



For OUR Use Only

Processed by _____ Date _____

Office of the University Registrar
 3141 Chestnut Street, Curtis U 261
 Philadelphia, PA 19104

Classes During Co-op Form

Name _____
 Last _____ First _____ Middle Initial _____ E-mail _____

University ID Number Current Class Standing: _____
 (i.e. Junior)

Select Term Fall Winter Spring Summer Academic Year (i.e. 2008-2009) _____

- Select Your College/School
- Arts and Sciences
 - Biomedical Engineering Science and Health Systems
 - Education
 - Engineering
 - Goodwin College of Professional Studies
 - Information Science and Technology
 - LeBow College of Business
 - Nursing and Health Professions
 - Westphal College of Media Arts and Design

Online Course (yes/No)	CRN # (i.e. 20758)	Subj/Course ID (i.e. ACCT 101)	Section	Credits

TO BE COMPLETED BY STUDENT (Please Print)

Student Signature _____

Your Co-op Coordinator _____

Your Academic Advisor _____

TO BE COMPLETED BY THE SCDC:

Is the student eligible to participate in an online course? Yes No

Required Signatures

_____ Co-op Coordinator _____ Date _____

_____ Academic Advisor _____ Date _____

Classes During Co-op Rule Set

Adding Classes While Students Are “On Co-op”

A student who wishes to add a course while participating in his/her co-op experience can use this form to do so; however, students are required to secure eligibility verification from the Steinbright Career Development Center (SCDC). 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. For more information, please review the [Classes During Co-op policy](#).

- Classes during Co-op can only be added during the adjustment period, which begins one week prior to the beginning of the respective term and ends at the close of the second week.
- *Processing note: if the signature field for “Co-op Representative” is left blank, a student may be withdrawn from the course which he or she sought to add.*

Eligibility for Online Courses

Students employed in positions outside of a 50 mile radius of Drexel are eligible to participate in online courses using the Classes During Co-op privilege. Students with an interest in participating in the *Online Classes During Co-op* privilege will be required to first verify their eligibility with the Steinbright Career Development Center (SCDC) before registration into an online course can be authorized by the academic advisor. The SCDC will review:

- The applicant's employer information to verify that the student is employed a distance of 50 miles or more from campus.
- The student's status to verify that the student is at pre-junior, junior, or senior level status at the time of their application to participate in the privilege. Departmental restrictions may apply (i.e. nursing students who are taking the required online reflective course are not eligible to participate in the program). Students enrolled in a 4 year co-op program are eligible to participate in the privilege at the onset of their first co-op. 5 year co-op students must participate in at least one (1) co-op experience before gaining eligibility to participate in the online privilege.
- Applications and appeals will be considered on a case-by-case basis for eligibility.
- While on co-op, students are eligible to take one course, up to four credits, per term. Please review the official policy [Classes During Co-op policy](#).

Registration Process

To begin the registration process, please complete this form and follow the instructions below:

1. Students may either:
 - a. Complete the Classes During Co-op form and email it to their co-op coordinator. Include “Classes During Co-op” in the subject line.
 - b. Fax the completed form to 215-895-1473 with attention to their co-op coordinator.
 - c. Make an appointment with their co-op coordinator in the SCDC, located at 3201 Arch Street, Suite 250.
2. Once eligibility is verified by the co-op coordinator, the Classes During Co-op form will be returned to the student. The student will then deliver the form to his or her academic advisor to fulfill the registration requirements as outlined in the Classes During Co-op policy. Please visit the [Advisor Directory](#) for your advisor's contact information.

Registration Guidelines

- Registration is subject to the approval of both the student's Co-op Advisor and Academic Advisor. The Co-op 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.
- Students will be notified of their eligibility/ineligibility within 24 business hours of submitting the form to the SCDC.
- Registration is subject to course availability within established enrollment limits. No new course sections will be added.
- Registration for these courses opens one week prior to the beginning of the respective term, except for classes during Winter term, which will open the week prior to the Holiday break.
- The [Enrichment Course Policy](#) remains in place. Credits earned in an Enrichment Course count toward the six (6) credit per co-op term maximum.

To view your Co-op Coordinator information, please follow the instructions:

1. Login to DrexelOne (<http://one.drexel.edu>)
2. Click on the Students tab
3. Click on *More BannerWeb SCDC Services*
4. Once in the Main Menu click on *Resume Development*
5. In the upper right hand corner of the screen you will see a yellow box with your co-op coordinator's name