. Access UBC 101 using your CWL to see your Canvas dashboard.

[https://students.ok.ubc.ca/new-to-ubc/orientations/ubc-101/?utm\\_campaign=UBC%20Updates%3A%20May%202024%20All%20CAD&utm\\_medium=email&utm\\_source=Eloqua](https://students.ok.ubc.ca/new-to-ubc/orientations/ubc-101/?utm_campaign=UBC%20Updates%3A%20May%202024%20All%20CAD&utm_medium=email&utm_source=Eloqua)



# UBC: Campus Tours



Visiting UBC in person or with a live virtual campus tour is the best way to experience life at a global top 40 university.



- A tour will help you get a feel for UBC. You will visit academic, social, and recreational facilities, and ask questions galore!
- Virtual Indigenous campus tours also available (Vancouver)

<https://you.ubc.ca/tours-events/campus-tours/>



# UBC Advisors



**Contact UBC Advisor  
for any other  
questions**

**General Inquiries**

[recruitment.ok@ubc.ca](mailto:recruitment.ok@ubc.ca)

250-807-8521

Voicemails are returned within 24hrs,  
emails usually 3-5 days.

**Questions about UBC?**

**Need help planning  
your program?**

[recruitment.ok@ubc.ca](mailto:recruitment.ok@ubc.ca)



# UBC STUDENT SUPPORT



Supports for all types of challenges:

- **Mental Health** (Anxiety, Depression, etc)
- **Learning disabilities**
- **Neurological disabilities** (ADHD, Autism, etc)
- **Physical Disabilities** (Hearing, Vision, etc.)

**PLAN AHEAD!! Connect with these services  
PRIOR to the start of your program so they can  
PROACTIVELY support you!**



# UBC STUDENT SUPPORT



## **VANCOUVER: “Centre for Accessibility”**

<https://students.ubc.ca/about-student-services/centre-for-accessibility>

604-822-5844

[info.accessibility@ubc.ca](mailto:info.accessibility@ubc.ca)

## **OKANAGAN: “Disability Resources”**

<https://students.ok.ubc.ca/academic-success/disability-resources/>

250-807-8053

[drc.questions@ubc.ca](mailto:drc.questions@ubc.ca)



UVIC

<https://www.uvic.ca/>

# Planning your courses

<https://www.uvic.ca/students/undergraduate/program-planning/program-worksheets/index.php>

Home / Undergraduate students / Program planning

## Program worksheets

Program worksheets help you with **program planning**. They help you choose and schedule the courses you need to graduate.

**UVIC PROGRAM PLANNING WORKSHEET**

This worksheet is for **PLANNING PURPOSES ONLY** and does not replace your CAPR report once you have declared your program. In the event of any discrepancy, your CAPR report and the academic calendar will be considered the authority.

### Biology Major (BSc)

Faculty of Science, Department of Biology

**Year 1**

Course/Requirement	Units	Taken
BIOC 184 or BIOC 190B	1.5	
BIOC 186 or BIOC 190A	1.5	
CHEM 101	1.5	
CHEM 102	1.5	
MATH 100, 102*, or 109	1.5	
MATH 101 or 151	1.5	
PHYS 102A, 11A or 130	1.5	
PHYS 102B, 111, or 130	1.5	
Approved AWR course (for electives)	1.5	
Electives (any level)	1.5	

**Year 2**

Course/Requirement	Units	Taken
BIOC 209, 300A, or 300B	1.5	
BIOC 215	1.5	
BIOC 225	1.5	
BIOC 230	1.5	
CHEM 231	1.5	
CHEM 234	1.5	
STAT 250 or 260	1.5	
Science course (any level)*	1.5	
Electives (any level)	3.0	

**Years 3 & 4**

Course/Requirement	Units	Taken
BIOC 355	1.5	
Two of BIOC 307, 309, ...449*	3.0	
BIOC or MINE courses (300/400-level)*	16.5	
Consult Biology course descriptions for program requirement exclusions		
Science courses (any level)*	3.0	
Electives (300-400-level)	6.0	
Electives (any level)	6.0	
<b>Total units required for degree</b>	<b>60.0</b>	

