

How to Complete the ITR Form: Step-by-Step Instructions

STEP 1. Log into your Western Student Center account (student.uwo.ca) and follow the clicks below:

Academics

- Planning**
 - [My Weekly Schedule](#)
 - [Enroll in Classes](#)
 - [Letter of Permission](#)
 - [View My Intent To Register](#)
 - [Search for Courses](#)
 - [My Planner](#)
 - [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](#)

Western Links

- [WesternOne Card Photo Upload](#)
- [Student Development Centre](#)
- [Graduate Studies Fees Info](#)
- [OWL](#)
- [Academic Calendars](#)

Student Services Links

- [Diploma Mailing](#)
- [Complete My Intent to Register](#)**
- [Financial Assistance](#)
- [Financial Aid Counselling](#)
- [Summer and PT Activation](#)

Around Campus

If you have applied to Graduate and have a credit balance on your account for less than \$20, you may obtain a cash refund by visitino Student Central - WSSB 1120.

STEP 2: Enter your Western Student Center log-in again

Western

Login One Experience

Username

Password

Sign in

STEP 3: Select Full Time or Part Time Studies for Fall/Winter 2020-2021

Western

Intent to Register 2019/2020 TEST - Step 1

Get set up for Fall/Winter 2019/2020 !

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 2019/2020 .

Full-time course load (3.5 courses or more)
Part-time course load (fewer than 3.5 courses)
Continue

Note: Student is required to identify if they will be returning on a full or part time basis for the Fall/Winter 2020-2021 academic session

STEP 4: Select Faculty. Remember Faculty = Brescia!



Intent to Register 2019/2020 TEST - Step 2

You are currently in:

Brescia University College
Bachelor of Arts (Human Ec) - 4YR
Nutrition and Families - 3P

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:

▼

- Faculty of Arts and Humanities
- Faculty of Health Sciences
- Faculty of Information and Media Studies
- Schulich School of Medicine & Dentistry
- Faculty of Science
- Faculty of Social Science
- Brescia University College**
- Huron University College
- King's University College

Note: If the student is wishing to continue in their current program as listed, they can simply select **Continue in Current Program**

STEP 5: Select Degree



Intent to Register 2019/2020 TEST - Step 3

Please note carefully:

In completing this on-line Intent to Register you are required to select a viable combination of modules for your proposed degree plan; however, the intent to register you submit here **does not take into account the residency requirements** in effect for students registered at an affiliated college.

It is **your responsibility** to ensure that your module combination (and course selection) will meet your College's residency requirements. Please plan carefully and consult an academic counsellor if your program requirements do not permit you to meet residency requirements.

Please select your degree below:

▼

- Arts - Bachelor of Arts
- Social Science - Bachelor of Arts
- Kinesiology - Bachelor of Arts
- Health Science - Bachelor of Arts
- Bachelor of Management and Organizational Studies
- Bachelor of Science - Foods and Nutrition
- Bachelor of Arts (Human Ecology) - Family Studies
- Bachelor of Science (Human Ecology) - Family Studies
- Arts - Undeclared
- Social Science - Undeclared

STEP 6: Select Module Combination



Intent to Register 2019/2020 TEST - Step 4

Note for Brescia Students: Modules are divided between Arts and Social Science. Check both areas when selecting modules.

Please select your Degree from the drop down below:

Bachelor of Arts (4 Year) ▼

Please select your Modules from the drop down below:

▼
Specialization
Specialization + Major
Specialization + Minor
Major + Major
Major
Major + Minor
Major + Minor + Minor

STEP 7: Select Specific Modules



Intent to Register 2019/2020 TEST - Step 5

Brescia University College
Bachelor of Arts (4 Year)

Major Module

Major in Leadership Studies ▼

Second Major Module

▼

[Click here for Certificates](#)

1. Enter your name:

2. Describe any problems you've encountered:

3. Submit the page

4. Submit the next page (confirmation page)

Continue

Note: This is also where a student can select to add a certificate to their degree. This is not very common.

STEP 8: Review & Confirm Choices



Intent to Register 2019/2020 TEST - Step 6

Confirmation

Brescia University College
Bachelor of Arts (4 Year)

Major in Leadership Studies
Major in Community Development

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

STEP 9: Select 2nd Choice (or Exit)

Intent to Register 2019/2020 TEST- Step 7

You have completed Intent to Register successfully!

Your selections are:

Brescia University College
Bachelor of Arts (4 Year)
Major in Leadership Studies
Major in Community Development

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.