



Western
UNIVERSITY · CANADA

Course Enrollment Worksheet

The Course Enrollment Worksheet saves time by allowing you to input all of your courses prior to your enrollment appointment start time so you are able to enroll in them simultaneously once your appointment starts.

1. On [Student Center](#), under the heading “Planning”, select “My Planner”



Planning

[My Weekly Schedule](#)

[Enroll in Classes](#)

[Letter of Permission](#)

[View My Intent To Register](#)

[Search for Courses](#)

[My Planner](#)

[Graduate Change of Status](#)

2. Select “Course Enrollment Worksheet”

Search Plan Enroll My Academics

my planner course enrollment worksheet

Course Enrollment Worksheet

Add Classes to Course Enrollment Worksheet

Use the Worksheet to temporarily save classes. When you have an enrollment appointment and are ready to enroll, select your classes and click enroll.

3. To add your courses to your worksheet, enter the class number (Class Nbr) that can be found on [Draft My Schedule](#) into the box on the left of the page. To find this number on Draft My Schedule, scroll to the bottom of your draft to your list of courses.

*Note: The **Course Number** is the number that accompanies the name of the class and the **Class Number** is a unique four digit number that is assigned to each individual class section. Ensure you are using the correct number on your Course Enrollment Worksheet.*

Subject	Course Number	Component	Section	Description	Class Nbr	Instructor	Days/Times/Location	Credits	Remove
CALCULUS	1000A	LEC	001	CALCULUS I	4227	Zou	M Tu W Th 8:30 AM - 9:30 AM SEB-2200	0.50	
COMPSCI	1032A	LEC	002	INFORMATION SYSTEMS & DESIGN	2716		Tu 7:00 PM - 10:00 PM NCB-101	0.50	

- Once your enrollment appointment has started, click "Select All" and "Enroll" to enroll in your chosen courses.

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Open
 Full
 Wait List

Add to Worksheet:
 Enter Class Nbr
 Find Classes
 Class Search
 My Planner

Select	Class	Description	Topic	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	Calculus 1000A-001 (4227)	CALCULUS I		MoTuWeTh 8:30AM - 9:30AM	Spencer Engineering Bldg Rm 2200	X. Zou	0.50	
<input type="checkbox"/>	Computer Science 1032A-002 (2716)	INFORMATION SYSTEMS & DESIGN		Tu 7:00PM - 10:00PM	North Campus Building Rm 101		0.50	
<input type="checkbox"/>	Computer Science 1033B-001 (2710)	MULTIMEDIA AND COMMUNICATION I		Mo 7:00PM - 9:00PM	Middlesex College Rm 110		0.50	
	Computer Science 1033B-020 (4474)			Th 10:30AM - 12:30PM	Middlesex College Rm 230			
<input type="checkbox"/>	French 1002-003 (1457)	INTENSIVE FRENCH		We 7:00PM - 10:00PM	Arts & Humanities Bldg Rm 1B02	P. Venesoen	1.00	
	French 1002-012 (1460)			We 12:30PM - 1:30PM	Arts & Humanities Bldg Rm 1R44			
<input type="checkbox"/>	Mathematics 1228B-001 (1526)	METHODS OF FINITE MATHEMATICS		MoWeFr 11:30AM - 12:30PM	Natural Sciences Centre Rm 1		0.50	
<input type="checkbox"/>	Psychology 1000-001 (1085)	INTRODUCTION TO PSYCHOLOGY		TuTh 1:30PM - 3:30PM	North Campus Building Rm 101	M. Atkinson	1.00	
<input type="checkbox"/>	Sociology 1020-001 (2300)	INTRO SOCIOLOGY		Tu 4:30PM - 6:30PM	North Campus Building Rm 101	S. Schaffer	1.00	
	Sociology 1020-022 (2303)			Tu 12:30PM - 1:30PM	Talbot College Rm 201			

Select All

for selected:

- Proceed to Finish Enrolling to actually enroll in your classes. Be sure you review any messages after this step

Course Enrollment Worksheet

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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Class	Description	Topic	Days/Times	Room	Instructor	Units	Stat
Calculus 1000A-001 (4227)	CALCULUS I (Lecture)		MoTuWeTh 8:30AM - 9:30AM	Western Science Centre Rm 55	G. Cgdgcgdddmac	0.50	
Computer Science 1032A-002 (2716)	INFORMATION SYSTEMS & DESIGN (Lecture)		Tu 7:00PM - 10:00PM	Western Science Centre Rm 55	A. Dcaacgaag	0.50	
Sociology 1020-001 (2300)	INTRO SOCIOLOGY (Lecture)		MoWe 10:30AM - 11:30AM	Social Sciences Centre Rm 2050	C. Acmmg	1.00	
Sociology 1020-001 (2300)	INTRO SOCIOLOGY (Lecture)		MoWe 10:30AM - 11:30AM	Social Sciences Centre Rm 2050	C. Acmmg	1.00	
Sociology 1020-032 (2303)	INTRO SOCIOLOGY (Tutorial)		Tu 10:30AM - 11:30AM	Social Sciences Centre Rm 3014			
Sociology 1020-032 (2303)	INTRO SOCIOLOGY (Tutorial)		Tu 10:30AM - 11:30AM	Social Sciences Centre Rm 3014			