



Office of Cooperative Education
 Wilmington Campus
 Office: 910.362-7115 • Fax: 910.362.7152
<http://www.cfcc.edu/co-op>

COOPERATIVE EDUCATION ENROLLMENT APPLICATION

Application Date: _____

Semester to Enroll: _____

| STUDENT INFORMATION | | | | | |
|---------------------|-------------|---------------------|-------------|--------------------|------------|
| Name: | _____ | | | CFCC ID: | _____ |
| | <i>Last</i> | <i>First</i> | <i>MI</i> | | |
| Date of Birth: | _____ | Phone: | _____ | Email: | _____ |
| Address: | _____ | | <i>City</i> | <i>State</i> | <i>Zip</i> |
| Cumulative GPA: | _____ | Total Credit Hours: | _____ | Total Major Hours: | _____ |

| Desired Course(s) | PROGRAM OF STUDY | | | REGISTRATION CRITERIA |
|-------------------|-------------------------------|---------------------------------|---|--|
| | APPLIED SCIENCE | COLLEGE TRANSFER | | |
| COE 111 | AC: Accounting | FV: Film and Video | GS: Associate in Arts | 1. Students must be at least <u>18 years old</u> . 2. Students must have a minimum <u>cumulative</u> GPA of 2.0. 3. Students must have completed a minimum of nine (9) semester hours in their program of study with at least three (3) hours in a <u>core</u> major class. (Developmental classes cannot count toward a student's program of study.) Each program may have additional enrollment requirements. COURSE REQUIREMENTS Students must work at least 160 work hours at an approved work site for each credit hour of COE. Students must submit documentation of work hours, learning objectives, agreements, and required evaluations by all established deadlines. |
| | BA: Business Administration | HR: Hotel Restaurant Management | GS: Associate in Science | |
| COE 112 | CJ: Criminal Justice | ID: Interior Design | GS: Associate in Fine Arts | |
| COE 121 | CU: Culinary Technology | LG: Landscape Gardening | COE 111 will not count toward the required 64 SHC for graduation. (It can be the 65 th elective hour.) This course may not transfer to four-year institutions. | |
| | EC: Early Childhood Education | NT: Nuclear Technology | | |
| COE 131 | EE: Electronics/ Electrical | OS: Office Systems | | |
| | ET: Electronics Engineering | PA: Paralegal Technology | | |

| EMPLOYMENT INFORMATION | | | | |
|---------------------------|------------------------|-----------------|--------------|---|
| Current Employer: | _____ | | Supervisor: | _____ |
| | | | <i>Name</i> | <i>Title</i> |
| Address: | _____ | | | |
| | <i>PO Box / Street</i> | <i>City</i> | <i>State</i> | <i>Zip</i> |
| Job Title: | _____ | Dates Employed: | _____ | Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> |
| Duties: | _____ | | | |
| Job Placement Preference: | _____ | | | |

CFCC reserves the right to limit cooperative education opportunities based on location, suitability, appropriateness, and applicability.

RIGHTS OF STUDENTS

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Cape Fear Community College established various policies to ensure compliance with this legislation as stated in the *CFCC Catalog and Student Handbook*.

MEDICAL INSURANCE CERTIFICATION

The student is highly encouraged to be covered by adequate health and accident insurance. It is the *responsibility of the co-op student* to determine if they are adequately covered.

Insurance pamphlets concerning CFCC student accident insurance and information about purchasing health insurance for college students are available in the Business Office of the Wilmington Campus and at the McKeithan Center at the North Campus. The student accident insurance is a secondary policy and excludes injuries covered by workers' compensation or students who are injured while participating in paid co-op positions.

Students who need insurance should also check with their co-op employer to see if insurance is available.

Workman's Compensation Insurance

The co-op employer employing three or more employees is required to provide Workman's Compensation coverage at the place of employment. NC law requires these employers to provide this coverage.

Unemployment Insurance

By action of the federal government and the NC General Assembly, co-op students may not file for unemployment compensation while employed through the Co-op Program.

Cape Fear Community College *will not* be responsible for any accident and/or injuries, which occur as part of employment through the Cooperative Education Program.

Student

Date

Cooperative Education Coordinator or Cooperative Education Instructor

Date Approved

REMINDERS FOR STUDENTS:

Students must submit a separate application for **each** semester of cooperative education.

Applications must be approved by the student's instructor and the CFCC Cooperative Education Coordinator before students are permitted to register.