



How to apply to become an Access Student at UBC for Haida Gwaii Institute Online Undergraduate Courses

Access Student - Students who have not completed a degree and are interested in taking courses for general interest (not toward a UBC degree) are considered Access Students.

This guide is intended to help non-UBC students who wish to register for Haida Gwaii Institute's online undergraduate course(s) navigate the UBC application process. If at any time you have questions or need further assistance during the registration or application process, please contact: hg.institute@ubc.ca, we are happy to help.

1. Go to the UBC Non-Degree Studies for access student's webpage:
<https://students.ubc.ca/enrolment/courses/non-degree-studies/non-degree-studies-access-studies>
2. Scroll down to the **How to Apply** section:

Apply online

New students

If you're new to UBC, or have previously applied to but not attended UBC, you'll need to create a new student account.

- 1 Create an [Education Planner BC account](#) online.
- 2 Fill in your personal information and academic history.
- 3 Click "Start Applying" and select University of British Columbia as the institution.
- 4 Select the appropriate Admissions Category based on your academic history.
- 5 Select "Access Student" under First Program Choice.
- 6 When asked, make sure to include the list of course(s) you're interested in taking or the specific program under which you would like to take courses.
- 7 UBC Admissions will email you with a confirmation of your application and next steps.
- 8 After completing your application, email any additional and required documents to non.degree@ubc.ca.

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3. Following the seven (7) steps listed in the **How to Apply** instructions, after you have created an account and started an application on the Education Planner BC site, under the **Program Selection Admissions Category** section (Step 4) choose the following options from the drop-down menus:

- a. Under **Select the option that best describes you**, if you have listed a university or college in your profile and have completed courses and received credit, choose the option “transferring from a university or college.”
Note: You do not have to be currently enrolled at a university or college
If you have not completed courses or a program at a university or college and have not received university credits, select the option “high school or secondary school student.”
- b. Select “UBC Vancouver” Campus
- c. Select applicable session e.g., “2021/2022 Winter Session: September-April”
*Note: If you do not see the term that you are applying for in the drop-down list, select the next closest term, and the application reviewer at UBC admissions will manually change the term when they receive your application.
- d. Select “Access Studies” (Step 5)



Program Selection

Select the program you're interested in applying for at the University of British Columbia.

Program Selection

If you don't see your term or program, please check deadlines and requirements for your program on the [University of British Columbia website](#), or contact the University of British Columbia admissions office directly for information on program availability.

Admission Category

SELECT THE OPTION THAT BEST DESCRIBES YOU

✕ ▾

ENTER YOUR CAMPUS

✕ ▾

WHAT IS YOUR TERM?

✕ ▾

WHAT IS YOUR PROGRAM?

✕ ▾

- e. Step 6, under the **Additional Information** section of your application there is a space with the heading **Access Studies** where you will list the courses you wish to take.

ACCESS STUDIES

PLEASE LIST THE COURSES THAT YOU ARE INTERESTED IN TAKING OR THE SPECIFIC PROGRAM UNDER WHICH YOU WOULD LIKE TO TAKE COURSES (E.G., LAW, STEPS FORWARD, ABORIGINAL ACCESS STUDIES AT UBCO)

Haida Gwaii Institute
HGSE 381 Ecological Economics
HGSE 371 Re-Storying History: Indigenous Perspectives
HGSE 320A Marine Conservation in British Columbia

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*For **Previous students or previously admitted students**, follow the instructions on the “UBC Non-Degree Studies for visiting students” webpage. Make sure to list the Haida Gwaii Institute course(s) that you wish to register for.

Previous students or previously admitted students

If you have previously been admitted to **and** registered in courses at UBC, a student record has already been established in the UBC system with your information. Please email non.degree@ubc.ca with the following details to begin your admission process:

- Full name
- UBC student number, if available
- Date of birth
- Your Non-Degree Category, which is “Visiting”
- Intended start date
- Campus preference (Vancouver or Okanagan)

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