ACC 2910 or 2920 – Accounting Cooperative Education I or II

Student Pre-Registration Checklist

❑ I have visited the cooperative education website www.csmd.edu/cooperative and completed the co-op intake form available on that link.

❑ I currently have a grade point average of 2.0 or higher.

❑ I meet (or am in the process of completing) the co-op course prerequisites:
ACC 2910 - ACC 2020, ENG 1010 plus 6 additional credits toward degree or certificate
ACC 2920 – ACC 2910

❑ If I am not currently working or volunteering in the area of accounting, I will meet with an advisor at any campus to review my resume and start the search for a job or volunteer activity. During my search process, I will maintain contact with the advisor to update him/her on my progress. The advisor will assist me in the search but I am responsible for locating a work/volunteer site.

❑ Once I have identified an experience that involves accounting duties, I will contact the advisor and collect the information needed for the instructor's review. The advisor will forward the information to the Director of Advising, who will contact me with any questions or seek approval from the instructor for me for the course.

❑ I will keep in touch weekly with the Director of Advising for a status update on my request. Once the Director has received approval from the instructor, he/she will assist me with registration for the course.

❑ I have received a letter from the Director notifying me of the contact information for the instructor as well as a liability release form that I will review, sign and return via email or fax.

❑ When the semester begins, I will start the course per the directions stated in the letter. If I have any questions about the course, once I have registered, I will contact the course instructor.