UNDERGRADUATE STUDENT CO-OP PROCESS

**APPLY TO CO-OP**

**HIGH SCHOOL**
- Apply through OUAC during Carleton application

**CURRENT CARLETON UNIVERSITY STUDENT**
- Apply through internal application on co-op website between 1st and 3rd year depending on program

**FIRST YEAR**
- Attend co-op information sessions

**CO-OP ACCEPTANCE BASED ON THE FOLLOWING CRITERIA:**
1. Be registered in a program with co-op designation
2. Completion of 5.0 or more credits at Carleton University
3. CGPA and course requirements for degree program
4. Full-time status (minimum of 2.0 credits)

- Pay co-op fees

**SECOND OR THIRD YEAR**
- Register in co-op1000 online course

**SECOND OR THIRD YEAR**
- Attend co-op kickoff event

**START JOB HUNT**

- Pay co-op fees

**PASS ALL MODULES AND RESUME ASSIGNMENT**

- 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!**

**SITE VISIT OR RESPOND TO CHECK-IN EMAIL**

**SUBMIT WORK TERM REPORT BY DEADLINE**

- Get paid!
- Site visit or respond to check-in email

**COMPLETE FINAL STUDY TERM(S)**

**IN VOLUNTARY WITHDRAWAL FROM CO-OP PROGRAM**

- 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

**FAIL**
- Repeat depending on work-study sequence

**PASS**
- Complete final study term(s)

**GRADUATE WITH CO-OP DESIGNATION!**