



348 Student Union I ♦ MSN 3B6 ♦ Fairfax, VA 22030-4444 ♦ 703-993-2365 ♦ 703-993-2361 (fax) ♦ COOP@gmu.edu

When an employer offers you a co-op position, including a Federal Government SCEP (Student Career Employment Program) position, you must first verify your eligibility (Step 1).

The employer MUST complete the required forms and return them to Career Services to qualify you for enrollment in Mason Co-op Program.

CAREER SERVICES / CO-OP ENROLLMENT PROCESS AND FORMS

Step 1: Verify Eligibility with the Co-op Program Assistant in Career Services\*

\*SOM students MUST go to SOM Career Services, Enterprise Hall, Rm. 008

- Review eligibility requirements
Complete the 'Intent to Enroll' form and attach your unofficial transcript
Return your paperwork and the Program Assistant will send you a Position Description form, and the SCEP Enrollment Agreement
Register for PatriotJobWeb (PJW)

Step 2: You and the employer:

- Complete and sign the position description and the SCEP Enrollment Agreement
If you have received a SCEP Agreement, turn it in to University Career Services (348 SUB I) for signature.
Note: Only University Career Services is authorized to sign SCEP agreements.

Step 3: Schedule an appointment with a career counselor/consultant

- Call Career Services at 703-993-2370 to schedule an appointment with a career counselor/consultant to finalize your enrollment

Step 4: Meet with a career counselor/consultant

- Bring your completed Position Description form and the SCEP Enrollment Agreement when you meet with the counselor/consultant
Pay the \$25 Co-op enrollment fee (exact cash or check payable to George Mason University).
Your counselor will request a follow up with you and your supervisor during your first semester of work in the form of a site visit or telephone visit

Step 5: Official enrollment in Co-op program for the academic term

- Official transcript notation is made by the Co-op Program Assistant for students enrolled in the Mason Co-op Program by the drop/add deadline each academic term.

Note: Reenrollment in the Co-op program is required for each academic term, including summer, while working.