

Course Enrolment User Guide

1. Login to Student Centre <http://www.student.uwo.ca/>, using your Western ID and password.

Student Center

Login to Student Center

User ID:

Password:

Sign In

About Student Center

Student Center will be unavailable on Sundays until 6am due to maintenance.

Need to Activate your Western Identity? [Click here to Activate](#)

Don't know your Access Code? [Click here for Access Code Retrieval](#)

Forgot your Western Identity password? [Click here to reset your password](#)

Questions? [Virtual Helpline](#)

Need help with your Western Identity? Click [HERE](#)

Problems logging in? Have you [set up MFA?](#) For questions about MFA, contact [WTS](#).

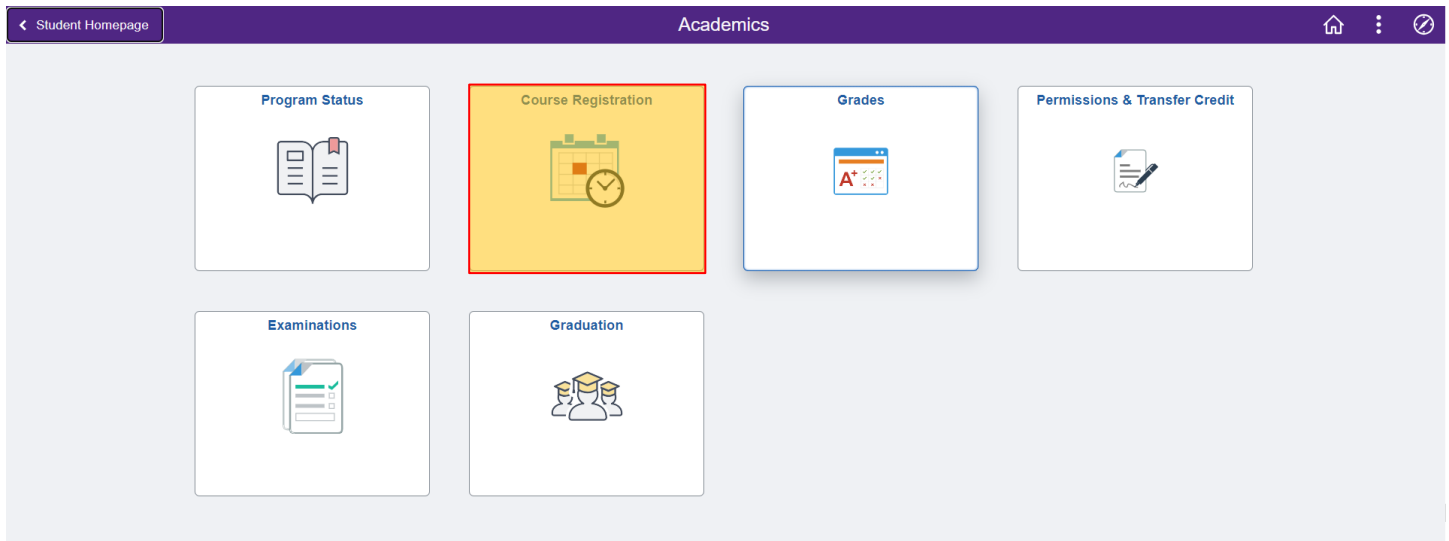
2. Click the tile for "Academics"

The screenshot shows the Student Center homepage. At the top, there is a purple header with the Western logo on the left and navigation icons (home, menu, refresh) on the right. Below the header is a navigation bar with a dropdown menu labeled "Student Homepage" and a page indicator "1 of 2". The main content area is a grid of eight tiles:

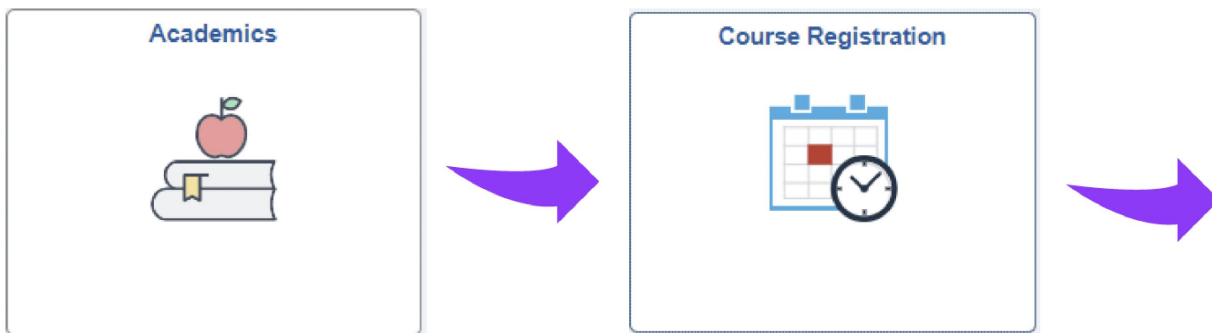
- Profile**: Icon of a person and a pencil.
- Admissions**: Icon of a document and a graduation cap. Text below: "No active application".
- Academics**: Icon of an apple on top of books. This tile is highlighted with a red border.
- Student Financials**: Icon of a graduation cap and a credit card. Text below: "No Amount Owning".
- View and Order Documents**: Icon of a document with a paperclip.
- Hold**: Icon of a red circle with a white exclamation mark. Text below: "No Active Holds".
- Western Life**: Icon of a house with people inside.
- Western Chat**: Icon of a headset with a microphone.

On the left side of the grid, there are two icons: a clock and a heart.

3. Click the tile for “Course Registration”



4. Once you enter the “Course Registration” tile, you will see your Enrollment Summary.



The screenshot shows the 'Course Registration' page. The header includes 'Academics' and 'Course Registration'. Below the header, it displays '2022 Fall/Winter Undergraduate'. The main content area is titled 'Enrollment Summary' and includes a 'Printable Page' button, checkboxes for 'Show Enrolled Classes' (checked), 'Show Waitlisted Classes', and 'Show Dropped Classes'. There are 'List View' and 'Calendar View' buttons, with 'Calendar View' selected. The 'Week of' is set to '2023/01/09', and the 'Start Time' is '8:00AM' and 'End Time' is '6:00PM'. A table below shows the schedule for the week of January 9th to 15th, 2023, with time slots from 8:00AM to 9:00AM.

Time	Monday Jan 9	Tuesday Jan 10	Wednesday Jan 11	Thursday Jan 12	Friday Jan 13	Saturday Jan 14	Sunday Jan 15
8:00AM							
8:30AM							
9:00AM							

Important Reminders:

- You cannot enroll yourself in courses through Student Center. You must email goabroad@uwo.ca to request enrollment.
- We do not recommend that you drop yourself from courses as you will not be able to re-add the course and it may cause other complications. Please email goabroad@uwo.ca if you wish to drop a course.
- The Draft My Schedule tool is not your official enrollment. Your official enrollment is listed under “Enrollment Summary”.