

Undergrad Checklist for Co-op (UN 3002 Undergraduate Coop. Ed. Lab)

To Be Eligible for an Undergraduate Co-op, You Must:

- Have 29 credits or more
- Have completed at least one semester here at Tech as a transfer student
- Must be in good academic and social standing
- International students must inform the International Programs and Services (IPS) office of their co-op plans to ensure compliance with visa requirements

Before You Register:

- Meet with your academic advisor to discuss how co-op will affect your class schedule
- Check with Financial Aid to see how your scholarships/aid may be affected while on co-op
- Notify your residence hall of your co-op assignment if applicable
- Read the co-op web page for useful information and answers to frequently asked questions:
<http://www.career.mtu.edu/coop>

To Register:

Co-op is a special permission course—our office registers you after receiving the following information:

- A copy of your offer letter from your employer
- A completed “Undergraduate Cooperative Education Agreement Form” **signed by both you and your employer**
- Completed required sections of the “Student Information Form.” Some information can be emailed or called in to the Career Center

Additional Things to Do:

- Refer to the co-op web page for due dates and other important information about your co-op experience
- Change your mailing address to your new co-op address on the Student Records and Registration web site
- Pay for your co-op credits on time or your schedule will be dropped. Contact Accounting Services for billing questions. (906) 487-2243, 800-576-6484 or student-billing@mtu.edu
- VERY IMPORTANT!** Check your MTU email account frequently while on co-op. This is our primary method for contacting you. You will receive e-newsletters with reminders, deadlines and other pertinent information. If you would like, give us your work email address to receive newsletters.
- Contact the Career Center if you have any questions

I've read this checklist and know these items are important to complete/consider for a successful co-op:

Student Name (printed)

Student Signature

Date

Congratulations on getting this co-op assignment. We hope this experience proves to be a valuable learning opportunity. Have a great time and keep in touch!