

# Co-op In-course Admission Application Package

## Co-op application package checklist:

- Co-operative Education Admission Request Form
- Co-op Academic & Work Sequence Agreement Form
  - Signature from a Program Counsellor if **not** following the [Undergraduate Calendar](#)
- Undergraduate Schedule of Studies Change Form (*only required if changing/declaring major*)
  - Signature from a Program Counsellor

Please submit your completed package via e-mail to [cica@uoguelph.ca](mailto:cica@uoguelph.ca)

Thank you for your interest in Co-operative Education at the University of Guelph! Co-op is an opportunity to extend your learning beyond the classroom and alternate your semesters of study with paid work terms. You'll graduate with relevant work experience, skills and aptitudes; contacts in your field; and a deeper understanding of your career options.

For more information about Co-operative Education at the University of Guelph, please visit our website ([www.recruitguelph.ca](http://www.recruitguelph.ca)). Use the Undergraduate Calendar ([www.uoguelph.ca/undergrad\\_calendar](http://www.uoguelph.ca/undergrad_calendar)) for information about the academic and work schedule for your major. This information should help you make an informed decision about applying to Co-op.

Co-op students are required to abide by the terms and conditions as set out in the Policy Agreement for Involvement in Co-operative Education at the University of Guelph (available at [www.uoguelph.ca/coop](http://www.uoguelph.ca/coop) for reference).

### **Instructions for Applying to Co-operative Education**

Co-op is available in over 40 majors. Admission is dependent upon space in the program, academic achievement, and an approved Co-op Academic & Work Sequence. All co-op students and applicants are required to obtain a minimum of 70% cumulative average or higher after their first two full time semesters in order to be eligible to continue in co-op or be admitted to co-op. Refer to the Undergraduate Calendar for all academic conditions for continuation of study.

A completed application package includes the following (forms are available at [www.uoguelph.ca/coop](http://www.uoguelph.ca/coop)):

1. **Co-operative Education Admission Request form**
2. **Co-op Academic & Work Sequence Agreement form**
3. **An Undergraduate Schedule of Studies Change form** (included only if the student is changing/declaring majors)

Students must apply to co-op during their first year. Application deadlines vary as they are based on the schedule of studies for each major as indicated in the Undergraduate Calendar, and specifically the fulfillment of the COOP\*1100 requirement. For a list of all majors with a co-op option and the application deadline visit <https://www.recruitguelph.ca/cecs/co-op-students/co-op-admission/course-admission/co-op-application-deadlines>

### **COOP\*1100**

Students enrolled in Co-operative Education are required to take COOP\*1100 – Introduction to Co-operative Education, a mandatory, non-credit course designed to prepare students for the competitive employment process and co-op work terms. Students must take this course in the semester designated by their program as listed in the Undergraduate Calendar or as indicated by Co-operative Education.

### **Co-op Fees**

Like any service that the University offers, Co-operative Education has many costs. Students pay a co-op fee each academic and co-op work term contributing to approximately 2/3 of the costs associated with the co-op program. Co-op student fees are currently \$270 for each full-time academic semester and co-op work term (as approved by the Board of Governors and Senate). It is important to note that the co-op fees charged are not related to the services received in any one term, but are **amortized over the entire program**, totalling 8 academic semesters and all scheduled co-op work terms. Students admitted after their first academic semester will have an **altered payment schedule**, to be determined upon admission. It is the student's responsibility to ensure the altered payment schedule has been applied properly and is paid within the appropriate deadlines. **There is no application fee.**

**Please send your application and/or any questions to [cica@uoguelph.ca](mailto:cica@uoguelph.ca)**

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## Co-operative Education Admission Request

STUDENT ID

SURNAME

GIVEN NAME & MIDDLE INITIAL

SEMESTER/YEAR (ie F19)

EMAIL ADDRESS

@uoguelph.ca

**CO-OPERATIVE EDUCATION ADMISSION REQUEST (please check box if you understand and agree to the following):**

- ✓ There is no guarantee of admittance. I must be an eligible candidate and there must be space in the program.
- ✓ I understand that applications must be submitted to [cica@uoguelph.ca](mailto:cica@uoguelph.ca) by 4:00 p.m. on the last class day of the semester in which applications are due for my program.
- ✓ If admitted to Co-op, I agree to abide by the terms and conditions as set out in the Policy Agreement for Student Involvement in Co-operative Education at the University of Guelph.

