



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

4. AFTER YOU ARE REGISTERED IN COURSES...

Swapping a course (switch a course you've already signed up for without dropping the course):

<https://students.ok.ubc.ca/ws-tutorial/swapping-a-course/>

Dropping a course: <https://students.ok.ubc.ca/ws-tutorial/dropping-a-course/>

WORKDAY & Campus-wide Login (CWL)

WORKDAY is the student information system at UBCO. Students use **WORKDAY** to access:

- Course selection & registration
- Grades
- Awards
- Tuition summary & payment
- Exam schedule
- Transcripts
- Transfer credits
- Personal & contact information

To access **WORKDAY**, you need a Campus-wide Login (CWL). To set up your Campus-wide Login (CWL):

1. Start here: <https://it.ubc.ca/services/accounts-passwords/campus-wide-login-cwl/how-create-account>
2. In the grey box, you will see a 5 step process with a link in step 1 to get started:

— Student Accounts (CWL Account Upgrader)

Student accounts are for:

- newly admitted students with
- active, valid Student Numbers.

For people who have never had a CWL account before, they are not required to create their new CWL account until they become a new student to UBC.

Students can create a CWL after they have accepted their offer of admission to UBC. Admitted students will be guided to create a CWL account using the [CWL Account Upgrader](#) .

1. Go to the [CWL Account Upgrader](#)  page to create a CWL account
 2. Log in using one of the supported user accounts or by **SecureLink** (Authentication by email address)
 3. Follow the prompts and on-screen instructions
 4. Review the verified email address displayed:
 - a. For the email address, only non-UBC email domains can be accepted
 - b. If multiple verified email addresses are available, only one must be selected for the CWL account registration
 5. Provide the following user-defined information:
3. For step 2, you can log into the "CWL Account Upgrader" (this is where the link above takes you) with your educationplannerbc login to get started.
 4. For step 4, use your email address that you used for UBC registration (non-UBC and non-school district)
 5. When you have completed the process, UBC will send you an email with a link to activate your account. You must activate your CWL within 72 hours or it will expire.
 6. SAVE your CWL login credentials. You will need them. 😊