This worksheet is based on the **May 2025** calendar. Have questions? Visit [www.uvic.ca/academic-advicing](http://www.uvic.ca/academic-advicing)

**PROGRAM & COURSE NOTES**

Course requirements with an asterisk (\*) have associated details; consult the program entry in the Academic Calendar for more information. It is your responsibility to ensure you are informed about all supplemental information related to courses, as they apply to your program, including prerequisites.

**FACULTY & UNIVERSITY REQUIREMENTS**

In addition to the listed courses, you must satisfy all requirements for the Faculty of Science, as well as complete at least 30 of the minimum 60 required units at UVic. Within these 60 units, 21 units must be upper level (300/400-level) courses, and 18 of these 21 units must be taken at UVic.

**ACADEMIC WRITING NOTES**

If you have not already satisfied UVic's Academic Writing Requirement (AWR), you will need to complete one of ATWP 115, ENGR 101, ENGR 102, ENGR 103, ATWP 110, or another approved course. Some programs require these courses in addition to the AWR.

**DECLARING YOUR PROGRAM**

Students are normally expected to request to declare their academic program at the end of first year. Declared students have access to a CAPR report for tracking graduation requirements.

University of Victoria

EFFECTIVE MAY 2025

**UVIC PROGRAM PLANNING WORKSHEET**

This worksheet is for **PLANNING PURPOSES ONLY** and does not replace your CAPR report once you have declared your program. In the event of any discrepancy, your CAPR report and the academic calendar will be considered the authority.

### English Major (BA)

Faculty of Humanities, Department of English

**Year 1**

Course/Requirement	Units	Taken
ENGR 101 or ENGR 102	1.5	
One of ENGR 101, 102, 203, ...255*	1.5	
Electives (any level)*	12.0	

**Year 2**

Course/Requirement	Units	Taken
ENGR 200 or ENGR 301 (Honours)*	1.5	
One of ENGR 101, 102, 203, ...255*	1.5	
Electives (any level)	12.0	

**Years 3 & 4**

Course/Requirement	Units	Taken
ENGR 300, 310, ...395, 493* (see Academic Calendar for Health Recommendations)	13.5	
Capstone Course ENGR 480, 481, ...484*	1.5	
Electives (300-400-level)	6.0	
Electives (any level)	6.0	
<b>Total units required for degree</b>	<b>60.0</b>	

This worksheet is based on the **May 2025** calendar. Have questions? Visit [www.uvic.ca/academic-advicing](http://www.uvic.ca/academic-advicing)

**PROGRAM & COURSE NOTES**

Course requirements with an asterisk (\*) have associated details; consult the program entry in the Academic Calendar for more information. It is your responsibility to ensure you are informed about all supplemental information related to courses, as they apply to your program, including prerequisites.

**FACULTY & UNIVERSITY REQUIREMENTS**

In addition to the listed courses, you must satisfy all requirements for the Faculty of Humanities, as well as complete at least 30 of the minimum 60 required units at UVic. Within these 60 units, 21 units must be upper level (300-400-level) courses, and 18 of those 21 units must be taken at UVic.

**ACADEMIC WRITING NOTES**

If you have not already satisfied UVic's Academic Writing Requirement (AWR), you will need to complete one of ATWP 115, ENGR 101, ENGR 102, ENGR 103, ATWP 110, or another approved course. Some programs require these courses in addition to the AWR.

**DECLARING YOUR PROGRAM**

Students are normally expected to request to declare their academic program at the end of first year. Declared students have access to a CAPR report for tracking graduation requirements.

University of Victoria

EFFECTIVE MAY 2025

**PROGRAM PLANNING WORKSHEET**

This worksheet is for **PLANNING PURPOSES ONLY** in the event of any discrepancy, the academic calendar ([www.uvic.ca/calendar](http://www.uvic.ca/calendar)) should be considered the authority.

