DREXEL UNIVERSITY
Drexel Central
Student Financial and
Registration Services

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Adding Classes During Co-op Form - Instructions

This form is to only be used 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.

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. After week 10 of the prior term, 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 are required to secure eligibility verification from the Steinbright Career Development Center (SCDC). Eligibility verification requires that the student secures the approval of the appropriate SCDC representative (i.e., the student's Co-op Coordinator) before meeting with their academic advisor. The SCDC 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.

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 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. This policy is subject to the following guidelines:

- A maximum of one (1) undergraduate course (up to four (4) credits) may be taken per term 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 Academic Advisor and Co-op Coordinator. The Co-op Coordinator 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 Week 10 will be dropped from the waitlist as of Monday of Week 11. As of Monday of Week 11 this form will need to be submitted to register for a course. The student will not be added to a course waitlist as of week 11.

Instructions

To complete this form please follow these steps:

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

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

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2014-2015 ADDING CLASSES DURING CO-OP FORM

First Name: _____ **Last Name:** _____

Drexel ID: _____ **Drexel E-mail Address:** _____

Select the Term you are requesting for: ☐ Fall ☐ Winter ☐ Spring ☐ Summer

Select your College/School:

- ☐ Arts & Sciences
- ☐ Biomedical Engineering
- ☐ Business
- ☐ Computing and Informatics
- ☐ School of Education
- ☐ Engineering
- ☐ Hospitality and Sport Management
- ☐ Media Arts & Design
- ☐ Nursing and Health Professions
- ☐ Professional Studies
- ☐ Public Health

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

Name of your Co-op Coordinator:_____

Name of your Academic Advisor:_____

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Student Signature: _____ Date: _____

Co-op Representative:_____ Date: _____

Academic Advisor: _____ Date: _____