



Western  
UNIVERSITY • CANADA

# Intent to Register

## February 1<sup>st</sup> to March 31<sup>st</sup>

Telephone: 519-661-3043

Fax: 519-850-2376

[www.uwo.ca/arts](http://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, 2021.**

### Step 1

View the online Academic Calendar at [www.westerncalendar.uwo.ca](http://www.westerncalendar.uwo.ca)



### Step 2

Attend Departmental Counselling Sessions – see the schedule online at [www.uwo.ca/arts](http://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](http://student.uwo.ca)

\*Please note: Some students must contact Academic Counselling to submit their ITR choice. For those few exceptions, please visit [www.uwo.ca/arts/counselling/registration/intent\\_to\\_register/index.html](http://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:

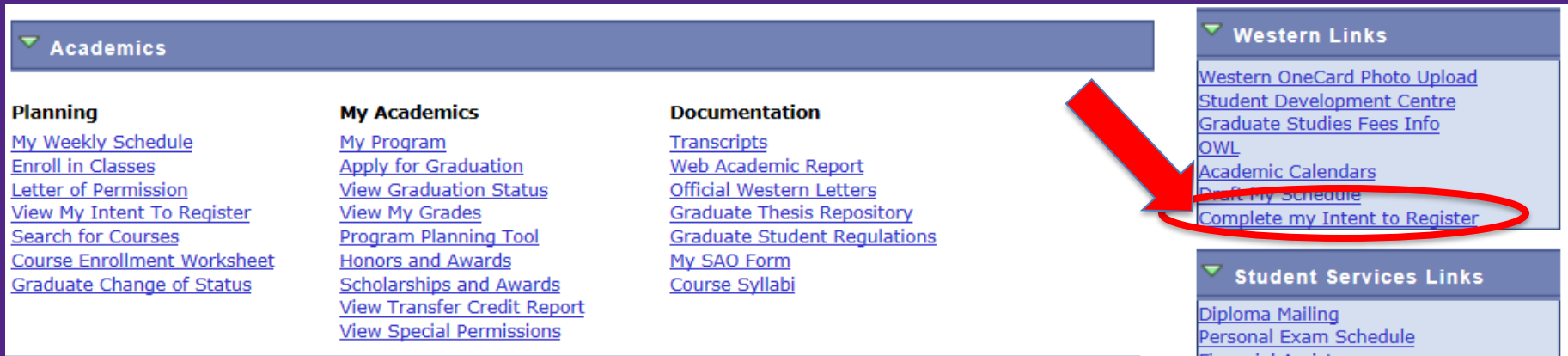
PRINT your academic record which is available online at "Student Centre" by visiting [student.uwo.ca](http://student.uwo.ca)

#### 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](http://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 Western Links section is highlighted with a red arrow and a red circle around the 'Complete my Intent to Register' link.

Academics	Western Links	Student Services Links
<b>Planning</b> <a href="#">My Weekly Schedule</a> <a href="#">Enroll in Classes</a> <a href="#">Letter of Permission</a> <a href="#">View My Intent To Register</a> <a href="#">Search for Courses</a> <a href="#">Course Enrollment Worksheet</a> <a href="#">Graduate Change of Status</a>	<b>Western Links</b> <a href="#">Western OneCard Photo Upload</a> <a href="#">Student Development Centre</a> <a href="#">Graduate Studies Fees Info</a> <a href="#">OWL</a> <a href="#">Academic Calendars</a> <a href="#">Post My Schedule</a> <a href="#">Complete my Intent to Register</a>	<b>Student Services Links</b> <a href="#">Diploma Mailing</a> <a href="#">Personal Exam Schedule</a> <a href="#">Financial Assistance</a>

## 2) Login One Experience

### Login One Experience

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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:

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](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

Continue

### 3) Select your Faculty:

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:

Please select your degree below:

[Continue](#)

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

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)

**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

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:

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.

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.

# No Online ITR

The following students need to contact an Academic Counsellor to submit an ITR  
[https://www.uwo.ca/arts/counselling/about\\_us/staff.html](https://www.uwo.ca/arts/counselling/about_us/staff.html)

- 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-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](http://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).