**Degree: Bachelor of Engineering (BEng) and Bachelor of Software Engineering (BSEng)** Faculty: Engineering and Computer Science  
Effective: Summer Session 2025

**Bachelor of Engineering**  
First Year - Two Term and Three Term Schedule

Two Term Schedule				Summer Session			
Fall (Sept – Dec)		Spring (Jan – April)		Summer (May – Aug)			
Requirement	Unit Value	Requirement	Unit Value	Co-op (ENGR 001) or Term Off			
CSC 111	1.5	CHEM 150	1.5				
ENGR 110*	2.5	ENGR 120	2.5				
ENGR 130	0.5	ENGR 140	1.5				
MATH 100 or MATH 109*	1.5	MATH 101	1.5				
MATH 110	1.5	PHYS 111	1.5				
PHYS 110	1.5			<b>Total units: 9.0</b>		<b>Total units: 6.5</b>	

**Three Term Schedule (May require being on campus for the Summer Term)**

Fall (Sept – Dec)		Spring (Jan – April)		Summer (May – Aug)	
Requirement	Unit Value	Requirement	Unit Value	Requirement	Unit Value
ENGR 110*	2.5	CSC 111	1.5	CHEM 150 or CSC 115	1.5
ENGR 120	0.5	ENGR 120	2.5	ENGR 141	1.5
MATH 100 or MATH 109*	1.5	MATH 101	1.5	MATH 211*	1.5
PHYS 110	1.5	PHYS 111	1.5		
<b>Total units: 9.0</b>		<b>Total units: 7.0</b>		<b>Total units: 4.5</b>	

**Bachelor of Software Engineering**  
First Year - Two Term and Three Term Schedule

Two Term Schedule				Summer (May – Aug)			
Fall (Sept – Dec)		Spring (Jan – April)		Co-op (ENGR 001) or Term Off			
Requirement	Unit Value	Requirement	Unit Value				
CSC 111	1.5	CHEM 150	1.5				
ENGR 110*	2.5	CSC 115	1.5				
ENGR 130	0.5	ENGR 140	1.5				
MATH 100 or MATH 109*	1.5	MATH 101	1.5				
MATH 110	1.5	Natural Science Elective	1.5	<b>Total units: 9.0</b>		<b>Total units: 6.5</b>	

**Three Term Schedule (May require being on campus for the Summer Term)**

Fall (Sept – Dec)		Spring (Jan – April)		Summer (May – Aug)	
Requirement	Unit Value	Requirement	Unit Value	Requirement	Unit Value
ENGR 110*	2.5	CSC 111	1.5	CHEM 150	1.5
ENGR 120	0.5	ENGR 120	2.5	CSC 115	1.5
MATH 100 or MATH 109*	1.5	MATH 101	1.5	MATH 211*	1.5
PHYS 110	1.5	Natural Science Elective	1.5		
<b>Total units: 6.0</b>		<b>Total units: 7.0</b>		<b>Total units: 4.5</b>	

Have questions regarding this worksheet? Visit [www.uvic.ca/ecs/undergraduate/advicing](http://www.uvic.ca/ecs/undergraduate/advicing)


University of Victoria | Engineering and Computer Science

# Planning for Registration

<https://www.uvic.ca/students/academics/register-for-courses/index.php#ipn-build-a-course-plan>

## Build a course plan

Use the optional "Plan Ahead" tool to build a course plan and see how your classes fit in your weekly schedule. You can save up to five different plans per term, then add courses from these plans when you register. You can also register for courses without a plan.

