



Western
UNIVERSITY • CANADA



Intent to Register

February 1st to March 31st

Telephone: 519-661-3043

Fax: 519-850-2376

www.uwo.ca/arts

 Like us on Facebook: [westernUArts](https://www.facebook.com/westernUArts)

 Follow us on Twitter: [@westernuArts](https://twitter.com/westernuArts)



What's your module?

Get the information you need and submit your Intent to Register Form online via your student center account by **March 31, 2020.**

Step 1

View the online Academic Calendar at www.westerncalendar.uwo.ca



Step 2

Attend Departmental Counselling Sessions – see the schedule online at www.uwo.ca/arts



Step 3

Review Calendar

- Degree Requirements
- Module Requirements
- Course Choices



Submit an Online* ITR by **March 31**

Step 4

Start Early! You may revise your online ITR until March 31.

In May, Departments will check eligibility for requested choices (Adjudication)
Check your report comments, and degree & module eligibility via student.uwo.ca

*Please note: Some students must submit a paper ITR form. For those few exceptions, please visit www.uwo.ca/arts/counselling/registration/intent_to_register/index.html

What happens next?

- Online registration appointment dates and priorities are determined.
- Register for courses via *student.uwo.ca* during the summer.

Online ITR (<http://www.uwo.ca/arts/counselling>)

Academic Counselling



ABOUT US ▾ YOUR DEGREE ▾ PROCEDURES ▾ **REGISTRATION ▾** AWARDS ▾ GRADUATION ▾

Home > Registration

Registration

Intent to Register

Course Selection

Frequently Asked Questions

Important Dates

Registration

Incoming students:

High School students:

- Attend Summer A
- To prepare for you
 - Review the F
 - See page 40
 - Student Cen

Academic Counselling



ABOUT US ▾ YOUR DEGREE ▾ PROCEDURES ▾ **REGISTRATION ▾** AWARDS ▾ GRADUATION ▾

Home > Registration > Intent to Register

Registration

Intent to Register

Info Sessions

Submit Intent to Register

Course Selection

Frequently Asked Questions

Important Dates

Related Links

Academic Calendar

Timetable

Office of the Registrar

Logins

Student Development

Intent to Register

If you are planning to return in September, you must complete your Intent to Register online through the Student Center. By completing your ITR online, you are letting Western know that you are returning, and the program that you plan to take next year. If you do not do this, you will not be able to register for courses

A review of some Frequently Asked Questions and guides to assist you with the Intent To Register process.

Please view a list of our FAQ's [here](#) as well.

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 your Academic Calendar online or the paper version in our office in The International and Graduate Affairs Building 1N20. Summer Calendars will be available online, and also in our office.

Step 2:

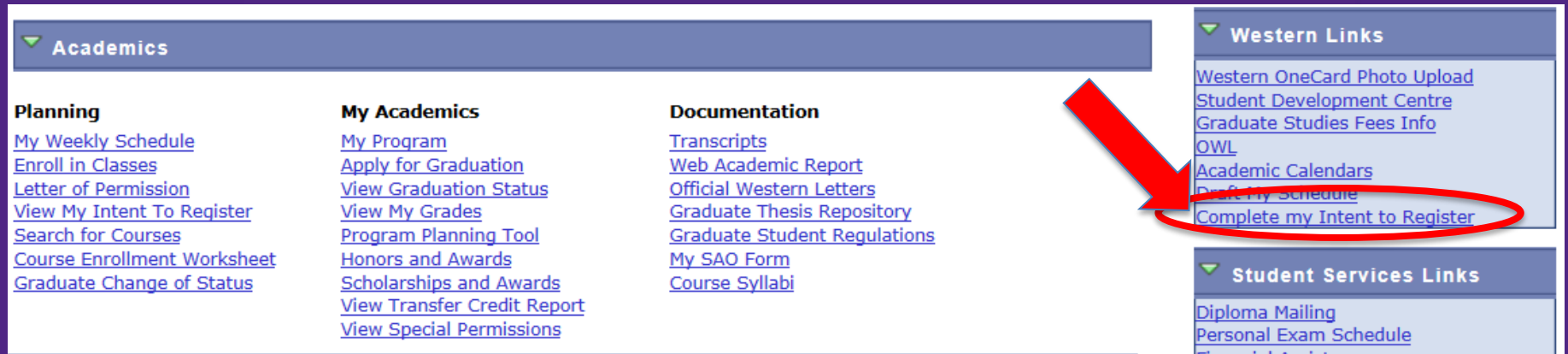
PRINT your academic record which is available online at "Student Centre" by visiting student.uwo.ca

