

Program Planning Guide

Bachelor of Arts: Public Administration and Community Development

YOUR COURSE PLANNING: This worksheet has been created as a guide for admitted students. Note, your course planning may look different than another student; this worksheet has been designed for students wishing to complete their program within a four-year timeline. Students may elect to take part-time studies or a reduced course load. Refer to the [Undergraduate Academic Regulations](#) within the Undergraduate Calendar for more information.

For requirements that have a “pick list” (i.e. *choose one of*) please visit the Undergraduate Calendar to see a detailed list. The list or requirements may change, so please ensure you follow the appropriate requirements ([the 2024-2025 Undergraduate Calendar](#)). After July 1, 2024, you can find the calendar in a [PDF format](#).

100/200 Level Requirements (Lower Division LD)

Requirements	Credit Hours	Course Selected	Done
COMM 100	3		
ECON 100	3		
ECON 101	3		
ENPL 104	3		
FNST 100	3		
GEOG 101	3		
POLS 100	3		
LD Community	3		
LD Public Admin	3		
LD Governance	3		
LD First Nations	3		
LD Methods	3		
LD Economic	3		
LD General	3		

300/400 Level Requirements (Upper Division UD)

ENPL 313	3		
GEOG 424	3		
POLS 332	3		
POLS 403	3		
UD Community	3		
UD Public Admin	3		

300/400 Level Requirements Continued

Requirements	Credit Hours	Course Selected	Done
UD Governance	3		
UD First Nations	3		
UD Methods	3		
UD Economic	3		
UD General	3		
Other			
Elective (any level, or to ensure residency is met); or, breadth	3		
	3		
	3		
	3		
	3		
	3		
	3		
	3		
	3		
	3		
Upper Division Elective	3		
	3		
	3		
	3		
	3		
Total Credit Hours	120		

BREADTH REQUIREMENT: As a part of this program, students will have satisfied their Social Sciences requirement (with required COMM, ECON, FNST, and ENPL courses) as well as their Natural Sciences breadth requirement (with the required GEOG courses). Please review the [breadth requirements](#) to ensure the appropriate requirements are satisfied.

UNDERGRADUATE CALENDAR: It is the student’s responsibility to be aware of all University of Northern British Columbia [Undergraduate Calendar](#) regulations. Academic regulations, program information, course information, and pre-requisites can be found in this document.

EFFECTIVE SEPTEMBER 2024

NOTE: Although every attempt has been made to ensure the information on this worksheet is accurate, in the case of any discrepancy the Academic Calendar shall be considered the authority. This program planning worksheet is an unofficial planning tool for students new to UNBC and for students in a non-competitive entry program. Once your program has been declared, please use your degree evaluation as it is the official degree program-tracking document. You can find more information about your degree evaluation and how to run one at unbc.ca/advising.

Sample Sequencing Plan

First Year	
Fall	Winter
COMM 100	ECON 101
ECON 100	FNST 100
ENPL 104	POLS 100
GEOG 101	Elective (for breadth)
Elective (for breadth)	Elective
Second Year	
LD Community	LD First Nations
LD Public Admin	LD Methods
LD Governance	LD Economic
Elective	LD General
Elective	Elective
Third Year	
UD Community	ENPL 313
UD Public Admin	POLS 332
Elective	UD Governance
Elective	Elective
UD Elective	UD Elective
Fourth Year	
UD First Nations	POLS 403
UD Methods	GEOG 424
UD Elective	UD Economic
UD Elective	UD General
Elective	UD Elective

Course Notes

- These courses need not necessarily be taken in the sequence as indicated.
- Students should consult with the Undergraduate Calendar for course descriptions and pre/co-requisites.
- As a part of the elective requirements, students must take 15 credit hours in any subject at the 300/400 levels (signified by UD elective).
- It is possible for students to organize their course choices (areas and electives) to achieve an Area of Specialization of coursework. Please refer to the Academic Calendar for more information.
- Students may elect to take a Minor. To see available Minors, please refer to the [Declaration of Minor form](#) or look in the Program pages of the [Undergraduate Calendar](#). Minors are a structured way to use your electives while also completing a secondary concentration.

Advisor Notes

STUDENT ADVISING: Is available by phone, email, or in person. To book an appointment, or to see when drop-ins are scheduled, please contact advising@unbc.ca or call 250.960.6306.

DEGREE EVALUATIONS: The [Degree Evaluation](#) is an interpretation of the Undergraduate Calendar for the year that you were admitted and helps display the requirements needed for your program.

DOUBLE MAJORS: Students who are considering a double major should speak with their Student Advisor as soon as possible.

RESIDENCY REQUIREMENT: Students must complete a minimum of 30 credit hours of upper division UNBC course work to receive a UNBC degree.

TIME LIMIT: Except by permission of the Dean, students must complete their undergraduate degree program within 15 years of their first semester of registration.

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