Softdocs etrieve - Form Instructions
CP Research Assistantship On-Campus Registration

Direct link to form: https://dom.etrieve.cloud/central/forms/327

Alternate access:
1. Open Softdocs etrieve: https://dom.etrieve.cloud/central
2. Click on "Forms"
3. Scroll down to "Career Programs & Employer Relations" (or use search box)
4. Click on desired form

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

Workflow process:
1. Student starts form and their information autofills.
2. Student completes their sections and signs.
3. Student receives an email confirming submission.
4. International receives an email notification to approve/deny, if applicable.
5. Career Programs Assistant Director receives an email notification to approve/deny.
6. Advisor receives an email notification to review (skipped if not done within 2 days).
7. Faculty receives an email notification to approve/deny.
8. Department Chair receives an email notification to approve/deny.

9. Dean receives an email notification to approve/deny.
10. Registrar processes approval requests.
11. If denied, notifications to: Student, CP Asst Director, Advisor, Faculty, Registrar
12. If approved, notifications to: Student, CP Asst Director, Advisor, Faculty, Registrar
13. Financial Aid receive email notification to review.
14. Athletics receive email notification to review, if applicable.
15. International received an email confirming registration.
16. Form files in Softdocs etrieve Content (document repository).
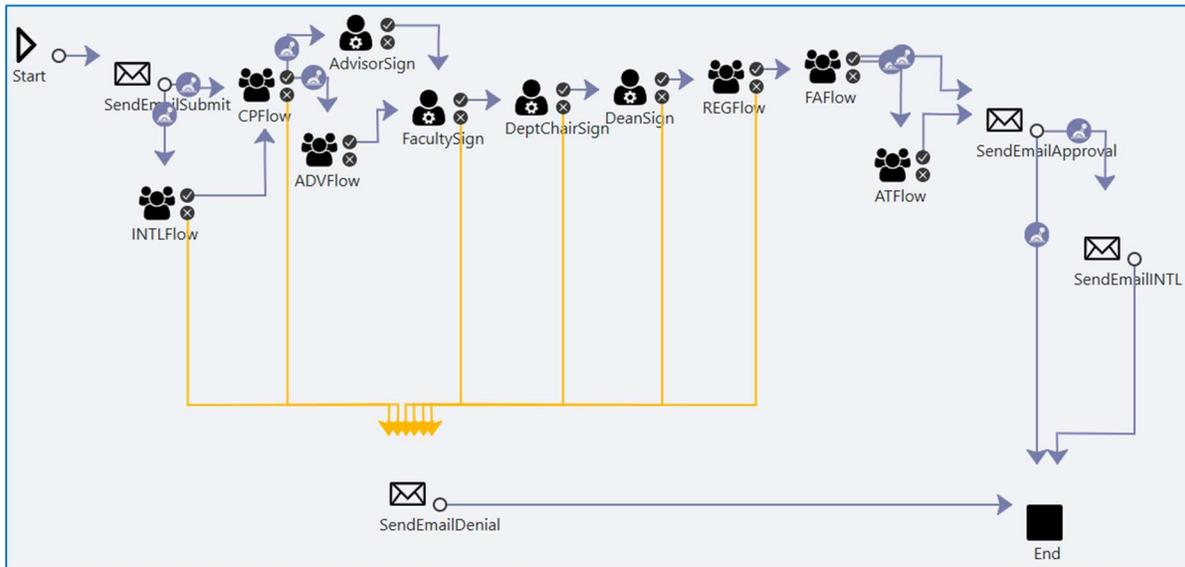
Submissions: Once someone touches a form (submitted, reviewed, approved, denied, or signed), then they can check the status at any time via their Submissions tab in etrieve Central. The form is viewable as it is filled out at that moment in time. It will show which step in the workflow it is at and the status. Each column can be sorted or filtered.

Needs Review = YOU need to act
In Progress = SOMEONE ELSE needs to act
Completed = All done!

Draft form:

A draft form will be saved automatically and can be resumed at any time (or deleted).

From the form list, click "edit," checkmark draft to delete, click trash icon.
Or simply hover over the draft form name, then click trash icon.

When a draft is open, it can also be deleted using trash icon at bottom of form.

Form errors:

All boxes with red asterisk must be completed to "submit" a form. If all required fields are completed & error message still appears, submit an IT Support Ticket using link on page 1.

