

Saunders College of Business Co-op Registration Process

Please follow these steps to report your co-op through Job Zone on the Co-op Office's Web site.

1. Go to www.rit.edu/oce
2. Click on **Students**
3. Click on **Report Co-op or Internship** along the left navigation bar
4. Log in with your RIT computer account
5. Complete ALL information requested
6. Click on **Submit** at the bottom of the form
7. Receive your confirmation page

You will now be registered in SIS and on the Job Zone.

IMPORTANT: At the end of your Co-op, you will receive a message in your RIT email from ocevaluations@rit.edu. DON'T DELETE IT! Please read it and complete your evaluation.

Note for International Students:

International students need written authorization from the International Student Services Office and cannot co-op until three consecutive quarters of study have been completed. Please visit the office between Monday and Friday from 8:30 am to 4:30 pm, or contact the office at (585) 475-6943.