



Classes During Co-op

Revised: January 3, 2013

Entities Affected by this Policy

All Students

Issuing Office

Office of the Provost

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I. Policy Statement

In an effort to better couple academics with a student's cooperative education experience, undergraduate students enrolled in a Co-op education program may register for one course (up to four (4) credits) during each term for which they are on a Co-op assignment without additional charge.

II. Guidelines

- According to existing Co-op policy, students on Co-op are permitted to register for a maximum of six (6) credits per Co-op term.
- A maximum of one (1) undergraduate course (up to four (4) credits) may be taken without additional charge; if this course carries more than (4) credits, the additional credits are billed on a per-credit basis.
- If a student registers for a second course, the second course is billed on a per-credit basis.
- Registration is subject to the approval of both the student's Co-op coordinator and Academic advisor. The Co-op coordinator will ensure that the requested course does not interfere with the

student's Co-op assignment. Once assurances are in place, the academic advisor will review the request.

- Registration is subject to course availability within established enrollment limits. Closed Section Overrides will not be granted, no new course sections will be added, and students cannot wait list for a closed section.
- Registration for these courses begins Week 9 of the term prior to term of enrollment through an online time ticket in DrexelOne.

III. Adding Classes while on Co-op

A student who wishes to add a course while participating in a co-op experience can either register for courses beginning Week 9 of the term prior to term of enrollment through an online time ticket in DrexelOne. After the time ticket has closed, students must complete the [Classes During Co-op Form](#).

Steinbright will audit registration completed via the online time ticket and remove registration that does not meet previously stated guidelines. For registration completed via the Classes During Co-op Form, eligibility verification requires that the student meets with and secures the signature of the appropriate SCDC/Co-op representative (i.e. the student's Co-op Coordinator) before meeting with his/her academic advisor. The Co-op 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 employer to determine such.