

# REQUEST TO ENROLL IN A COURSE DURING A CO-OP WORK TERM

## INSTRUCTIONS

The Ryerson Career and Co-op Centre and Ryerson University Departments and Schools recognize that the demands and duties of full-time employment should be a student's primary focus while on a co-op work term. Any activities that may detract from the work term duties should be avoided where possible, including taking academic courses.

However, employers may allow a student to take a course during a work term provided that doing so does not interfere with the student's work. If a student wishes to take a course during a work term s/he is required to discuss it with his/her supervisor to ensure that there are no conflicts with work.

Students and employers should discuss any impact of the following on work time:

- Class times and class work (travel time to and from Ryerson should be noted)
- Group work (meetings, presentations, research)
- Study time for tests and exams, etc.

If the supervisor/employer approves of the student taking a course, they are required to sign the Request to Enroll in a Course during a Co-op Work Term form below.

### **FOR STUDENTS:**

#### **Prior to registering for a course:**

- Students must apply for permission to attend the course (day, evening, distance, etc.) by submitting the form below (pg. 2) to their Co-op Faculty Advisor.
- The submission of a request does NOT guarantee permission to enroll. The Co-op Faculty Advisor may approve or decline the request at her/his discretion.
- If approved, students are allowed to enroll in the requested course. Students are allowed to attempt only ONE course per work term.

