

# 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](mailto: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 1<sup>st</sup>, on-line by completing the free application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://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 the following website at <http://housing2.sa.ua.edu/process/forms/contract/release.cfm> to complete the Housing Contract Release Request. 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](mailto: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 completing their 1<sup>st</sup> co-op work semester are required to participate in a Post Work Meeting with the co-op staff within 2 weeks of returning to campus from their work semester. All other students are not required to complete a Post Work Meeting.

### 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/files/A-Co-op-Calendar.pdf>.

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