Step 3:

Read these instructions and visit the Registrar's Intent to Register website [Here](#)

How to use the Online ITR

- 1) Visit student.uwo.ca. Under “Western Link” select “Complete my Intent to Register”.



The screenshot shows a navigation menu with three main sections: Academics, Western Links, and Student Services Links. The Academics section is expanded, showing three columns of links: Planning, My Academics, and Documentation. The Western Links section is also expanded, showing a list of links. A red arrow points to the link 'Complete my Intent to Register' in the Western Links section, which is also circled in red.

Academics	Western Links	Student Services Links		
Planning My Weekly Schedule Enroll in Classes Letter of Permission View My Intent To Register Search for Courses Course Enrollment Worksheet Graduate Change of Status	My Academics My Program Apply for Graduation View Graduation Status View My Grades Program Planning Tool Honors and Awards Scholarships and Awards View Transfer Credit Report View Special Permissions	Documentation Transcripts Web Academic Report Official Western Letters Graduate Thesis Repository Graduate Student Regulations My SAO Form Course Syllabi	Western Links Western OneCard Photo Upload Student Development Centre Graduate Studies Fees Info OWL Academic Calendars Drop My Schedule Complete my Intent to Register	Student Services Links Diploma Mailing Personal Exam Schedule Financial Assistance

2) Login One Experience

Login One Experience

If you are having problems logging in, please clear your browser cache and try again.

How to clear your browser cache:

- Apple Safari
- Mozilla Firefox
- Google Chrome
- Internet Explorer

Sign in

3) Select either full-time or part-time studies:

Intent to Register 2018/2019 - Step 1

Get set up for Fall/Winter 2018/2019 !

Your Intent to Register tells Western:

- 1) that you are planning to return this fall
- 2) your desired program and module(s)
- 3) to set you up for course registration.

Intent to Register is available from **February 1st** to **March 31st**. You can find lots of Faculty specific information at: http://registrar.uwo.ca/general-information/how_to_guides/intent_to_register_planning_guide.html

Begin by choosing your intended course load for Fall/Winter 2018/2019 .

Continue

3) Select your Faculty:

Intent to Register 2018/2019 - Step 2

You are currently in:

Faculty of Arts and Humanities
Bachelor of Arts - HON
Medieval Studies - MAJ
French Studies - MAJ

If you would like to continue in this program click '*Continue in current program*' below

[Continue in Current Program](#)

Otherwise, please select your **faculty** or affiliated university college below:

[Continue](#)

4) Select your degree:

Intent to Register 2018/2019 - Step 3

Please select your degree below:

[Continue](#)

5) Select your degree type and module(s):

Intent to Register 2018/2019 - Step 4

Please select your Degree from the drop down below:

Honors Bachelor of Arts ▼

Please select your Modules from the drop down below:

Honors Major + Major ▼

Continue

6) Select your module(s) and certificate (if applicable)

Intent to Register 2018/2019 - Step 5

Faculty of Arts and Humanities
Honors Bachelor of Arts

Major Module
Major in Art History

Second Major Module
Major in Medieval Studies

[Click here for Certificates](#)

Continue

* If you would like to declare a certificate, please select “Click here for Certificate”.

7) Confirm your selections

Intent to Register 2018/2019 - Step 6

Confirmation

Faculty of Arts and Humanities
Honors Bachelor of Arts

Major in Art History
Major in Medieval Studies

Modules Combinations and Overlap

Modules require specific courses, some of which may be common to other modules. Students who wish to combine modules containing the same courses must consult the Department(s) and Faculty concerned to see if such overlap is permitted.