1. Go to "Student services" in [Online tools](#) 
2. Under "Registration", select "Plan Ahead"
3. Select the academic term and click "Continue"
4. Click the "Create a New Plan" button
5. Choose your course sections (lectures, labs and tutorials), and add them to your plan

**First year registration is typically late June.**

# General Registration Information

<https://www.uvic.ca/students/undergraduate/course-registration/index.php>

- Academic Advising
- Prerequisites & corequisites
- Duplicate & mutually exclusive courses
- Individually supervised courses
- How to register for courses
- Course changes and cancellations
- Auditing courses

# When can I register?

<https://www.uvic.ca/students/academics/register-for-courses/index.php#ipn-when-can-i-register->

## When can I register?

Every student receives a registration email with your "time ticket", indicating when you can start registering for courses. You can register **any time after the date and time stated in your time ticket**, but don't wait too long! Classes fill up quickly.

Registration emails are sent to the preferred email address in your [personal profile](#). Make sure to add "@uvic.ca" to your email safe senders so you don't miss any important emails.


**First year registration is typically late June.**

# Registration Status

<https://www.uvic.ca/students/academics/register-for-courses/index.php#ipn-view-your-registration-status>

## View your registration status

You can check your registration status in Online tools after you receive your registration email from UVic.

1. Go to "Student services" in [Online tools](#) 
2. Under "Registration", select "Registration status"
3. Select the academic term to see:
  - your assigned registration date and time (Pacific Time)
  - if there are any holds on your account that will stop you from being able to register
  - any prerequisite overrides for which you have been approved
  - your program details, including faculty, department and major

Make sure you address any holds before your registration date, and register as soon as possible.



# UVIC



## Registering for courses

<https://www.uvic.ca/students/academics/register-for-courses/index.php#ipn-register-for-courses>

**Detailed instructions and links provided! How to...**

1. Add courses and sections
2. Check if space is available
3. Join a waitlist
4. Submit your registration
5. View your class schedule
6. Add or drop a course
7. Registration support: 250-721-8121 [studentsupport@uvic.ca](mailto:studentsupport@uvic.ca)

# UVIC: Academic Advisers

<https://www.uvic.ca/students/undergraduate/academic-advising/academic-advisers/index.php>

Academic Advising is specific to each faculty. Browse the list for names and contact info based on your program.

## Undergraduate academic advisers

Your academic adviser can help you choose your courses. They can also create a personal academic plan that shows your specific graduation requirements.

**Plan ahead. Contact UVIC advisors with any questions.**

# UVIC: STUDENT SUPPORT

## “CENTRE FOR ACCESSIBLE LEARNING (CAL)”

<https://www.uvic.ca/orientation/new-student-handbook/academic-support/index.php#CentreforAccessibleLearning>

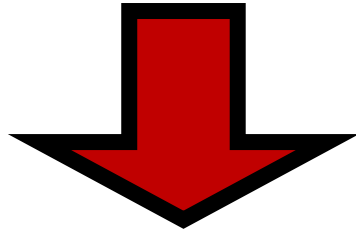
- Documented learning disabilities
- ADHD
- Mental health
- Physical or Sensory disability

Register with CAL. This allows you to meet with a CAL advisor to develop an academic accommodation plan.

Learning strategists and tutors are also available.

**PLAN AHEAD!! Connect with these services PRIOR to the start of your program so they can PROACTIVELY support you!**

**Questions? Concerns?  
Special Circumstances?**



**CONTACT YOUR  
INSTITUTION!**

**The advisors are there to help you!**

**TALK TO THEM!**

# Student Recruiters



## General Inquiries

[recruitment.ok@ubc.ca](mailto:recruitment.ok@ubc.ca)

250-807-8521

Voicemails are returned within 24hrs,  
emails usually 3-5 days.



