ACADEMIC INTERNSHIP — Registration Instructions

YOU NEED THIS FORM to REGISTER FOR THE FOLLOWING:

- **Any TRAD, FOCUS or GRAD Academic Internship (Examples: BUS 4995, BIO 4995, HRM 4995, MIS 4997, MIN5995)**
- **Christian Service (MIN 1641-1644)**
- **Ministry Experience (MIN 3603-3604)**
- **Legislative Intern (POS2695)**

INSTRUCTIONS for the use of the Academic Internship Registration form

1. All students complete STEPS 1 & 2 of the Academic Internship Registration form.

Note: If you are registering for MIN 1641-1644, MIN 3603-4 or POS 2695 skip the electronic signature . Submit form directly to the Registrar's Office.

2. All students registering for Academic Internships (4999x level or above) must ALSO complete an Electronic Signature for the **Liability Release Agreement.**

- Logon to **http://theRock.nwc.edu**
- Click on **"Academics" tab**
- Go to **"Electronic Signature"** section on right-hand side of page
- TRAD students: Click on "**Continuing, Returning, or . . . "**
  FOCUS or GRAD students: Click on "CGS, FOCUS or Distance Ed"
- Scroll down and click on **"Liability Release Agreement/GST 4095"**
- Follow the instructions. This step will take approx.30 minutes

3. Submit completed registration form to **The Center for Calling & Career located in 4106 Nazareth Hall.**

The Liability Release Agreement MUST be completed BEFORE you start your internship!

Go to the "Calling & Career" tab on *theROCK* for complete instructions.

Academic Internship Registration Deadlines*

Fall Registration:
Last day to Add Quad 2 classes

Spring Registration:
Last Day to Add Quad 4 classes

Summer Registration:
Last Day to add Summer classes

Christian Ministry Students Only
Last Day to Add Semester length class

*deadlines do not apply to POS 2695, MIN 1641-1644 or MIN 3603-4

The Center for Calling & Career

NAZ 4106
651-631-5265
CareerDev@nwc.edu

NORTHWESTERN COLLEGE