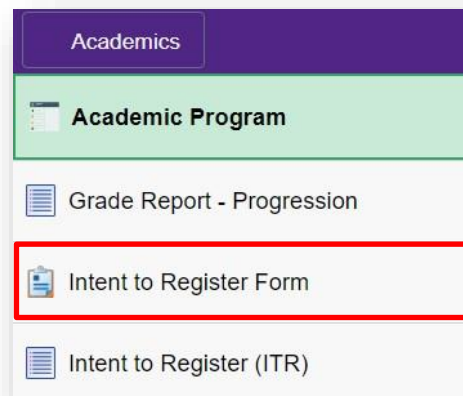# Step-by-Step Guide
to Submit an Intent to Register (ITR)
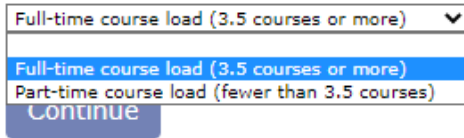
Note: Before submitting an ITR, you may wish to attend an ITR information session offered by your **Faculty Academic Counselling Office**.

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).

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

Full-time course load (3.5 courses or more) ▼

Full-time course load (3.5 courses or more)
Part-time course load (fewer than 3.5 courses)

Continue

Figure 1

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).
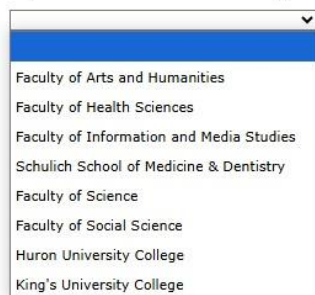
Review your current Program/Module(s). Indicate if you would like to 'Continue in Current Program' OR begin the steps to change your Program/Module(s).

You are currently in:

King's University College
Bachelor of Arts - 4YR
History - MAJ
English Language & Literature - MIN

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:

▼

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
Huron University College
King's University College

Figure 2.1

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 2.2).

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 2.2

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

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

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
Brescia School of Food and Nutritional Sciences - Bachelor of Science (Foods and Nutrition)
Brescia School of Food and Nutritional Sciences - Special Student (Foods and Nutrition)
Brescia School of Food and Nutritional Sciences - Bachelor of Arts (Human Ecology), Family Studies
Brescia School of Food and Nutritional Sciences - Bachelor of Science (Human Ecology), Family Studies
Brescia School of Food and Nutritional Sciences - Special Student (Human Ecology), Family Studies

Figure 3

Western University

6) Select your preferred Degree/Program and type of Module or Module Combination. Click **Continue** (see Figure 4).

Specify your preferred Degree/Program and Module.

Select a Degree/Program:

Select a type of Module or Module combination:

Continue

Figure 4

7) Specify your preferred Module(s). Specify your Certificate (Optional). Click **Continue** (see Figure 5).

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 5

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

Western University

Intent to Register 2024/2025 TEST - Step 6

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

To make changes use your browser's 'back' button.

Faculty of Social Science
Bachelor of Arts (4 Year)

Specialization in Anthropology
Major in Art History and Studio Art

Modules Combinations and Overlap

STUDENT RESPONSIBILITY FOR MODULE COMBINATIONS
When combining modules that have common courses, you are responsible for ensuring that your selection of module(s) is in accordance with course overlap rules outlined by the Department or Faculty.

An ITR that is submitted with a module combination that the Department or Faculty deem to be an invalid combination may result in changes to your module selections.

Further information about module combinations and overlap can be found here: Module Combinations and Overlap

I have read and understood my responsibility when combining modules for the above module selection(s):

Confirm

Figure 6

9) To submit a 2ⁿᵈ Choice, click **Select 2ⁿᵈ choice** (see Figure 7). 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 7

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