

Softdocs etrieve - Form Instructions

CP Career Practicum Registration

Direct link to form: <https://domcentral.etrieve.cloud/Index#/form/153>

The screenshot displays the Softdocs etrieve interface. On the left, a sidebar menu shows 'Forms' selected. The main content area shows a list of forms under 'Business Office' > 'Career Programs & Employer Relations'. The 'Career Practicum Registration' form is highlighted. The form itself is titled 'Career Practicum Registration' and is for a 'student'. It includes instructions on how to use the form and a 'Student Information' section with fields for Student DU ID, Student Full Name, Student DU Email, and Student Personal Phone #. The form is partially filled out with 'Luce, Marjorie' and 'mluce1@dom.edu'.

Alternate access:

1. Open Softdocs etrieve: <https://domcentral.etrieve.cloud/Index>
2. Click on “Forms”
3. Scroll down to “Career Programs & Employer Relations” section (or use search box)
4. Click on desired form


Workflow process:

1. The student opens the form and their ID, name, email, & other information autofill.
2. The student completes these sections and signs.
 - a. Student Information
 - b. Career Practicum Information
 - c. Registrar Add/Drop
 - d. Employer Information
 - e. Student Agreement
3. The student receives an email confirming submission.
4. International Student Advisor approves or denies (if student holds F-1 or J-1 visa).
5. Career Programs Assistant Director approves or denies, then signs.
6. Advisor reviews and e-signs (skipped if not reviewed within 2 days).
7. Hiring Manager approves or denies, then e-signs.
8. Registrar reviews to complete add/drop.
9. Athletics reviews (if student is athlete).
10. Residential Life (Main or Chicago) reviews (if student lives on-campus).
11. Financial Aid reviews (if summer grant is requested).

12. The student receives an email of approval (or denial at step it occurs, including denial reason). Career Programs Assistant Director is cc'd on email.
13. The form files in Softdocs etrieve Content (document repository).
- ** Reminder email sent every day to person or department when a form is waiting at a step.

Softdocs etrieve issues: Please submit a Support Ticket to Information Technology
https://support.dom.edu/TDClient/2074/Portal/Requests/TicketRequests/NewForm?ID=CneTR2sN8Jk_&RequestorType=Service

Example screenshots for students (for staff & faculty, skip to page 10):

**DOMINICAN UNIVERSITY**
Office of Career Programs & Employer Relations
7900 W. Division St, River Forest, IL 60305

Career Practicum Registration

Form started by: student

Use this form to register for:

- CP 355 Internship
- CP 365 Research Assistantship Off-Campus (with an employer)

To register for:

- CP 365 Research Assistantship On-Campus (with a faculty member)

Please use the [Research Assistantship Registration On-Campus](#) form

Student Information

Student DU ID <input type="text" value=""/> <small>Autofill based on person completing form</small>	Student Full Name <input type="text" value="Luce, Marjorie"/> <small>Autofill based on person completing form</small>
Student DU Email <input type="text" value="mluce1@dom.edu"/> <small>Autofill based on person completing form</small>	Student Personal Phone # <input type="text" value=""/>
Student Emergency Phone # * <input type="text" value="(234) 567-8910"/>	Student Personal Address <input type="text" value=""/>

Student City	Student State	Student Zip Code
Melrose Park	IL	60160
Advisor Full Name	Advisor DU Email	
Stacy Kowalczyk	skowalczyk@dom.edu	
Major	Additional Majors or Minors	
LIS	No No No No No	
Total Credit Hours Completed	Work Authorization *	
60	I have a F-1 or J-1 Student Visa	
Type of Hold		
Graduated		
Description of Hold		
Registration Hold: Completed previous program		
To Resolve Hold		
Graduated Hold: Contact the college/school in which you plan to enroll to continue your studies.		
<p>Holds must be cleared BEFORE submitting this form</p>		

Athlete	Student Housing	Visa
No	Yes - Chicago	No Visa

Athletes & Students Living On-Campus

- Must maintain at least 12 credit hours at all times during school year + 24 credits every 2 semesters.

