

Process Title: Co-operative/Non-Co-operative Education program Transfers
Authorizer: Office of the Registrar, Associate Registrar
Effective Date: August 2014

BACKGROUND:

Students may request to transfer from the co-op stream to the non-co-op stream of the same program or vice-versa.

- Pre-determined application to transfer deadline dates are established by Co-op and Career Services, in consultation with Program Coordinators and the Registrar's Office for all affected programs
- Information on requirements to transfer and application deadlines is distributed to students via in-class sessions delivered by Co-op Advisors. This information is also emailed to the student's Conestoga account by the Co-op Advisor following the in-class information session
- Students wishing to transfer must first consult their Program Coordinator to ensure the feasibility of the transfer
- Students must complete and submit the Conestoga Co-op/Non-Co-op Education Program Transfer Form to their Program Coordinator
- Acceptance is processed for the semester prior to the first work term in order for students to be registered in the Co-op and Career Preparation course

SCOPE:

This process provides instructions for processing student requests to transfer from a non-co-op to a co-op stream or vice-versa.

NOTES:

- Program registration deadlines are critical as students must be registered in a co-op program to view co-op job postings. The student data is uploaded from SIS to MyCareer, the co-op job posting system
- Registration must be processed immediately upon confirmation from the Program Coordinator. Students transferring to the co-op stream will be pre-registered and have access to co-op job postings

INSTRUCTIONS:

- 1) Student completes and submits the Co-op Program Transfer Application Form to the Program Coordinator
- 2) Program Chair/Coordinator reviews the student record and
 - a) If denied, communicates the decision to the student using Conestoga email
 - b) If accepted, communicates the decision to the student and the appropriate Records Officer and Coop Advisor using Conestoga email.
- 3) Records Officer will:
 - a) enter the new program, level and semester into the student record

- b) set student to pre-registered status
 - a. If there is no space in the block, contact Scheduling Officer to increase the capacity in order for the transfer in to be processed.
- c) review the student's timetable to ensure the student will have the same timetable in the new program (noting the Academic Block)
- d) verify billing/fees (in MSGP) and Tuition Fee Agreement (TFA) to ensure the student has previously paid or made a payment deferral arrangement
- e) notify OSAP and Fees Officer of the change of program for student
- f) withdraw the student from the other program (i.e. end of fall semester), (reason - transfer to another program)
 - a. Subsequent semester(s) will automatically be de-registered
- g) set the student's enrollment record from 'Pre-registered' for the program to 'Set Ready for Registration' in order for the block and courses/sections to be assigned
 - a. If required, make changes to the same block (as indicated on the timetable from the non-co-op option program) and **add the liberal studies course, if selected**. The co-op option program design includes the Co-op and Career Preparation course, which is a pre-requisite for any work term
- h) communicate the information to the student using Conestoga email confirming their enrolment/registration and referring the student to the portal to verify fees and timetable

RELATED DOCUMENTATION & FORMS:

Co-op Program Transfer Application Form
Co-operative/Non-Co-operative Education Program Transfers
Co-operative Education Policy
Co-operative Education Program Design, Development and Delivery Procedure
Co-operative Education Policies, Procedures and Supports
Eligibility to Participate in Co-op Work Terms Policy
Eligibility to Participate in Co-op Work Terms Procedure