



Spring/Summer 2024 Co-ops
ENGR 400 Registration & Requirements

ENGR 400 combines academic study with relevant work experience. It is an optional course available to undergraduate College of Engineering (CoE) students as early as the second semester of their first year. This course carries 0 credit and serves as a placeholder for full-time enrollment while students work full-time during a cooperative education experience (co-op). Enrollment must coincide with the term associated with the dates of the co-op assignment. To be eligible, the student must have a GPA of 2.75 or higher, the co-op job duties must relate to the student’s major, and the student must work 30 to 40 hours per week for a minimum of 6 weeks. The fee is currently \$216.19 for each term. **This course is not available to students requiring CPT.**

Application Materials & Enrollment (before your co-op)

Requirements to apply for ENGR 400:

- 1) Attend one ENGR 400 - CoE Co-op Seminar (see [Engineering Careers](#) Events section for Seminar times)
- 2) Write Initial Essay (prompts in syllabus provided during Seminar)
- 3) Complete the application in [Engineering Careers](#) and upload the following documents:
 - a) **Offer Letter** from the employer that must include the following details:
 - i) Job Title
 - ii) Assignment Details including job responsibilities and location
 - iii) # of hours per week
 - iv) Start/End Dates
 - b) **Degree Plan/Academic Advisor Approval Form (signed by Academic Advisor)**
 - c) **Initial Essay**

Instructions to apply:

- 1) Log into your [Engineering Careers](#) account
- 2) Select ‘Internship/Co-op Course’
- 3) Click ‘+New Experience’
- 4) Follow prompts to submit all documents

You will not be registered for ENGR 400 until you have attended the required Seminar, have submitted all of the requirements listed above via Engineering Careers, and your application is approved by the ECRC. You will receive an email confirming your registration in ENGR 400 from the ECRC. Incomplete registration or missing documents will delay your enrollment into ENGR 400.

Note: If you are already registered for classes during an academic term and accept a co-op, you must notify the ECRC at coe-intern-coop@umich.edu as you will be withdrawn from your classes. You must receive permission from the ECRC to take classes (virtual or in-person) during your co-op assignment.

ITS Account

While on your co-op assignment, your U-M Google email (@umich.edu) will remain active. Access to the files stored in your CAEN Account will also remain active, however CAEN computer labs may not be available during this time.

Financial Aid and Scholarships

Income from Co-op employment may affect your financial aid, please speak to the Financial Aid office about your specific situation. Contact the Office of Financial Aid at (734) 763-6600, financial.aid@umich.edu, or www.finaid.umich.edu. If you are receiving or intend to receive a scholarship, we strongly advise you to contact the Office of Financial Aid. For Engineering Scholarships, notify coe.scholarships@umich.edu.

Housing

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, please contact Housing at housing@umich.edu. It is your responsibility to ensure your housing situation is resolved before leaving for your co-op.

Additional Course Requirements (during the semester; see syllabus for details)

1. Mid-Term Check-in Questionnaire
2. End of Term Essay

Enrollment and assignment due dates

Co-op Dates	Enrollment begins	Last day to enroll	Midterm Due Date	End of Term Essay Due Date
Co-ops taking place between May-August	04/08/2024	5/28/2024	6/15/2024	08/09/2024

ENGR 400

Degree Plan/Academic Advisor Approval

Student Name: _____ **UMID:** _____

Email: _____ **Phone Number:** _____

Expected Graduation Date: _____ **Major:** _____

Please take the time to consider how ENGR 400 may affect your graduation timeline.

- **ENGR 400** is 0 credit and serves as a placeholder for full-time enrollment while students work full-time during a co-op. This course must be taken in the term associated with the dates of your co-op and is **not available to students requiring CPT**.

The academic calendar year is divided into three terms: **Fall** (September to December), **Winter** (January to April), **Spring/Summer** (May to August). In the worksheet below, start with the term you are taking ENGR 400 and include all following terms through graduation. Please discuss your plan with your academic advisor and have them sign this form indicating their approval.

_____ TERM, 20__		_____ TERM, 20__		_____ TERM, 20__	
COURSE	CR.	COURSE	CR.	COURSE	CR.
ENGR 400	0				
_____ TERM, 20__		_____ TERM, 20__		_____ TERM, 20__	
COURSE	CR.	COURSE	CR.	COURSE	CR.

ACADEMIC ADVISOR SIGNATURE _____

PRINTED ADVISOR NAME _____

ACADEMIC ADVISOR PHONE NUMBER _____ **DATE** _____