

## Registration for Classes During Co-op: Overview

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This form is to be used for updating your course registration after your time ticket has closed for a term in which you are on co-op. Please contact your academic advisor for course drop requests.

Registration for classes while on co-op begins Week 9 of the term prior to the start of the respective term through an online time ticket in DrexelOne. The Monday before classes begin, the time ticket will close and students must complete the Classes During Co-op form.

Students wishing to add a course while participating in their co-op experience may be required to secure eligibility verification from the Steinbright Career Development Center. Eligibility verification is required for on-campus courses with a start time of 4:30 p.m. or earlier; online, evening, and weekend courses do not require eligibility verification.

Eligibility verification requires that the student secure the approval of the appropriate Steinbright representative (i.e., the student's Steinbright advisor) before meeting with their academic advisor. For on-campus courses with a start time of 4:30 p.m. or earlier, written approval from the co-op employer is required to approve the course registration.

For more information, please review the Classes During Co-op policy.

Students on co-op are permitted to register for a maximum of six (6) credits per co-op term. In an effort to better couple academics with a student's cooperative education experience, undergraduate students enrolled in co-op may register for up to four (4) credits during each term for which they are on a co-op assignment without additional charge. This policy is subject to the following guidelines:

- A maximum of four (4) credits may be taken per term without additional charge; if course registration exceeds four (4) credits, the additional credits are billed on a per-credit basis.
- Registration is subject to the approval of both the student's academic advisor and co-op advisor. The Steinbright advisor will ensure that the requested course does not interfere with the student's co-op assignment. In some cases, the co-op employer may be contacted.
- Registration is subject to course availability within established enrollment limits.
  - No new course sections will be added.
  - Closed section overrides will not be granted.
  - Students may not waitlist for a course.

### Waitlist Course Information

Co-op students may register for a waitlist of a closed section of a course during the open time ticket period. Any students registered for a waitlist course after the time ticket closes will be dropped from the waitlist as of the Tuesday before classes begin. As of the Tuesday before classes begin, this form will need to be submitted to register for a course.

### Instructions

To complete this form, please follow these steps:

- Complete the form and, if required, submit it to your co-op advisor or another appropriate Steinbright representative. Once the Steinbright representative verifies your eligibility, the form will be returned to you with the representative's signature.
- Submit the completed form to your academic advisor for processing.

Your registration is subject to course availability within established enrollment limits.



DREXEL UNIVERSITY

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## Adding Classes During Co-op Form

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

University ID \_\_\_\_\_ Drexel Email \_\_\_\_\_

Academic Year \_\_\_\_\_ Term: \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer

College/School \_\_\_\_\_

CRN # (i.e., 20758)	Subject/Course ID (i.e., ACCT 101)	Section	Credits	Does the course meet on campus at or before 4:30 p.m.?

Name of Your Co-op Advisor \_\_\_\_\_

Name of Your Academic Advisor \_\_\_\_\_

### Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_

Co-op Advisor \_\_\_\_\_ Date \_\_\_\_\_

(required for on-campus courses with a start time of 4:30 p.m. or earlier)