

Intent to Register – Faculty of Arts and Humanities

If you are planning to return to Western in September 2015, you must submit an Intent to Register (ITR) form by March 31st, 2015. If you do not, you will not have access to online registration for Fall/Winter 2015. 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 2015 Academic Calender online at 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>

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 and this website.
Read the Academic Calendar <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

Department	Date	Time	Room
Academic Counselling	<u>Info sessions:</u> February 3 March 3 March 11 March 19	11:30 – 12:30 11:30 – 12:30 12:30 – 1:30 11:30 – 12:30	1GAB 1N05 AHB 2R07 1GAB 1N05 1GAB 1N05
Classical Studies	<u>Info sessions</u> March 11 <u>Counselling:</u> Monday, Wednesday, Friday	3:00 – 4:00 2:00 – 3:00	Lawson Hall 3202 Lawson Hall 3210
English and Writing Studies <u>*English Division</u> <u>By appointment</u> <u>Writing Division:</u>	<u>Counselling</u> Tuesdays <u>Counselling</u> February 2 February 6 February 9 - March 31	10:00 – 3:30 Monday - 2:30 – 3:30 Thursday - 9:00 – 10:00 Monday – 2:30 – 3:30 Tuesday – 11:00 – 1:00 & 2:00 -- 3:00 Thursday – 1:00 – 10:00 *excluding reading week.	AHB 2G02 Lawson Hall 3270

Modern Languages and Literatures <i>(Including: World Literature and Culture, Italian, German, Spanish)</i>	<u>Info sessions</u> March 3 March 4 March 5 <u>Counselling:</u>	1:30 – 2:30 11:30 – 12:30 9:30 – 10:30 Tuesday – Thursday 9:30 – 12:00 Tuesday – Thursday 1:30 – 3:00	UC 205 UC 207 UC 205 AHB 3R02 AHB 3208D
Philosophy	<u>Info Session</u> March 4	3:30- 5:00	SH 1140
Visual Arts	<u>Info Session</u> February 9 <u>Counselling Hours:</u> Tuesday, Thursday	12:00 – 1:00 11:30 – 1:30	VAC 247 VAC 200
Film Studies	<u>Counselling Hours</u> Monday Tuesday Wednesday Thursday	10:00 – 12:00 2:00 – 3:00	IGAB ON48
French	<u>Info sessions</u> March 4 March 6 <u>Counselling Hours</u> Monday Tuesday Wednesday	1:00 – 2:00 9:00 – 10:00 11:30 – 1:00 1:30 – 3:30 10:00 – 11:30 - Or by appointment email – frenchadvising@uwo.ca	AHB 2R36
Linguistics	<u>Counselling Hours</u> Wednesday	10:00 – 11:30	AHB 2R12B
Women’s Studies	<u>Info session</u> March 4 <u>Counselling Hours</u> By appointment: With Wendy Pearson – Wednesday <u>Drop-in</u> Monday – Friday	12:30 – 1:30 1:30 – 3:30 9:30 – 12:00 & 1:00 – 4:30	LwH 3233 LwH 3260

Building Codes:
SH = Somerville House
LwH = Lawson Hall (formerly Stevenson-Lawson Building)
STH = Stevenson Hall (formerly Stevenson-Lawson Building)
TC = Talbot College
IGAB = The International and Graduate Affairs Building
AHB = The Arts and Humanities Building
VAC = Visual Arts Centre

Step 5:
Get Counselling from your Academic Counsellors and Departmental Counsellors. Locations and times are listed below from February 2 – March 31.

Faculty Academic Counselling	Date	Time	Room
Amanda Green Ben Hakala	Monday to Friday February 2 – March 31	9:30 am - 12:00 pm 1:00 - 4:00 pm	IGAB 1N20

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
Dilpôme de français pratique
Certificate in Practical German
Certificate in Practical Italian
Certificate in Practical Spanish
Certificate in Digital 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: 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 Electivs 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).