

# ITS 2910 - Information Services Technology Cooperative Education

## Student Pre-Registration Checklist

- I have visited the cooperative education website [www.csmd.edu/cooperative/](http://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: 15 credits (including at least 12 ITS credits) toward a degree or certificate.
- If I am not currently working or volunteering in the area of information technology, I will meet with an advisor at my campus to review my resume and start the search for a job or volunteer activity. During my search process I will keep in 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 involving information services duties, I will contact the advisor and collect the information needed for the instructor to review. The advisor will forward the information to the instructor, who will contact me with any questions or approve me for the course.
- I will keep in touch weekly with the advisor for a status update on my request. Once the advisor has received approval from the instructor, she will assist me with registration for the course.
- I have received a letter from the Advising office 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.