

Student Pre-Work Check List

IMPORTANT: Completing the items below is the responsibility of the Co-op Student.

Co-op Course

Students must register in a co-op course each semester at work prior to leaving campus.

- CEG 215-700 - Engineering Co-op Course Number For First Semester/Work Period
- CCB 213-700 - Business Co-op Course Number For First Semester/Work Period

Fee Information

- Co-op Course Fee for each work semester \$264
Your Co-op Fee must be paid using the on-line payment process on "MyBama" prior to reporting to work.
- Health Fee \$145 (approx.)
Optional but required if you plan to use the Student Health Center
To add the Health Fee you must email your request to Ellie Hooks at ehooks@fa.ua.edu. Be sure to include your name and CWID.

Student Financial Aid

- Financial Aid must be applied for each year, before March 1st, on-line by completing the free application for Federal Student Aid (FAFSA) at www.fafsa.gov. On 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 <http://financialaid.ua.edu/>, check your email for updates, MyBama.ua.edu. The Office of Financial Aid phone number is #205/348-6756.

Scholarship Deferment

- Co-op students may not use scholarship awards during work semesters. Your scholarship will be deferred by default during work rotation semesters. The Co-op Program will communicate a deferment request on your behalf.

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 Julie Elmore at jelmore@sa.ua.edu or 205/348-9647.

Miscellaneous Program Information

Work Address Card

Work Address Card must be submitted within 2 weeks after reporting to work. Supervisor will be contacted if not submitted. Complete and submit online at <http://coop.eng.ua.edu/forms/work-address-card/>.

Co-op Evaluations and Surveys

During each work semester the co-op office will email mid-semester evaluations and salary survey forms to students. Complete and return to Co-op Office as requested.

At the end of each work semester it is required that you complete and submit an on-line evaluation of your co-op work experience.

Co-op Post Work Meeting

All students are required to participate in a Post Work Meeting with the co-op staff upon returning to campus from their work semester. This is a mandatory meeting for all students and students will receive email notification of dates and times for meetings.

Co-op Website

Co-op Program Requirements are located on the website for reference. Additionally, required forms, contact information, and procedures are located on the website.

Co-op ListServ

Subscribe to the Co-op internet discussion list at <http://coop.eng.ua.edu/files/ListServ.pdf>.

Co-op Calendar

Co-op calendar located at <http://coop.eng.ua.edu/aboutcoop/co-op-calendar/>.

News

The University Relations Department will do a news release each semester on the UA website and possibly in your hometown paper with your name, major and Co-op Company.

UA CO-OP CONTACT LIST

DEPARTMENT	CONTACT	PHONE NUMBER	EMAIL
Engineering Student Services	Greg Singleton	205-348-1598	gsingleton@eng.ua.edu
Engineering Advising	Main Office	205-348-0750	coeadvising@ua.edu
Financial Aid	Michelle Boteler	205-348-0319	michelle.boteler@ua.edu
Financial Aid	Jamie Burt	205-348-2986	jamie.burt@ua.edu
Scholarships Other Than Eng.	Joshua Kirkland	205-348-7255	joshua.kirkland@ua.edu
Scholarships (Alumni)	Deborah Parr	205-348-7398	dparr@alumni.ua.edu
Scholarships (Engineering)	Saskia Clayton	205-348-6382	sclayton@eng.ua.edu
Student Receivables/Act Card	Ellie Hooks	205-348-5356	ehooks@fa.ua.edu
PACT Plan	Kim Lake	205-348-8307	klake@fa.ua.edu
Registration Help Line	Main Office	205-348-2020	registrar@ua.edu
Registrar's Office	Main Office	205-348-4886	registrar@ua.edu
Residential Life (Housing)	Aimee McKnight	205-348-8098	amcknight@sa.ua.edu
Off Campus Housing	Julie Elmore	205-348-9647	jelmore@sa.ua.edu
Aramark (Meal Plan)	Elizabeth Keller	205-348-6816	keller-elizabeth@aramark.com
Dining Dollars	Kristina Patridge	205-348-5686	kpatriidge@fa.ua.edu
Ticket Office	Main Office	205-348-2262	