

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)**