

FAQs for Intent to Register period

1. What is the Intent to Register period?

During the month of March, you will have the opportunity to attend either in-person or remotely, 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 beginning of May.

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

If you are in 1st Year and you plan to return to UWO 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 choice, 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 April 2nd, you will have to submit a late Intent to Register form with your Academic Advisor and your access to registration will be delayed. For more information, please refer to the Intent to Register information on the Registrar's site. You will also see a link there to an "Intent to Register Step-by-Step Guide":

https://www.registrar.uwo.ca/academics/grades_progression_and_graduation.html#itr

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

a) Review the information in the online 2025 Academic Calendar at <https://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 26th - April 2nd). 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

4. Is there information available in my residence?

Yes, residences will usually hold informational sessions about Intent to Register. See your residence sophs or dons for more information.

5. How do I register for a Summer course?

The 2025 Summer Calendar will be available online as of Feb. 5th at https://registrar.uwo.ca/academics/register_in_courses/summer.html

If you want to take a Western course during Summer 2025, you need 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 February 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 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

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. You'll then be able to view the adjudication comments at the end of May in your Student Centre. To do this, you'll first click the Academics tile, then the Program Status tile, and will then choose Grade Report - Progression.

Make sure to review your program status for any program/module changes related to your Grade Report before you begin course registration for the next term. Your program status may impact your eligibility to access courses during course registration.

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 review **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 Honours BA degree with an Honours 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 Intent to Register form?

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

The following students will need to contact an Academic Advisor to submit an 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 Advisor in UC 2230 or email Amanda Green (agreen8@uwo.ca) or Ben Hakala (bhakala@uwo.ca) for advising and to submit your 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.