Adding a Class

Log into your Student Center account using your Western User ID and Password.

Student Center Home Page

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.
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
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*
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**
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
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.
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*

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

2. Confirm classes

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

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

2019 Summer | Undergraduate | University of Western Ontario

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration 2267</td>
<td>Message: 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.</td>
<td>✔</td>
</tr>
</tbody>
</table>

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).