University of Victoria

CO-OPERATIVE EDUCATION WORK TERM REGISTRATION FOR UNDERGRADUATE STUDIES

UVIC STUDENT NUMBER: | V | | | | | | | | |

LAST NAME:	FIRST NAME:

SECTION 1:

EMPLOYER/COMPANY NAME:
EMPLOYER/COMPANY CITY, PROVINCE & COUNTRY (IF NOT CANADA):

SECTION 2: INDICATE WORK TERM AND NUMBER

TERM:	W/T NUMBER:		**INDICATE CO-OP PROGRAM:**
☐ SEP–DEC 20____	☐ WT 1	☐ WT 4	_____
☐ JAN–APR 20____	☐ WT 2	☐ WT 5	
☐ MAY–AUG 20____	☐ WT 3		

CO-OP COORDINATOR:

1) If this is an **extended** work term, indicate start & stop dates, and initial for confirmation
START DATE _____ STOP DATE _____ INITIALS _____
2) If student is in a **combined program** (e.g. Bioc/Chem)., confirm and initial INITIALS _____

IMPORTANT:

1) In order to be considered for **graduation** you must complete and submit an Application for Graduation to Undergraduate RECORDS by **Dec. 1st** for May graduation and by **July 1st** for November graduation.

2) You will not be sent a "Current Due" statement for the co-op program fee. This fee becomes overdue if not paid by the end of the first month of each work term; refer to calendar, Fees section.

WHEN WORK TERM POSITION IS ACCEPTED, SIGN AND RETURN COMPLETED FORM TO YOUR COORDINATOR
By signing this form you are agreeing to be registered in the above work term, and to abide by the terms and conditions of your Co-op Program.

FOR CO-OP USE ONLY:			
DEPT.	*CO-OP COURSE NUMBER*	*SECTION NUMBER*	*UNIT VALUE*

STUDENT SIGNATURE DATE

UNDERGRADUATE RECORDS USE ONLY:

Revised 11/27/09

INSTRUCTIONS:

- Fill in your V# and your name.
- Leave Section 1 blank; we will fill it in once you have secured a job
- Fill in Section 2
  - Indicate the term that you wish to be released (have access to the job board.)
  - Circle the co-op term number (1st co-op = WT 1)
  - Indicate which co-op program you are in (eg Anthropology, Economics, etc)
- Sign & date the bottom (above "Student Signature")
- Return to your Co-op Coordinator and start your job search! **If this is your first co-op term, book a meeting with your Coordinator to discuss your job search strategies.*

IMPORTANT!

By signing this co-op registration form, you are giving permission to the Co-op Program to register your co-op term once you've secured a job in the term you wish to be released. You can find a job through job postings on LIM and/or other posting sites, and can also use professional, academic and personal networks.

Let your Co-op Coordinator know if your co-op plans have changed.