



THE UNIVERSITY OF BRITISH COLUMBIA

Department of Educational Studies

Faculty of Education

Guide to Registration of UBC-V Students in UBC-O Courses

(Approved by GPACC, 7 Jan 2021)

Background

UBC-Vancouver and UBC-Okanagan are legally part of the same institution, but have separate registration systems. Students at UBC-Vancouver who wish to take courses at UBC-Okanagan should follow the steps below:

1. Determine that the course is open to UBC-V students and whether there are prerequisites or other potential barriers that might prevent enrolment.
2. Seek approval to include the course in your program of study by providing your advisor/supervisor with the course title and description and a brief rationale for including the course in your program.
3. At the same time or immediately following approval, submit a completed [Authorization and Registration form](#) to your advisor/supervisor. *Note that this form must be received by UBC-V's Faculty of Graduate and Postdoctoral Studies **six weeks prior to the start of the term of enrolment.***
4. The advisor/supervisor then forwards the form with a message confirming their approval to the department's Graduate Advisor for signature.
5. Once signed in EDST, the form will be sent to the UBC-V Faculty of Graduate and Postdoctoral Studies where it will be signed and forwarded to UBC-O for final approval.
6. When all approvals are obtained, you will be notified that you are registered in the course.

UBC-O students should follow a similar process on their campus if they wish to enrol in UBC-V courses. The form to be used by UBC-O students can be found at [this link](#).