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), where you will find general information about co-op and a list of key contacts. Use the Undergraduate Calendar (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.

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

Co-op is available in over 40 majors (see reverse for list). Admission is dependent upon space in the program, academic achievement, and an approved Co-op Academic & Work Sequence. All co-op students and applicants (regardless of time of admission) 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):

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 in either first or second semester to ensure that the Academic & Work Sequence published in the Undergraduate Calendar for your major (see reverse for specifics) can be followed.

**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. Depending on your major, COOP*1100 is scheduled for either semester two or three. Students must take this course in the semester designated by their program as listed in the Undergraduate Calendar (see reverse).

**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.**
Applying to Co-operative Education

APPLICATION DEADLINES

All majors with a co-op option are listed below. Application deadlines 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.

Winter Co-op Admission

Applications for the following programs must be submitted by e-mail to cica@uoguelph.ca by the last class day of the Fall semester of first year at 4:00 p.m. Decisions are made early in January so students will need to be prepared to act quickly to accept their co-op offer and register for COOP*1100 for the Winter semester (semester 2). Students may need a waiver to register for the course.

- Accounting (B.Comm.)
- Biochemistry (B.Sc.)
- Biological & Pharmaceutical Chemistry (B.Sc.)
- Biomedical Toxicology (B.Sc.)
- Chemistry (B.Sc.)
- Ecology (B.Sc.Env.)
- Environment & Resource Management (B.Sc.Env.)
- Environmental Economics & Policy (B.Sc.Env.)
- Environmental Sciences (B.Sc.Env.)
- Psychology (B.A.)

Summer Co-op Admission

Applications for the following programs must be submitted by e-mail to cica@uoguelph.ca by the last class day of the Winter semester of first year at 4:00 p.m. Decisions are made in early July, with a deadline of accepting the co-op offer within one week. Students in these programs must register for COOP*1100 for the Fall (semester 3) during the Summer Add Period.

- Adult Development (B.A.Sc.)
- Biological Engineering (B.Eng.)
- Biological & Medical Physics (B.Sc.)
- Biomedical Engineering (B.Eng.)
- Chemical Physics (B.Sc.)
- Child, Youth & Family (B.A.Sc.)
- Computer Engineering (B.Eng.)
- Computer Science (B.Comp.)
- Economics (B.A.)
- Engineering Systems & Computing (B.Eng.)
- Environmental Engineering (B.Eng.)
- Environmental Geomatics (B.Sc.)
- Food & Agricultural Business (B.Comm.)
- Food Industry Management (B.B.R.M.)
- Food Science (B.Sc.)
- Hotel & Tourism Management (B.Comm.)
- International Development Studies (B.A.)
- Management (B.Comm.)
- Management Economics & Finance (B.Comm.)
- Marine & Freshwater Biology (B.Sc.)
- Marketing Management (B.Comm.)
- Mathematical Economics (B.A.)
- Mechanical Engineering (B.Eng.)
- Microbiology (B.Sc.)
- Nanoscience (B.Sc.)
- Political Science (B.A.)
- Physics (B.Sc.)
- Public Management (B.Comm.)
- Real Estate & Housing (B.Comm.)
- Software Engineering (B.Comp.)
- Sport and Event Management (B.Comm.)
- Water Resources Engineering (B.Eng.)

If you have questions about applying to the Coop program at the University of Guelph please contact the Co-op Office at (519) 824-4120 x52323 or email recruit@uoguelph.ca.

Please note: If you accept an offer from Co-operative Education, you will be asked to agree 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 for reference).