

Taking a class on CO-OP

Procedure to enroll in a class while on CO-OP

A. Decide on the course you want to take, and its day and time, by referring to the Schedule of Classes for the upcoming term on the website

<http://coreapp1.drexel.edu/webtms/>

B. Print out an Add/Drop form from the web link

http://www.drexel.edu/provost/src/forms/Add_Drop_Withdraw_UCMAIN.pdf

C. Seek approval by obtaining your co-op coordinators signature on the Add/Drop form. Link for coop coordinators provided below

<http://www.drexel.edu/scdc/overview/contacts.html>

D. LeBow College of Business Advising Center will accept the Add/Drop form no earlier than 8:00 AM on the Monday, one week before the term begins.

Student Then Must:

1. Drop off the completed Add/Drop form in person to the Advising Office (located in the basement of Matheson Hall, suite 012), or faxing the form to the Advising Office at (215) 895-2089, or emailing the form to Lcob.askus@drexel.edu

2. Next, confirm the delivery of your Add/Drop form by sending an e-mail to Lcob.askus@drexel.edu or by calling the Advising Center at 215-895-2110.

3. Upon receipt of the Add/Drop form the Advising Center will email the student. The email will confirm the registration of the requested course or inform the student why we were unable to register the course.

NOTE: Enroll forms received before the day that is one week before the start of the term will not be processed.

Dropping/Withdrawing for a class while on Coop

1. Complete an Add/Drop/Withdraw form with the information requested
2. Sign the form and fax it to the Advising Center. Fax #215-895-2089
3. The course will be dropped if the request is received before the close of the adjustment period. The adjustment period end at 5:00 pm on Friday at the end of the second week of the term.
4. Thereafter, it will be a withdrawal when the request is received up until 5:00 pm on Friday of week six. No withdrawals are allowed after the end of week six.

Official University Policy

TAKING CLASSES WHILE ON CO-OP; Effective Fall 2007

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.

1. 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.
2. If a student registers for a second course, the second course is billed on a per-credit basis.
3. According to existing policy, students on co-op are permitted to register for a maximum of six (6) credits per co-op term.
4. Students are not eligible to register for online courses without charge. A student who registers for an online course will be charged at a per credit rate.
5. Registration is subject to the approval of both the student's Academic Advisor and Co-op 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.
6. Registration is subject to course availability within established enrollment limits. **No course overrides will be granted.**
7. Registration for these courses opens one week prior to the beginning of the respective term.
8. The Enrichment Course Policy remains in place. Credits earned in an Enrichment Course count towards the six (6) credit per co-op term maximum.

Revised: April, 2009