



# Adding a Class

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

Student Center Home Page

The screenshot shows the Student Center Home Page with several sections. The 'Enrollment Dates' section is circled in red, and a red '1' is placed to its right. Within this section, the 'Enrollment Appointment' sub-section is highlighted with a red box around the 'details' link.

Personal Information	Admissions	Academics	Enrollment Dates
<a href="#">Demographic Data</a> <a href="#">Release of Information</a> <a href="#">Emergency Contact</a> <a href="#">Directory Removal</a> <a href="#">Privacy Settings</a> <a href="#">Aboriginal Self-Identification</a>	<b>Contact Information</b> <b>Your Current Address</b> 2566 Simpson Trail Court London ON Canada N6A 1K8 <b>Your Current Telephone Number</b> 519 6612111 Ext 88888 <b>Admissions Application Address</b> 1111 Mustang Way London ON Canada N6G 5B8 <b>University Provided E-mail</b> reginfos@uwo.ca	<b>Planning</b> <a href="#">My Weekly Schedule</a> <a href="#">Enroll in Classes</a> <a href="#">Letter of Permission</a> <a href="#">View My Intent To Register</a> <a href="#">Search for Courses</a> <a href="#">Course Enrollment Worksheet</a> <a href="#">Graduate Change of Status</a> <b>My Academics</b> <a href="#">My Program</a> <a href="#">Apply for Graduation</a> <a href="#">View Graduation Status</a> <a href="#">View My Grades</a> <a href="#">Program Planning Tool</a> <a href="#">Honors and Awards</a> <a href="#">Scholarships and Awards</a> <a href="#">View Transfer Credit Report</a> <a href="#">View Special Permissions</a> <b>Documentation</b> <a href="#">Transcripts</a> <a href="#">Web Academic Report</a> <a href="#">Official Western Letters</a> <a href="#">Graduate Thesis Repository</a> <a href="#">Graduate Student Regulations</a> <a href="#">My SAO Form</a>	<b>Enrollment Appointment</b> You may begin enrolling for the 2017 Fall/Winter Fall/Winter Regular Session on 2017 June 1. <a href="#">details▶</a>

Figure I.1

Under the **Enrollment Dates** section is a 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 (See Figure I.1).

Search Plan Enroll My Academics

my class schedule **add** drop swap term information

**Enrollment Dates** 3

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

2015 Fall/Winter | Undergraduate | University of Western Ontario [change term](#)

Enrollment Appointments		
Session	Appointment Begins	Appointment Ends
Fall/Winter Regular Session	2015 September 22 9:30AM	2016 January 12 11:59PM

2

**Term Enrollment Limits for 2015 Fall/Winter**

Total Term Course Load
5.00

[COURSE ENROLLMENT WORKSHEET](#) [ADD CLASSES](#)

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[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Term Information](#)

go to ...

Figure I.2

2) Review your Enrollment Appointment for the term you wish to add courses and the Total Term Course Load (see Figure I.2). 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 (see Figure I.2).

Figure I.3

4) Select the term you wish to enroll in courses for (see Figure I.3).

5) Pick a course to add using either **Search for Class** (see Figure I.3) or **Enter Class Nbr.**

*Class Nbr: Western University assigns each Lecture with a 4 digit Class Number (see Figure I.5).*

Search Plan Enroll My Academics

search for classes browse course catalog

## Add Classes

### Enter Search Criteria

University of Western Ontario | 2015 Fall/Winter

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

**Class Search Criteria**

**Course Subject** select subject  6

**Course Number**   1000

**Course Career**   Show Open Classes Only

Select at least 2 search criteria. Click Search to view your search results.  
Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

[Return to Add Classes](#) CLEAR CRITERIA SEARCH 7

Search Plan Enroll My Academics

[Search For Classes](#) [Browse Course Catalog](#)

go to ...

Figure 1.4

6) Select the green **Search** box in Step 5, and Figure 1.4 will appear. 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** (see Figure 1.4).

