

Jacobs School of Engineering Cooperative Education (Co-op) Pilot Program Details

Students who participate in the Jacobs School of Engineering Cooperative Education (Co-op) Program are expected to work full-time (30-40 hours per week) for the duration of their Co-op experience (Summer - Fall Quarter). The Jacobs School Corporate Affiliates Program (CAP) supports Co-op opportunities at our CAP industry partners only. The list of current CAP partners is available here: <https://jacobsschool.ucsd.edu/cap/membership>.

We strongly encourage students participating in the Co-op to register as either part-time or full-time students in the Fall Quarter, and take their department's internship course. If you are an international student, please see detailed instructions below about what steps you need to take to maintain your visa status and successfully participate in a Co-op.

Students who decide not to enroll full-time in Fall Quarter should carefully consider impacts to anything that may depend on them being a full-time student, such as, but not limited to: financial aid, health insurance, student housing, etc. Students who enroll as either part-time or full-time students are subject to all normal timelines, payments, and policy requirements for the classes in which they are enrolled. Students who choose not to enroll in classes for Fall Quarter will not be considered a UC San Diego student for that quarter. Please see the chart below for more information.

Special considerations apply for international students, as described below. International students should consult with an international student advisor at the [International Services and Engagement Office \(ISEO\)](#) before applying for Co-op positions.

Step-By-Step Process for Students

1. **TALK TO MAJOR DEPARTMENT:** Before applying for a Co-op, students should talk to their major department. In the meeting, please:
 - a. Review your course plan with your major academic advisor to determine if you are eligible
 - b. Discuss how to maintain your full-time enrollment (consider both summer and fall quarters)
 - c. **For international students:**
 - i. **Meet with an [International Services and Engagement Office \(ISEO\)](#) Advisor to understand how to apply for off-campus employment authorization, known as Curricular Practical Training (CPT).**
 - ii. Discuss eligibility for CPT, course enrollment requirements, and how to maintain your F-1 Visa Status.
2. **APPLY FOR CO-OP:** Apply through the Jacobs School Job & Internship Portal: <https://jacobsschool.ucsd.edu/cap/job-internship>. When applying, [sign and submit this document](#) as part of your application.
3. **CAP & PARTNER COORDINATION:**
 - a. CAP will share eligible applications with the CAP Partner (employer).
 - b. The CAP Partner (employer) will follow their own interviewing and selection process, and provide the offer directly to the selected candidate(s).
4. **CO-OP OFFER MADE:**
 - a. Students will receive a co-op offer directly from the CAP Partner.
 - b. **For international students:**
 - i. **APPLY FOR CPT:** International students need to apply for CPT with ISEO and wait for approval before starting any work.

Fall Quarter Enrollment options for Domestic Students participating in the Co-op Pilot

	Part-time Status (1-10 units)	Not Enrolled
Enrollment Options	Students may elect to enroll in their academic department's internship course, and elect the number of units for the course, if applicable. It is recommended that students take a minimum of 6 units. Please check with your academic advising team. Students may accomplish this through the internship course and classes that fit within their work schedule (i.e. early morning, evening or remote classes). For graduate students, they may enroll as a half-time student (1-6 units) and receive tuition reduction (see this link). If they enroll in 7-11 units, they will still need to pay full tuition.	Students may elect not to enroll for classes in Fall Quarter if they were enrolled in Spring Quarter.
Approval for enrollment status	Undergraduate students: Complete and submit the Part-time Study Application. Graduate students: Complete and submit the Half-Time Study Application by Friday of Week 2, if would like to enroll in 1-6 units.	Students will remain in good standing, and will be invited to register for Winter Quarter classes as usual if they were enrolled in Spring Quarter. It is recommended that students inform their college advisor that they are not planning to enroll in classes for Fall Quarter. For graduate students who are in good academic standing, they can submit a leave of absence at this link.

Tuition and Fees	Once approved for part-time status, students will be billed for one-half tuition and full fees.	Students will not be billed for tuition or fees.
Financial Aid and Scholarships	Students who are enrolled in any number of units may be eligible for Pell Grant. Students enrolled in 6 or more units and are approved for part-time status may be eligible for a portion of other University and State grants, as well as Federal Loans Consult with the Financial Aid and Scholarships Office on how individual financial aid packages may be reduced to reflect part-time status.	Students will not receive aid for Fall Quarter if not enrolled. Students must notify the Financial Aid and Scholarships Office if they are not enrolling in classes, or aid may be cancelled for the remainder of the year.
Federal Student Loan Deferment and 6-month Grace Period Student loan payments are in deferment while students are enrolled in the university. Students typically have a 6-month grace period from the time they graduate until the first student loan payment is due.	Students who are enrolled with 6 units or more will have no impact on their student loan deferment or the grace period.	If students are not enrolled for six consecutive months, they may exhaust the one-time grace period and receive a loan repayment bill. It is important to pay the bill on time to avoid delinquency and default. Once students are re-enrolled for winter quarter, loans will go back into deferment until graduation or until the student ceases to maintain half-time enrollment.
Health Insurance and Student Health Services	Students have access to Student Health Services and Counseling and Psychological Services. Enrollment in the UC Student Health Insurance Plan is automatic unless the student has an approved Health Fee Waiver for the quarter.	Students are not eligible for UC San Diego Health Insurance Plan and do not have access to Student Health Services or Counseling and Psychological Services providers.

Other Student Services (RIMAC, Library, etc.)	Students are eligible for all student services paid for by the student services fee.	Students are not eligible for student services paid for by the student services fee.
On-Campus Housing	Students are eligible for on-campus housing.	Students are not eligible for on-campus housing.

