



EMAIL SENT JUNE 1, 2018

Dear Brescia Students,

Please read this very important information about Registration for Fall/Winter 2018.

1. The Brescia Timetable, Affiliate Timetable and Western Timetable are now up on our website linked here: <http://brescia.uwo.ca/academics/register-for-classes/fall-winter-registration/>
2. The Brescia Registration Guide is also up on our website for your reference linked here: <http://brescia.uwo.ca/academics/wp-content/uploads/sites/2/2014/03/2018-2019-Brescia-Registration-Guide.pdf>

This is a great resource with step-by-step instructions and trouble-shooting tips for online registration.

3. The Western Academic Calendar is linked here: <http://westerncalendar.uwo.ca/>

You can use this resource for module requirements and for course descriptions.

4. Online enrollment dates will be posted in your Student Center a few days before registration begins. Please note dates for registration:
June 16: Year 1 students
June 19-22: Year 4 students
July 3-6: Year 3 students
July 10-13: Year 2 students
5. First year Students must register for a Summer Orientation Day and can do so here: <http://brescia.uwo.ca/admissions/accepted-students/orientation/>

Tips for Registering for your courses

Brescia has a Registration Hotline open 8:00am-4:00pm at **519-432-8353 x20113 (Hotline opens June 18th, 2018)** and brescia@uwo.ca. If you have problems registering, please contact us! When contacting the Registration Hotline, Academic Advisors and Registration Assistants, please include the following information:

- First and Last Name
- Student Number



- Course Number
- Class Number (4-5 digit number associate with class on timetable)

You may also want to include an attachment with a .pdf copy of your draft schedule which you can prepare using the [Draft My Schedule tool](http://draftmyschedule.uwo.ca) found at draftmyschedule.uwo.ca

Including this information will ensure that our staff can deal with your requests in a timely manner.

Before contacting us about Registration issues, please be sure that you have checked the following:

- Please use the timetable to ensure that your courses do not conflict
- Please ensure you have the prerequisites for the courses you wish to take
- Watch for courses listed a Priority of Restricted in the Timetable. Priority courses are open to only those students in the programs/faculties listed until July 20th. The Priority is then lifted on July 20th at 9:30am and you can try to register for priority classes at that time. Restricted courses will indicate if they are opening up to students outside the program/faculty – in most cases these courses cannot be added unless you have special permission from that faculty.

Booking Academic Advising Appointments

Academic Advising Appointments can be booked online at <https://directory.bookedin.com/brescia-university-college> or by calling the Hive at 519-858-5151 or email brescia@uwo.ca. Enrollment opens by year, so your academic advising appointment may be booked based on what year you are going into. Phone appointments are available for students who are not in London.

Other helpful links:

Course Outlines for Brescia classes: <http://brescia.uwo.ca/academics/course-outlines/>

Fees and Tuition: <http://brescia.uwo.ca/tuition/>

Sincerely,