



# 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 Student Services Links along with right side of your Student Centre page (see Figure 1.1)

The screenshot displays the Student Center interface with several navigation panels:

- Personal Information:** Includes links for Demographic Data, Release of Information, Emergency Contact, Directory Removal, Names, User Preferences, Privacy Settings, Absence Notification, and Aboriginal Self-Identification. A contact information box shows: 1849 Waterwheel Pl, London ON Canada N5X 4K4, 226/688-8000, and chern@uwo.ca.
- Admissions:** Displays a message: "You do not have any pending applications at this time." and links for OUAC and Graduate Admission.
- Academics:** Categorized into Planning (My Weekly Schedule, Enroll in Classes, Letter of Permission, View My Intent To Register, Search for Courses, Course Enrollment Worksheet, Graduate Change of Status, My Exam Schedule), My Academics (My Program, Apply for Graduation, View Graduation Status, View My Grades, Program Planning Tool, Honors and Awards, Scholarships and Awards, View Transfer Credit Report, View Special Permissions), and Documentation (Transcripts, Web Academic Report, Official Western Letters, Graduate Thesis Repository, Graduate Student Regulations, My SAO Form, Course Syllabi).
- Finances:** (Section header visible).
- Holds:** No Holds.
- To Do List:** No To Do's.
- Enrollment Dates:** Open Enrollment Dates.
- Advisor:** Program Advisor: None Assigned.
- Western Links:** Western OneCard Photo Upload, Student Development Centre, Graduate Studies Fees Info, OWL, Academic Calendars, Draft My Schedule, **Complete my Intent to Register** (highlighted with a red box).
- Student Services Links:** Diploma Mailing, Personal Exam Schedule, Financial Assistance, Financial Aid Counselling, Summer Term Activation, Per Course Identification.

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](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

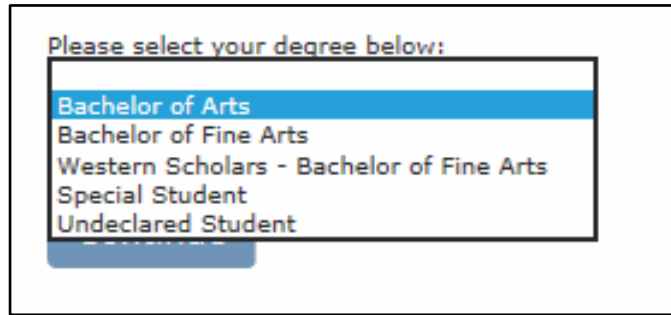
**Continue in Current Program**

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

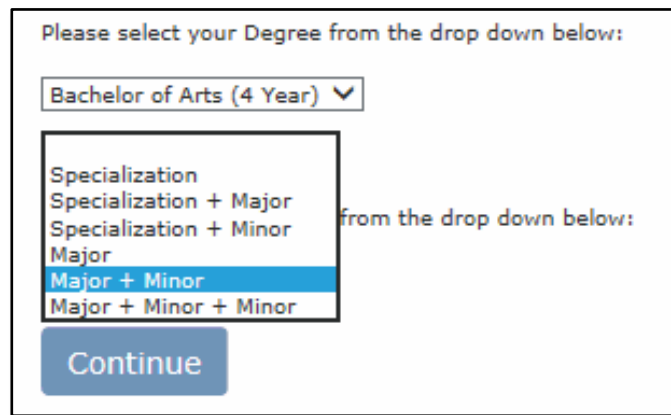
5) Select your Degree. Click **Continue** (see Figure 1.4)



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 showing "Bachelor of Arts (4 Year)" with a downward arrow. To the right of this menu is the text "from the drop down below:". Below the degree selection 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 button labeled "Continue".

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 a note: "If you wish to pursue a certificate program IN ADDITION TO your degree and module choice, please select from the menu below. Note that not all certificates and diplomas are available through this service. For complete details on available certificates, eligibility and progression requirements, and degree/certificate combinations please consult the Academic Calendar as well as the appropriate Faculty and Departmental websites." 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](#)

## 10) 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](#)

## 9) Submit a 2<sup>nd</sup> 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**:

[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](#)