If you are planning to return to Western in September 2016, you must submit an Intent to Register (ITR) form by March 31, 2016. If you do not, you will not have access to online registration for Fall/Winter 2016. Follow the steps below to find out how to select your degree/module(s) and how to submit your Intent to Register form:

**Step 1:**
View the 2016 Academic Calender online at [www.westerncalendar.uwo.ca](http://www.westerncalendar.uwo.ca)
Summer calendars are also available, or you can obtain a paper version in our office in IGAB 1N20 (The International and Graduate Affairs Building)

**Step 2:**
Print your academic record which is available online at “Student Centre” at [https://student.uwo.ca](https://student.uwo.ca)

**Step 3:**
Read the instructions on the Registrar’s Intent to Register website at [http://www.registrar.uwo.ca/course_enrollment/intent_to_register.html](http://www.registrar.uwo.ca/course_enrollment/intent_to_register.html) and this website. Read the Academic Calendar [http://westerncalendar.uwo.ca/](http://westerncalendar.uwo.ca/) for information on degree and module choices.

**Step 4:**
Attend information sessions listed below to help you make a good decision!

**Departmental Information Sessions / Counselling hours**

**Step 5:**
Get Counselling from your Academic Counsellors and Departmental Counsellors. Locations and times are listed below from February 1 – March 31.

<table>
<thead>
<tr>
<th>Department</th>
<th>Date/Time/Location</th>
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| **Academic counselling** | Regular drop-in hours:  
Mon. – Thurs. 9:30 – noon and 1:00 – 4:00  
Fri. 9:30 – noon  
*International and Graduate Affairs Building 1N20* |
| **Writing Studies** | Counselling:  
Feb. 1, 2, 4, 8  
11:00 – 1:00  
Feb. 22 – March 21  
Mon, Tues  
11:00 – 1:00  
*Lawson Hall 3270* |
| **English** | Counselling:  
Mon, Wed. Fri.  
12:00 – 1:00  
Or by appointment:  
(dwilson@uwo.ca)  
*Lawson Hall 3212* |
| **Classical Studies** | Counselling:  
Mon, Wed. Fri.  
12:00 – 1:00  
Or by appointment:  
(dwilson@uwo.ca)  
*Lawson Hall 3212* |
| **Modern Language and Literatures (Including: World Literature & Culture, Italian, German, Spanish)** | Info sessions:  
March 1 *(AHB 2R07)* & 3 *(SH 3307)*  
1:30 – 2:30  
March 2 – 2:30 – 3:30  
*AHB 2R07*  
Counselling:  
Wed. & Thurs.  
12:00 – 3:00  
*AHB 3R08B* |
### Film

**Counselling Hours:**
- Mon., Tues.: 10:00 – 12:00
- Thurs.: 11:30 – 12:30
- Fri: 12:30 - 1:30

*excluding reading week*

### French Studies

**Counselling Hours**
- Mon: 10:00 – 1:00
- Wed.: 10:00 – 11:30

*excludes reading week*

### Visual Arts

**Info sessions:**
- Feb. 8 – 12:00 – 1:00

**Counselling:**
- Mon, Wed – 10:00 – 12:00

### Women’s Studies & Feminist Research

**Contact Department**

### Philosophy

**Info session:**
- March 2 – 3:30 – 4:30

*excluding reading week*

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**Step 6**
Submit your Intent to Register Form: When? February 2 – March 31

**The primary way to submit an Intent to Register is online.**

The following students will submit an ONLINE Intent to Register form:
- All students currently registered in Years 1,2,3 & 4, who are entering module choices, or continuing in the same or different modular degree choices
- All Special Students
- Certificate and Diploma students who wish to add the following:
  - Certificate in Ethics
  - Certificat de français des affaires
Diplôme de français des affaires
Certificat de français pratique
Diplôme de français pratique
Certificate in Practical German
Certificate in Practical Italian
Certificate in Practical Spanish
Certificate in Digital Spanish
Certificate in Intercultural Communications for Arabic
Certificate in Intercultural Communications for German
Certificate in Intercultural Communications for Italian
Certificate in Intercultural Communications for Japanese
Certificate in Intercultural Communications for Spanish
Certificate in Theatre Arts
Certificate in Writing
Diploma in Writing
Certificate in Writing for Professional Programs
Diploma in Writing for Professional Programs

Please note: The certificates are taken concurrently with your degree, while the diplomas are taken post-degree

The online ITR information is available at http://www.registrar.uwo.ca/course_enrollment/intent_to_register.html

Deadline: You must submit your online Intent to Register form by 11:59 PM on March 31.

The following students will submit a PAPER Intent to Register (ITR) form:

- New Concurrent Degree students – Continuing Concurrent students can do online ITR
- Reregistrants – students not currently registered this year but eligible to return to UWO
- All Second Degree Students
- New Scholar’s Electives Students – Continuing Scholar’s Electives Students can do online ITR
- New Cross-Disciplinary Degree students – Continuing Scholar’s Electives Students can do online ITR
- Post-Degree Module students
- New Western Scholars – Continuing Western Scholars can do online ITR

Please see an Academic Counsellor in Room – The Arts and Humanities Building 1N20 for counseling and a signature for your paper Intent to Register form.

DEADLINE: You must submit your paper Intent to Register form to IGAB 1N20 by March 31 (Hours: 9:30 -12:00 and 1:00 – 4:00).