

## Registration Information for Cooperative Education and Specialist High Skills Major (SHSM) Cooperative Education Programs

**For students attending a Durham District School Board secondary school during the 2018/2019 academic year**  
(Printable checklists available in Appendix A and registration forms in Appendix B)

**Step 1:** Students MUST consult with their home school guidance department prior to registration. **Note:** *It is the responsibility of the student to ensure they have the appropriate pre-requisite for accelerated courses. Check with your guidance department to confirm you meet the requirements before registering.*

### **Step 2:** Registration Options

- [Register online](#). Remember to **PRINT** the registration receipt at time of registration  
**or**
- Call 905.436.3211 or 1.800.408.9619 to register Mon. to Fri., 8:30 am to 3:30 pm (extended office hours to 7:00 pm on June 25<sup>th</sup> and 27<sup>th</sup>, 2019)  
**or**
- Visit Durham Continuing Education, 120 Centre Street S., Oshawa, Mon. to Fri., 8:30 am to 3:30 pm (extended office hours to 7:00 pm on June 25<sup>th</sup> and 27<sup>th</sup>, 2019), to register.

**Step 3:** Durham Continuing Education will consult with the home school of your registration to complete the registration process.

**Step 4:** Visit [www.dce.ca](http://www.dce.ca), “Programs”, “Summer School”, “Cooperative Education Programs” and download the appropriate “Placement Information Form”. Complete and submit the form as directed by June 26, 2019.

**Forms received after June 26, 2019 may disqualify students from the program.**

**There are no student fees for individuals who currently reside in Ontario and who hold Canadian citizenship, Permanent Resident/Landed Immigrant status in Canada, or valid refugee status in Canada.**

**\*\*ADDITIONAL Student Fees for Non-Residents** – for students who reside out of the country and Visa students:  
**Accelerated Course: \$1825.00** (non-refundable) per credit, payable in full at time of registration. **Note: Non-Residents students must register IN PERSON.**

**Note: Eligibility rules** – see course information pages for further information.