Looking to take a Summer 2019 course at Western?

**Step 1:** Take a look at the classes being offered at Western this summer by viewing the 2019 Summer Calendar and the Summer 2019 Timetable to determine if there are any classes you want/need to take.

Timetable: [http://studentservices.uwo.ca/secure/timetables/SummerTT/ttindex.cfm](http://studentservices.uwo.ca/secure/timetables/SummerTT/ttindex.cfm)

**Step 2:** Visit Student Center and click Summer Activation to let us know you are planning to take classes this summer. Without this step you will not be given an enrollment appointment to register in classes.

**Step 3:** Registration will begin March 4 starting at 9:30 a.m. (EST)

**Step 4:** Ensure you have a conflict free timetable before you register. In the summer all students are considered academic part-time and can take a maximum of 2.5 courses during the summer. Only 2.0 courses can be taken at the same time unless they are ALL Distance Studies and only 1.0 course can be a lab/tutorial.

To view which Session a class is offered in, navigate to Student Center and click Search for Classes. Ensure the term is set to 1185 for Summer 2018 and then look up the class you would like to take. When you click the arrow next to the class you will see the session. Compare it to the following chart to find out when it runs.
Step 5: Register in Courses

1. Once your enrollment appointment begins, under the ‘Academics’ click on ‘Enroll in Classes’.
2. Enter the class number or use ‘Search for class’ to find a course by subject and/or course number.
3. Select the appropriate class and lab/tutorial components, if necessary.
4. Select ‘Next’ to add class to the Course Enrollment Worksheet.
5. Click on ‘Proceed to Step 2 of 3’ to confirm.
6. Click ‘Finish Enrolling’.
7. Review the results for errors or warnings.
8. Select ‘My Class Schedule’ to view course(s) successfully added.

Visit our How to Guides section for a Step by Step guide to Registration registrar.uwo.ca/general-information/how_to_guides

Step 6: Fees

Make sure fees are paid by the deadline as designated on your Statement of Account available on Student Center. If you are relying on OSAP to pay your tuition, be sure to fill out your supplemental form (if you had full time OSAP in Fall/Winter 2017) or your OSAP application otherwise and submit by April 1 to ensure deferral of your tuition.