Example screenshots:

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

Research Assistantship On-Campus Registration

Form started by: student

Use this form to register for:

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

To register for:

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

Please use the **Career Practicum Registration** form

Student Information

Student DU ID

9⬤⬤⬤⬤

Student Full Name

Marjorie Luce

Student DU Email

mluce1@dom.edu

Student Personal Phone #

3⬤⬤⬤⬤

Student Emergency Phone # *

(111) 111-1111

Student Personal Address

2⬤⬤⬤⬤⬤

Student City

Chicago

Student State

IL

Student Zip Code

6⬤⬤⬤

Total Credit Hours Earned

110

Division

UG

Prospective Graduate

Yes

Major

CPSCI

Additional Majors or Minors

No | No | MATHM | No | No

Type of Hold

Prospective Graduate

Description of Hold

Registration Hold: Prospective Graduate

To Resolve Hold

Prospective Graduate Hold: Schedule changes require a digital add/drop form

Holds must be cleared BEFORE submitting this form

Athlete	Resident Housing	Visa
Yes	No - Commuter	F-1

Work Authorization *

I have a F-1 or J-1 Student 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.

Add Course Information

Academic Year *
2025-26

Academic Term *
Spring

Select a Course *
CP 365 21

Course Code/Section
CP 365 21

Course Title
CAREER PRACTICUM:RESEARCH ASSISTANT

Location
ON-LI

Instructor Full Name
William Behun

Instructor DU Email
wbehun@dom.edu

Currently registered semester credits
0

New total semester credits
2

Research Assistantship Information

Research Assistantship Job Title *
Lab Research Assistant

Academic Session *
II = Second half of a semest

Start Work Date *
03/16/2026

End Work Date *
05/09/2026

Academic Session

To determine the specific dates, please reference DU's **Academic Calendar**

How many hours you will work per week *
10

Total expected work hours in semester *
80

How many credit hours you want to earn *
2

Total number of work hours required
80

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

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

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 *

Paid Hourly ⌄

Hourly Pay Rate *

$ $15.00

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

Wage Type *

Stipend ⌄

Total Stipend Amount *

$ $500.00

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

Will you pay for class in summer or defer credits to fall semester? *

Summer

Fall Deferment

If your Academic Term is summer, then you will see the above box. If you choose "Fall Deferment," then an Application for Summer Tuition Grant section will appear.

Application for Summer Tuition Grant

All students requesting a Summer Tuition Grant are required to complete this section prior to start of summer work/class. Students must be registered for at least 12 fall credit hours prior to requesting this grant. Students who alter their fall semester schedule may have the tuition grant rescinded and be expected to retroactively pay summer tuition fees for their research assistantship.

By signing this form you acknowledge that your summer tuition grant covers the cost of tuition associated with the summer research assistantship only **(not additional fees);** that you have already registered for 12 hours in the following fall semester (MAP-eligible students need to enroll in at least 15 hours for the fall semester); and that the combined hours from this tuition grant and the total enrolled hours from the following fall semester cannot exceed 18 hours without loss of the grant.

You further acknowledge that the tuition grant hours associated with your summer research assistantship in no way impact your enrollment status for the following fall semester (full-time, half-time, less than half-time) or eligibility for financial aid, participation in athletics, campus housing, or visa status, etc.

How many CP summer credit hours will you earn? *

2

How many CP summer credit hours do you want to use in tuition grant? *

2

no more than 3

Credit Hours Registered for Fall (before CP course add)

Credit Hours Registered for Fall (after CP course add)

3

minimum of 12; MAP-eligible students need minimum of 15

Faculty Information

Student must obtain approval from faculty before registering!

1. **Name Search:** type a few letters of the person's first or last name (NO comma)
2. **Search Results:** click dropdown arrow to see choices
   - choose the name with correct email
   - verify email is correct after autofill completes refresh

Faculty Name Search *

beyer

type at least 3-4 letters

Faculty Search Results *

Alisa Beyer - abeyer@dom.edu

Nicole Beyers - nbeyers@dom.edu

Faculty DU Email

Faculty Information

Student must obtain approval from faculty before registering!