Open Full Wait List

Psychology 1000 - - INTRODUCTORY PSYCHOLOGY

View 3 First 1-25 of 25 Last

Section 001-LEC(1088) Status

Session W Reg

Days & Times	Room	Instructor	Meeting Dates
TuTh 1:30PM - 3:30PM	North Campus Building Rm 101	Dgddcma A Cmcggmg	2015/09/10 - 2016/04/06

Section 002-LEC(1089) Status

Session W Reg

Days & Times	Room	Instructor	Meeting Dates
MoWe 4:30PM - 6:30PM	North Campus Building Rm 101	Accdc Amg Ccccccg-Gmdmma	2015/09/10 - 2016/04/06

Section 003-LEC(1090) Status

Session W Reg

Days & Times	Room	Instructor	Meeting Dates
	Natural Sciences	Accdc Amg Ccccccg-Gmdmma	2015/09/10 - 2016/04/06

Status

Instructor	Meeting Dates
Mmddmgdm Ddcdamg Agaag	2015/09/10 - 2016/04/06

8a

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

Open Full Wait List

Select Exam Centre section (Required):

Class Nbr	Section	Schedule	Room	Instructor	Status
<input type="radio"/> 10870	701		Barrie, ON		<input checked="" type="radio"/>
<input type="radio"/> 10871	702		London, ON		<input checked="" type="radio"/>
<input type="radio"/> 10872	703		Ottawa, ON		<input checked="" type="radio"/>
<input type="radio"/> 10873	704		Sudbury, ON		<input checked="" type="radio"/>
<input type="radio"/> 10874	705		Toronto, ON		<input checked="" type="radio"/>
<input type="radio"/> 10875	706		Vancouver, BC		<input checked="" type="radio"/>
<input type="radio"/> 10876	707		Calgary, AB		<input checked="" type="radio"/>

First 1-7 of 7 Last

Figure I.5.1

Figure I.5

8b

8 a) Select the specific Class to enroll in by clicking Select Class (see Figure I.5).

*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 (see Figure I.5.1).

Search Plan Enroll My Academics

my class schedule || add || drop || swap || term information

### Add Classes

1 2 3

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

2015 Fall/Winter | Undergraduate | University of Western Ontario

#### Psychology 1000 - INTRODUCTORY PSYCHOLOGY

**Class Preferences**

Psychology 1000-002    Lecture    ● Open    Grading: Graded

Units: 1.00

Session: Fall/Winter Regular Session

Career: Undergraduate

CANCEL    **NEXT**    10

Section	Component	Days & Times	Room	Instructor	Start/End Date
002	Lecture	MoWe 4:30PM - 6:30PM	North Campus Building Rm 101	Laura Lyn Fazakas-Dehoog	2015/09/10 - 2016/04/06

**NOTES**

**Class Notes**    LECTURE PERIOD IS 1.5 HOURS IN LENGTH.

9) The full details of the course will display.

Figure 1.6

10) Select the **Next** button to go to the next step in registering for this course (see Figure 1.6).



Search Plan Enroll My Academics  
 my class schedule || add || drop || swap || term information

### Add Classes

1. Select classes to add

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

✓ Psychology 1000 has been added to your enrollment Course Enrollment Worksheet.

2015 Fall/Winter | Undergraduate | University of Western Ontario change term

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Prior to selecting classes, ensure you meet all course prerequisites, antirequisites, and corequisites. Increased course loads require special permission from your Academic Counselling Office.

Tuition charges will be based on the program of study you are registered in, not the faculty that is offering the courses. Refer to the fee schedules for tuition related charges.

Add to Cart:

Search for Class search

----- OR -----

Enter Class Nbr  enter

2015 Fall/Winter Enrollment Worksheet

● Open   
 ■ Full   
 ▲ Wait List

Delete	Class	Description	Topic	Days/Times	Room	Instructor	Units	Status
🗑️	<a href="#">Psychology 1000-002 (1089)</a>	INTRODUCTORY PSYCHOLOGY (Lecture)		MoWe 4:30PM - 6:30PM	North Campus Building Rm 101	L. Fazakas-Dehoog	1.00	●

View All Classes in Cart | 1 First 1 of 1 Last

PROCEED TO STEP 2 OF 3

My 2015 Fall/Winter Class Schedule

You are not registered for classes in this term.

Figure I.7

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**

I I) Select **Proceed to Step 2 of 3** to continue adding the course(s) (see Figure I.7).

