

- **To-do Checklist**
 - Find an assignment through early registration, the TOC, or other means.
 - Discuss with your academic advisor whether or not a co-op experience is right for you. Please note that in most cases, a co-op will delay your graduation from ECE by at least one semester, so it is best to plan accordingly to see how your course schedule will be altered.
 - Complete a Job Acceptance form (signed by your co-op employer) and return to your academic advisor.

- **Housing**
 - Students living in on-campus housing should consult with Housing Services on how their co-op may impact their housing eligibility. See the [Housing Services website](#) for information and deadlines.
 - Students living on campus during the fall semester and accepting a spring co-op should complete a Housing Withdrawal Form. Contact Housing Services for information.
 - Contact Housing Services at rmassign@andrew.cmu.edu with any housing questions.

- **Financial Aid**
 - Each academic year students are re-evaluated for Financial Aid. Contact your [HUB liaison](#) with questions about how your financial aid may be altered.
 - Co-op students can defer loans for the co-op semester.
 - Notice is sent to Financial Services of those students on co-op.
 - Contact your academic advisor and HUB liaison if you do get a loan payment notice.

- **Tuition**
 - Students are registered for 0.0 units for co-op (18-390), they will not be charged tuition for that semester.

- **Registration for Following Semester**
 - Students on co-op will still be actively enrolled at Carnegie Mellon University.
 - Online registration for the following semester will be at the same time as all Carnegie Mellon students.
 - If you have difficulty registering please contact your academic advisor.

- **Returning to CMU**
 - Submit a 2-3 page report to your academic advisor upon your return to CMU. This report needs to explain the details of the work you completed while on assignment, as well as describe the overall co-op experience. This could include what you liked and disliked about the job itself, your employer, the registration process, the location, etc. If your company restricts you from providing detail about your specific assignment, submit what you can.