**General Information for Computer Science Undergraduate Students**

**UCB Department of Computer Science**
201 - 2366 Main Mall
Vancouver, B.C. Canada
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P: 604.822.9176
F: 604.822.5485
undergrad-info@cs.ubc.ca
http://www.cs.ubc.ca

Office Hours:
M - F 8:30am - 4:30pm

**CS Advising**
Contact CS Dept Office
ICICS/CS 201
604.822.9176
undergrad-info@cs.ubc.ca

**Co-op Program**
Constance Wun, ICICS/CS X237
604-822-9640
cwun@sciencecoop.ubc.ca

Betty Cho, ICICS/CS X239
604-822-0933
bcho@sciencecoop.ubc.ca

**Problems with CS Accounts or Hardware?**
Contact: Demco Learning Centre
ICICS/CS X150
help@ugrad.cs.ubc.ca

**Problems with Registration?**
Contact: CS Main Office
ICICS/CS 201
604-822-9176
undergrad-info@cs.ubc.ca

**Getting started in the Lab:**
http://www.cs.ubc.ca/students/undergrad/services/getting-started

**Connect:**
http://www.connect.ubc.ca

**After-Hours access to the building:**
https://www.cs.ubc.ca/our-department/facilities/entry

**Useful Websites:**

**CS Undergraduate Program:** http://www.cs.ubc.ca/students/undergrad

**Policies on Collaboration, Plagiarism and Academic Dishonesty:**
http://www.cs.ubc.ca/our-department/administration/policies/collaboration

**Undergrad Facilities & Getting Started in the Labs:**
http://www.cs.ubc.ca/students/undergrad/services/getting-started

Advising & Program Approval: http://www.cs.ubc.ca/students/undergrad/resources

1st Year Students – Advising is not required for 1st year students. However, students intending to do a Computer Science degree should aim to complete CPSC 110 and 121 by the end of summer in first year. Students interested in Co-op should preferably have taken CPSC 210 by then.

Major Students – 2nd, 3rd & 4th Year: The Department recommends that you consult a department advisor at the end of each academic year to ensure you will meet graduation requirements.

Honours Students – 2nd, 3rd & 4th Year: Students intending to register in the Honours or Combined Honours programs are required to see an Honours advisor before or shortly after being admitted into the program. The Department also recommends that you consult an advisor at the end of each academic year to ensure you will meet graduation requirements.

Second Degree Students – All second degree students must see an advisor before registering for courses.

Admissions: https://www.cs.ubc.ca/students/undergrad/prospective

Students interested in completing a Major, Minor, Honours, Combined Major or Combined Honours program must formally apply to the Department of Computer Science.

Applications are accepted year-round for current UBC Science students. Students in other Faculties should see our website for admission details and make themselves aware of specific deadlines to switch into Science from another Faculty. Continuation is based on academic performance. https://www.cs.ubc.ca/students/undergrad/programs/prerequisites

Advising Appointments:
https://www.cs.ubc.ca/students/undergrad/resources/academic-advising

Advisors are available to assist students with program requirements, program options, course selection and general academic concerns.

Combined Programs: https://www.cs.ubc.ca/students/undergrad-students/prospective/switching-computer-science/combined-majors

We have created some exciting Combined Majors and Honours Programs that enable students to combine Computer Science with another Science subject that captures their curiosity.
Winter 2014/15 Important Dates:

**Tues, Sep 2** – Imagine UBC: first day orientation for first year undergraduate students. The majority of undergrad classes will be replaced with Imagine activities.

**Wed, Sep 3** – First day of classes. No labs during first week of classes except for CPSC 110 (unless otherwise noted or posted).

**Mon, Sep 15** – Last day for graduation applications to be submitted to Enrolment Services through the SSC by students expecting to graduate in November.

**Tues, Sep 16** – Last day for changes in registration and withdrawal from most Term 1 courses without withdrawal standing of “W” recorded on a student’s academic record. SSC remains open for course withdrawals with “W” standing.

**Fri, Sep 19** – Last day for changes in registration and withdrawal from most full-year (two-term) courses without withdrawal standing of “W” recorded on a student’s academic record. SSC remains open for course withdrawals with “W” standing.


**Fri, Oct 10** – Last day for withdrawal from most Term 1 courses with withdrawal standing of “W” recorded on a student’s academic record.

**Tues, Nov 11** – Remembrance Day, University closed. Service in War Memorial Gym for students, faculty, alumni, staff and friends at 10:45am.

**Wed, Nov 26** – November Congregation at the Chan Centre.

**Fri, Nov 21** - Last day for withdrawal from most full-year (two-term) courses with withdrawal standing of “W” recorded on a student’s academic record.

**Fri, Nov 28** – Last day of classes for most faculties.

**Tues, Dec 2 – Wed, Dec 17** – Term 1 examination period for most faculties, day and evening classes. Exam schedule is available in mid-October.