### Current Schedule of Studies:

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DEGREE PROGRAM

(e.g. BCOM, BASC, etc.)

SPECIALIZATION

(e.g. Economics, Biochemistry, etc.)

### Revised Schedule of Studies:

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DEGREE PROGRAM

(e.g. BCOM, BASC, etc.)

SPECIALIZATION

(e.g. Economics, Biochemistry, etc.)

**:C** (Co-op)

### Alternate Sequence:

Select A or B (Biochemistry only)	
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### Total # of Transfer Credits:

For external students applying to Co-op, provide # of transfer credits	
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**\* The Co-op Office will confirm the co-op admission decision to the student's "@mail.uoguelph" account. \***

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FOR CECS OFFICE USE ONLY

FORMS: [ ] Academic & Work Sequence and Agreement [ ] Undergraduate Schedule of Studies Change Request (if applicable)  
APPLICATION: [ ] Entered in RG [ ] Student emailed confirmation of receipt [ ] File until In Course Admission Review  
GPA at Applicant Review: \_\_\_\_\_ Full Time: [ ] Acad1 [ ] Acad2 [ ] Applicant Eligible for Consideration  
ADMISSION: [ ] Approved [ ] Student emailed decision [ ] Sent to ORS [ ] Recruit Guelph updated  
[ ] Denied [ ] No space in program [ ] Failed FYR [ ] Sequence doesn't meet co-op requirements  
FEES DUE: [ ] 2 Terms [ ] 3 Terms (Fall)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### WHEN IS AN ACADEMIC & WORK SEQUENCE AGREEMENT REQUIRED?

- When applying to the co-op program as an in-course student (i.e. regular non-co-op student)
- When a current co-op student wishes to maintain their co-op status and change their specialization/major
- When a current co-op student changes their degree program and would like to be re-instated into the co-op program
- When a student has been admitted with more than 2.0 transfer credits, which may impact the student's sequence
- When a current co-op student deviates from the sequence published in the Undergrad Calendar (approval required)

### WHAT CRITERIA DOES THE CO-OP OFFICE HAVE FOR APPROVING A SEQUENCE?

As per the Co-op Policy (Section B.1.b.iv.) students are required to follow the academic and work sequence as per the Undergraduate Calendar. If, for one of the reasons listed on the sequence form, this is not possible, a revised schedule may be proposed. A Program Counsellor approves the academic scheduling and the Co-op Office has final approval of the sequence as it relates to co-op requirements and management of the co-op program. It must include:

- COOP\*1100, taken in the semester prescribed by the program
- one Fall co-op work term, unless otherwise prescribed by the program
- one Winter co-op work term, unless otherwise prescribed by the program
- one Summer co-op work term, unless otherwise prescribed by the program
- no more than five full-time academic semesters before beginning the first co-op work term
- the same number of co-op work terms as scheduled in the Undergraduate Calendar
- no more than two consecutive co-op work terms, unless prescribed by the program
- the final term as an academic term
- a list of courses scheduled for completion, clearly articulating the availability of courses in a particular semester
- full-time academic semesters, exceptions will be made for SAS registered students requiring an accommodation.

If a student is requesting a sequence revision for **disability related accommodation**, they are encouraged to connect with Student Accessibility Services, who will work with the Co-op team to determine next steps.

### SCHEDULING COOP\*1100

COOP\*1100 is offered in Fall and Winter semesters based on the major and is taken in addition to a regular course load.