Summer Quarter Enrollment options for Domestic Students participating in the Co-op Pilot

	Enrolled	Not Enrolled
Enrollment options	Students may take summer session courses to stay on track for graduation.	Students can choose not to enroll in the summer session.
Approval for enrollment status	No approval required	No approval required
Tuition and fees	Students pay summer session tuition and fees.	Students will not be billed for tuition and fees.
Financial Aid and Scholarships	Students may be eligible for Pell grants, Federal Loans and campus financial aid. Students should complete the UC San Diego summer financial aid request form.	Students are not eligible for aid while not enrolled.
Federal Student Loan Deferment and 6-month Grace Period Student loan payments are in deferment while students are enrolled in the university. Students typically have a 6-month grace period from the time they graduate until the first student loan payment is due.	Summer enrollment generally does not impact loan deferments, assuming students were enrolled in 6 or more units during the term immediately preceding summer.	If students are not enrolled for six consecutive months, they may receive a loan repayment bill. It is important to pay the bill on time to avoid delinquency and default. Once students are re-enrolled for a given term, loans will go back into deferment until graduation or until the student ceases to maintain half-time enrollment.
Health Insurance and Student Health Services	Students who registered for Spring Quarter have access to Student Health Services. Students who were enrolled in the UC SHIP for Spring Quarter have continued coverage through the summer.	Students who registered for Spring Quarter have access to Student Health Services. Students who were enrolled in the UC SHIP for Spring Quarter have continued coverage through the summer.
Other Student Services (RIMAC, Library, etc.)	Students are eligible for all student services paid for by the student services fee.	Students are not eligible for student services paid for by the student services fee.
On-Campus Housing	Students are eligible for on-campus housing.	Students are not eligible for on-campus housing.

Internship Course Options by Department

	Undergraduate	Graduate
Computer Science & Engineering	CSE 197 Students can take one time for 4 units CSE 191 1 unit course for credit Students can take 3 times or up to 12 units, whichever comes first	CSE 297 Students can enroll for 12 units
Electrical & Computer Engineering	ECE 197 Students enrolled through the UCSD Co-op Program may request up to 12 units of academic credit.	ECE 298 Students enrolled through the UCSD Co-op Program may request up to 16 units of academic credit. More details here.
Mechanical & Aerospace Engineering	MAE 197	MAE 298
Chemical & Nano Engineering	Co-op internship process is being developed. Send questions via a VAC message to CNE undergraduate advising.	Co-op internship process is being developed. Send questions to NE-Gradinfo@ucd.edu.
Structural Engineering	SE 197 Students can take one time for 1-4 units; course will not satisfy any SE major requirement	SE 296 4-unit letter graded class; students need a professor's permission to enroll

International Students

International students who would like to participate in the Co-op are required to meet with their major academic advisor AND an international student advisor at the [International Students & Engagement Office \(ISEO\)](#) prior to applying for any Co-op positions. International students should consider the following in their meeting with an ISEO Advisor:

Full-Time Enrollment Requirements per quarter

F-1 students are required to enroll full-time in at least 12 units in each academic term - Fall, Winter and Spring quarters. In addition, no more than one (1) remote class per quarter can be counted toward the 12-unit, full-time enrollment requirement. Students may take additional online classes in excess of the 12-unit, full-time enrollment requirement. Note: Remote courses are denoted as "RCLASS" in WebReg. Hybrid classes do not count against the maximum of one online course towards full-time enrollment requirements.

- **Summer Session Enrollment Requirements:** Students will need to enroll in their academic department's internship course during the Summer Session to be eligible for employment authorization over the summer. The student may enroll less than full-time (less than 6 units in S1, S2 or S3) as long as the employment is within the summer course program dates. Graduate students may be eligible for ISEO's Summer Co-Op in lieu of course registration.
- **Fall Quarter Enrollment Requirements:** Students must enroll in a total of 12 units during Fall Quarter to maintain their visa status during the Fall Quarter. Students must enroll in their academic department's internship course. Certain internship courses may be taken for up to 12 units to achieve full-time student status.

Obtaining CPT Employment Authorization per quarter

Curricular Practical Training (CPT) is a type of employment authorization for F-1 students. It is an opportunity to participate in a paid position off-campus in your field of study during the time you are pursuing your degree. Students must submit a separate application to engage in CPT each quarter and wait for an updated Form I-20 from ISEO reflecting CPT approval on the second page before starting work. Visit [CPT.ucsd.edu](https://cpt.ucsd.edu) to learn about the steps required to apply for CPT. Visit iContact.ucsd.edu to meet with an ISEO Advisor.

Contact Information for Additional Questions

Financial Aid and Scholarships Office: finaid@ucsd.edu

Registrar Office: registrar@ucsd.edu

International Services and Engagement Office (ISEO): istudents@ucsd.edu;
<http://istudents.ucsd.edu>

Summer Session: summer@ucsd.edu

College advising: Virtual Advising Centers (VACs): <http://vac.ucsd.edu>

Contact Information by Jacobs School of Engineering Department:

	Undergraduate	Graduate
Computer Science & Engineering Department (CSE)	cstudent@ucsd.edu	wyamamoto@ucsd.edu
Electrical & Computer Engineering Department (ECE)	ececoop@ucsd.edu	ece-coop@ucsd.edu
Mechanical & Aerospace Engineering Department (MAE)	mae-ugradadm@ucsd.edu	mae-gradadvising@ucsd.edu
Chemical & Nano Engineering Department (NE)	Submit a request to the department through the Virtual Advising Center (VAC)	ne-gradinfo@ucsd.edu
Structural Engineering (SE)	se-sa@ucsd.edu	se-sa-grad@ucsd.edu