

Co-Op Registration Packet: Course Authorization Form

Students must make an appointment with the Coordinator of Cooperative Education & Coordinated Internship Services to complete the "Co-Op Registration Packet: Course Authorization Form" as a part of the "Co-Op Registration Packet" to be reviewed by the related Academic Department; transfer students should obtain a copy of the transfer College/ University transcript.

Purpose: Authorization of course details and course instructor is required for registration and facilitation of a Cooperative Education or Coordinated Internship course.

Submit to: Coordinator of Cooperative Education & Coordinated Internship Services

Student Contact Information:

First Name: _____

Last Name: _____

I.D. Number: _____

Home Telephone Number: (____) _____ Cellular Phone Number: (____) _____

Home Address: _____
Number & Street *city* *state* *ZIP*

NOVA Email Address: _____@email.vccs.edu

Co-Op Verification of Eligibility:

To be eligible to register for Cooperative Education or Coordinated Internship courses at NOVA, students must:

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|--|----------------------------|
| 1. Declared a major (degree or program of study) at NOVA | Verified: Yes or No |
| 2. Completed 15 semester hours of college credits or the equivalent, including transfer credit | Verified: Yes or No |
| 3. Completed a minimum of 2 courses for at least 6 credits directly related to the major and job | Verified: Yes or No |
| 4. Earned a cumulative G.P.A. of at least 2.0 | Verified: Yes or No |
| * Acquired the ability to write in either an A.P.A. or M.L.A. editorial style through the completion of ENG 111, an equivalent English Composition course, or individual study | Verified: Yes or No |
| * Completed a "Co-Op: Registration Packet" with the support of the Coordinator of Cooperative Education & Internships Services | Verified: Yes or No |
| * Obtained a C.P.T. if under an international student status from the Coordinator of the International Students Office | Verified: Yes or No |

Students are ineligible to register for Cooperative Education or Coordinated Internships courses at NOVA, if students have:

- | | |
|---|----------------------------|
| 1. Received the maximum of 10 total credits for completed Cooperative Education and/or Coordinated Internship courses | Verified: Yes or No |
| 2. Received unsatisfactory performance evaluations and/or grades below a "C" for previous Cooperative Education or Coordinated Internship courses at NOVA | Verified: Yes or No |
| 3. Classified as a status of Academic Warning, Probation, or Suspension -until removed | Verified: Yes or No |
| 4. Classified as a status that does not permit work in the United States of America -until removed | Verified: Yes or No |

Requested Cooperative Education or Coordinated Internship Course Information:

NOVA Campus: (Alexandria, Annandale, Loudoun, Manassas, Woodbridge, or E.L.I.): _____

Academic Department Name: (ie: Business, English, Engineering, Psychology, etc.): _____

Academic Department Course Prefix: (ie: BUS, ENG, EGR, PSY, etc.): _____

Course Number: (Cooperative Education-197/297 or Coordinated Internship-190/290): _____

Course Name: Cooperative Education or Coordinated Internship: _____

Academic Semester: (Fall, Spring, Summer): _____

Academic Session: (Regular, 1st, 2nd, or Dynamic - 6, 8, 10, 12, 14 weeks): _____

Requested Academic Department Instructor (Alternative Instructor May Be Assigned) _____

Academic Department or Academic Division Verification of Eligibility:

- | | | |
|---|------------------------|----|
| 1. Reviewed the "Co-Op Registration Packet" to include:
the highlighted relevant courses on the transcript, "125-038 Job Description Form",
"125-037 Release of Information Form," "125-040 Course Authorization Form," and
"125-041 NOVA Cooperative Education or Coordinated Internship Contract." | Authorized: Yes | No |
| 2. Assigned a qualified instructor from the Academic Department to instruct the course if the
Registration Packet was authorized and had the instructor sign the "125-041 Cooperative
Education or Coordinated Internship Contract" | Completed: Yes | No |
| 3. Entered the indicated course information into PeopleSoft if the "Co-Op Registration Packet"
was authorized and signed the "125-040 Course Authorization Form." | Completed: Yes | No |
| 4. Forwarded the authorized or unauthorized complete "Co-Op Registration Packet" via email
back to the Coordinator of Cooperative Education & Coordinated Internships Services. | Completed: Yes | No |

Acknowledgement of Authorization:

Coordinator of Cooperative Education & Coordinated Internships Services:

Printed Name: _____

Office: AN Campus; CA-105 B
Career & Transfer Center

Signature & Date: _____

Telephone: (703) 323-3719

Email: jmoffett@nvcc.edu

NOVA Academic Division Dean or Assistant Dean:

Printed Name: _____

Office: Building/Room _____ Campus _____

Signature & Date: _____

Telephone: () - _____

Email: _____@nvcc.edu