

# **FAQs for Intent to Register period**

## **1. What is the 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 are in 1<sup>st</sup> Year and you plan to return to Western in the Fall, you need to fill out an Intent to Register form. If you are a senior student and intend to add a module, drop a module, or make a change to a module change, you also need to complete 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. For more information, please refer to the “Intent to Register Planning Guide” at:

[http://www.registrar.uwo.ca/general-information/how\\_to\\_guides/intent\\_to\\_register\\_planning\\_guide.html](http://www.registrar.uwo.ca/general-information/how_to_guides/intent_to_register_planning_guide.html)

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

a) Review the information in the online 2020 Academic Calendar at <http://www.westerncalendar.uwo.ca/>

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 “Courses” from the initial menu.

b) Attend the Information and Counselling Sessions held during this period (February 1<sup>st</sup> - March 31st). There are departmental information sessions 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](http://www.uwo.ca/arts/counselling/registration/intent_to_register/index.html)

## **4. Is there information available in my residence?**

Yes, residences will typically hold specific “What’s Your Program” sessions. In addition, there will be “Intent to Register 2020” residence sessions. See your residence dons for more information.

## **5. How do I register for a Summer course?**

The 2020 Summer Calendar will be available online as of Feb. 18<sup>th</sup> at [https://registrar.uwo.ca/resources/summer\\_guide.html](https://registrar.uwo.ca/resources/summer_guide.html).

If you want to take a Western course during Summer 2020, you need to activate a registration line prior to online registration. This process will begin on Feb. 18<sup>th</sup>. Detailed instructions are available in the Summer Calendar.

If you wish to take a course at another university as a Western student during the Summer, you need 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](http://www.uwo.ca/arts/counselling/procedures/letter_of_permission.html)

As you will note, you need to meet the deadlines at the other university and we need 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](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 will complete 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

["New" refers to students declaring modules for the first time]

Please see an Academic Counsellor in UC 2230 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.