___ Meet with Ali Fell in Career Services to receive a Co-op Handbook

___ Identify Co-op employer and navigate their process for hiring

___ Complete and submit the following forms to Career Services:
   ___ Co-op Application  ___ Co-op grid/course schedule  ___ Handbook Acceptance Form
   You can drop them by our office -or- Campus Mail CM15 -or- email: fell@rose-hulma.edu -or- FAX: 812-877-8930

___ Complete and submit Notice of Acceptance and Departure form with all appropriate signatures.

___ Notify RHIT mail services about your departure and return dates

___ Start co-op job

___ Half-way through each work term, fill out Mid-Term Evaluation and return it to Career Services via email

___ During the last 2 weeks of each work term, meet with immediate supervisor to discuss the Employer Evaluation. Note: Evaluations will be mailed to you approx. 4 weeks prior to the end of each work term.

___ 4-5 weeks into your last co-op term, you will receive an email from Career Services instructing you how to register for the next quarter’s classes. You will register on-line at the Registrar’s webpage.

___ Contact Financial Aid office to make sure everything is in place for the next term.

___ Within 2 weeks after your last work term, you will need to submit the following forms to Career Services:
   ___ signed and completed Employer Evaluation
   ___ signed and completed Student Evaluation
   ___ completed Co-op Reflection

___ You remain responsible for the following expenses each quarter:
   ___ $ See Registrar for specific amount.

For questions regarding these expenses, contact: Linda Price in Student Financial Services 812-877-8165.