



University of Victoria

CO-OPERATIVE EDUCATION WORK TERM
REGISTRATION FOR GRADUATE STUDIES

UVIC STUDENT NUMBER: V [] [] [] [] [] [] [] [] [] []

SECTION 1:

Form with fields for LAST NAME, FIRST NAME, EMPLOYER/COMPANY NAME, EMPLOYER CODE, and EMPLOYER/COMPANY CITY, PROVINCE & COUNTRY (IF NOT CANADA).

SECTION 2: INDICATE WORK TERM AND NUMBER

Form with checkboxes for TERM (SEP-DEC 20, JAN-APR 20, MAY-AUG 20), W/T NUMBER (WT 1-4), and INDICATE CO-OP PROGRAM (MASTERS, PhD). Includes CO-OP COORDINATOR instructions.

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.

COURSE DROP - If this work term placement necessitates an academic course drop, access usource.uvic.ca to drop the course(s). If you miss the deadline for dropping, an Academic Record Change Notice (Add/Drop Form), will be required. There will be a \$35 manual processing charge applied.

NOTE: A failing grade will be assigned to any course which is not dropped as required.

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.

PLEASE MAKE A COPY OF THIS FORM FOR YOUR OWN RECORDS

Table with 4 columns: DEPT., CRN, CO-OP COURSE NUMBER, UNIT VALUE. Header: FOR CO-OP USE ONLY:

GRADUATE RECORDS USE ONLY /COMMENTS: []

Table for signatures and dates. Columns: STUDENT'S SIGNATURE, SIGNATURE OF GRADUATE ADVISOR / PRINT NAME OF GRADUATE ADVISOR, DATE, SIGNATURE OF CO-OP COORDINATOR / PRINT NAME OF CO-OP COORDINATOR, DATE, APPROVAL OF GRADUATE ADMISSIONS AND RECORDS OFFICE (if applicable), DATE.

The University of Victoria collects personal information pursuant to the University Act, RSBC 1996, c.468 and section 26 of the Freedom of Information and Protection of Privacy Act. If you wish further information, contact the Office of the Registrar and Enrolment Services or read UVic Policy 4400. Access to Student Records at web.uvic.ca/reco/general/freedom.html. The information you provide on this form is used for the purposes of processing your request for course changes to your academic record and to update databases.