



# Adding a Class

Log into your [Student Center](#) account using your Western User ID and Password.

## Student Center Home Page

The screenshot displays the Student Center Home Page with several sections. The 'Enrollment Dates' section is circled in red, and a 'Details' link is highlighted with a red box. The 'Personal Information' section includes links for Demographic Data, Release of Information, Emergency Contact, Directory Removal, Privacy Settings, and Aboriginal Self-Identification. The 'Contact Information' section is divided into 'Your Current Address' and 'Admissions Application Address'. The 'Admissions' section includes a message: 'You do not have any pending applications at this time.' The 'Academics' section is divided into 'Planning', 'My Academics', and 'Documentation'. The 'Holds' section shows 'No Holds'. The 'To Do List' section shows 'No To Do's'. The 'Advisor' section shows 'None Assigned'. The 'Western Links' section includes links for Western OneCard Photo Upload, Student Development Centre, Graduate Studies Fees Info, OWL, Academic Calendars, and Draft My Schedule.

**Personal Information**

- Demographic Data
- Release of Information
- Emergency Contact
- Directory Removal
- Privacy Settings
- Aboriginal Self-Identification

**Contact Information**

<b>Your Current Address</b> 1882 Gerard San Francisco CA United States 94117 Your Current Telephone Number 415/555-2424	<b>Admissions Application Address</b> 1882 Gerard San Francisco CA United States 94117 University Provided E-mail reginfos@uwo.ca
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**Admissions**

*i* You do not have any pending applications at this time.

Ontario Universities' Application Centre (OUAC)  
Welcome to Western - Undergraduates

Apply for Graduate Admission  
Prospective Graduate Students

**Academics**

<b>Planning</b> My Weekly Schedule Enroll in Classes Letter of Permission View My Intent To Register Search for Courses Course Enrollment Worksheet Graduate Change of Status	<b>My Academics</b> 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	<b>Documentation</b> Transcripts Web Academic Report Official Western Letters Graduate Thesis Repository Graduate Student Regulations My SAO Form Course Syllabi
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**Holds**

No Holds.

**To Do List**

No To Do's.

**Enrollment Dates**

**Enrollment Appointment**  
You may begin enrolling for the 2019 Summer Intersession Regular session on 2019 January 23.  
[Details ▶](#)

**Advisor**

**Program Advisor**  
None Assigned

**Western Links**

- Western OneCard Photo Upload
- Student Development Centre
- Graduate Studies Fees Info
- OWL
- Academic Calendars
- Draft My Schedule

Under the **Enrollment Dates** section is your Enrollment Appointment. This displays the date and time you are able to begin enrolling in courses.

- 1) To view your Enrollment Date, select the **Details** link under the Enrollment Dates section.

## Enrollment Dates

To view appointments and enrollment dates for another term, select the term and select Change.

2019 Summer | Undergraduate | University of Western Ontario

[Change Term](#)

### Enrollment Appointments

Session	Appointment Begins	Appointment Ends
Intersession Regular	2019 January 23 9:30AM	2019 August 31 11:59PM

### Term Enrollment Limits for 2019 Summer

Total Term Course Load  
2.50

[Course Enrollment Worksheet](#)

[Add Classes](#)

2) Review your Enrollment Appointment for the term you wish to add courses and the Total Term Course Load  
The Total Term Course Load is the maximum number of courses in which you can enrol for the term specified.

3) Select the **Add** tab

## Add Classes



### 1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2019 Summer | Undergraduate | University of Western Ontario Change Term

Open  Closed  Wait List

Add to Worksheet:  
**Enter Class Nbr**  
 Enter

**Find Classes**  
 Class Search  
 My Planner  
Search

#### 2019 Summer Course Enrollment Worksheet

	Description	Topic
Your course enrollment worksheet is empty.		

Select All

4) Select the term you wish to enroll in courses for.

5) Pick a course to add using either **Search for Class** or **Enter Class Nbr**.

*Class Nbr: Western University assigns each Lecture with a 4 digit Class Number*

## Enter Search Criteria

### Search for Classes

University of Western Ontario | 2019 Summer

Select at least 2 search criteria. Click Search to view your search results.

#### ▼ Class Search

Enter the first three letters of the course subject and then click the select subject button to return a list of matching subjects.

Course Subject	<input type="button" value="select subject"/>	<input type="text" value="PSYCHOL"/>	Psychology
Course Number	<input type="text" value="contains"/>	<input type="text" value="1000"/>	
Course Career	<input type="text" value="Undergraduate"/>		
	<input checked="" type="checkbox"/>	Show Open Classes Only	

#### ▶ Additional Search Criteria

[Return to Add Classes](#)

- 6) Select the **Search** box in Step 5. This provides the ability to search for classes by Subject (eg. **PSYCHOL**) or Course Number (eg. **1000**).