**Nina Casano, Ryan Campbell,  
Sara-Jane Schofield**

[AskOC@okanagan.bc.ca](mailto:AskOC@okanagan.bc.ca)

250-862-5656



**Ashley Toste**

[ashleytoste@uvic.ca](mailto:ashleytoste@uvic.ca)

250-853-3587

# Things to Do

- Ensure that the university/college has been added to your email “safe list” so messages don’t end up in your junk mail
- Check email, student account, & mail frequently as they will be sending you important info about events, upcoming dates, etc.
- Make notes on your calendar about important dates such as self-reporting, registration, welcome day, etc.
- Visit the website (campus student login), plan out your courses, & create multiple course schedules so you are ready for your registration date. Make an appointment to see an advisor if necessary.
- **Have your courses chosen BEFORE your given registration date**

# Residence Living

- Apply for housing & pay your deposits
- Confirm dates & deadlines for residence move in days and times



**WHAT TO BRING:** Your post-sec site will have a list of supplies to bring.

UVIC: <https://www.uvic.ca/residence/future-residents/moving-in/index.php>

UBCV: <https://vancouver.housing.ubc.ca/moving-in/what-should-i-pack/>

University of Calgary: <https://www.ucalgary.ca/ancillary/residence/move-in/what-to-bring>

Western: [https://residence.uwo.ca/resources/movein\\_planning\\_guide](https://residence.uwo.ca/resources/movein_planning_guide)

U of Toronto: <https://www.utsc.utoronto.ca/residences/what-bring>

# Residence Tips

- Foamy for your bed – a good night's sleep is important
- **Mattress enclosure – it's like a hotel mattress**
- Sheets – some res. beds are an odd size of twin XL and sheets are hard to find
- **Ear plugs – dorms can be a noisy environment**
- Set two alarms – especially during midterms and finals
- **Shower flip flops, a robe, and a shower caddy**
- Mini fridge (may want to buy early as they sell out in September)
- **Sticky tack for putting things on your walls – you want your deposit back**
- Some personal items – add some sense of home/personality
- **Skinny hangers/drawer separators – not a lot of storage space**
- Good lighting for your desk/room if not provided
- **Stock up on cold meds, tissues, etc. – you will get sick!**
- Coins, tokens, laundry card depending on the residence building
- **Laundry detergent, disinfectant wipes**
- Calendar/planner – YOU are accountable and each assignment/test is worth a lot
- **Trolley, large suitcases on wheels, heavy duty garbage bags for moving**
- **DON'T LOSE YOUR ROOM KEY, MAIL KEY & STUDENT CARD (expensive to replace)**



# Residence Tips

## the ultimate dorm checklist

### BEDDING

- o Bed Pillows
- o Blanket or throw
- o Comforter or duvet
- o Mattress Pad
- o Mattress Foam Topper
- o Sheets
- o [Pillow Cases](#)

tip: layers help you keep it cozy

### DECOR

- o Backrest
- o Decorative Pillows
- o Area Rug / Throw Rug
- o Clip or Table Lamp
- o Floor Lamp
- o Over-the-Door Mirror
- o Picture Frames
- o String Twinkle Lights
- o Wall Art
- o Sticky Tack (wall safe adhesive)
- o Over-the-Door Coat Rack

**DON'T LOSE YOUR ROOM KEY, MAIL KEY, & STUDENT CARD. THEY ARE EXPENSIVE TO REPLACE!**

### KITCHEN

- o Bag/Chip Clips
- o Can/Bottle Opener
- o Coffee Maker \*
- o Dishes, Cups, & Utensils
- o Dish Soap & Sponge
- o Electric Kettle \*
- o Microwave \*
- o Mini Fridge \*
- o Water Bottle
- o Travel Mug
- o Air Fryer \*

### BATHROOM

- o Bath Towel
- o Hand Towel
- o Shower Tote / Caddy
- o Robe / Shower Wrap
- o Wash Cloth
- o Flip Flops

tip: flip flops for the shower are super important when sharing a communal bathroom with other students!