International students (F-1/J-1 visa) - Undergraduate

- Must maintain at least 12 credit hours per semester.

International students (F-1/J-1 visa) - Graduate

- Need 9 credit hours per semester (or 18 credit hours over 3 semesters).

International Students (F-1/J-1 visa) - CPT

- Did you meet with International Student Advisor to discuss working? If no, then schedule a meeting now. You must complete the [Curricular Practical Training \(CPT\) Request](#) form **BEFORE continuing this registration form or it could be denied.**

Check box *

☒ I understand these requirements as they apply to my situation.

Career Practicum Information

Internship/Research Assistantship Job Title *

Library Student Intern

Course *

CP 355 Internship

Academic Year * Academic Term * Academic Session *

2025-26 Fall III - Full semester

Academic Session

- To determine the specific dates, please reference DU's [Academic Calendar](#)

Start & End Work Dates

- These dates need to fall within the dates of the Academic Session

Start Work Date * End Work Date *

08/25/2025 12/05/2025

How many hours will you work per week? * <input style="width: 90%;" type="text" value="8"/>	Total Expected Work Hours in Semester * <input style="width: 90%;" type="text" value="120"/>
--	---

How many credit hours do you want to earn? *

1 cr hr = 40 hrs of work; or 2 = 80; or 3 = 120

To obtain the credit hours you want, then you are required to work the total hours listed below within the dates of the semester.

Total Number of Work Hours Required

120

Wage Type *

Unpaid

▼

I'm interested in learning about funding for my unpaid opportunity at a non-profit organization *

Yes

▼

If your Wage Type is "Unpaid," then you will see the above box (about non-profit).

Wage Type * <div style="border: 1px solid #007bff; padding: 2px; display: inline-block;">Paid Hourly</div> <div style="background-color: #007bff; color: white; padding: 2px 5px; margin-left: 5px;">▼</div>	Hourly Pay Rate * <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <div style="background-color: #f0f0f0; padding: 2px 5px; margin-right: 5px;">\$</div> <input style="width: 80%;" type="text" value="\$15.00"/> </div>
---	---

If your Wage Type is "Paid Hourly," then provide the "Hourly Pay Rate."

Wage Type * <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Stipend</div> <div style="background-color: #007bff; color: white; padding: 2px 5px; margin-left: 5px;">▼</div>	Total Stipend Amount * <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <div style="background-color: #f0f0f0; padding: 2px 5px; margin-right: 5px;">\$</div> <input style="width: 80%;" type="text" value="\$500.00"/> </div>
--	---

If your Wage Type is "Stipend," then provide the "Total Stipend Amount."

Registrar Add/Drop

How many semester credits are you currently registered for?

0

Add Credits *

3

Add Course Code *

CP 355

CP 355 or CP 365

Add Section Key *

01

01, 02, 03, etc.

Add Course Title *

Career Practicum

Add Instructor's Name *

Borsche, Eric

Do you need to drop any courses while submitting this form? *

Yes

Alternately, student can drop course(s) in MyDU BEFORE submitting this form

Drop Credits *

3

Drop Course Code *

ENGL 111

ENGL 101, ACCT 101, etc.

Drop Section Key *

01

01, 02, 03, etc.

Drop Course Title *

Introduction to Creative Writing

Drop Instructor's Name *

McMullen, Jasminum

What is your new total semester credits?

0

Employer Information

Hiring Manager Full Name *

Marjorie Luce

First Name then Last Name

Hiring Manager Email *

mluce1@dom.edu

Hiring Manager Phone # *

(456) 789-0123

Is the Hiring Manager also your
Supervisor/Mentor? *

No

Hiring Manager

- The person interviewing you and/or managing your onboarding to the company.

Supervisor/Mentor

- The person overseeing and guiding your day-to-day tasks, providing mentorship and feedback throughout the experience.

