FAQs for Program Counselling/Intent to Register period

1. What is the Program Counselling/Intent to Register period?

During the months of February and March, you will have the opportunity to attend information sessions and individual departmental counselling sessions to help you to choose your degree and module(s) for next year. Your selections are not irreversible. They are your most informed choices at this time. You will have the opportunity to revise your choices throughout this period and when you receive your final grades at the end of May.

2. Why do I have to complete an Intent to Register form?

If you plan to return to UWO in the Fall, you need to fill out an Intent to Register form.

During the Adjudication period in May when your final grades are available, you will be assessed for the eligibility of your choices submitted on the Intent to Register form. This adjudication triggers an online registration appointment time for you if you are eligible to continue at Western. If you do not complete an Intent to Register form by March 31st, you will have to submit a late Intent to Register form on paper and your access to registration will be delayed.

3. Where can I get more information about degree/module choices?

a) Review the information in the online 2016 Academic Calendar at http://publications.uwo.ca/publications/index.html

Choose “Faculties”, “Faculty of Arts and Humanities”, and scroll down to the appropriate departments.

All of the modules offered by that department will appear. If you want specific course information, choose “Undergraduate Course Information” from the initial menu.

b) Attend the Information and Counselling Sessions held during this period (February 1st - March 31st). There are general information sessions to explain the Intent to Register process and specific departmental information about modules and courses offered. All of this information is on this website:

http://www.uwo.ca/arts/counselling/registration/intent_to_register/index.html

4. Is there information available in my residence?

Yes, each residence will hold specific “What’s Your Program” sessions. In addition, there will be “Intent to Register 2016” residence sessions. See your residence dons for more information.

5. How do I register for a Summer course?

The 2016 Summer Calendar is available online at http://publications.uwo.ca/publications/index.html. Paper copies will be available in the Academic Counselling Office in Room IGAB Room 1N20 starting February 1st.

If you want to take a Western course during Summer 2016, you have to activate a registration line prior to online registration. Detailed instructions are available in the Summer Calendar.
In addition, a specific registration start date in March will be listed for each of the Spring/Summer sessions.

If you wish to take a course at another university as a Western student during the Summer, you have to request a Letter of Permission. Here is the link to information about the Letter of Permission process:

http://www.uwo.ca/arts/counselling/procedures/letter_of_permission.html

As you will note, you have to meet the deadlines at the other university and we have to approve the course(s) in which you intend to register. Be sure to have a final transcript sent to Western’s Office of the Registrar when you finish your course(s) so that the course(s) and grade(s) can be recorded.

6. When will I know if I am eligible for my choices on my Intent to Register form?

Once your final grades are available in May, your academic performance will be adjudicated for eligibility for the choices on your Intent to Register form. When you view your “Report Comments” online at the end of May at: http://studentservices.uwo.ca, you will see the adjudication results.

It will state if you are “eligible” or “ineligible” for your requested degree and module choices. There could be other important “progression” comments as well, such as: “Must complete a total of 1.0 course from Category C as a breadth requirement for your degree. Consult Academic Calendar for details”. Please note all of your progression comments since they are very important for graduation.

So long as you are eligible to progress at the university, you will be given a start date and time for online registration.

7. What marks do I need to return to Western next year?

There are two levels of basic progression requirements to return to Western each year. Please note that the requirements to enter an Honors BA degree with an Honors Specialization module or Double Major modules are higher than the basic progression requirements.

Here is a link to the information about our degree structure and all progression requirements:

http://www.uwo.ca/arts/counselling/your_degree/degrees_offered.html

8. How do I know whether I should do an online or paper Intent to Register form?

Almost all students do an online Intent to Register form. The exceptions are listed here:

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

- New Concurrent Degree students: Continuing Concurrent students can do online ITR
- Re-registrants: Students not currently registered this year but eligible to return to Western
- All Second Degree Students: Continuing Second Degree students can do online ITR
- New Scholar’s Electives Students: Senior Scholar’s Electives Students can do online ITR
- New Cross-Disciplinary Degree students: Continuing Cross-Disciplinary students can do online ITR
New SASAH students: Continuing SASAH 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 IGAB 1N20 for counselling and a signature for your paper Intent to Register form.

9. How do I add a Certificate to my Intent to Register form online?

After you have chosen your degree and module(s), you will notice that there is a box to choose a Certificate online. You would simply choose the appropriate Certificate program from the drop-down box.