*By clicking **Select Subject**, a list of all Course Subjects will appear.*

- 7) Once you have entered a Course Subject AND/OR Course Number, click **Search**

[Return to Add Classes](#)

[New Search](#)

[Modify Search](#)

**4 class section(s) found**

▼ **Business Administration 2257 - ACCOUNTING & BUSINESS ANALYSIS**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1176	001-LEC B Reg	MoTuWeTh 10:00AM - 1:30PM Fr 10:00AM - 12:30PM	Somerville House Rm 2316 Somerville House Rm 2316	Ian Ward Dunn, Trina Trisevgeni Ruthes Coelho	2019/05/13 - 2019/06/21 2019/05/13 - 2019/06/21	●	Select
	002-LEC B Reg	MoTuWeTh 10:00AM - 1:30PM Fr 10:00AM - 12:30PM	Somerville House Rm 2317 Somerville House Rm 2317	Edward Charles Gray, Jessica Paige Bond	2019/05/13 - 2019/06/21 2019/05/13 - 2019/06/21	●	Select
1280	003-LEC B Reg	MoTuWeTh 10:00AM - 1:30PM Fr 10:00AM - 12:30PM	FIMS & Nursing Bldg Rm 3210 FIMS & Nursing Bldg Rm 3210	Jordan Gregory Sills	2019/05/13 - 2019/06/21 2019/05/13 - 2019/06/21	●	Select
1033	530-LEC N Reg	TuTh 6:00PM - 9:00PM	TBA		2019/05/06 - 2019/07/26	●	Select

Section: 001  
 Component: LEC  
 (Lecture)  
 Class Nbr: 1088

8 a) Select the specific Class to enroll in by clicking Select Class

*Note: Classes can differ by Date, Time, Location, and Instructor.*  
*Note: Some courses may only have one scheduled option.*

8b) If a course has a **Lab** or **Tutorial** Component, it **MUST** be selected to continue; these are mandatory additions to a Lecture

### 1. Select classes to add - Enrollment Preferences

2019 Summer | Undergraduate | University of Western Ontario  
Business Administration 2257 - ACCOUNTING & BUSINE

#### Class Preferences

Business Administration 2 Lecture ● Open

Wait List  Wait list if class is full

Session Intersession Regular

Grading Graded

Career Undergraduate

Units 1.00

#### Enrollment Information

- Prerequisite(s): Five courses at University level.

Cancel

Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
001	Lecture	MoTuWeTh 10:00AM - 1:30PM	Somerville House Rm 2316	Ian Ward Dunn, Trina Trisevgeni Ruthes Coelho	2019/05/13 - 2019/06/21
		Fr 10:00AM - 12:30PM	Somerville House Rm 2316		2019/05/13 - 2019/06/21

#### NOTES

**Class Notes** DUE TO A HEAVY WORKLOAD, IT IS HIGHLY RECOMMENDED THAT STUDENTS HAVE A MIN 65% AVERAGE TO TAKE THIS INTERSESSION COURSE. CLASS HOURS ARE EXTENDED FOR THIS COURSE.

9) The full details of the course will display.

10) Select the **Next** button to go to the next step in registering for this course

Add Classes



1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Business Administration 2257 has been added to your Course Enrollment Worksheet.

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Change Term

Open Closed Wait List

Add to Worksheet:  
Enter Class Nbr:  Enter

Find Classes:  
 Class Search  
 My Planner

Delete	Class	Description	Topic	Days/Times	Room	Instructor	Units	Status
	Business Administration 2257-001 (1176)	ACCOUNTING & BUSINESS ANA		MoTuWeTh 10:00AM - 1:30PM Fr 10:00AM - 12:30PM	Somerville House Rm 2316 Somerville House Rm 2316	I. Dunn, T. Ruthes Coelho	1.00	

Select All

Proceed to Step 2 of 3

This course has now been added to your Course Enrollment Worksheet.

Note: At the bottom of the page you will see classes you have already placed in your shopping cart. You are NOT enrolled in these courses until you have completed the adding process

11) Select Proceed to Step 2 of 3 to continue adding the course(s)

Add Classes



2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

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Open Closed Wait List

Class	Description	Topic	Days/Times	Room	Instructor	Units	Status
Business Administration 2257-001 (1176)	ACCOUNTING & BUSINESS ANA (Lecture)		MoTuWeTh 10:00AM - 1:30PM Fr 10:00AM - 12:30PM	Somerville House Rm 2316 Somerville House Rm 2316	I. Dunn, T. Ruthes Coelho	1.00	

Cancel Previous Finish Enrolling

12) Select the Finish Enrolling button to enrol in the course(s)

*Note: A student may continue to add courses after they have selected "Finish Enrolling."*

Add Classes



### 3. View results

View the following status report for enrollment confirmations and errors

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Success: enrolled		Error: unable to add class	
Class	Message	Status	
Business Administration 2257	<b>Message:</b> You have already taken this class. When graded this course may be subject to repeat rules. Verify that the class will apply toward your course of study.		

[My Class Schedule](#)   [Add Another Class](#)

If you have successfully Added classes, under the **Status** heading you will see a green checkmark. If there is a red 'x,' you will see an error message under the **Message** heading  
Select the **My Class Schedule** button to see your updated class schedule

By selecting **Add Another Class**, you can begin the process again (return to Step 3).