Supervisor/Mentor Full Name *

Pete Peterson

First Name then Last Name

Supervisor/Mentor Email *

ppeterson@dom.edu

Supervisor/Mentor Phone # *

(789) 456-1230

Employer Name (Company/Organization) *

Amazon

Employer Work Address *

123 Main St

Employer City *

Oak Park

Employer State *

IL

Employer Zip Code *

12345

Student Agreement

I AGREE TO THE FOLLOWING FOR THE DURATION OF MY CAREER PRACTICUM:

- I will learn and abide by my career practicum organization's policies and procedures
- I will arrive on time (10 minutes prior to the work day) and maintain my regularly scheduled hours
- I will act and dress professionally based upon organizational norms
- If I require time off, I will arrange it in advance with my direct supervisor, unless company rules state otherwise
- I will efficiently complete assigned tasks, be proactive in asking questions or requesting additional work, and be open to professional correction and advice
- I understand that I will receive a letter grade for my CP355 course; I will attend and complete all assignments along with the required final evaluation to receive credit for this opportunity
- I understand that I am an employee of the organization and not the university, and the university's involvement with the career practicum is limited to overseeing the educational aspects of the student experience
- I waive and release all claims against the university arising out of my employment with the career practicum organization; and agree to hold the university harmless with respect to all such claims, and all costs and expenses relating thereto
- I will remember that I am a reflection of Dominican University and will abide by [Dominican University's Code of Conduct](#); I understand my actions during my experience may affect future students' opportunities

A job description and offer letter are required. Please reach out to the Office of Career Programs (careers@dom.edu) if you have any questions about these documents.

Please attach the job description *

PDF and JPEG only

Drag and drop files here to upload

— OR —

+ Browse Files

Please attach the job description *

PDF and JPEG only

✓ [Job Desc.pdf](#)  

Please attach the offer letter *

PDF and JPEG only

✓ [Job Desc.pdf](#)  

Signatures

Student Signature *

I understand that this constitutes my legal signature on this document.

✍

Student Signature Date *

08/25/2025
📅

✓ Submit
📎 Attachments
↓ Download
🖨 Print

DON'T FORGET TO SUBMIT

Form errors:

All boxes with red asterisk must be completed to “submit” the form.

Student Emergency Phone # *

(999) 999-9999
!

Student Emergency Phone # is required

Student Personal Address

! Failed to submit Form
✕

Draft form:

Forms are automatically saved in the student’s Softdocs etrieve Central “Drafts” and can be resumed at any time.

etrieve | CENTRAL

Flow

📁
Inbox
>

📌
Activity
>

Forms

✍
Forms
>

📄
Drafts
>

Drafts
✕

🔍 Search Drafts

Drafts
EDIT

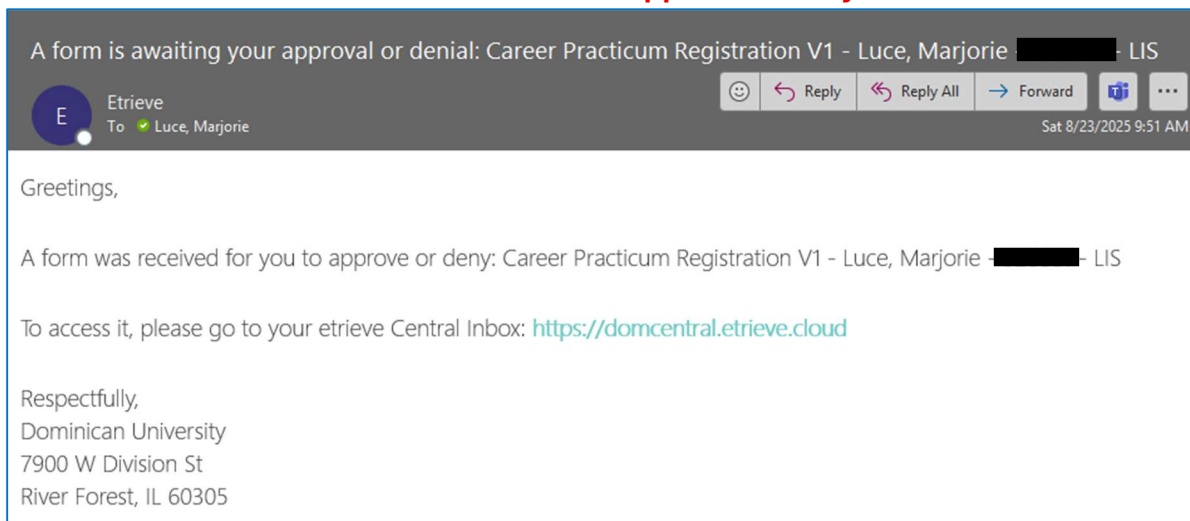
Career Practicum Registration

9

Example screenshots for staff & faculty:

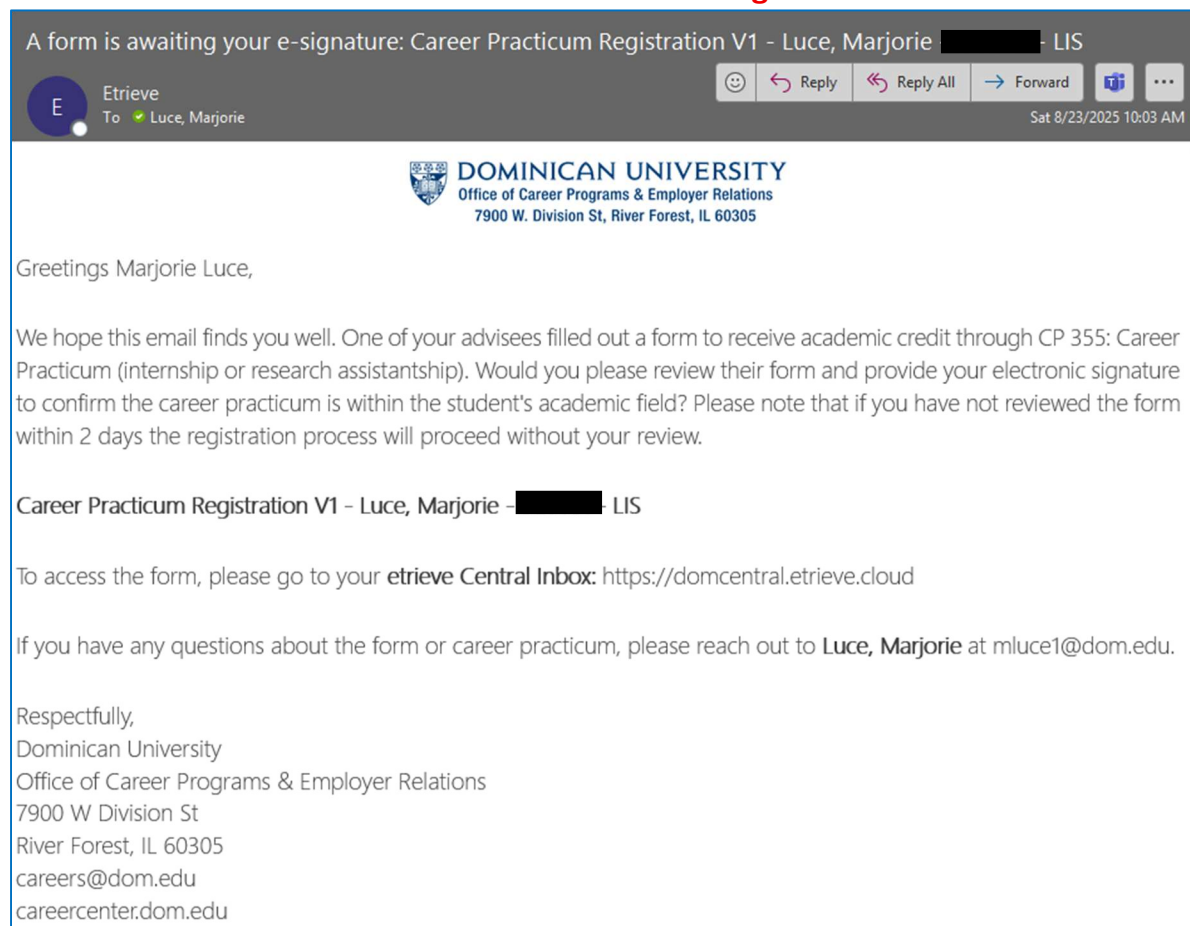
International Student Services & Career Programs

