



Intent to Register

- 1) Begin an ITR submission by logging into your [Student Center](#) account using your Western User ID and Password.
- 2) Click **Complete My Intent to Register** found under Western Links along with right side of your Student Center page (see Figure 1.1)

The screenshot displays the Student Center interface with several sections:

- Personal Information:** Includes links for Demographic Data, Release of Information, Emergency Contact, Directory Removal, Privacy Settings, Absence Notification, and Aboriginal Self-Identification. A **Contact Information** box shows current and admissions addresses, telephone number, and email (xwannama@uwo.ca).
- Admissions:** A message states "You do not have any pending applications at this time." Links for OUAC and Graduate Admissions are provided.
- Academics:** Categorized into Planning, My Academics, and Documentation.
- Western Links:** A list of links including "Complete My Intent to Register", which is highlighted with a red box.
- Other sections:** Holds (No Holds), To Do List (No To Do's), Enrollment Dates (Open Enrollment Dates), Advisor (None Assigned), and Student Services Links.

Figure 1.1

3) First select your Academic Status: (Full-time or Part-time).
Click **Continue** (see Figure 1.2)

Intent to Register - Step 1

Get set up for Fall/Winter

Your Intent to Register tells Western:

- 1) that you are planning to return this fall
- 2) your desired program and module(s)
- 3) to set you up for course registration.

Intent to Register is available from **February 1st to March 31st**. You can find lots of Faculty specific information at: http://registrar.uwo.ca/general-information/how_to_guides/intent_to_register_planning_guide.html

Begin by choosing your intended course load for Fall/Winter

Full-time course load (3.5 courses or more) ▼

Continue

Figure 1.2

4) Review your current program and indicate whether to **Continue in Current Program** or begin the steps below to select a New Program. Select the Faculty. Click **Continue** (see Figure 1.3)

You are currently in:

Faculty of Social Science
Bachelor of Arts - 4YR
Psychology - MAJ

If you would like to continue in this program click 'Continue in current program' below

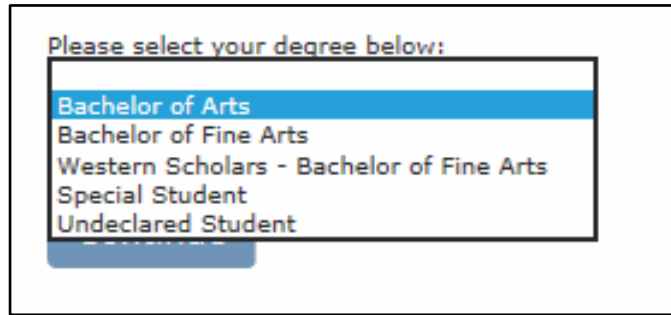
Continue in Current Program

Otherwise, please select your **faculty** or affiliated university college below:

- Faculty of Arts and Humanities
- Faculty of Health Sciences
- Faculty of Information and Media Studies
- Schulich School of Medicine & Dentistry
- Faculty of Science
- Faculty of Social Science
- Brescia University College
- Huron University College
- King's University College

Figure 1.3

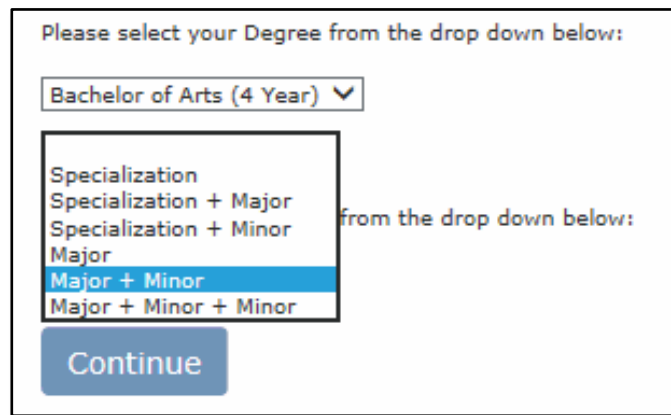
5) Select your Degree. Click **Continue** (see Figure 1.4)



A screenshot of a web form showing a dropdown menu. The text above the menu reads "Please select your degree below:". The dropdown menu is open, displaying five options: "Bachelor of Arts" (highlighted in blue), "Bachelor of Fine Arts", "Western Scholars - Bachelor of Fine Arts", "Special Student", and "Undeclared Student".