Confirm

8) Choose to complete a second choice or exit:

Intent to Register 2018/2019- Step 7

You have completed Intent to Register successfully!

Your selections are:

Faculty of Arts and Humanities
Honors Bachelor of Arts
Major in Art History
Major in Medieval Studies

You will now be sent an email to your UWO email account for your records, including a summary of your selections.

You may now **select an alternate 2nd choice**:

Select 2nd choice

or **exit this process**, in which case your academic counselling unit will determine your next most eligible degree and module combinations during the **adjudication** period, should you be found not eligible (ineligible) for your 1st choice

Please close your browser tab when complete.

9) Check your Western email account for your Intent to Register confirmation.

Intent to Register 2018/2019- Step 7

You have completed Intent to Register successfully!

Your selections are:

Faculty of Arts and Humanities

Honors Bachelor of Arts

Major in Art History


Major in Medieval Studies

You will now be sent an email to your UWO email account for your records, including a summary of your selections.

Paper Intent to Register

A paper form is required only for the following students:

- New SASAH students: Continuing SASAH students can do online ITR.
- 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, or 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
- Post-Degree Module students
- New Western Scholars: Continuing Western Scholars can do online ITR



INTENT TO REGISTER FORM (New Academic Choices Only)

For more information refer to www.registrar.uwo.ca/ITR

This form is not to be used for the Faculties of: LAW, BUSINESS, NURSING, EDUCATION, ENGINEERING, GRADUATE STUDIES or CONTINUING STUDIES.

Students outside the new module structure (New Academic Choices) should use the 'old' Intent to Register Form (Horizontal Layout).

