**Cooperative Education Program Checklist**

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| Company: |  | Salary: |  |
| Supervisor: |  | Email: |  |
|  |  | Update the Co-op database: [opp.purdue.edu/our-programs/undergrad-co-op/how-to-apply](https://www.opp.purdue.edu/our-programs/undergrad-co-op/how-to-apply) > *Step 3* |
|  |  | Make an appointment to discuss the offer you have received. Provide a copy of your current offer letter.  |
|  |  | Notify your advisor of your updated plan of study indicating the semesters you plan to work.  |
|  |  | Depending on your rotation you will register for: *(CRNs will be posted on myPurdue)* |
|  | **BME 29199** Cooperative Experience I | Rotation 1: |  |
|  | **BME 29299** Cooperative Experience II | Rotation 2: |  |
|  | **BME 39399** Cooperative Experience III | Rotation 3: |  |
|  | **BME 39499** Ext Cooperative Experience IV | Rotation 4: |  |
|  | **BME 39599** Ext Cooperative Experience V | Rotation 5: |  |
|  |  | Must respond to Purdue email request for location of workplace every rotation. |
|  |  | Complete all OPP co-op deliverables each work rotation to earn a satisfactory grade and continue in program. |
|  |  | In order to get the Co-op Certificate and maintain your student status for insurance, PELL eligibility, visa status, etc., you must register for each rotation. You will only be charged the Industrial Co-Op Fee.  |
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|  |  | If you have already registered for classes, please drop them. |
|  |  | Defer your financial aid as needed. Please consult an advisor in the Division of Financial Aid (Bursar’s Ofc). |
|  |  | You are responsible for arranging your housing for during and after your co-op.  |
|  |  | When registering for classes, you will schedule a phone/video appointment with your advisor for your CRF.  |
|  |  | Please check your Purdue email regularly and read the weekly BME newsletter. |
|  |  | Upon your return to campus, you’re welcome to discuss your experience and transition back to Purdue. |
|  |  | Required to participate in BME 290 Experiential Learning video/interviews when next on campus. |
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| ***I understand that once I accept a Co-op offer, I have made a commitment to both the company and to the Weldon School. I am committing myself to fulfill the duration and program responsibilities.*** |
| Print Name: |  | GPA: |  | Date: |  |
| Signature: |  | New Grad Date: |  |