Adding Classes During Graduate Co-op Instructions

This form is to be used only for adding a course while on co-op. If you are adding and dropping courses at the same time, please verify which course is being dropped and which course is being added on this form. The standard Add/Drop/Withdrawal form will need to be used if you only require a drop or withdrawal from a course after your time ticket has closed.

Students wishing to add a course while participating in their co-op experience are required to secure eligibility verification from the Steinbright Career Development Center. Eligibility verification requires that the student secure the approval of the appropriate Steinbright representative (i.e., the student's co-op coordinator) before meeting with his or her academic advisor. The Steinbright representative will ensure that the requested course does not interfere with the student's co-op assignment and in some cases may outreach to the co-op to determine such. For more information, please review the Classes During Co-op policy at drexel.edu/scdc/co-op/graduate.

Students on co-op are permitted to register for a maximum of three (3) credits per co-op term. To complete this form, please follow these steps:
• Complete the form and submit it to your co-op coordinator or another appropriate Steinbright representative.
• Once the Steinbright representative verifies your eligibility, the form will be returned to you with his or her signature.
• Submit the completed form to your academic advisor for processing.

Adding Classes During Co-op Form

Your registration is subject to course availability within established enrollment limits. No new course sections will be added.

First Name ____________________________________________  Last Name ________________________________________

University ID __________________________________________   Drexel Email ________________________________

Term:         ______ Fall     ______ Summer

Select your College/School:
______ Biomedical Engineering                                   ______ Computing & Informatics    ______ Hospitality and Sport Management
______ Business                                                               ______ Engineering

<table>
<thead>
<tr>
<th>CRN # (i.e., 32204)</th>
<th>Subject/Course ID (i.e., MATH 630)</th>
<th>Section</th>
<th>Credits</th>
<th>Online Course (Yes/No)</th>
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Co-op Coordinator __________________________________     Academic Advisor _______________________________________

Signatures

Student Signature ________________________________________  Date __________________

Co-op Representative __________________________________  Date __________________

Academic Advisor _______________________________________  Date __________________