



MATE TECHNICAL INTERNSHIP PROGRAM Enrolling in Cooperative Work Experience

In order to participate in a MATE Internship, you must be enrolled in a cooperative work experience or independent study course. You may either enroll at your home institution or at Monterey Peninsula College (MPC), where the MATE Center is located.

Regardless of where you register, you must provide written documentation of your enrollment to Tami Lunsford, MATE Internship Coordinator, prior to your internship.

If you enroll at MPC, follow these steps to enroll correctly:

1. Apply to be a student at MPC at <http://www.mpc.edu/newstudents/Pages/StepProgramSTEP1.aspx>. You can also go to www.mpc.edu and follow the links as a new student to apply.
2. Enroll in the Marine Technology cooperative work experience (COOP 91.25) course for 1-4 units, depending on which best fits your needs. If you are not sure for how many units to register, contact Tami Lunsford. You can enroll online using “WebReg” at www.mpc.edu.
 - a. The fees to register for summer cooperative work experience are \$20/unit for students in California and \$201/unit for out-of-state students.
 - b. If you register for fall cooperative work experience (for an internship that goes past mid-July), the fees include a \$5 student body fee and the tuition is \$210/unit.
 - c. You do not need to pay the Student Center or Health Fees (ranging from \$19-27 for summer or fall), as the course is off-campus. If the online program does not allow you to skip those fees, you can select to pay by check or cash and contact the Admissions and Records office and they will waive these fees.
3. Email Tami Lunsford with your enrollment information ASAP so she can get you online access to “MyMPC.”
4. Once Tami informs you that you have access, sign in to MyMPC at <http://mympc.mpc.edu>.
 - a. Click on “my site” to see the course for which you are registered.
 - b. Click and open the coop application.
 - c. Fill out the application online and submit it.