### PRIVATE BATHROOM

- o Bathroom Rug
- o Shower Curtain, Liner & Hooks
- o Shower Organizer
- o Toothbrush Holder
- o Wastebasket

### HEALTH & BEAUTY

- o Deodorant
- o Hair Dryer / Styling Tools
- o Shampoo & Conditioner
- o Shaver
- o Skin Care / Cosmetics
- o Soap
- o Toothpaste
- o Toothbrush

tip: look up your dorm's laundry facilities to see if you need coins, tokens, or a laundry card

### LAUNDRY & CLEANING

- o All-Purpose Cleaner
- o Laundry Basket / Hamper
- o Drying Rack
- o Laundry Soap & Dryer Sheets
- o Lint Roller
- o Stain Remover
- o Wastebasket

### STORAGE

- o Hangers (thin ones)
- o Drawer organizers
- o Bedside Shelf / Caddy
- o Shoe Storage / Racks
- o Underbed Storage \*

Check online for your school's residence info. There will be descriptions and a list of supplies to bring.

tip: choose chargers with extra-long cords. It makes things way easier!

### DESK

- o Charging Devices
- o Desk Lamp
- o Desk Organizers
- o Lap Desk
- o Speakers / Headphones
- o Surge Protector
- o Power Bar

### OFTEN FORGOTTEN

- o Batteries
- o Flashlight
- o First Aid Kit
- o Light Bulbs
- o Sewing Kit
- o Tool Kit
- o Umbrella
- o Ear Plugs
- o Alarm Clock
- o Tissues
- o Cold Medicine
- o COVID rapid tests
- o ~~SandAids~~
- o Advil / Tylenol
- o Lysol Wipes
- o Extension Cord

\*Check Campus Guidelines

Thinking of taking your bike or scooter? Check ahead for storage options.

You might not want or need everything on this list, but it's a VERY helpful place to begin!



# Additional Reminders:



## OKANAGAN COLLEGE

- Pay your deposit and verify important dates for your program.
- Ensure you create your MyOkanagan account

## UBC/UBC OKANAGAN

- Accept the offer and pay your \$500 acceptance deposit online before May 1 or June 1 (faculty dependent)
- Apply by May 1<sup>st</sup> for housing to guarantee your 1<sup>st</sup> year housing
- Residence confirmation comes in early June
- Course registration opens in late June (have your course work lists ready to go)

# Upcoming Dates for KSS

- April 28th to May 2nd- Prom Ticket Sales
- May 1st Q3 Learning updates published
- May 15<sup>st</sup> Prom Promenade and Banquet and Dance @ Grand
- May 20<sup>th</sup> Diner en Blanc
- May 27th Capstone Presentations (2<sup>nd</sup> semester students)Early dismissal
- June 1-5 Cap and Gown Distribution
- June 11th Indigenous Graduation
- June 19th Last day of regular classes
- June 20th Graduation Ceremonies @ KSS
- June 25<sup>th</sup> Report Cards available



# HANDOUTS before you go!

Take whatever applies to you before you leave!

## UBCO Course Registration & Planning

## OC Course Registration & Planning

## the ultimate dorm checklist



### UBCO: COURSE PLANNING & REGISTRATION



#### 1. COURSES: Determine what courses you want to take in your first year.

##### a. Use the "FIRST-YEAR PLANNING GUIDES"

<https://students.ok.ubc.ca/academic-success/degree-planning/first-year-planning-guides/> or use the link below at 2 (b) "Preparing for Course Registration" and see link under "First Year Requirements".

b. Use "PLAN YOUR DEGREE" to view what courses you should take in first year, when to declare a major, and more: <https://you.ubc.ca/applying-ubc/admitted/degree-planning/#campus-Okanagan>

#### 2. REGISTRATION PREPARATION:

##### a. WHEN do you register?

Registration for first-year students opens at the end of June. **One or two weeks before you're eligible to register online, you will receive an email with your assigned registration date and time.** Check (& update if need be) your email address on your Workday account to ensure you receive this message.

b. Use "PREPARING FOR COURSE REGISTRATION": There are step by step tutorials that will help you navigate Workday. There are also links to academic advising, registration tips and tricks, and other helpful info. <https://students.ok.ubc.ca/academic-success/degree-planning/course-registration/>

c. Create SAVED SCHEDULES (a "saved schedule" is a draft timetable of your courses for next year): View the course schedule to find the courses you would like to register for, and then start building your saved schedule. Prepare a few saved schedules in advance of your registration date. You may need these in case some courses are full at the time you register. Step-by-step instructions are available.

