



Registration & Worklists

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

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

▼ Make at least 1-2 worklists

- This is to ensure that you have backups in case classes fill up or conflicts arise – it will create a less stressful registration day
- 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
- 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:

- First: KIN courses
- Second: Any needed prerequisites
- Third: Electives

▼ When adding labs to your worklist, make sure they are in the same section as your course and in the same term

- Students must register in the lab section before being able to register in the course lecture section
- i.e. KIN 110 001 (Term 1) will require you to register in a KIN 110 001 (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

- 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)
- Keep in mind some classes may end late
- Use the UBC Wayfinding website: 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
- 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 would approx. be a 20 minute speed walk (not considering construction or street lights).
- 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” (button at the bottom of any given worklist)

- 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
- If there is an error in your worklist, a red bar will appear
- 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”
 - If a KIN course is full, please add yourself to the corresponding Waitlist

◆ Be sure to register on your correct date and time!