I CERTIFY THAT THE INFORMATION ON THIS FORM ACCURATELY REFLECTS MY ENROLLMENT INTENT

STUDENT SIGNATURE _____ DATE _____

PROPOSED PRIMARY DEGREE/PROGRAM - First Choice	Second Choice (If not eligible for first choice)																								
Faculty or Affiliated College: _____ DEGREE: <input type="checkbox"/> BA <input type="checkbox"/> BACS <input type="checkbox"/> BHSC <input type="checkbox"/> BMSC <input type="checkbox"/> BSC <input type="checkbox"/> 2ND DEGREE <input type="checkbox"/> OTHER: _____ <input type="checkbox"/> SPECIAL STUDENT: _____ <table style="font-size: x-small; width: 100%;"> <tr> <td style="text-align: left;">Degree Objective</td> <td style="text-align: left;">Academic Load</td> <td style="text-align: left;">Year Requested</td> </tr> <tr> <td><input type="checkbox"/> Honors</td> <td><input type="checkbox"/> Full Time</td> <td><input type="checkbox"/> 1 <input type="checkbox"/> 3</td> </tr> <tr> <td><input type="checkbox"/> 4 year Specialization / Major</td> <td><input type="checkbox"/> Part Time</td> <td><input type="checkbox"/> 2 <input type="checkbox"/> 4</td> </tr> <tr> <td><input type="checkbox"/> 3 year</td> <td></td> <td></td> </tr> </table> <p style="font-weight: bold; font-size: small;">Complete ONE of A, B, C, or D below:</p> <p>A. Honors Specialization in _____ with [optional] Major in _____ or [optional] Minor in _____</p> <p>B. Double Major in _____ and _____</p> <p>C. Major in _____ with [optional] Minor in _____ and [optional] Minor in _____</p> <p>D. Double Minor in _____ and _____</p> <p>Dept. Signature _____ Date _____</p> <p>Dept. Signature _____ Date _____</p>	Degree Objective	Academic Load	Year Requested	<input type="checkbox"/> Honors	<input type="checkbox"/> Full Time	<input type="checkbox"/> 1 <input type="checkbox"/> 3	<input type="checkbox"/> 4 year Specialization / Major	<input type="checkbox"/> Part Time	<input type="checkbox"/> 2 <input type="checkbox"/> 4	<input type="checkbox"/> 3 year			Faculty or Affiliated College: _____ DEGREE: <input type="checkbox"/> BA <input type="checkbox"/> BACS <input type="checkbox"/> BHSC <input type="checkbox"/> BMSC <input type="checkbox"/> BSC <input type="checkbox"/> 2ND DEGREE <input type="checkbox"/> OTHER: _____ <input type="checkbox"/> SPECIAL STUDENT: _____ <table style="font-size: x-small; width: 100%;"> <tr> <td style="text-align: left;">Degree Objective</td> <td style="text-align: left;">Academic Load</td> <td style="text-align: left;">Year Requested</td> </tr> <tr> <td><input type="checkbox"/> Honors</td> <td><input type="checkbox"/> Full Time</td> <td><input type="checkbox"/> 1 <input type="checkbox"/> 3</td> </tr> <tr> <td><input type="checkbox"/> 4 year Specialization / Major</td> <td><input type="checkbox"/> Part Time</td> <td><input type="checkbox"/> 2 <input type="checkbox"/> 4</td> </tr> <tr> <td><input type="checkbox"/> 3 year</td> <td></td> <td></td> </tr> </table> <p style="font-weight: bold; font-size: small;">Complete ONE of A, B, C, or D below:</p> <p>A. Honors Specialization in _____ with [optional] Major in _____ or [optional] Minor in _____</p> <p>B. Double Major in _____ and _____</p> <p>C. Major in _____ with [optional] Minor in _____ and [optional] Minor in _____</p> <p>D. Double Minor in _____ and _____</p> <p>Dept. Signature _____ Date _____</p> <p>Dept. Signature _____ Date _____</p>	Degree Objective	Academic Load	Year Requested	<input type="checkbox"/> Honors	<input type="checkbox"/> Full Time	<input type="checkbox"/> 1 <input type="checkbox"/> 3	<input type="checkbox"/> 4 year Specialization / Major	<input type="checkbox"/> Part Time	<input type="checkbox"/> 2 <input type="checkbox"/> 4	<input type="checkbox"/> 3 year		
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<p style="text-align: center; font-weight: bold; font-size: small;">PROPOSED CONCURRENT DEGREE / CERTIFICATE / DIPLOMA</p> <p style="font-size: x-small;">THIS AREA IS TO BE USED BY STUDENTS WHO ARE PURSUING TWO (2) DEGREES AT THE SAME TIME. ONE (1) PROFESSIONAL DEGREE (PRIMARY) AND ONE (1) UNDERGRADUATE DEGREE (CONCURRENT).</p> <p style="font-size: x-small;">Please indicate your concurrent degree, certificate or diploma: For more information refer to www.registrar.uwo.ca/ITR</p> <p>Faculty or Affiliated College: _____ Year Requested: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4</p> <p>Faculty Counsellor's Signature _____ Date _____</p>																									

WHITE – REGISTRAR COPY YELLOW – DEPT COPY PINK – STUDENT COPY

Arts & Humanities

Departments & Programs

- Classical Studies
- English and Writing Studies (includes Film Studies)
- French Studies
- Linguistics
- Languages and Cultures
- Philosophy
- Visual Arts
- Women's Studies

Faculty Modules:

- Major in Arts and Humanities
- Major in Medieval Studies
- Minor in Medieval Studies
- Minor in Digital Humanities

Certificates Offered

(completed concurrently with degree):

- Certificate in Art History
- Certificate in Ethics
- Certificat de français pratique
- Certificate in Museum and Curatorial Studies
- Certificate in Intercultural Communication for Arabic
- Certificate in Intercultural Communication for German
- Certificate in Intercultural Communication for Italian
- Certificate in Intercultural Communication for Japanese
- Certificate in Intercultural Communication for Spanish
- Certificate in Photography
- Certificate in Practical German
- Certificate in Practical Italian
- Certificate in Practical Spanish
- Certificate in Professional Communication
- Certificate in Studio Art
- Certificate in Theatre Arts
- Certificate in Writing

Degrees Offered

- Honors Bachelor Degree 4-Year
 - (Honors Specialization or Double Major)
- Bachelor of Fine Arts Degree 4-Year
 - (Honors Specialization Studio Arts only)
- Bachelor Degree 4-Year
 - (Specialization or Major)
- Bachelor Degree 3-Year
 - (Major or Double Minor)

Common to all degrees:

- Essential modules
- First-year requirements
- Breadth requirements (Categories A, B, & C)
 - Category A – 1.0 course from faculties of Social Science, Information and Media Studies, or Music
 - Category B – 1.0 course from Arts and Humanities
 - Category C – 1.0 course from the Faculty of Science
- Essay requirements
- Limit on the number of courses completed in one subject
- Limit on the number of first-year courses (maximum of 7.0) that may count towards your degree.