STUDENT NUMBER: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

UWO EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

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)																								
<p>Faculty or Affiliated College: _____</p> <p><b>DEGREE:</b> <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: _____</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Degree Objective</th> <th style="text-align: left; border-bottom: 1px solid black;">Academic Load</th> <th style="text-align: left; border-bottom: 1px solid black;">Year Requested</th> </tr> </thead> <tbody> <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> </tbody> </table> <p style="font-weight: bold; font-size: small;">Complete ONE of A, B, C, or D below:</p> <p><b>A. Honors Specialization</b> in _____  with [optional] Major in _____  or [optional] Minor in _____.</p> <p><b>B. Double Major</b> in _____  and _____.</p> <p><b>C. Major</b> in _____  with [optional] Minor in _____  and [optional] Minor in _____.</p> <p><b>D. Double Minor</b> in _____  and _____.</p> <p style="font-size: x-small;">Dept. Signature _____ Date _____  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			<p>Faculty or Affiliated College: _____</p> <p><b>DEGREE:</b> <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: _____</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Degree Objective</th> <th style="text-align: left; border-bottom: 1px solid black;">Academic Load</th> <th style="text-align: left; border-bottom: 1px solid black;">Year Requested</th> </tr> </thead> <tbody> <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> </tbody> </table> <p style="font-weight: bold; font-size: small;">Complete ONE of A, B, C, or D below:</p> <p><b>A. Honors Specialization</b> in _____  with [optional] Major in _____  or [optional] Minor in _____.</p> <p><b>B. Double Major</b> in _____  and _____.</p> <p><b>C. Major</b> in _____  with [optional] Minor in _____  and [optional] Minor in _____.</p> <p><b>D. Double Minor</b> in _____  and _____.</p> <p style="font-size: x-small;">Dept. Signature _____ Date _____  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="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>Faculty or Affiliated College: _____</p> <p>Year Requested: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4</p> <p style="font-size: x-small;">Faculty Counsellor's Signature _____ Date _____</p>																									

Please indicate your concurrent degree, certificate or diploma:  
For more information refer to [www.registrar.uwo.ca/ITR](http://www.registrar.uwo.ca/ITR)

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

# Arts & Humanities

## Departments & Programs

- Classical Studies
- English and Writing Studies (includes Film Studies & Theatre Studies)
- French Studies
- Linguistics
- Languages and Cultures
- Philosophy
- Visual Arts
- Gender, Sexuality, and 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 or contact the department with your questions.
- Talk about your options with your Academic Counsellor.
- Which courses are you enjoying most this year?
- Contact the Student Success Center – Careers & Experience <http://careerexperience.uwo.ca/>

# First Year

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



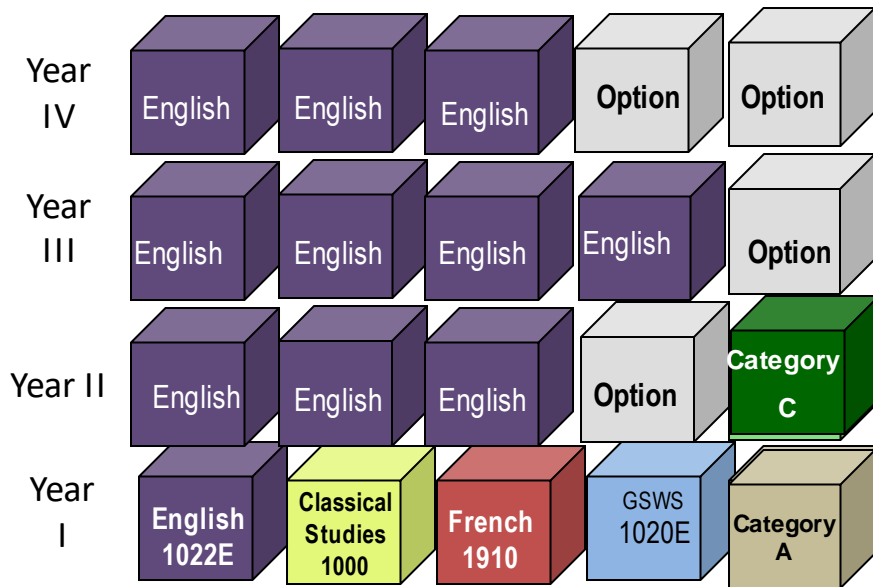
- ✓ Now, with the first 5 choices, you can start to build your degree.

