Background

- Students are currently permitted to enroll in one academic course during their scheduled work terms (in addition to one PD course) or a maximum of two courses with their employer’s permission.
- Individuals who have not secured employment for their scheduled work term may wish to enroll in more than one course (and potentially drop their PD course) to remain academically engaged during the work term.
- Students are eligible to receive co-op work term credit for 12 weeks of employment. As a result, Co-operative Education and Career Action (CECA) supports students in securing employment well into their work term.
- The Add Date for courses for a given term usually falls before the final date that students can secure employment eligible for work term credit. Students cannot add courses once it is confirmed there is no possibility of receiving co-op credit for a given term.
- One month prior to the start of the work term, students scheduled for a work term had already received access to the job postings and dedicated CECA support for their employment search. As students have made significant use of CECA’s services at this point, a standard change in work/study sequence is not possible.
- Past work experience tends to be a greater influence on future employment success than additional academic study. Co-op students are encouraged to seek opportunities to build their non-academic skills during their scheduled work terms. Looking for part-time or volunteer employment opportunities may be more beneficial for most students than taking a full-time course load.

Terms and Conditions

Given the above background, the Faculty of Mathematics is willing to provide unemployed students with an opportunity to take a full-time course load during a scheduled work term, under the following conditions:

- The student will still be recorded by CECA as being on a scheduled work term for the term in question, though the student will no longer be eligible for co-op credit for that term. This will count as one of the work term opportunities that the student is entitled to.
- The student’s CECA Student Advisor must be informed that the student will no longer be eligible for co-op credit for that term.
- The student will need to secure employment in all remaining work terms to remain eligible to graduate with a co-op degree.
- By making a decision to “sacrifice” a scheduled work term to take full-time courses, the student forfeits the right to petition to graduate with fewer work terms or to re-schedule the forfeited work term at a later date.
- Given the potential negative implications of this decision on future success in a co-op program, the Faculty of Mathematics requires that students submit a formal request to enroll in full-time studies during a scheduled co-op work term to the Co-op Academic Advisor (coopmath@uwaterloo.ca). This request must include your name, student id number and answers to the following questions:
  o What does it mean to you to be in a co-op program? Why do you want to remain in co-op?
  o What are your plans for meeting your PD and work term report requirements?
  o With the understanding that CECA staff are still looking to find jobs for people in your position, why is it more beneficial to be in courses next term than to continue to work with CECA and/or boost your skills?
  o In sacrificing your work term you are putting yourself in a position where you need to be successful in your remaining work term opportunities.
    ▪ Are the courses you plan on taking going to help you in this regard?
    ▪ Are you doing a reduced-load to perhaps have time to engage in some career-building activities?
  o Are there any financial motivators behind your decision?
  o Have you advised your CECA Student Advisor that you will no longer be participating in the employment search?

Procedure

- Students must submit their request to enroll in courses during their scheduled work term no earlier than the last day of final exams and no later than the end of the first week of classes.
- JobMine and QUEST permissions to enroll in full-time courses will not be modified until after the first week of classes. Students scheduled to be on an academic term must have first priority for course enrollment.