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](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
- 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!

Questions or difficulties? Contact the KIN Advising Office at 604.822.4512 or kin.advising@ubc.ca (include your student number)