# Two Ways to do Each Degree:

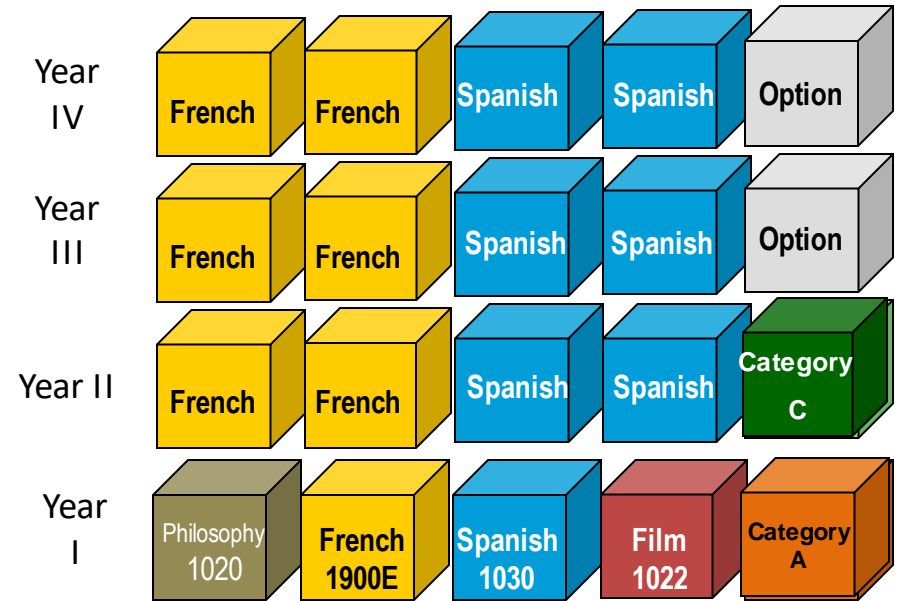
- Honors Bachelor of Arts Degree (20.0 courses):
  - 1) Honors Specialization Module – concentration in one subject  
Examples: Honors Specialization in Film Studies  
Honors Specialization in Philosophy
  - 2) Double Major Modules – two equal interests.  
Examples: Majors in French and Spanish  
Majors 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 Gender, Sexuality, and 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

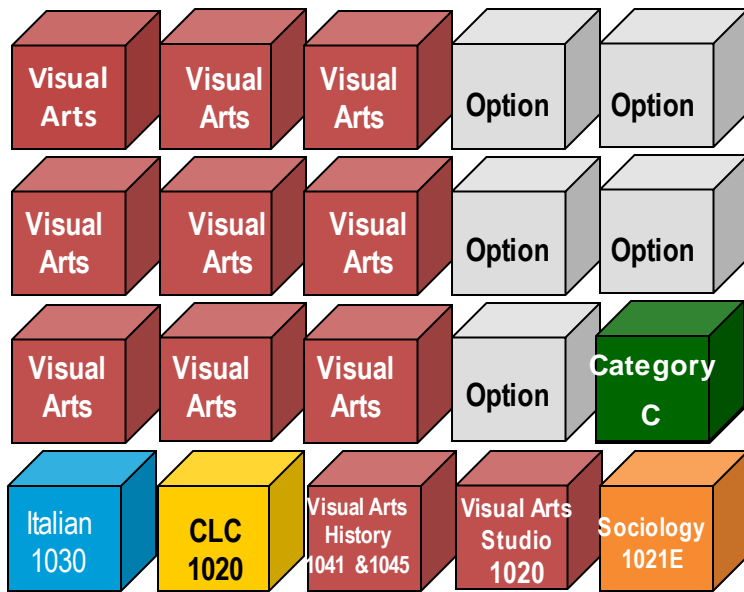


- ✓ 1.0 course from Category A (Other Faculty such as Social Science, MIT, Music...etc.)
- ✓ 1.0 course from Category C (Science)
- ✓ 2.0 designated essay courses (suffix F/G, or E), including 1.0 numbered 2000 or above
- ✓ Maximum of 7.0 first-year courses (1000-1999)

