

Saunders College of Business Co-op Registration Process

Please follow these steps to report your Co-op through Job Zone.

1. Go to www.rit.edu/oce
2. Click on **Students**
3. Click on Report Co-op or Internship on 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 Job Zone.

IMPORTANT: At the end of your Co-op, you will receive a message in your RIT email from oceevaluations@rit.edu. DONT DELETE IT!
Please read it and complete your evaluation.

If you have any questions about reporting your Co-op, please email studentservices@saunders.rit.edu and we will address it as soon as possible.

Note for International Students:

International students need written authorization from the International Student Services Office and cannot Co-op until one consecutive year of study has been completed. Please visit the Office of Cooperative Education and Career Services office between Monday through Friday from 8:30 am to 4:30 pm, or contact the office at (585) 475-6943.