



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) 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 Western Links along with right side of your Student Center page (see Figure 1).

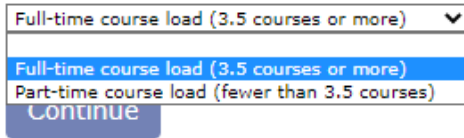
The screenshot displays the Student Center interface with the following sections:

- Personal Information**: Includes Demographic Data, Release of Information, Emergency Contact, Directory Removal, Privacy Settings, Absence Notification, and Aboriginal Self-Identification. A **Contact Information** box shows current address (10 Ferguson Ln, Trenton ON Canada K8V 6T3), current telephone number (6133926442), admissions application address, and university provided e-mail (xwannama@uwo.ca). A "Western Share a Ride" link is also present.
- Admissions**: A message states "You do not have any pending applications at this time." Links for "Ontario Universities' Application Centre (OUAC) Welcome to Western - Undergraduates" and "Apply for Graduate Admission Prospective Graduate Students" are provided.
- Academics**: Categorized into Planning (My Weekly Schedule, Enroll in Classes, Letter of Permission, View My Intent To Register, Search for Courses, Course Enrollment Worksheet, Graduate Change of Status), My Academics (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), and Documentation (Transcripts, Web Academic Report, Official Western Letters, Graduate Thesis Repository, Graduate Student Regulations, My SAO Form, Course Syllabi).
- Finances**: A section header at the bottom left.
- Holds**: Shows "No Holds."
- To Do List**: Shows "No To Do's."
- Enrollment Dates**: Link for "Open Enrollment Dates".
- Advisor**: Program Advisor section showing "None Assigned".
- Western Links**: A list of links including "Western OneCard Photo Upload", "Student Development Centre", "Graduate Studies Fees Info", "OWL", "Academic Calendars", "Draft My Schedule", and "Complete My Intent to Register" (highlighted with a red box).
- Student Services Links**: Includes "Diploma Mailing", "Personal Exam Schedule", "Financial Assistance", "Financial Aid Counselling", and "Per Course Identification".

Figure 1

3) First select your preferred Academic Status: **Full-time** or **Part-time**. Click **Continue** (see Figure 2).

To begin your ITR, select your preferred academic course load for the next Fall/Winter term:



A screenshot of a web form showing a dropdown menu. The menu is open, displaying three options: "Full-time course load (3.5 courses or more)", "Full-time course load (3.5 courses or more)", and "Part-time course load (fewer than 3.5 courses)". The first option is selected and highlighted in blue. Below the menu is a blue button labeled "Continue".

Figure 2

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 3.1).

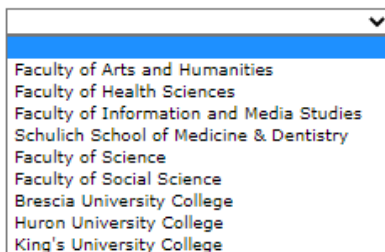
You are currently in:

Faculty of Science
Bachelor of Science(Western Sc - HON
Chemistry - HSP
Science Internship Program - PRG

If you would like to continue in the above Program/Modules(s), click the 'Continue in current program' button:

Continue in Current Program

If you would like to make a change to the above Program/Module(s) select your preferred **faculty** or affiliated university college:



A screenshot of a web form showing a dropdown menu. The menu is open, displaying a list of faculty and university college options: "Faculty of Arts and Humanities", "Faculty of Health Sciences", "Faculty of Information and Media Studies", "Schulich School of Medicine & Dentistry", "Faculty of Science", "Faculty of Social Science", "Brescia University College", "Huron University College", and "King's University College". The first option, "Faculty of Arts and Humanities", is selected and highlighted in blue.

Figure 3.1

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 2nd Choice**. Follow the next steps if you choose to submit a 2nd choice (see Figure 3.2).

You have selected to continue in your current program.

Faculty of Science
Bachelor of Science(Western Sc - HON
Chemistry - HSP
Science Internship Program - PRG

You will now be sent an email to your UWO email account for your records, including a summary of your selections.

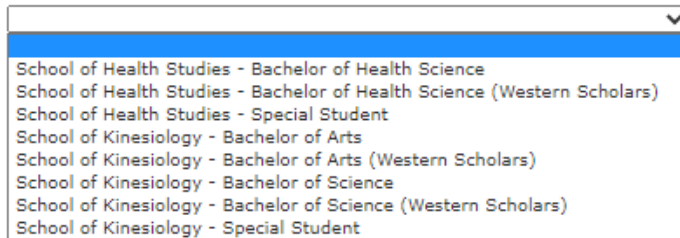
You may now **select an alternate 2nd choice**:

Select 2nd choice

Figure 3.2

5) Select your type of Degree/Program. Click **Continue** (see Figure 4).

Select a type of **Degree/Program** offered by your preferred Faculty or Affiliated University College:



A dropdown menu with a blue header bar. The menu is open, showing a list of degree/program options. The options are:

- School of Health Studies - Bachelor of Health Science
- School of Health Studies - Bachelor of Health Science (Western Scholars)
- School of Health Studies - Special Student
- School of Kinesiology - Bachelor of Arts
- School of Kinesiology - Bachelor of Arts (Western Scholars)
- School of Kinesiology - Bachelor of Science
- School of Kinesiology - Bachelor of Science (Western Scholars)
- School of Kinesiology - Special Student

Figure 4

6) Select your preferred Degree/Program and type of Module or Module Combination. Click **Continue** (see Figure 5).

Specify your preferred Degree/Program and Module.

Select a Degree/Program:

Select a type of Module or Module combination:

Continue

Figure 5

7) Specify your preferred Module(s). Specify your Certificate (Optional). Click **Continue** (see Figure 6).

Specify your preferred Module(s) using the drop-down list.

Major Module

Second Major Module

Specify a Certificate (Optional):

Certificates (Optional)

If you wish to pursue a certificate program IN ADDITION TO your degree and module choices, please select from the menu below. Note that not all certificates and diplomas are available through this service. For complete details on available certificates, eligibility and progression requirements, and degree/certificate combinations please consult the Academic Calendar as well as the appropriate Faculty and Departmental websites.

Figure 6

8) Review your Choice, and click **Confirm**. To make alterations, click **Back** in your browser (see Figure 7).

Review your selections and then use the CONFIRM button to submit your ITR.

To make changes use the Back option in your browser.

Faculty of Health Sciences
Honours Bachelor of Science

Honours Specialization in Kinesiology

Confirm

Figure 7

9) To submit a 2nd Choice, click **Select 2nd choice** (see Figure 8). Alternatively, close your browser tab when complete.

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

Please close your browser tab when complete.

Figure 8

Questions regarding your program or module choices should be directed to your [Faculty Academic Counselling Office](#).