

Dear Graduate Student,

The graduate enrollment period for the 2014 Summer term begins April 2, 2014. After the summer term has been activated you will be assigned a random appointment time to enroll in courses based on your program, and will find the date and time by signing into Student Center.

Your course registration at The University of Western Ontario will be done online through the Student Center (<http://student.uwo.ca>).

The instructions below outline how to access your enrollment appointment and how to register in courses.

If you are unsure which courses you should be registering in, you can find the information on your program's website. You can access these sites through the School of Graduate and Postdoctoral Studies' website (<http://grad.uwo.ca>).

Before you register in courses:

You must be enrolled in the term you're choosing your course in.

You must have an active Western email account.

You must find your course enrollment appointment date and time.

Student PIN (New Students)

- To obtain your PIN you can go to the Student Services website at: studentservices.uwo.ca.

Activate UWO Email Account

Obtain your Western username and password from the Information Technology Services (ITS) website at <http://www.uwo.ca/its/activateAccount.html>.

You will need your Western student ID number and PIN.

Finding your Course Enrollment Appointment Date

Log in to student.uwo.ca.

On the right you will see 'Enrollment Dates'.

Select 'Details' to view the specific start time of your appointment.

You will not be able to register for courses prior to this time.

Enrolling in Courses

To assist you in course registration there is a step-by-step guide as well as links to more detailed instructions at

http://www.registrar.uwo.ca/general-information/how_to_guides/step_by_step_guide_to_registration.html

You will be restricted to the courses within your program with the exception of those courses required for your degree.

If you are required to or would like to take a course outside your program or require an undergraduate course you must contact your Graduate Program Assistant and complete the appropriate form.