Before leaving the University to report to your co-op assignment, make sure you have completed the following.

- Call the Office of Career Services at 336-334-7755 to make an appointment with the Assistant Director for Experiential Learning.
- Fill out and turn in “Prospective Co-op Student” form to the Office of Career Services. (on-line)
- Review Co-op Packet (on-line).
- Read, sign and turn in “Student Participation Agreement” form to the Office of Career Services. (on-line)
- Bring completed forms the day of appointment with Assistant Director for Experiential Learning:
  - Prospective Co-op Student Form
  - Student Participation Agreement Form
  - Copy of Offer Letter
- Enroll into the specific Co-op Course (pass/fail) for your classification. You will receive CRN # once you meet with the Assistant Director for Experiential Learning.
- Pay co-op fee to the Treasurer Office.
- Meet and/or email Housing and Residential Life representative to discuss housing issues (i.e., waive fee, housing for your return semester)
- Make an appointment with Financial Aid advisor to discuss any unique loans and/or scholarships.
☐ Make an appointment with your department advisor/chairperson to:
  o Inform them of your co-op assignment
  o Request academic credit
  o Discuss arrangements on how you will receive your new pin number while away on assignment so you can enroll into classes for the following semester.

☐ Contact your supervisor to confirm your starting date and the hours you are scheduled to work, and where to report.

☐ Confirm the office dress code, and if you will need proper identification for security purposes.

☐ Check with the company representative about housing and transportation.

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Before leaving your co-op assignment, make sure you have completed the following.

☐ Submit all forms listed below to the Assistant Director for Experiential Learning:
  o Report to Work
  o Policy
  o Student Evaluation
  o Employer Evaluation

☐ Receive your pin number from your advisor.

☐ Confirm housing arrangements.

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