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.