Search Plan Enroll My Academics

my class schedule || add || drop || swap || term information

**Add Classes** 1 2 3

**2. Confirm classes**

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

2015 Fall/Winter | Undergraduate | University of Western Ontario

Open  Full  Wait List

Class	Description	Topic	Days/Times	Room	Instructor	Units	Status
Psychology 1000-002 (1089)	INTRODUCTORY PSYCHOLOGY (Lecture)		MoWe 4:30PM - 6:30PM	North Campus Building Rm 101	L. Fazakas-Dehoog	1.00	<input checked="" type="radio"/>

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Term Information](#)

12

Figure 1.8

12) Select the **Finish Enrolling** button to enrol in the course(s)  
(see Figure 1.8).

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



The screenshot shows a web interface for a university's enrollment system. At the top, there are four main navigation tabs: Search, Plan, Enroll, and My Academics. Below these are sub-tabs: 'my class schedule' (under Search), 'add' (under Plan), 'drop' (under Enroll), 'swap' (under Enroll), and 'term information' (under My Academics). The main heading is 'Add Classes', followed by a step indicator showing '1', '2', and '3', with '3' being the active step. The section is titled '3. View results'. Below this, it says 'View the following status report for enrollment confirmations and errors:'. The context is '2015 Fall/Winter | Undergraduate | University of Western Ontario'. A summary bar shows a green checkmark for 'Success: enrolled' and a red 'X' for 'Error: unable to add class'. Below this is a table with three columns: Class, Message, and Status. The first row shows 'Psychology 1000' in the Class column, 'Success: This class has been added to your schedule.' in the Message column, and a green checkmark in the Status column. At the bottom of the table area are two buttons: 'MY CLASS SCHEDULE' and 'ADD ANOTHER CLASS'. The footer of the interface repeats the navigation tabs: Search, Plan, Enroll, My Academics, and the sub-tabs: My Class Schedule, Add, Drop, Swap, Term Information.

Figure 1.9

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 (see Figure 1.9).

Select the **My Class Schedule** button to see your updated class schedule (see Figure 1.9).

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

Search Plan Enroll My Academics

my class schedule || add || drop || swap || term information

### My Class Schedule

Select Display Option  List View  Weekly Calendar View

2015 Fall/Winter | Undergraduate | University of Western Ontario

**Class Schedule Filter Options**

Show Enrolled Classes  Show Dropped Classes filter

**Psychology 1000 - INTRODUCTORY PSYCHOLOGY**

Class Nbr	Section	Component	Topic	Units	Status	Days & Times	Room	Instructor	Start/End Date
1089	<a href="#">002</a>	Lecture		1.00	Enrolled	MoWe 4:30PM - 6:30PM	North Campus Building Rm 101	Laura Lyn Fazakas-Dehoog	2015/09/10 - 2016/04/06

**Business Administration 1220E - INTRODUCTION TO BUSINESS**

Class Nbr	Section	Component	Topic	Units	Status	Days & Times	Room	Instructor	Start/End Date
1279	<a href="#">010</a>	Lecture		1.00	Enrolled	MoWeFr 1:30PM - 2:30PM	Somerville House Rm 2355	Tessa Anne Weidner	2015/09/10 - 2016/04/06

**Economics 1021B - PRINCIPLES OF MICROECONOMICS**

Class Nbr	Section	Component	Topic	Units	Status	Days & Times	Room	Instructor	Start/End Date
3366	<a href="#">001</a>	Lecture		0.50	Enrolled	Th 9:30AM - 11:30AM	University Community Ctr Rm 56	Irene Linda Trela	2016/01/04 - 2016/04/06
3367	<a href="#">002</a>	Tutorial				Tu 9:30AM - 10:30AM	Bio & Geo Sci Bldg Rm 0153	Irene Linda Trela	2016/01/04 - 2016/04/06

Figure 1.9.1

There are 2 ways to view your Class Schedule; List View (shown) or Weekly Calendar.

You can filter your Class Schedule by selecting: Enrolled Classes or Dropped Classes. Select or deselect one of the check boxes and then click the **Filter** button to update your schedule based on your selection.

To return to the Student Center home page, click the Home link in the top right corner of the page.

**The End**