Sample Planning Guide

Worksheet for DEGREE AND MODULE CHOICES in the Faculty of Arts and Humanities

- STEP ONE:** Choose Which Degree you want to pursue:
- Honors Bachelor Degree (20.0 courses)
 - Bachelor Degree (Four-Year) (20.0 courses)
 - Bachelor Degree (Three-Year) (15.0 courses)

STEP TWO: Choose which modules you want to take within that degree.
The possible module selections are listed below under each degree choice:

HONORS BACHELOR DEGREE (4 Year): 20.0 Courses

Choose one of the following primary module possibilities (A or B):

- A. *Honors Specialization* in: _____ plus options.
Optional/Additional Modules
You may add either a *Major* module in _____
or a *Minor* Module in _____ plus options.
- OR
- B. Double Major in: _____ and _____ plus options.

BACHELOR DEGREE (4 Year): 20.0 Courses

Choose one of the following primary module possibilities (A or B):

- A. *Specialization* in: _____ plus options.
Optional/Additional Modules
You may add either a *Major* module in _____
or a *Minor* module in _____ plus options.
- OR
- B. Major in: _____ plus options.
Optional/Additional Modules
You can add either a *Major* module in _____
or one or two *Minors* in _____ plus options.

BACHELOR DEGREE (3 Year): 15.0 Courses

Choose one of the following primary module possibilities (A or B):

- A. *Major* in: _____ plus options.
Optional/Additional Module
Minor in _____.
- OR
- B. Double *Minor* in _____ and _____ plus options.

OPTIONAL Concurrent Degree/Certificates/Diplomas :

Concurrent Degree in: _____
Certificate in: _____
Diploma in: _____

What's Your Module?

Not sure?

- What are your interests and strengths?
- Check the course descriptions in the calendar online or visit the departmental website to view full syllabi.
- Look at assigned course textbooks in the Bookstore.
- Attend departmental counselling sessions.
- Talk about your options with your Academic Counsellor.
- Which courses are you enjoying most this year?
- Visit the Student Success Center – Career Services in UCC 210.

First Year

- ✓ 5.0 courses numbered 1000 – 1999
- ✓ 1.0 course from another Faculty (Category A) or a Science (Category C)



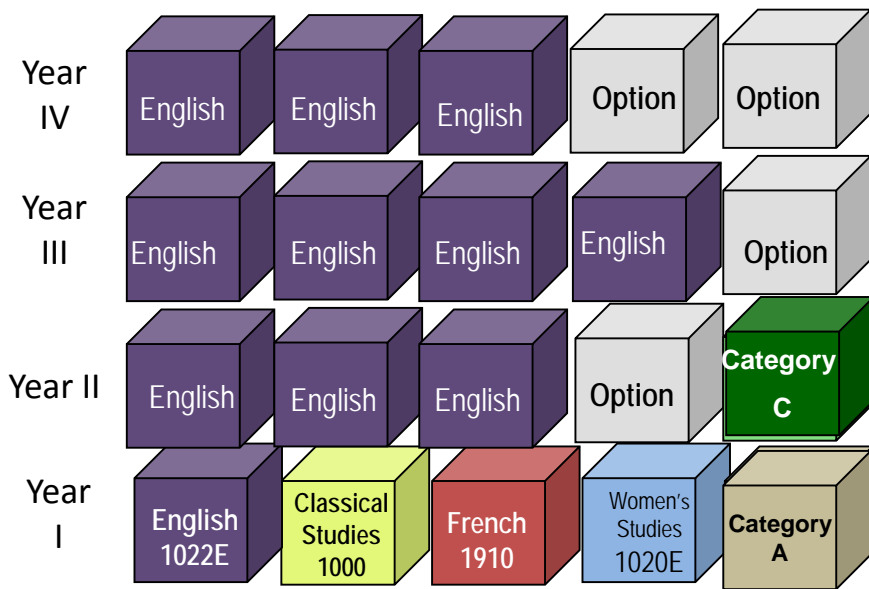
- ✓ Now, with the first 5 choices, you can start to build your degree.