Create saved schedule: <https://students.ok.ubc.ca/ws-tutorial/creating-a-saved-schedule/>

View saved schedule: <https://students.ok.ubc.ca/ws-tutorial/viewing-your-saved-schedule/>

Edit saved schedule: <https://students.ok.ubc.ca/ws-tutorial/editing-your-saved-schedule/>

**Note:** Build multiple "saved schedules", practice switching sections, deleting sections/courses, and navigating the course schedule system. When you register, it is possible that courses and/or sections you want are full and you will need to make alternate plans. The more familiar you are with the course schedule system, the more adept you will be in managing your registration.

#### 3. REGISTER

Once you have researched the how-to and built your saved schedules, you will see how to register your courses. Registration – on your designated date/time – can be done from any saved schedule with orange buttons that literally say "Start Registration" below your saved schedule.

Registering in courses from a saved schedule:

<https://students.ok.ubc.ca/ws-tutorial/registering-in-courses-from-a-saved-schedule/>

Registering for individual course sections:

<https://students.ok.ubc.ca/ws-tutorial/registering-for-individual-course-sections/>

After you have completed your registration, a registration summary will appear on the screen that will outline if your registration for each course was successful, waitlisted or unsuccessful.

...more info



### OC: COURSE PLANNING & REGISTRATION



#### 1. COURSES: Determine what courses you want to take in your first year.

##### a. Follow the "New Student Checklist" for month-by-month to-dos and links:

[https://www.okanagan.bc.ca/sites/default/files/2024-04/all\\_campuses\\_-\\_new\\_student\\_checklist\\_1.pdf](https://www.okanagan.bc.ca/sites/default/files/2024-04/all_campuses_-_new_student_checklist_1.pdf)

##### b. Use the "PLANNING SHEETS": <https://www.okanagan.bc.ca/education-advising/planning>

The link takes you to "PLANNING SHEETS" for many programs, as well as "Course Planning Questions" to help you determine how many courses to take, how to switch programs, and more.

#### 2. REGISTRATION PREPARATION:

##### a. WHEN do you register?

Registration dates are posted here: <https://www.okanagan.bc.ca/office-of-the-registrar/how-to-register>. Your exact day and time (registration time / time ticket / registration appointment) when you can start registering will be posted in Self-service in your [myOkanagan](https://www.okanagan.bc.ca) account. Click on 'Prepare for Registration' and your time ticket will be displayed in the Registration Status window.

b. Use "PLAN AHEAD" to build your schedule before your registration date. This feature allows students to browse the class schedule, select classes, and save the plan for upcoming registration. You can save up to 5 plans. Important note: Creating a plan does not check for holds, pre-requisites, or anything that might prevent registration.

<https://www.okanagan.bc.ca/office-of-the-registrar/how-to-register> (scroll down to "How to build your schedule (Plan Ahead)")

→ Download the "PLAN AHEAD GUIDE" from the link above. This gives instructions for creating plans, how to search courses, how to choose the section you want, pro tips, registration, and more.

→ Access "PLAN AHEAD" through your [myOkanagan](https://www.okanagan.bc.ca) account. Under "My Program", click on Registration. This will open Banner Self-service in another window. In the Registrations section, click on "PLAN AHEAD".

→ View "PLAN AHEAD" video guide from the link above (7 minutes) or | <https://www.youtube.com/watch?v=RW8n3Q5XoRQ>

**Note:** Build multiple schedules in "PLAN AHEAD". Remember, you can save up to 5 plans. Use the resources above to practice switching sections, deleting sections/courses, and navigating the course schedule system. When you register, it is possible that courses and/or sections you want are full and you will need to make alternate plans. The more familiar you are with the course schedule system, the more adept you will be in managing your registration.

