GRADUATE STUDENT  
CO-OP PROCESS

APPLY TO CO-OP

ENTRY #1  
APPLICATION DEADLINE DECEMBER 31ST FOR A FIRST WORK TERM IN SUMMER AFTER 1ST YEAR

ENTRY #2  
APPLICATION DEADLINE APRIL 30TH FOR A FIRST WORK TERM FALL OF 2ND YEAR

ENTRY #3  
APPLICATION DEADLINE AUGUST 31ST FOR A FIRST WORK TERM WINTER OF 2ND YEAR

ELIGIBILITY REVIEW BEGINS
- FULL-TIME
- WITHIN TIMELINE FOR DEGREE
- AT LEAST 1 COURSE REMAINING

ATTEND JOB SEARCH KICKOFF EVENT
SIGN PARTICIPATION AGREEMENT

ACCEPTED TO CO-OP

PAY CO-OP FEES

START JOB HUNT

APPLY TO JOBS THROUGH MYSUCCESS PORTAL

CONDUCT SELF-DIRECTED JOB SEARCH

SCHEDULE AND ATTEND INTERVIEWS

RECEIVE JOB OFFER(S)

ACCEPT JOB!
IF SELF-DEVELOPED, GET CO-OP APPROVAL

PAY CO-OP FEES

BEGIN CO-OP WORK TERM!

GET PAID!

SITE VISIT OR RESPOND TO CHECK-IN EMAIL

SUBMIT WORK TERM REPORT BY DEADLINE

PASS

REPEAT PROCESS TO COMPLETE 2ND WORK TERM

COMPLETE FINAL STUDY TERM(S)

GRADUATE WITH CO-OP DESIGNATION!

FAIL

NOTE: WITHDRAWAL

VOLUNTARY: STUDENTS CAN WITHDRAW FROM THE PROGRAM AT ANY POINT THEY WISH EXCEPT WHILE ON A WORK TERM

INVOLUNTARY: STUDENT DOES NOT MEET PROGRAM REQUIREMENTS