Two Ways to do Each Degree:

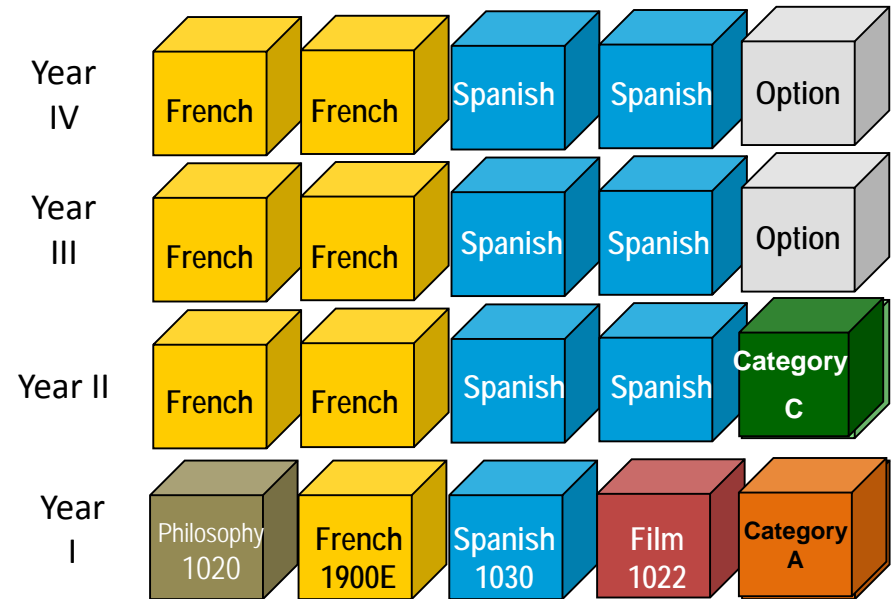
- Honors Bachelor of Arts Degree (20.0 courses):
 - 1) Honors Specialization Module – concentration in one subject
Examples: Honors Specialization in Film Studies
Honors Specialization in Philosophy
 - 2) Double Major Modules – two equal interests.
Examples: Majors in French and Spanish
Majors in English and History
- Four-Year Bachelor of Arts Degree (20.0 courses):
 - 1) Specialization Module – not as intensive as the Honors Specialization module
Examples: Specialization in Women’s Studies
Specialization in Visual Arts
 - 2) Major Module – lots of variety – space for many optional courses
Examples: Major in Art History
Major in French Studies
- Three-Year Bachelor of Arts Degree (15.0 courses):
 - 1) Major Module
Examples: Major in Classical Studies
Major in Linguistics
 - 2) Double Minor Modules
Examples: Minor in Medieval Studies and Minor in German
Minor in English for Teachers and Minor in Biology

