



## BSN Degree Requirement | Procedure

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### Taking Non-UBC Courses While in the Nursing Program

#### Undergraduate Students

Any student enrolled at the University of British Columbia Okanagan campus wanting to begin studies (i.e. an elective to apply towards a degree) at a non UBC institution (i.e. another college or university) is required to complete a [Letter of Permission Request](#) (referred to as a Request hereafter). You do not need to complete a Request if you are participating in a Go Global Exchange. To take courses at UBC's Vancouver campus, please visit the [Cross Campus website](#) for more information on this.

It is the responsibility of the student to ensure that the courses taken will satisfy the requirements of the enrolled program. Be sure to review these requirements carefully with an Academic Advisor. The Academic Advisor for the School of Nursing is Derek Como. He can be contacted by email: [derek.como@ubc.ca](mailto:derek.como@ubc.ca). Alternatively, academic advising can be reached by phone 250.807.9100 or email: [advising.ubco@ubc.ca](mailto:advising.ubco@ubc.ca).

Once the Letter of Permission Request has been submitted, please allow a minimum of two weeks for the letter of permission request to be reviewed. If the letter of permission request is approved, a signed letter will be e-mailed to the student along with the process to follow in order to receive transfer credit at UBC Okanagan campus.

Once the course is complete, the student is responsible for completing and submitting the [Request and/or Review of Added Credit](#) form to enrollment services.

In addition, the student is responsible for ordering official transcripts from the institution where the course was taken, requesting the institution to send the transcript to UBC Okanagan Campus.

For more information, please visit the following Frequently Asked Questions page by clicking [here](#).

#### Okanagan College Transfer Students

Please refer to the [UBC Okanagan Academic Calendar 2015/16](#) for information regarding eligibility to complete courses elsewhere and general admission requirements.