Receive this notification to **approve or deny** a form



Advisors


Receive this notification to **e-sign** a form










Employers

Receive this notification to **e-sign** a form


A form from Dominican University is awaiting your e-signature



Etrieve
To  Luce, Marjorie

 Reply Reply All Forward

Sat 8/23/2025 10:54 AM



DOMINICAN UNIVERSITY
Office of Career Programs & Employer Relations
7900 W. Division St, River Forest, IL 60305

Greetings **Marjorie Luce**,

We hope this email finds you well. A student at Dominican University filled out a form to receive academic credit through a career practicum at your organization (internship or research assistantship). Would you please review their form via the link below and provide your electronic signature to confirm their hiring?

[Softdocs etrieve form link](#) - Career Practicum Registration V1 - Luce, Marjorie - [REDACTED] LIS

We appreciate the time and expertise that you and your team will extend to our student during this opportunity. If you have any questions or would like to make a correction to the form, please reach out to **Luce, Marjorie** at mluce1@dom.edu.


For security purposes, you should not share this email or link with others.


Respectfully,
Dominican University
Office of Career Programs & Employer Relations
7900 W Division St
River Forest, IL 60305
careers@dom.edu
careercenter.dom.edu







Registrar, Athletics, Residence Life, & Financial Aid

Receive this notification to **review** a form

A form is awaiting your review: Career Practicum Registration V1 - Luce, Marjorie - [REDACTED] LIS



Etrieve
To  Luce, Marjorie

 Reply Reply All Forward

Sat 8/23/2025 10:57 AM

Greetings,

A form was received for you to review: Career Practicum Registration V1 - Luce, Marjorie - [REDACTED] LIS

To access it, please go to your etrieve Central Inbox: <https://domcentral.etrieve.cloud>

Respectfully,
Dominican University
7900 W Division St
River Forest, IL 60305

To open and process a form

1. Notifications sent to department email addresses - DO NOT click link in email
 - a. If sent to personal DU email addresses - OK to click link, then skip steps 2-4
2. Open an Incognito or Private browser
3. Navigate to Softdocs etrieve Central (<https://domcentral.etrieve.cloud>)
4. Log in with your department email address and password
5. Click on "Inbox," then a specific form in the center pane

The screenshot shows the etrieve CENTRAL web application. On the left is a navigation pane with sections: Flow (Inbox, Activity), Forms (Forms, Drafts), and Package Items (Career Practicum Registration). The main area displays the 'Career Practicum Registration V1 - Luce, Marjorie - 920...' form. The form header includes the Dominican University logo and name. Below the header, it states 'Form started by: student'. A section titled 'Use this form to register for:' lists two options: 'CP 355 Internship' and 'CP 355 Research Assistantship Off-Campus (with an employer)'. Below this, it says 'To register for:' and lists 'CP 355 Research Assistantship On-Campus (with a faculty member)'. A note indicates to use the 'Research Assistantship Registration On-Campus' form. The 'Student Information' section contains fields for Student DU ID, Student Full Name (Luce, Marjorie), Student DU Email (mluce1@dom.edu), and Student Personal Phone #. At the bottom of the form are icons for Approve, Decline, History, Attachments, Locked, Download, and Print.

6. Review the form and do any processing in other DU systems
 7. Scroll to the bottom of form and click "approve"
- **Only International, Career Programs, and Employer have a "deny" option****

This screenshot shows a section of the form titled 'CP Office Use Only'. It contains two fields: 'Student Status' with a dropdown menu showing 'Currently Enrolled' and a blue arrow icon, and 'Grad or Inactive Date' with a date picker icon. At the bottom of the section are icons for Approve, History, Attachments, Locked, Download, and Print.

Next are screenshots specific to: Advisors/International, Career Programs, Employers

Advisors & International - Sign & Date

Advisor Signature *

I understand that this constitutes my legal signature on this document.