Figure 1.4

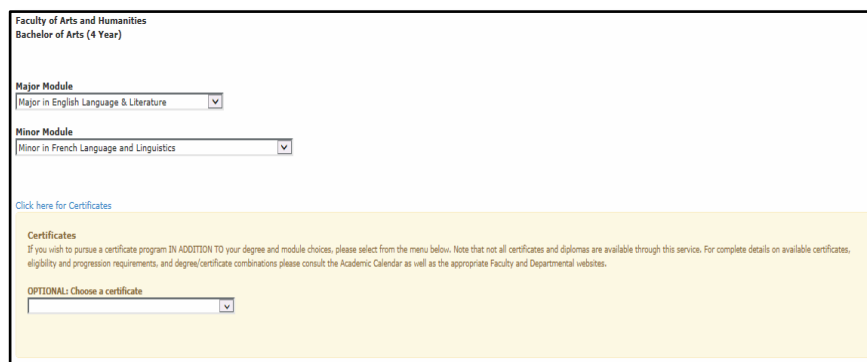
6) Select your Module. Click **Continue** (see Figure 1.5)



A screenshot of a web form. At the top, it says "Please select your Degree from the drop down below:". Below this is a dropdown menu with "Bachelor of Arts (4 Year)" selected. To the right of this menu is the text "from the drop down below:". Below that is another dropdown menu with five options: "Specialization", "Specialization + Major", "Specialization + Minor", "Major" (highlighted in blue), "Major + Minor", and "Major + Minor + Minor". At the bottom of the form is a blue "Continue" button.

Figure 1.5

7) Specify your Degree/ Module. Specify your Certificate (optional).
Click **Continue** (see Figure 1.6)



A screenshot of a web form titled "Faculty of Arts and Humanities" and "Bachelor of Arts (4 Year)". It contains two dropdown menus: "Major Module" with "Major in English Language & Literature" selected, and "Minor Module" with "Minor in French Language and Linguistics" selected. Below these is a link "Click here for Certificates" and a section titled "Certificates" with explanatory text. At the bottom, there is an "OPTIONAL: Choose a certificate" dropdown menu.

Figure 1.6

8) Review your Choice, Click **Confirm**. To make alterations, click **Back** in your browser

You have completed Intent to Register successfully!

Your selections are:

- Faculty of Arts and Humanities
- Bachelor of Arts (4 Year)
- Major in English Language & Literature
- Minor in French Language and Linguistics

You will now be sent an email to your UWO email account for your records, including a summary of your selections.

You may now **select an alternate 2nd choice**:

[Select 2nd choice](#)

or **exit this process**, in which case your academic counselling unit will determine your next most eligible degree and module combinations during the **adjudication** period, should you be found not eligible (ineligible) for your 1st choice

[Exit Intent to Register](#)

9) Review your Choice, Select **Confirm**. To make changes, select **Back** in your browser

Confirmation

Faculty of Arts and Humanities
Bachelor of Arts (4 Year)

Major in English Language & Literature
Minor in French Language and Linguistics

[Confirm](#)

10) Submit a 2nd Choice, begin the process again at step 3. To finish, select **Exit Intent to Register**

You have completed Intent to Register successfully!

Your selections are:

- Faculty of Arts and Humanities
- Bachelor of Arts (4 Year)
- Major in English Language & Literature
- Minor in French Language and Linguistics

You will now be sent an email to your UWO email account for your records, including a summary of your selections.

You may now **select an alternate 2nd choice**:

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or **exit this process**, in which case your academic counselling unit will determine your next most eligible degree and module combinations during the **adjudication** period, should you be found not eligible (ineligible) for your 1st choice

[Exit Intent to Register](#)