Intent to Register
March 1st to March 31st

Telephone: 519-661-3043
Fax: 519-850-2376
www.uwo.ca/arts

Like us on Facebook: westernUArts
Follow us on Twitter: @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, 2023.
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

Step 4
Submit an Online* ITR by March 31

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 will need to contact an Academic Counsellor to submit an 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)

Registrar

Intent to Register

Registrar

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”.

![Image of the Western Link menu with the 'Complete my Intent to Register' option highlighted]
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

User ID
Password
Sign in
3) Select either full-time or part-time studies:

Intent to Register (ITR) is for current Fall/Winter students to request registration in an academic program and/or module for the next Fall/Winter term. ITR is used to indicate your academic preference for:

Program and/or Module(s)

For ITR deadlines and additional information refer to the Office of the Registrar website under Academics > Grades, Progression and Graduation > Intent to Register

After submitting your ITR, a confirmation email will be sent to your Western email account.

Note: Some students will not be eligible to submit an online ITR. Contact your current home Faculty Academic Counselling Office for further information if you cannot submit an online ITR.

To begin your ITR, select your preferred academic course load for the next Fall/Winter term:

[Dropdown]

[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):

- **Degree**: Honors Bachelor of Arts
- **Modules**: Honors Major + Major

[Continue]
6) Select your module(s) and certificate (if applicable)

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

[Image of a form with options for module selection]
7) Confirm your selections

8) Choose to complete a second choice or exit:
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.
The following students need to contact an Academic Counsellor to submit an ITR:
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
Arts & Humanities

Departments & Programs

- Classical Studies
- English and Writing Studies (includes Film Studies and 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 Creative Arts and Production
- 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 Studies
- 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.
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.

- Classical Studies 1000
- Psychology 1000
- Film Studies 1022
- Philosophy 1020
- English 1022E

Intent to Register
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)
Bachelor Degree (4-Year) 20.0 Courses

Specialization

- Studio Art
- Studio Art
- Studio Art
- Option
- Option
- Option
- Option
- Option
- Option
- Option
- Category C
- Italian 1030
- CLC 1020
- Art History 1644A & 1644B
- Studio Art 1601
- Sociology 1021E

Major

- GSWS
- GSWS
- Option
- Option
- Option
- Option
- Option
- Category C
- Phil 1200
- Greek 1000
- GSWS 1020E*
- CLC 1021E
- Category A

✓ 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

- **Year I**
  - Studio Art 1601
  - German 1030
  - Latin 1000
  - Philosophy 1200
- **Year II**
  - Phil.
  - Phil.
  - Phil.
  - Option
- **Year III**
  - Phil.
  - Phil.
  - Phil.
  - Option
  - Category A

### Double Minor

- **Year I**
  - Classical Studies 1000
  - French 1001
  - English 1020E
  - Film 1022
- **Year II**
  - English
  - English
  - Film
  - Film
- **Year III**
  - English
  - Category C

### Requirements

- ✓ 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

<table>
<thead>
<tr>
<th>Status</th>
<th>Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Good Standing</td>
<td>≥ 55%</td>
</tr>
<tr>
<td>On Probation</td>
<td>50 – 54%</td>
</tr>
<tr>
<td>Required to Withdraw</td>
<td>&lt; 50%</td>
</tr>
</tbody>
</table>

### Level 2 Progression

<table>
<thead>
<tr>
<th>Status</th>
<th>Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Good Standing</td>
<td>≥ 60%</td>
</tr>
<tr>
<td>On Probation</td>
<td>55 – 59%</td>
</tr>
<tr>
<td>Required to Withdraw</td>
<td>&lt; 55%</td>
</tr>
</tbody>
</table>

### Honors Progression

- 70%

### Dean’s Honor List

- 80%

Intent to Register
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 you are unable to submit it online, please contact an Academic Counsellor (Ben Hakala – bhakala@uwo.ca or Jennifer Tramble – jtramble@uwo.ca) or stop by our office (UC 2230)

March 31 is the deadline to submit your ITR.