#### 3. REGISTER

Once you have built plans (draft schedules) in PLAN AHEAD, and your registration window opens, you can register some or all of your courses directly from your plan(s).

→ Download the "PLAN AHEAD GUIDE" <https://www.okanagan.bc.ca/sites/default/files/2023-03/plan-ahead.pdf> (scroll down). Page 4 gives registration instructions.

→ View "How to register" video (5 minutes) <https://www.okanagan.bc.ca/office-of-the-registrar/how-to-register> (scroll down) or <https://www.youtube.com/watch?v=EIZ7NfVGVg>

→ Waitlist information & FAQs: <https://www.okanagan.bc.ca/office-of-the-registrar/how-to-register>

## the ultimate dorm checklist

Check online for your school's residence info. There'll be descriptions and a list of supplies to bring.

### BEDDING

- Bed Pillows
- Blanket or throw
- Comforter or duvet
- Mattress Pad
- Mattress Foam Topper
- Sheets
- Pillow Cases

tip: layers help you keep it cozy

### DECOR

- Backrest
- Decorative Pillows
- Area Rug / Throw Rug
- Clip or Table Lamp
- Floor Lamp
- Over-the-Door Mirror
- Picture Frames
- String Twinkle Lights
- Wall Art
- Sticky Tack (well safe adhesive)
- Over-the-Door Coat Rack

**DON'T LOSE YOUR ROOM KEY, MAIL KEY, & STUDENT CARD. THEY ARE EXPENSIVE TO REPLACE!**

### KITCHEN

- Bag/Zip Clips
- Can/Bottle Opener
- Coffee Maker \*
- Dishes, Cups, & Utensils
- Dish Soap & Sponge
- Electric Kettle \*
- Microwave \*
- Mini Fridge \*
- Water Bottle
- Travel Mug
- Air Fryer \*

### BATHROOM

- Bath Towel
- Shower/Tote / Caddy
- Robe / Shower Wrap
- Wash Cloth
- Flip Flops

tip: flip flops for the shower are super important when sharing a communal bathroom with other students!

### PRIVATE BATHROOM

- Bathroom Rug
- Shower Curtain, Liner & Hooks
- Shoals
- Shower Organizer
- Toothbrush Holder
- Wastebasket

### HEALTH & BEAUTY

- Deodorant
- Hair Dryer / Styling Tools
- Shampoo & Conditioner
- Shaver
- Skin Care / Cosmetics
- Soap
- Toothpaste
- Toothbrush

tip: look up your dorm's laundry facilities to see if you need coins, tokens, or a laundry card

### LAUNDRY & CLEANING

- All-Purpose Cleaner
- Laundry Basket / Hamper
- Drying Rack
- Laundry Soap & Dryer Sheets
- Lint Roller
- Stain Remover
- Wastebasket

### STORAGE

- Hangers (thin ones)
- Drawer organizers
- Bedside Shelf / Caddy
- Shoe Storage / Racks
- Underbed Storage \*

tip: choose chargers with extra-long cords. It makes things way easier!

- DESK
- Charging Devices
- Desk Lamp
- Desk Organizers
- Lap Desk
- Speakers / Headphones
- Surge Protector
- Power Bar

### OFTEN FORGOTTEN

- Batteries
- Flashlight
- First Aid Kit
- Light Bulbs
- Sewing Kit
- Tool Kit
- Umbrella
- Ear Plugs
- Alarm Clock
- Tissues
- Cold Medicine
- COVID rapid tests
- Razors
- Advis / Tylenol
- lysol Wipes
- Extension Cord

\*Check Campus Guidelines

Thinking of taking your bike or scooter? Check ahead for storage options.

# Good Luck to Everyone!

We wish you the best as  
you embark on your  
post-secondary education!

*As you hear from Post-Secondary  
Institutions, please stop by the  
Counselling Centre. We love to hear your  
happy news & celebrate with you!*