Juana Sanchez

Advisor Signature Date *

08/24/2025

CP Office Use Only

Student Status

Currently Enrolled

Grad or Inactive Date

✓

History

Attachments

Locked

Download

Print

Career Programs - Name search, choose name, verify email address

Career Programs Assistant Director (CP AD) Information

How to Search for CP Assistant Director Information:

1. In the "Name Search" box, type the name of AD (first or last)
2. Wait a second or two for search to complete
3. Click on the "Search Results" dropdown arrow to see a list of choices
4. Choose the correct name
5. Confirm the email address displayed is correct
 - a. If email address is not correct, try search again
 - b. If supervisor name is not found, try search again

Name Search *

luce

type at least 3-4 letters

Search Results *

Luce, Marjorie

Lucero Merino

Lucero Ortiz

Marjorie Luce

CP Assistant Director DU Email *

mluca1@dom.edu

confirm email is correct

atures

Student Signature Date

Name Search *

Luce, Marjorie

type at least 3-4 letters

Search Results *

Luce, Marjorie


click arrow to see search results

CP Assistant Director DU Email *








mluca1@dom.edu

confirm email is correct

Denying with a reason

CP Assistant Director Signature * I understand that this constitutes my legal signature on this document.	CP AD Signature Date * 08/24/2025
	
Are you denying this Career Practicum?	
Yes	
If so, then provide a reason for the denial. *	
This internship does not fit with student degree needs.	
CP Office Use Only	
Student Status * Currently Enrolled	Grad or Inactive Date

Approving, no reason needed, choose student status

 Approve	Are you denying this Career Practicum?
	CP Office Use Only
	Student Status * Currently Enrolled
 Decline	Grad or Inactive Date
 History	
 Attachments	
 Locked	
 Download	
 Print	

Employers - Read agreement, enter job title, sign, date & approve (or deny)

Employer Agreement

THE ABOVE-NAMED COMPANY/ORGANIZATION AGREES TO THE FOLLOWING FOR THIS CAREER PRACTICUM:

ORIENTATION AND TRAINING

- Orient the student to all workplace expectations, including orientation and training specific to the career practicum.

MENTORSHIP

- Provide the student with a mentor who has subject matter expertise or relevant academic credentials to evaluate and guide the student.

WORK ENVIRONMENT

- Provide the student with a suitable location and necessary materials to work effectively.
- Maintain a safe, harassment-free, and discrimination-free workplace.

WORK EXPERIENCE

- Offer work experiences that relate to the student's educational studies and career goals.

FEEDBACK AND EVALUATION

- Provide feedback on the student's work, employability skills, and progress toward the career practicum's learning objectives.
- Meet informally, as necessary, with the career practicum assistant director during the work term to assess the student's progress or address any issues.
- Complete a formal electronic written evaluation with the student at mid-term and before the end of the career practicum as part of the student's course.

UNDERSTANDING AND COMPLIANCE: I understand that, for a credit-bearing career practicum, there are minimum hours required within the specified time outlined in this agreement. I will provide at least the minimum hours outlined in this agreement within the duration of the semester. (Please immediately advise the assistant director and the student in writing should this become an issue.)

If any of the career practicum details on this form need to be changed, please email the Career Programs Assistant Director listed above.

Employer Job Title (Hiring Manager, Supervisor or Mentor) *

Human Resources Director

Employer Signature *

I understand that this constitutes my legal signature on this document.

Juan Garcia

Employer Signature Date *

08/24/2025

CP Office Use Only

Student Status

Currently Enrolled

Grad or Inactive Date

Submit

Decline

Opt Out

Attachments

Download

Print

Signature Submission

By pressing "Accept", you are agreeing to signing this form electronically. Your electronic signature is the legal equivalent of your manual signature on the form. If something is wrong with the form and you cannot sign it press "Not Now".

If you disagree with electronic signing click "Not Now" and you will be taken back to the form where you have the option to "Opt Out" from using an electronic signature.

[ACCEPT](#) [NOT NOW](#)

Thank you for signing your form.