Honors Bachelor Degree (4-Year) 20.0 Courses

Honors Specialization



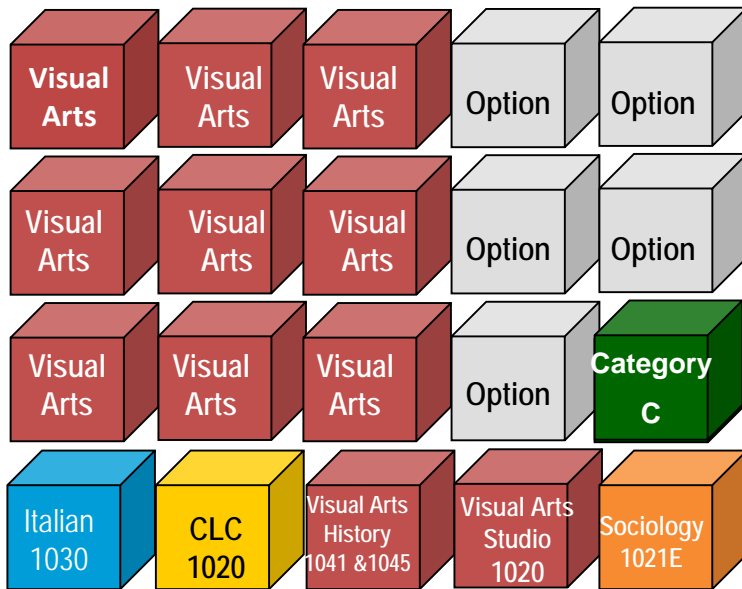
Double Major



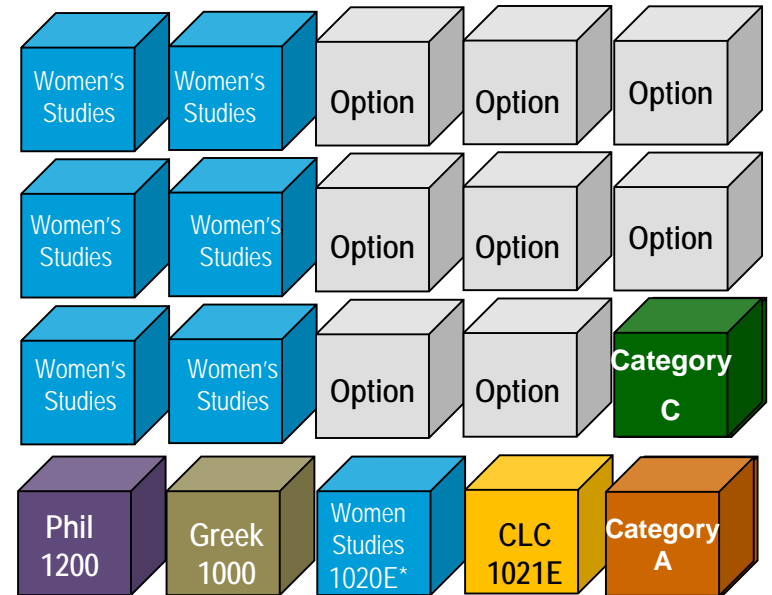
- ✓ 1.0 course from Category A (Other Faculty such as Social Science, MIT, Music...etc.)
- ✓ 1.0 course from Category C (Science)
- ✓ 2.0 designated essay courses (suffix F/G, or E), including 1.0 numbered 2000 or above
- ✓ Maximum of 7.0 first-year courses (1000-1999)

