

### Notes on Full-Time MBA Registration

Please note that the schedule for Period 6 – Period 7 (September – December 2020) will be finalized in May 2020. For planning purposes you can refer to the P6 – P7 schedule for FT MBA Class of 2020, but note that the courses offered differ from year to year depending on instructor availability so there may be minor changes for your class.

Please download the most up-to-date copy of the **P1-P5 Schedule**. You will also want to refer to the **Track Requirements Worksheet** for your track while making your registration decisions – these can be found under the “Career Track & Degree Progress” tab.

[Course outlines](#) are available online – if the outline is not current but the instructor is the same as last year then the course will be similar. If there is no current outline please contact the instructor directly if you need more details.

**You need to register in the following (*please note that some registration has already been done for you, as per the notes below*):**

#### **Period 3 – total of 9.0 credits – overloading not allowed** **January 6 – February 14, 2020**

- BA 507 BSI: Global – 3 credits – *already registered by RHL Office*
- BAAC 551 Foundations of Accounting II - 1.5 credits – *self-register*
- 3 additional courses– 4.5 credits – *self-register*
  - Students in FIN, IE and PSM will have Track Required courses to take in P3
  - Students will declare their track early in P3

(Note – Students accepted into the BAEN 506 Technology Entrepreneurship course will be registered by the RHL Office)

#### **Period 4 – total of 6.0 credits – overloading allowed for students who qualify, see note below** **March 9 – April 18, 2020**

- 4 courses – 6.0 credits – *self-register*
  - Students in FIN, IE and PSM will have Track Required courses to take in P4
  - Note that overloading with 1 additional course (1.5 credits) is permitted in P4 provided you meet the requirements (cumulative GPA of 80% or higher – full policy can be found in the [Academic Regulations](#) section of your program site).

#### **Period 5 – total of 3.0 credits** **April 20 – May 1, 2020**

- BA 562 Creativity – 1.5 credits – *will be registered by RHL Office*
- BA 564 Leadership Development – 1.5 credits – *will be registered by RHL Office*

**Things to keep in mind when registering:**

- If you are unsure of which track you want to pursue, please speak to your Career Coach and/or Track Champion.
  - **Innovation & Entrepreneurship** – [Paul Cubbon](#)
  - **Product & Service Management** – [Tim Silk](#)
  - **Finance** – [Georgios Skoulakis](#)
  - **Custom** – please speak with your Career Coach
  - **Career Coaches** – [Mary Cowan](#) & [Iris Cai](#)
- Use the Track Requirements Worksheet for your track to ensure that you are meeting your track requirements – look at what will be offered in subsequent periods in order to ensure you will get sufficient Track Electives
- Look at courses you will want to take later and check on course outlines to see if they have any pre-requisites (particularly important for FIN courses)
- You will have time to change your mind – registration is ongoing and you can change your choices right up until the 1st week of each period
- Please self-register for your P3-P4 courses by logging into the [SSC](#) with your CWL. There are video tutorials at the bottom left side of the SSC website to guide you on how to register for courses. SSC Registration video [here](#).
- If you are interested in overloading for P4, P6 or P7, please submit an [overload request form](#). We recommend that if it is a class that is more likely to fill up quickly, that you register for that course while you wait for your overload to be approved. Overloads cannot be approved for P4 classes until your P3 grades have been received, and overloads for P7 classes cannot be approved until your P6 grades are in.

**Waitlists**

If a class section is full, you will be able to self-register for a waitlist through SSC. Students do change their minds as to which course or section they prefer to take, and as seats open up in the full sections you will be added from the waitlist.

The RHL Waitlist Policy can be found under the Academic Regulations page on the Program Site.

If you have any questions about registration, please contact [askmba@sauder.ubc.ca](mailto:askmba@sauder.ubc.ca)