



230 Chrysler Center 2121 Bonisteel Blvd.  
(734) 647-7160, [ecrc-coop@umich.edu](mailto:ecrc-coop@umich.edu)  
<http://career.engin.umich.edu>

### UNDERGRADUATE COOPERATIVE EDUCATION PROGRAM

The Cooperative Program combines academic study with relevant work experience. It is an optional program available to undergraduate College of Engineering and Computer Science students as early as the second semester of your freshman year, and a minimum GPA of 2.75. Work assignments correspond with the University's academic terms; a fall or winter term along with a spring/summer term is a traditional co-op assignment. Work assignments must be a minimum of 30-40 hours per week for a minimum of 6 weeks within your major during the academic term(s) as specified above.

### REGISTRATION AND REQUIRED DOCUMENTS

Registering for ENGR 400 notates your co-op work assignment on your transcript. ENGR 400 is 0-credit, but the university considers you a full-time student when you are enrolled in ENGR 400. The fee is \$212.19 for each working term. You must register for each term (Fall, Winter or Spring/Summer) that your job work assignment dates fall within.

To register for ENGR 400, you must add your assignment in ENGenius.Jobs via registration instructions below and upload the completed documents listed here:

1. **OFFER LETTER** from the employer that includes:
  - a. Job Title
  - b. Start/End Dates
  - c. Description of the work you will be doing
2. **CO-OP DEGREE PLAN** (signed by your academic advisor)

Students intending to take courses while on co-op assignment must have prior approval by the ECRC and their academic advisor. *NOTE: International Students ONLY: ask your academic advisor to sign your CPT paperwork at the same time as your Co-op Degree Plan (see more details below).*

You will not be registered for ENGR 400 until all of the required documents are completed and submitted via ENGenius.Jobs and approved by the ECRC. **You will receive an email confirming your registration in ENGR 400 from the ECRC Co-op Coordinator.** Incomplete within ENGenius.Jobs will delay your enrollment into ENGR 400.

If you are already registered for classes during an academic term and accept a work assignment, you must notify the ECRC Co-op Coordinator at [ecrc-coop@umich.edu](mailto:ecrc-coop@umich.edu) as you will be withdrawn from your classes.

### ENGenius.Jobs REGISTRATION INSTRUCTIONS

To submit Co-op paperwork: Within your [ENGenius.Jobs account](#) from the left side of the page select 'My Account & Skills Profile', then 'Co-op Program'. Click 'Add New Experience' under the Co-op Program to submit the paperwork to the ECRC. Please note you must attach a copy of your offer letter and a copy of your Co-op Degree Plan signed by your academic advisor, when submitting an assignment.

### CURRICULAR PRACTICAL TRAINING INFORMATION (CPT)

If you are an undergraduate international student interested in co-op and have an F-1 Visa, please visit <http://internationalcenter.umich.edu> or contact the U-M International Center regarding Curricular Practical Training.

The U-M International Center is located on Central Campus: 1500 Students Activities Building, 515 E. Jefferson Street, Ann Arbor, MI. 48109-1316, (734) 764-9310, [www.umich.edu/~icenter](http://www.umich.edu/~icenter), or by email: [icenter@umich.edu](mailto:icenter@umich.edu). You will need to complete an online CPT Workshop and have your academic advisor sign your CPT paperwork. CPT paperwork along with a copy of your offer letter must be submitted to the International Center.

## **EMAIL & CAEN ACCOUNTS**

While on your co-op assignment, your U-M Google email ([@umich.edu](mailto:@umich.edu)) will remain active. Access to the files stored in your CAEN Account will also remain active, but you may not be able to log in at CAEN computer labs during this time. Please continue to check your umich email, as you will be receiving messages regarding registration and updates from the Cooperative Education Program.

## **FINANCIAL AID**

If you have questions about your financial aid, contact the Office of Financial Aid, room 2011 SAB, Central Campus; or in the Entrée Office, 1212 Pierpont Commons, B430 LL, North Campus, telephone: (734) 763-6600, [financial.aid@umich.edu](mailto:financial.aid@umich.edu), or [www.finaid.umich.edu](http://www.finaid.umich.edu). Income from Co-op employment may affect your financial aid, please speak to the Financial Aid office about your specific situation.

## **SCHOLARSHIPS**

If you are receiving or intend to receive a scholarship, we strongly advise you to contact the Office of Financial Aid at (734) 763-6600, [financial.aid@umich.edu](mailto:financial.aid@umich.edu), 2011 SAB, Central Campus; and for Engineering Scholarships notify George Dendinos, (734) 647-7113, [gsd@umich.edu](mailto:gsd@umich.edu), in room 143 Chrysler Center, North Campus.

## **HOUSING INFORMATION**

Most out-of-state employers will help you arrange for housing and will discuss relocation to the job site. If you have on-campus housing through the U-M and have questions, student housing information is available at: <http://www.housing.umich.edu>. It is the student's responsibility to ensure the housing situation is resolved before leaving for a co-op assignment. If you are working in the Ann Arbor area and wish to remain in your current housing, speak to the housing department. The ECRC can write a letter to housing if needed.

If you have any questions or concerns while on your co-op work assignments, please contact the Engineering Career Resource Center at (734) 647-7160 or [ecrc-coop@umich.edu](mailto:ecrc-coop@umich.edu).

# Co-op Degree Plan

Student Name: \_\_\_\_\_ UMID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Class Standing: \_\_\_\_\_ Major: \_\_\_\_\_

Please take the time to consider how a co-op will affect your graduation timeline. The school calendar year is divided into three four-month terms: **Fall** (September through December), **Winter** (January through April), **Spring/Summer** (May through August). In the worksheet below, start with your first co-op term and include every following term through graduation. For any terms that you will be doing a co-op, write CO-OP across the block in large letters. For academic semesters, provide the courses that you plan on taking. Please discuss your plan with your academic advisor and have him or her sign this form. The terms marked coop must match the dates on your offer letter and Cooperative Education Assignment form.

**NOTE: Co-op term must match Degree Plan AND dates on offer letter**

_____ TERM, 20__		_____ TERM, 20__		_____ TERM, 20__							
COURSE	CR.	COURSE	CR.	COURSE	CR.						
<b>CO-OP</b>											
_____ TERM, 20__		_____ TERM, 20__		_____ TERM, 20__							
COURSE	CR.	COURSE	CR.	COURSE	CR.						

**ACADEMIC ADVISOR SIGNATURE** \_\_\_\_\_  
**PRINTED ADVISOR NAME** \_\_\_\_\_  
**ACADEMIC ADVISOR PHONE NUMBER** \_\_\_\_\_ **DATE** \_\_\_\_\_