

## ***Registration Process***

A student who is approved to participate in A.I.P. registers for credits only after securing an approved internship. Once a student has secured an approved internship, he/she should:

- Contact the Career Center who will notify the Academic Department Head. Student application and resume should be submitted to the Career Center along with the Employer Information Form and job description, unless internship found through ColonialTRAK.
- The Academic Department Head or faculty designate ensures that the student's appropriate available credits and the job description credits are consistent.
- The Academic Department Head or faculty designate submits the prerequisite waiver for the credits. The student will automatically receive an email that the prerequisite waiver has been submitted and they may now register for the internship online, through the Center for Student Success, or by taking a printed copy of the email to the Student Support Center. Student should call the Career Center if email is not received within five days of notification of internship.
- Student may drop classes and add an internship through the first two weeks of the semester. After the two-week drop/add time, students should work with the Career Center for registration.
- It is each student's responsibility to register the internship, verify registration and financially clear.
- The Academic Department Head or faculty designate verifies the list of registered students with the Career Center.
- Students are expected to follow registration procedures in a timely manner. Failure to do so may result in additional registration fees or termination from the program. The Academic Department and the Career Center are not responsible for any late registration or add/drop fees.
- If you have been unable to secure an internship by the tuition due date, a rolling enrollment option is available. In conjunction with Academic Services and the Career Center, student may be preregistered for an internship using a temporary course code. Student will be permitted to register for internships as late into the term as the department head allows, providing there is enough time remaining in the term to support the desired number of credits. The internship must be completed within the current term.