Honors Bachelor Degree (4-Year) 20.0 Courses

Specialization



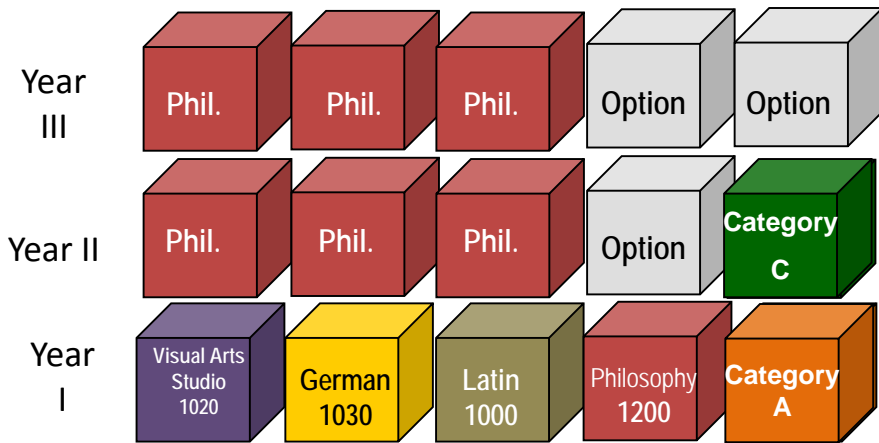
Major



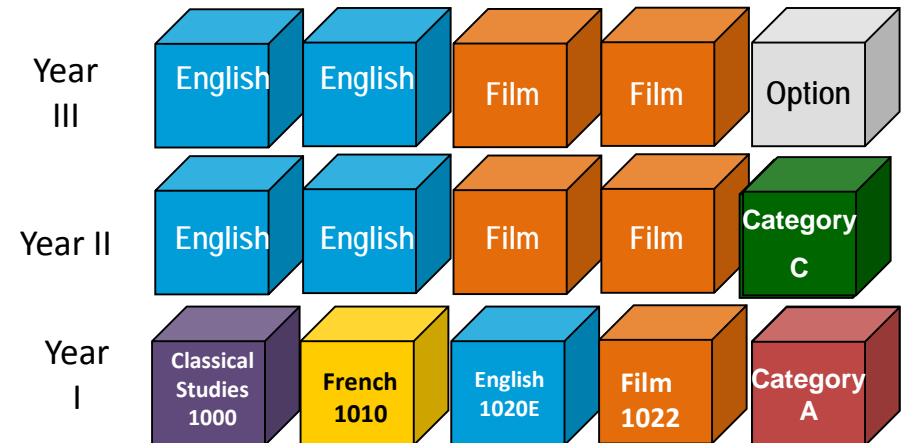
- ✓ 1.0 course from Category A (Other Faculty such as Social Science, MIT, Music...etc.)
- ✓ 1.0 course from Category C (Science)
- ✓ 2.0 designated essay courses (suffix F/G, or E), including 1.0 numbered 2000 or above
- ✓ Maximum of 7.0 first-year courses (1000-1999)

Bachelor Degree (3-Year) 15.0 Courses

Major



Double Minor



- ✓ 1.0 course from Category A (Other Faculty such as Social Science, MIT, Music...etc.)
- ✓ 1.0 course from Category C (Science)
- ✓ 2.0 designated essay courses (suffix F/G, or E), including 1.0 numbered 2000 or above
- ✓ Maximum of 7.0 first-year courses (1000-1999)

Academic Standing Status

Level 1 Progression

In Good Standing	$\geq 55\%$
On Probation	50 – 54%
Required to Withdraw	$< 50\%$

Level 2 Progression

In Good Standing	$\geq 60\%$
On Probation	55 – 59%
Required to Withdraw	$< 55\%$

Honors Progression	70%
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Dean's Honor List	80%
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Definitions

Prerequisite

A course that must be successfully completed prior to registration for credit in the desired course.

Corequisite

A course that must be taken concurrently with (or prior to registration in) the desired course.

Antirequisite

Courses that overlap sufficiently in course content that both cannot be taken for credit.

Courses

Unless otherwise noted "course", "option", or "full-course equivalent" means one full course or two half-courses (1.0 course).

Essay Course

Courses with a significant writing component that is designated E or F/G.

Principal Course

Specific first year courses that determine your eligibility for modules.

Modules

Set of courses required for degrees (e.g. Major, Minor)

Subsidiary/Option

Elective or optional subject within an honors program.

Course Numbering

- 1000-1999 – First-year courses
- 2000-4999 – Senior courses

- A/B – first term/second term non-essay half-course (0.5)
- Y – half-course offered in other than a regular session
- E – essay full course (1.0)
- F/G – first term/second term essay half-course (0.5)
- W/X – first term/second term full-course offered in one term (1.0)

Tips

- **First year requirements**
 - You must complete any missing year 1 courses at your next registration.
- **Affiliated College Courses**
 - Maximum of 1.0 course at an affiliated college, if it is not offered on main campus.
- **Special Permission**
 - Consult the Department concerned to request permission (i.e.: waive prerequisite)
- **Course Load**
 - Maximum of 5.0 courses. Maximum of 5 per term.
- **Repeats**
 - Maximum 1 repeat of a passed course; 2 repeats of a failed course.
- **Update your address!**

Submit your ITR online

- Visit your student center account at student.uwo.ca to submit your ITR.

OR

- If eligible, submit your paper ITR to the Academic Counselling Office, UC 2230.

March 31 is the deadline to submit your ITR.



Western
UNIVERSITY • CANADA