

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



Applying to Undergraduate Co-operative Education Programs

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.

Before applying to Co-operative Education at the University of Guelph, familiarize yourself with the co-op process here: <https://www.recruitguelph.ca/cecs/co-op-students/your-co-op-experience/co-op-process>

High School Admitted Students

In-course admission is only available for undergraduate degree co-op programs. The application process is competitive and is based on grades as well as the amount of available space in the program to which you are applying. Admission to co-op for current University of Guelph students is based on the following criteria:

- first year student registered in a [program](#) that offers co-op having completed no more than 3.0 credits* if applying for a program with a Fall application deadline or no more than 6.0 credits* if applying for a program with a Winter application deadline at the time of admission.
- minimum cumulative average of 70% (meeting the minimum cumulative average requirement does not guarantee your admittance to co-op).
- registered full-time each academic semester.
- agree to the schedule of studies for co-op as outlined in the [Undergraduate Calendar](#), or as approved by your Program Counsellor and the Experiential Learning Hub.

Note: for the Criminal Justice & Public Policy and Justice & Legal Studies co-op programs only students currently registered in the regular stream of these programs can be considered for the co-op option.

Deadline dates depend on the program of interest. Confirm the application deadline by reviewing the Co-op Application Deadlines here: <https://www.recruitguelph.ca/cecs/co-op-students/co-op-admission/course-admission/co-op-application-deadlines>

External Transfer Students

Students studying at another institution cannot apply directly for admittance to co-op at the University of Guelph. Students must first be accepted to Guelph and determine the number of eligible transfer credits towards their Guelph degree program. External transfer students may apply during the Summer semester up to the 8th class day of the Fall semester. Admission to co-op for external transfer students is based on the following criteria:

- acceptance into a program that offers a co-op option.
- 70% or higher admission average in your previous university or college courses (meeting the minimum cumulative average requirement does not guarantee your admittance to co-op).
- Students must be able to demonstrate that they will complete the necessary full-time academic requirement and are not beyond their second year of studies at the University of Guelph. Normally students with more than 5.0 transfer credits* will not be considered for admittance.
- agree to the schedule of studies for co-op as outlined in the [Undergraduate Calendar](#), or as approved by your Program Counsellor and the Experiential Learning Hub.

To determine if you are eligible for co-op, please visit: <https://www.recruitguelph.ca/cecs/co-op-students/co-op-admission/external-transfer-students>

*Normally all previously completed courses that count towards the program (core, restricted electives, electives) will be included when determining eligibility.

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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 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: _____



Co-operative Education Academic & Work Sequence Agreement for Undergraduate Degree Programs

The expectation is that all students follow their academic & work sequence as outlined in the Undergraduate Calendar for their cohort: <https://www.uoguelph.ca/registrar/calendars/undergraduate>

WHEN IS AN ACADEMIC & WORK SEQUENCE AGREEMENT REQUIRED?

- When applying to the co-op program as an in-course or external transfer 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 current co-op student deviates from the sequence published in the Undergraduate Calendar (approval required).

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

If a student is not able to follow the academic & work sequence as per the Undergraduate Calendar, 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 meet the following criteria:

- COOP*1100 prior to the first job search semester
- a Summer co-op work term, Fall co-op work term, and Winter co-op work term, unless otherwise prescribed by the program
- Summer work terms do not exceed the number scheduled in the Undergraduate Calendar or in the student's current academic & work sequence*
- total number of work terms do not exceed the number scheduled in the Undergraduate Calendar or in the student's current academic & work sequence*
- first co-op work term is scheduled and completed before the 6th full-time academic semester, unless otherwise prescribed by the program (e.g., One Health)
- a maximum of two consecutive co-op work terms, unless prescribed by the program
- final term is an academic term
- a list of all courses scheduled, with consideration regarding the availability of courses in a particular semester
- full-time academic semesters; exceptions will be made for SAS registered students requiring an accommodation

If you are proposing a sequence that does not follow the criteria as outlined above, attach documentation explaining the reason. There is no guarantee that sequences outside of this criteria will be approved. Only extenuating circumstances will be considered.

*Students can view their current academic & work sequence in Experience Guelph.

For further information, the Co-op Policy can be found here: <https://www.recruitguelph.ca/cecs/co-op-students/co-op-policies-and-processes/co-op-policy-agreement>

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 to verify that degree requirements are being met and course availability has been taken into consideration **prior** to submitting the form to Co-operative Education. **Sequences may be declined if your Program Counsellor and/or Co-operative Education do not grant approval.**

If the academic & work sequence follows the Undergraduate Calendar, you may submit the form directly to Co-operative Education at cica@uoguelph.ca without a Program Counsellor signature.