### WHAT APPROVALS ARE NECESSARY?

If the proposed Academic & Work Sequence does **NOT** follow the Undergraduate Calendar **OR** you are transferring majors/changing your degree program, your Program Counsellor **MUST** approve your modified sequence in order to verify that degree requirements are being met and course availability has been taken into consideration. A Program Counsellor can assist you in the creation of a schedule.

If the Academic & Work Sequence follows the Undergraduate Calendar, you may return the form directly to the Co-operative Education Reception desk without any signatures required.

### Prior to submitting to the Co-op Office for final approval it is advised that you make a copy for your own records.

- If you are applying to co-op or requesting a co-op transfer, instructions and associated deadlines can be found at [www.uoguelph.ca/coop](http://www.uoguelph.ca/coop) (guideline documents).
- Complete the Academic & Work Sequence Agreement to the best of your ability using the Undergraduate Calendar as a reference and contact a Program Counsellor for a meeting **ONLY** when approval is required for proposed sequence (if it does not follow the published schedule).
- If you are proposing a sequence that does not following the prescribed sequence, attach documentation explaining the reason.
- Submit to the Co-op Office with your completed application or transfer forms.

**Revisions to the Co-op Academic & Work Sequence Agreement that does not follow the prescribed schedule published in the Undergraduate Calendar must first be approved academically by a Program Counsellor/Co-op Faculty Advisor and then submitted for approval by the Co-op Office. Sequences may be declined if both approvals do not occur.**



## Co-operative Education Academic & Work Sequence Agreement

ID NUMBER	SURNAME	GIVEN NAME	DEGREE/PROGRAM (ie BENG.BIOE:C)
EMAIL ADDRESS		@uoguelph.ca	

**REASON FOR REVISED SEQUENCE** (select one item below and attach an explanation if sequence differs from the published schedule):

<input type="checkbox"/> Applying to Co-op (no explanation required) <input type="checkbox"/> Academic Scheduling (program change, transfer credits etc.) <input type="checkbox"/> Medical/Psychological/Compassionate Reasons	<input type="checkbox"/> SAS Accommodation Required (must disclose) <input type="checkbox"/> Employer requests to extend a co-op work term <input type="checkbox"/> Unable to secure co-op work term (no explanation required)
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**PROPOSED SEQUENCE:** Follow the *Undergraduate Calendar* when possible – write courses you plan to take each academic semester including COOP\*1100 and list completed courses/transfer credits in the box below. CIRCLE *Study, Work, or Off* for each semester and complete the **full sequence** (from your first year onwards).

	<b>TRANSFER CREDITS RECEIVED (LIST COURSES):</b>			<b>CREDIT RECEIVED FROM:</b>
				<input type="radio"/> ANOTHER INSTITUTION <input type="radio"/> UofG OPEN LEARNING
Academic Year (ex. 2018/2019)	FALL	WINTER	SUMMER	
	Study / Work / Off	Study / Work / Off	Study / Work / Off	
	Study / Work / Off	Study / Work / Off	Study / Work / Off	
	Study / Work / Off	Study / Work / Off	Study / Work / Off	
	Study / Work / Off	Study / Work / Off	Study / Work / Off	
	Study / Work / Off	Study / Work / Off	Study / Work / Off	
<i>(If approved)</i>	Study / Work / Off	Study / Work / Off	Study / Work / Off	

**This outline follows the Undergraduate Calendar.** YES  NO  *Program Counsellor MUST approve if you've selected NO.*

ONLY book appointments with academic departments if you **are NOT** following the published schedule in the Undergraduate Calendar.

I agree to the above proposed Co-op sequence. I understand that my schedule of studies can only be altered with the approval of both my Program Counsellor and Co-operative Education.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Counsellor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR CO-OP OFFICE USE ONLY</b> (Last Revised 2-Nov-2020)	[ ] Approved	[ ] Denied
[ ] Student emailed with receipt confirmation	SIGNED:	DATE:

Insert an [Undergraduate Schedule of Studies Change Form](#) signed by a Program Counsellor **if you are changing or declaring your major**