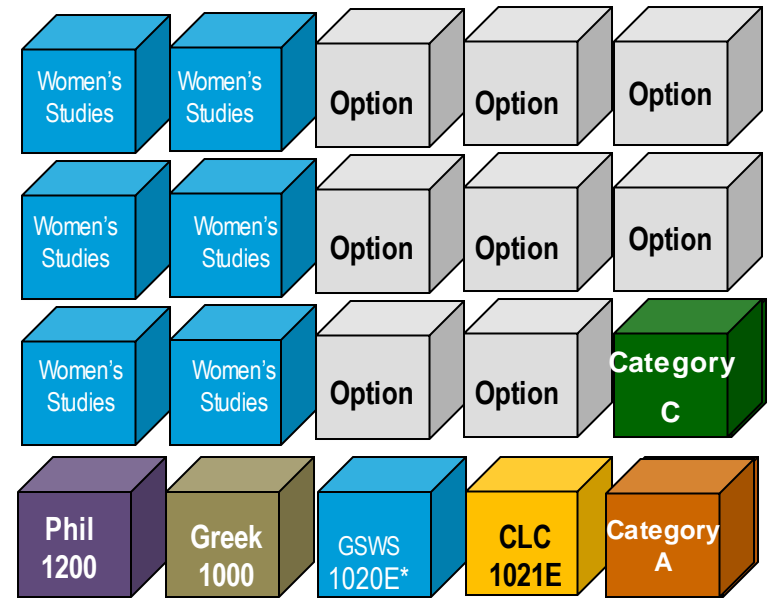


# Honors Bachelor Degree (4-Year) 20.0 Courses

## Specialization



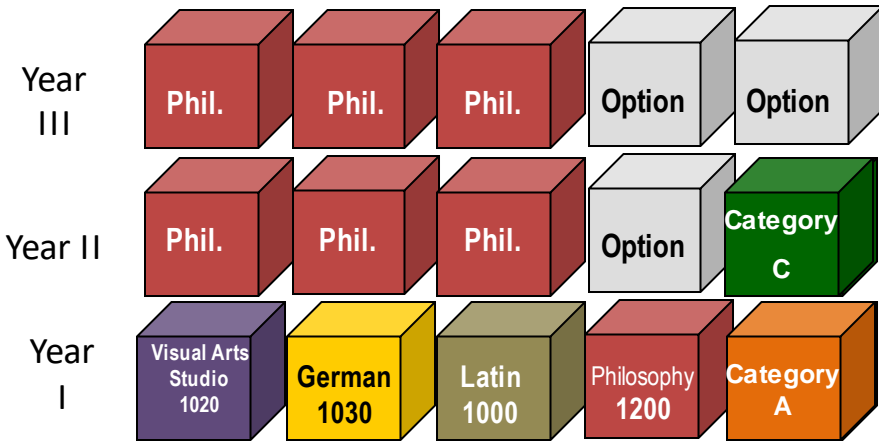
## Major



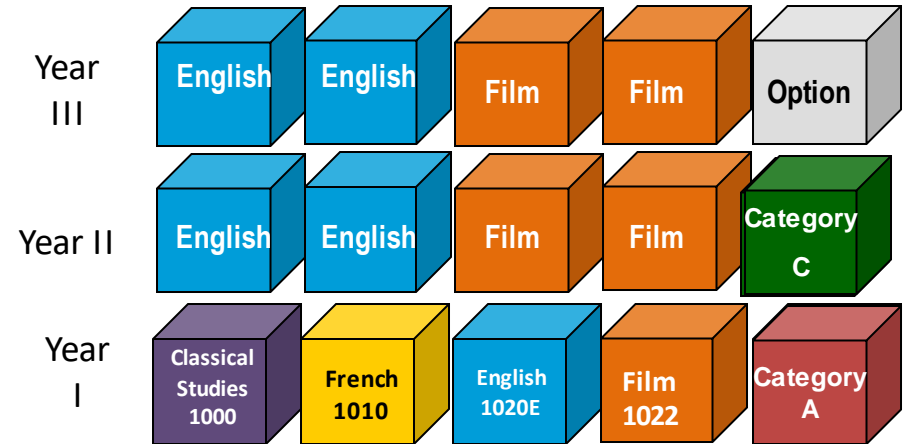
- ✓ 1.0 course from Category A (Other Faculty such as Social Science, MIT, Music...etc.)
- ✓ 1.0 course from Category C (Science)
- ✓ 2.0 designated essay courses (suffix F/G, or E), including 1.0 numbered 2000 or above
- ✓ Maximum of 7.0 first-year courses (1000-1999)

# 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

<b>In Good Standing</b>	<b><math>\geq 55\%</math></b>
<b>On Probation</b>	<b>50 – 54%</b>
<b>Required to Withdraw</b>	<b><math>&lt; 50\%</math></b>

## Level 2 Progression

<b>In Good Standing</b>	<b><math>\geq 60\%</math></b>
<b>On Probation</b>	<b>55 – 59%</b>
<b>Required to Withdraw</b>	<b><math>&lt; 55\%</math></b>

<b>Honors Progression</b>	<b>70%</b>
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<b>Dean's Honor List</b>	<b>80%</b>
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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](http://student.uwo.ca) to submit your ITR.

**OR**

- If you are unable to submit it online, please contact an Academic Counsellor (Ben Hakala – [bhakala@uwo.ca](mailto:bhakala@uwo.ca) or Amanda Green – [agreen8@uwo.ca](mailto:agreen8@uwo.ca) )

**March 31** is the deadline to submit your ITR.



Western  
UNIVERSITY • CANADA