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)
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)

Figure 1.3
5) Select your Degree. Click **Continue** (see Figure 1.4)

![Figure 1.4](image1.png)

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

![Figure 1.5](image2.png)

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

![Figure 1.6](image3.png)
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

9) 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:

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