Some Rules of Thumb for Making Your Own Worklists and Preparing for Registration on the SSC

Make sure that you are on the current year session
  o You will see this on the right side of your screen
  o The term/school year that is highlighted is the one that you are currently working on

Make at least 1-2 worklists
  o This is to ensure that you have backups in case classes fill up or conflicts arise – it will create a less stressful registration day
  o In different worklists, make sure you add different lab sections, different sections of the given course in a specific term, or perhaps even a different course (i.e. an elective) altogether
  o Have one worklist being your “dream schedule” and the other being a strong backup if necessary

When making worklists, follow this guideline for the order of course selections in regards to priority:
  o First: KIN courses
  o Second: Any needed prerequisites
  o Third: Electives

When adding labs to your worklist, make sure they are in the same section as your course and in the same term
  o Students must register in the lab section before being able to register in the course lecture section
  o i.e. KIN 103 001 (Term 1) will require you to register in a KIN 103 001 (Term 1) lab section first
    ▪ Your labs must correspond with the same section and term of your course
    ▪ i.e. If the course you chose on the SSC was shaded dark blue, your lab must too be below that lecture in dark blue.

After creating your worklists, double-check that any back-to-back classes are not on opposite ends of campus
  o If you have a class from 9:00-10:00, it will be 9:00-9:50 (with 10 minutes to get to your next class)
  o Keep in mind some classes may end late
  o Use the UBC Wayfinding website: [www.maps.ubc.ca](http://www.maps.ubc.ca)
    ▪ Type in a building name/code (as seen on your specific course on your SSC worklist)
    ▪ Click on the photo of the entrance of the building that pops up
    ▪ Look for the red arrow on the UBC map to see the building’s whereabouts
  o The academic hub of campus is Osborne Centre (where your labs are) all the way to the Anthropology/Sociology building (close to the Museum of Anthropology)
    ▪ This will be approx. a 20 minute speed walk – not considering construction or street lights
  o War Memorial Gym can be considered the half-way across campus point
    ▪ If you have classes back-to-back, try and keep them on one half of campus
    ▪ i.e. War Memorial Gym to Osborne, or War Memorial Gym to Anthropology/Sociology

A few days prior to your registration date, be sure to “Check Registration”
  o You will see this on the bottom of any given worklist
  o If all is well (sections are not full, you’ve met prerequisite requirements, specific classes have the proper lab component on the list, etc.) green bars will show up below each class
  o If there is an error in your worklist, a red bar will appear
  o Be proactive and look at the classes in your worklist in the weeks leading up to your registration
    ▪ Make sure the classes have seats remaining and are not full days before you register
    ▪ You can check this by clicking on a specific course and scrolling down to see “Seats Registered” and “Seats Remaining”

Be sure to register on your correct day and time!