If you are submitting this form as part of an in-course completed application or transfer request, please submit all forms together. All forms can be found: <https://cecs.uoguelph.ca/co-op-students/co-op-forms/co-operative-education-status-forms>



**Co-operative Education Academic & Work Sequence Agreement
for Undergraduate Degree Programs**

0123456	FirstName LastName
ID Number	Full Name
email@uoguelph.ca	BENG.BIOE:C
Email Address	Degree/Program (ie BENG.BIOE:C)

DIRECTIONS: In the corresponding boxes below, write the courses you plan to take in each academic semester, including COOP1100. Completed courses/transfer credits must also be listed. Check *Study, Work, or Off* for each semester and **complete the full sequence** beginning with your first semester (even if already completed).

TRANSFER CREDITS RECEIVED AND FROM WHERE (LIST COURSES):

Academic Year (ex. 2022/2023)	FALL	WINTER	SUMMER
2022/2023	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*1300, BBB*1000, CCC*1000, DDD*1400 EEE*1000	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*1200, BBB*1200, CCC*1200, DDD*1200 EEE*1200	<input type="checkbox"/> Study <input type="checkbox"/> Work <input checked="" type="checkbox"/> Off
2023/2024	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off COOP*1100, AAA*2000, BBB*2300, CCC*2100, DDD*2000, EEE*2011	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*2200, BBB*2200, CCC*2200, DDD*2200 0.5 ELECTIVE	<input type="checkbox"/> Study <input checked="" type="checkbox"/> Work <input type="checkbox"/> Off COOP*1000
2024/2025	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*3000, BBB*3100, CCC*3300, DDD*3000, EEE*3000	<input type="checkbox"/> Study <input checked="" type="checkbox"/> Work <input type="checkbox"/> Off COOP*2000	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*3200, BBB*3120, CCC*3310, DDD*3000, EEE*3100
2025/2026	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*4000, BBB*4010, CCC*4000 1.0 ELECTIVE	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*4110, BBB*4220, CCC*4130, DDD*4210, EEE*4200	<input type="checkbox"/> Study <input checked="" type="checkbox"/> Work <input type="checkbox"/> Off COOP*3000
2026/2027	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*3300, BBB*4330, CCC*4320, DDD*3400, EEE*4011	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*4010, BBB*4002, CCC*4100, 1.0 ELECTIVE	<input type="checkbox"/> Study <input type="checkbox"/> Work <input checked="" type="checkbox"/> Off
2027/2028	<input type="checkbox"/> Study <input checked="" type="checkbox"/> Work <input type="checkbox"/> Off COOP*4000	<input checked="" type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off AAA*4410, BBB*4402, CCC*4450, 1.0 ELECTIVE	<input type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Off

Please feel free to attach an additional page if further semesters are required.

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

This outline follows the criteria listed on page 1. YES NO *You MUST attach an explanation if you've selected NO.*

As a Co-op student, I agree to the above proposed Co-op sequence. I understand that **I must study full-time** during each scheduled study semester unless registered with Student Accessibility Services. I understand that my academic & work sequence agreement can only be altered with the approval of both my Program Counsellor and Co-operative Education.

Student's Signature: _____ Student Signature _____ Date: MM/DD/YEAR _____

As a Program Counsellor, I confirm that the above proposed Co-op sequence allows this student to complete their program's academic requirements.

Program Counsellor's Signature: _____ ProgramCounsellor Signature _____ Date: MM/DD/YEAR _____



Co-operative Education Academic & Work Sequence Agreement for Undergraduate Degree Programs

ID Number Full Name Email Address Degree/Program (ie BENG.BIOE:C)

DIRECTIONS: In the corresponding boxes below, write the courses you plan to take in each academic semester, including COOP1100. Completed courses/transfer credits must also be listed. Check Study, Work, or Off for each semester and complete the full sequence beginning with your first semester (even if already completed).

TRANSFER CREDITS RECEIVED AND FROM WHERE (LIST COURSES):

Table with 4 columns: Academic Year (ex. 2022/2023), FALL, WINTER, SUMMER. Each cell contains checkboxes for Study, Work, and Off.

Please feel free to attach an additional page if further semesters are required.

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

This outline follows the criteria listed on page 1. YES NO You MUST attach an explanation if you've selected NO.

As a Co-op student, I agree to the above proposed Co-op sequence. I understand that I must study full-time during each scheduled study semester unless registered with Student Accessibility Services. I understand that my academic & work sequence agreement can only be altered with the approval of both my Program Counsellor and Co-operative Education.

Student's Signature: Date:

As a Program Counsellor, I confirm that the above proposed Co-op sequence allows this student to complete their program's academic requirements.

Program Counsellor's Signature: Date:

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