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

![Figure 2](https://example.com/figure2.png)

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).

![Figure 3.1](https://example.com/figure3.1.png)
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).

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

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

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

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

**Questions regarding your program or module choices should be directed to your Faculty Academic Counselling Office.**