



University of Victoria

PETER B. GUSTAVSON

School of Business

BCom Program

The world looks different from here.

Request for Registration Form

Name:	UVic ID#: V00	
Faculty:	Program:	Year:
Phone:	Email:	

I am registering for courses as a:

Business Minor/Option *	<input type="checkbox"/>
BCom Degree Student	<input type="checkbox"/>
International Student applying to BCom (COM 206C and COM290)*	<input type="checkbox"/>
Visiting or Exchange Student	<input type="checkbox"/>
Other Students:	<input type="checkbox"/>

I am requesting registration for the following academic term:

<input type="checkbox"/> Fall
<input type="checkbox"/> Spring
<input type="checkbox"/> Summer
Academic Year:

*** See important process information on page 2**



List Courses by order of preference:

Course Number (e.g. COM 426)	Course Name (e.g. Management Accounting II)	Section (e.g. A02)	Office Use Only (Notes)
1.			
2.			
3.			
4.			

Please read the following carefully: By signing this form, you permit the Gustavson School of Business to add Commerce courses to your registration record. It is your responsibility to check MyPage to determine if you have been registered in any Commerce classes. If no Commerce courses have been added to your record after the 15th of the month in which you applied, then the application was not successful. In addition, it is your responsibility to drop, via My Pages, any Commerce course you no longer wish to be registered in.

If space becomes available but the Gustavson School of Business is unable to register you because you are already registered in 9.0 units of courses, your schedule has a conflict or your registration is otherwise blocked, the School will place ONE phone call or email to notify you. For this reason, be sure that the phone number and/or email address you indicate on this form is one where you can be reached or a message can be left. It is your responsibility to check your messages/email.

Type your name/Sign

Date

Courses available to **Business Minor/Option** students through a Request for Registration are listed online at uvic.ca/gustavson/undergraduate/minor/ under **Courses available for the coming term.**

Request for Registration Forms are accepted on the following dates for courses starting in:

September	August 1-15
January	December 1-15
May	April 1-15

Applicants should be aware that course availability is extremely limited in any given term. Space in class will be awarded based on availability, most recent available grade-point average of the applicant and completion of prerequisites.

Request for Registration Forms will not be accepted for courses other than those listed. Please consult the current list of courses available online, or outside of the BCom Program Office, Room 283. The Gustavson School of Business does not grant space in any pre-commerce required courses. Instructors do not assign space in classes.

International Students registering for COM 206C and COM 290, please note:

- Both courses are only offered in January each year
- Com 290 and Com 100 are mutually exclusive; only one can be taken for credit
- International students applying to BCom may be required to complete **COM 206C** (Business English and Communications – Level III) and/or **COM 290** (Introduction to Canadian Business) in January of their second year.
- **BCom applicants for direct-entry into BCom core** must submit a [Request for Registration Form](#) in **October** of their second year to be added to these courses on a first-come, first-serve basis.
- It is the applicant's responsibility to consult with a [BCom Admissions Officer](#) to determine whether or not they need to take these courses.

Any questions?

Get in touch!

advisor@uvic.ca
250-472-4728
BEC 283
M-F 8:30-4:30

