

COURSE REGISTRATION

About Web Registration

Course registration is done online through the Student Center (student.uwo.ca).

STEP 1: ACCESS YOUR STUDENT CENTER

Access your Student Center (student.uwo.ca) by entering your Western User ID and password. Remember to ensure that your computer cookies are enabled and your pop up blockers are set to allow pop ups from student.uwo.ca. If you have any trouble logging in to the Student Center call the Helpline at 519-661-2100 (Monday to Friday 9am - 4pm).

STEP 2: SUMMER TERM ACTIVATION (FEBRUARY 6 – JULY 25)

To declare your intention to enroll in summer classes, click on 'Summer Activation' under the Student Services Links on the right. You must activate your registration at least 72 hours prior to registering.

STEP 3: COMPLETE A CONFLICT-FREE TIMETABLE

Before registering, work out a conflict-free timetable. Consult the Timetable for days and times when the courses you are interested in are being taught. Plan each of your courses into a day and time slot. It is a good idea to plot the courses that have the fewest class lecture sections first.

Be sure to write down the subject, course number, and 4- or 5-digit class number for each course and possible alternative courses. Check the online timetable at registrar.uwo.ca/course_enrollment/timetables.html for up-to-date course offerings.

Remember: Plot all laboratory, tutorial sections, and exam centres, as well as lecture sections, for each course.

Choose alternative courses in case you cannot register for your first choice. Ensure that you are eligible for the course(s) you select (i.e. you MUST have the REQUIRED prerequisites).

Your course selection may be deleted without warning if you do not have the requisites and you do not have prior written special permission waiving the requisites, or if you exceed the maximum workload (see page 4).

STEP 4: REGISTER IN COURSES

1. On the Student Center page, under 'Enrollment Dates' on the right, select the 'Details' link. The Enrollment Dates page displays the term you are presently in and when your enrolment start time begins and ends.
2. Once your enrollment begins, under the 'Academics' click on 'Enroll in Classes'.
3. Enter the class number or use 'Search for Class' to find a course by subject and/or course number.
4. Select the appropriate class and lab/tutorial components, if necessary.
5. Select 'Next' to add class to the Course Enrollment Worksheet.
6. Click on 'Proceed to Step 2 of 3' to confirm.
7. Click 'Finish Enrolling'.
8. Review the results for errors or warnings.
9. Select 'My Class Schedule' to view course(s) successfully added.

Visit our How to Guides section for a Step by Step guide to Registration registrar.uwo.ca/general-information/how_to_guides

STEP 5: FEES

Make sure fees are paid by the deadline as designated on your Statement of Account available at: student.uwo.ca. If you are relying on OSAP to pay your tuition, see page 11 for important dates.

After You Select Your Courses

Making Changes

All students may make changes to their course registration via the Student Center up until the deadline to ADD the individual summer sessions listed starting on **page 43**. After that date, you must follow the paper Add/Drop instructions in this book.

If Your Course is Full...

If you are unable to register in a course because it is full, please note that enrolment numbers may change due to students adding and dropping courses. Please check periodically to see if space has become available.

Subject	Course Number	Class/Lecture Section	Class Number for Lecture Section	Laboratory or Tutorial Section	Class Number for Laboratory or Tutorial Section	Exam	Class Number for Exam	Notes
Example: Chemistry	1301A	001	1364	011	1365			6 weeks May 16 - June 24

DROPPING COURSES

To drop a course after online course registration ends, contact the department offering the course. To drop a Distance Studies course, fax a Course Change form to Distance Studies at 519-661-3615 or visit Examination Services, WSS 2140.

See Academic Calendar (westerncalendar.uwo.ca) for official Add/Drop policies.

To view the Add/Drop form, go to registrar.uwo.ca, click on 'Course Enrolment' and then 'Add/Drop/Swap'.

EXAMINATIONS

Examination Locations

Campus: On campus, at the scheduled classroom for the course or wherever specified by the instructor.

Distance Studies: Approved locations (see page 5).

How Will I Learn the Date and Time of my Exam?

The official examination timetable is posted online at registrar.uwo.ca.

Examination Dates

Note: See table on page 43. Examination dates are also available to view online at registrar.uwo.ca.

Note: A Special Examination is any examination other than the regular or Supplemental Examinations, and it may be offered only with the permission of the Dean of the Faculty in which the student is registered, in consultation with the instructor and Department Chair. Permission to write a Special Examination may be given on the basis of compassionate or medical grounds with appropriate supporting documents.

Under unusual circumstances, an alternate date for a Special Examination may be approved by the Dean of the student's Faculty of registration in consultation with the Instructor and Chair of the Department offering the course. This date will be communicated to the Office of the Registrar.

Special Examinations must be written at the University or recognized exam center or an Affiliated University College, and supersede any lectures, tutorials, laboratories, etc., in which the student is registered. Note that students are responsible for any coursework, etc., missed while writing the Special Examination.

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