**Thurs, Dec 25 & Fri, Dec 26** – Christmas Day and Boxing Day. University closed.

**Mon, Dec 29** – Reduced student services in most departments until January 2, 2015.

**Thurs, Jan 1, 2014** – New Year’s Day. University Closed.

**Mon, Jan 5** – Term 2 begins – all faculties, day & evening classes. No labs during first week of classes except for CPSC 110 (unless otherwise noted or posted).

**Mon, Jan 19** – Last day for changes in registration and withdrawal from most Term 2 courses without withdrawal standing of “W” recorded on a student’s academic record. SSC remains open for course withdrawals with “W” standing.

**Fri, Feb 13** - Last day for withdrawal from most Term 2 courses with withdrawal standing of “W” recorded on a student’s academic record.

**Mon, Feb 16** – Family Day. University Closed.

**Mon, Feb 16 – Fri, Feb 20** – Midterm break for most faculties. Lectures and laboratories cancelled. Library and some other facilities remain open.

**Late-February** – Last day for graduation applications to be submitted to Enrolment Services through the SSC by all students expecting to graduate in May.

**Fri, Mar 27** – Last day for withdrawal from most Distance Education Term D courses with withdrawal standing of “W” recorded on a student’s academic record.

**Fri, Apr 3** – Good Friday. University closed. Some branches of UBC Library open.


**Fri, Apr 10** – Last day of classes for most faculties.

**Tues, Apr 14 – Wed, Apr 29** – Term 2 examination period for most faculties, day & evening classes. Saturdays are included in the exam schedule.

**Wed, Apr 29** – Last day of examinations. 2014/15 Winter Session ends.

Prerequisites: [https://www.cs.ubc.ca/students/undergrad/programs/prerequisites](https://www.cs.ubc.ca/students/undergrad/programs/prerequisites)

If you do not meet the prerequisites for a course in which you are registered or if your average fails to meet enrolment restrictions, you will be dropped from the course after the first week of class. The department will make a reasonable effort to notify those students who are to be dropped from courses. However, it is ultimately the responsibility of all students to check that they have the necessary prerequisites and the necessary average to enroll in a course. Students should check their registration periodically to ensure that they have not been unexpectedly dropped from a course.

Academic and Account Support: [https://www.cs.ubc.ca/students/undergrad/resources/learning-centre](https://www.cs.ubc.ca/students/undergrad/resources/learning-centre)

The Demco Learning Centre (formerly known as the Computer Science Learning Centre), located in room X150 of the ICICS/CS building, provides drop-in help for students in CPSC 110 or CPSC 121 who are having difficulty with concepts presented in class. The DLC also provides a space for individual or small group study. Account-related issues such as forgotten passwords, disk quota, print credits, and environment settings can also be addressed here.

Undergraduate Facilities: [https://www.cs.ubc.ca/students/undergrad/services/lab-facilities-and-maps](https://www.cs.ubc.ca/students/undergrad/services/lab-facilities-and-maps)

The CS undergraduate facilities consist of approximately 300 seats distributed across campus in 10 labs. Our facilities are extremely busy and during the winter term we anticipate that our user base will exceed 1800 users. All students must activate/reactivate their accounts every September and whenever a term has passed that they have not been registered. Students registered in a Computer Science course can now activate an old account or create a new account on the web at: [https://www.cs.ubc.ca/students/undergrad/services/account](https://www.cs.ubc.ca/students/undergrad/services/account)

You may also try going to any undergraduate CS lab and typing `getacct` at the login prompt, and press [ENTER] at the password prompt. The Computer Science servers are accessible through secure connections (ssh) using SecureCRT.

Co-op Program: [www.sciencecoop.ubc.ca](http://www.sciencecoop.ubc.ca)

If you want experience with industry professionals in a supportive work environment, then considering the Co-op option is a must. As a Co-op student, you have the potential to build a network of professional relationships with industry and academic leaders, expand your career choices, and complement your academic studies with practical skills. Students can apply for admission to the Co-op program at the end of 1st or 2nd year. Second degree students can apply for admission to Co-op as soon as they are admitted to the Department. Visit the Co-op website or contact one of our Co-op Coordinators: [http://www.cs.ubc.ca/students/undergrad/careers/computer-science-co-op-program](http://www.cs.ubc.ca/students/undergrad/careers/computer-science-co-op-program)

Policies: [http://my.cs.ubc.ca/docs/collaboration-plagiarism](http://my.cs.ubc.ca/docs/collaboration-plagiarism)

Each student is responsible for being aware of, in order to fully comply with, the Department and University policies regarding Collaboration, Plagiarism and Academic Discipline. It is important to read the following:

1. The Department Policy on Plagiarism and Collaboration
2. The University Policy on Harassment
3. The section on Student Discipline in the University Calendar, and
4. The Computer Science Lab Regulations and Penalties