

Supply Chain Co-op Checklist

This checklist will help ensure you maintain your full-time student status by enrolling in the 0-credit hour co-op classification status throughout the time of your co-op. Please complete all steps by the end of October if your co-op will start in Spring semester or the end of March if it will start in Summer or Fall. Reach out to the [SCM internship coordinator](#) with any questions.

- Co-op Approval:** Complete the [internship approval form](#)
- Consultation Meeting:** Schedule a conversation with the SCM internship coordinator by emailing scminternship@utk.edu or [setting up a meeting](#) to discuss your co-op
- Career Profile:** Update internship acceptance information in your [UTK Career Profile](#)
- Class Schedule:** If you are already registered for classes during the term in which you will be on co-op, drop all of them (except the “Co-op in Field” 0-credit placeholder class)
- Academic Advising:** Notify your advisor and discuss registration for the next term
- You must notify your academic advisor of your plans to be on co-op status and to discuss advising and registration for the term following your co-op
- Financial Aid / Scholarships:** Financial aid and scholarships are not automatically frozen during your co-op term. To put federal and university aid on hold, visit the One Stop forms page at <https://onestop.utk.edu/forms> to submit the electronic Hope and Institutional Scholarship Appeal Request form. You will upload a signed copy of this co-op checklist to that form. If you are receiving a scholarship from the Haslam College of Business, contact Dwight Stooksbury (dstooksb@vols.utk.edu) to discuss.
- Programs & Services Fee (OPTIONAL):** If you are working close to Knoxville and want to participate in student activities, you may elect to pay this fee by sending an email to onestop@utk.edu from your UTK account asking for the fee to be added. You must then pay by the payment due date for that semester
- Residence Halls:** You may remain in university housing should you have a local assignment. To be released from your housing contract, you must notify the hall director
- Parking:** Take your parking tag to Parking Services to obtain a refund for Spring semester
- SCM 489:** In the Co-op Approval form listed above, you will indicate your preferred semester to be registered for this 0-credit hour internship course following the co-op. The supply chain department will get this on your schedule

Sign below to confirm you understand the above instructions and ensure that the SCM internship coordinator signs and sends you an electronic copy of the completed form.

Student Name

Company and Position Title

Co-op Semester (e.g., Fall 2026)

Student Signature

Date

SCM Internship Coordinator

Date