Step-by-Step Guide to Submit an Intent to Register (ITR)

Note: Before submitting an ITR, you may wish to attend an ITR information session offered by your Faculty Academic Counselling Office.

1) Log in to Student Center. Select the Academics tile followed by the Program Status tile (see below).

2) Select the Intent to Register Form. Log in to Western One Experience.
3) First select your preferred Academic Status: **Full-time** or **Part-time**.
Click **Continue** (see Figure 1).

![Figure 1](image1)

4) Review your current program and indicate if you would like to

**Continue in Current Program**

or

**Change your Program/Module(s).**

If you would like to change your Program/Module(s), select a Faculty or Affiliated University College and click **Continue** (see Figure 2.1).

![Figure 2.1](image2)
Please note: “Brescia Program” will not be available to students not already registered in a Brescia program or module.

If you have chosen to **Continue in Current Program**, you have completed your Intent to Register. However, you are given the option of **Selecting a 2\(^{nd}\) Choice**. Follow the next steps if you choose to submit a 2\(^{nd}\) choice (see Figure 2.2).

5) Select your type of Degree/Program. Click **Continue** (see Figure 3).

6) Select your preferred Degree/Program and type of Module or Module Combination. Click **Continue** (see Figure 4).
7) Specify your preferred Module(s). Specify your Certificate (Optional). Click Continue (see Figure 5).

8) Review your Choice, and click Confirm. To make alterations, click Back in your browser (see Figure 6).

9) To submit a 2nd Choice, click Select 2nd choice (see Figure 7). Alternatively, close your browser tab when complete.
Questions regarding your program or module choices should be directed to your Faculty Academic Counselling Office.