Cooperative Education Pre-Work Check List

Completing the items below are YOUR responsibility as a Co-op student.

Co-op Course

Register in a Co-op course each semester at work to protect both your academic and work status.

Engineering Students:
1) CEG 215-700  
2) CEG 225-700  
3) CEG 335-700

Business Students:
1) CCB 213-700  
2) CCB 223-700  
3) CCB 333-700


Fee Information

Co-op Course Fee $264

Pay your Co-op course fee in myBama prior to reporting to work. This covers all components of maintaining full-time status at UA.

Student Financial Aid

- If you complete the FAFSA, enter your co-op earnings under the additional financial information section. Select “Cooperative Education Program Earnings” category.

  For more information visit the financial aid website at financialaid.ua.edu or call the Financial Aid office at (205) 348-6756.

Scholarship Deferment

- The Co-op Program will communicate a deferment request on your behalf.

- If you take an academic course in addition to your full-time Co-op course, it is your responsibility to contact the Scholarships office at scholarships@ua.edu if you wish to use one of your scholarships to pay for that course. Our office does not recommend taking extra classes. If you do, we recommend paying for the class out of pocket to avoid losing a full-time scholarship term.

UA Housing Deferment

- To defer UA Student Housing visit https://housing.sa.ua.edu/apply/contract-release/ to read instructions on how to complete the Housing Contract Release Request at https://ssb.ua.edu/pls/APEX_PROD/f?p=163. You can indicate “Co-op” as the cancellation reason.

- For off-campus housing assistance in Tuscaloosa (subleases, short-term leases, etc), please visit https://offcampushousing.ua.edu/ or contact Janine McGee at jgmcgee@ua.edu or 205/348-8096.
**Miscellaneous Program Information**

**Work Address and Salary Survey**

The Co-op office will email the Work Address and Salary Survey early in the semester. Click the link to the survey in Handshake and complete. This is required.

**Co-op Evaluations (Student Work Report)**

The Co-op office will email work semester evaluations to students toward the end of each work term. Click the link to the survey in Handshake and complete. This is required.

**Academic Advising**

You must maintain your academic advising schedule even while at work.

Engineering students can be advised through e-advising or by a phone appointment if they are not on campus. For more information on how to be e-advised or how to schedule a phone appointment, please visit [http://students.eng.ua.edu/advising/advising-process/](http://students.eng.ua.edu/advising/advising-process/).

**Co-op Post Work Meeting**

All students returning from first term are required to participate in a Post Work Meeting with the co-op staff upon returning to campus.

**Co-op Website**

Co-op program requirements and up-to-date information are readily available at [coop.sa.ua.edu](http://coop.sa.ua.edu).

**Co-op ListServ**

Subscribe to the Co-op internet discussion list by sending an email to LISTSERV@bama.ua.edu with the text: SUBSCRIBE UACOOP FIRSTNAME LASTNAME. To send a message, use UACOOP@bama.ua.edu.

**Co-op Calendar**

Co-op calendar located at [coop.sa.ua.edu/cooperative-education/cooperative-education-program-calendar/](http://coop.sa.ua.edu/cooperative-education/cooperative-education-program-calendar/).

**News**

UA.edu will feature a release each semester with Co-op student and employer names.

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTACT</th>
<th>PHONE NUMBER</th>
<th>EMAIL</th>
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<tbody>
<tr>
<td>Engineering Student Services</td>
<td>Greg Singleton</td>
<td>205-348-1598</td>
<td><a href="mailto:gsingleton@eng.ua.edu">gsingleton@eng.ua.edu</a></td>
</tr>
<tr>
<td>Engineering Advising</td>
<td>Main Office</td>
<td>205-348-0750</td>
<td><a href="mailto:coeadvising@ua.edu">coeadvising@ua.edu</a></td>
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<tr>
<td>Financial Aid</td>
<td>Michelle Boteler</td>
<td>205-348-0319</td>
<td><a href="mailto:michelle.boteler@ua.edu">michelle.boteler@ua.edu</a></td>
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<td>Financial Aid</td>
<td>Jamie Burt</td>
<td>205-348-2986</td>
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<td>Scholarships Other Than Eng.</td>
<td>Carey Dickson</td>
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<td>Scholarships (Alumni)</td>
<td>Deborah Parr</td>
<td>205-348-7398</td>
<td><a href="mailto:dparr@alumni.ua.edu">dparr@alumni.ua.edu</a></td>
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<td>Scholarships (Engineering)</td>
<td>Mary Kathryn Poe</td>
<td>205-348-2589</td>
<td><a href="mailto:mkpoe@eng.ua.edu">mkpoe@eng.ua.edu</a></td>
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<td>Student Receivables/Act Card</td>
<td>Ellie Hooks</td>
<td>205-348-5356</td>
<td><a href="mailto:ehooks@fa.ua.edu">ehooks@fa.ua.edu</a></td>
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<td>PACT Plan</td>
<td>Kim Lake</td>
<td>205-348-8307</td>
<td><a href="mailto:klake@fa.ua.edu">klake@fa.ua.edu</a></td>
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<tr>
<td>Registration Help Line</td>
<td>Main Office</td>
<td>205-348-2020</td>
<td><a href="mailto:registrar@ua.edu">registrar@ua.edu</a></td>
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<tr>
<td>Registrar’s Office</td>
<td>Main Office</td>
<td>205-348-4886</td>
<td><a href="mailto:registrar@ua.edu">registrar@ua.edu</a></td>
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<td>Residential Life (Housing)</td>
<td>Aimee McKnight</td>
<td>205-348-8098</td>
<td><a href="mailto:amcknight@sa.ua.edu">amcknight@sa.ua.edu</a></td>
</tr>
<tr>
<td>Off Campus Housing</td>
<td>Janine McGee</td>
<td>205-348-8096</td>
<td><a href="mailto:jmgcee@ua.edu">jmgcee@ua.edu</a></td>
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<tr>
<td>Aramark (Meal Plan)</td>
<td>Elizabeth Keller</td>
<td>205-348-6816</td>
<td><a href="mailto:mealplans@bamadining.com">mealplans@bamadining.com</a></td>
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<td>Dining Dollars</td>
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<td>Ticket Office</td>
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