1. **Name Search:** type a few letters of the person's first or last name (NO comma)
2. **Search Results:** click dropdown arrow to see choices
   - choose the name with correct email
   - verify email is correct after autofill completes refresh

Faculty Name Search *

Nicole Beyers

type at least 3-4 letters

Faculty Search Results *

Nicole Beyers - nbeyers@dom.edu

click arrow to see search results

Faculty DU Email

nbeyers@dom.edu

confirm email is correct

Faculty Department *

School of Education

Student Agreement

I AGREE TO THE FOLLOWING FOR THE DURATION OF MY RESEARCH ASSISTANTSHIP:

- I will learn and abide by my research assistantship 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 CP365 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 research assistantship 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 research assistantship 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

Please Check Here *

☐ I agree that Career Programs staff can edit the above details on this form if mistakes have been made or if changes are required.

Student Signature *
I understand that this constitutes my legal signature on this document.

Student Signature Date *

[   ] 📅

Signature   ✕

✎ **Draw**   ⌨ **Type**

M Luce

Clear

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

Cancel   **Create Signature**

Draw OR Type your signature

Signature   ✕

✎ **Draw**   ⌨ **Type**

Full Name

[Marjorie Luce|]

Preview

Marjorie Luce

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

Cancel   **Create Signature**

Signatures

Please Check Here *

☑ I agree that Career Programs staff can edit the above details on this form if mistakes have been made or if changes are required.

Student Signature *
I understand that this constitutes my legal signature on this document.

M Luce

03/03/2026 at 12:36 PM EST

Student Signature Date *

03/03/2026

🗑 **Delete Draft**   ⬇ **Save** | + Add Attachment(s)   ✈ Submit

DON'T FORGET TO SUBMIT!

✅

Research Assistantship On-Campus Registration V1 submitted
Your form has been submitted and will be processed soon.

Example screenshots - Career Programs

Career Programs Assistant Director (CP AD) Information

CP AD Full Name *

CP AD DU Email

Bianca Beteta - bbeteta@dom.edu

Eric Borsche - eborsche@dom.edu

...atures

Marjorie Luce - mluce1@dom.edu

Wendy Arteaga - warteaga@dom.edu

...details on this form if mistakes have been made or if

Career Programs Assistant Director (CP AD) Information

CP AD Full Name *

Marjorie Luce - mluce1@dom.edu

CP AD DU Email

mluce1@dom.edu

Dept Chair & Dean Information

Department Chair Full Name *

Department Chair DU Email *

Liesl Orenic - History

Lisa Petrov - Spanish and Transcultural Stud

...ean DU Email *

Marcia Grimaldo - School of Social Work

Marjorie Luce - Information Technology

Melissa Carr - Fashion

Signatures

Dean Full Name *

Anne Drougas - Approving Dean: BSB / CIS / CPSC

Chad Rohman - Approving Dean: RCAES

Donald Hamerly - Approving Dean: SOIS

Gema Ortega - Approving Dean: CHICAGO

Marjorie Luce - Approving Dean: IT FORM TESTING

Dean DU Email *

ils on this form if mistakes have

Dept Chair & Dean Information

Department Chair Full Name *

Marjorie Luce - Information Technology	˅

Department Chair DU Email *

mluce1@dom.edu

Dean Full Name *

Marjorie Luce - Approving Dean: IT FORM TESTING	˅

Dean DU Email *

mluce1@dom.edu

CP Assistant Director Signature *
I understand that this constitutes my legal signature on this document.

CP AD Signature Date *

03/03/2026	📅

Advisor Full Name *

Marjorie Luce

Advisor DU Email *

mluce1@dom.edu

Do you approve this Research Assistantship? *

No	˅

Denial Reason *

This is not an acceptable research assistantship for the major

---

CP Office Use Only

Student Status *

Currently Enrolled	˅

Grad or Inactive Date

	📅

⬇ Save   🔓 Unlock | ✕ Decline   ✓ Approve

Example screenshots – Faculty

Faculty Agreement

THE ABOVE-NAMED FACULTY AGREE TO THE FOLLOWING FOR THIS RESEARCH ASSISTANTSHIP:

ORIENTATION AND TRAINING
- Orient the student to all workplace expectations, including orientation and training specific to the research assistantship.

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 research assistantship'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 research assistantship as part of the student's course.

UNDERSTANDING AND COMPLIANCE: I understand that, for a credit-bearing research assistantship, 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 research assistantship details on this form need to be changed, please email the Career Programs Assistant Director listed above.

Example screenshots - SIGNATURES & APPROVE/DENY:

International DSO Signature *
I understand that this constitutes my legal signature on this document. The student consulted with a DSO and understands the rules and regulations governing CPT.

M Luce

INTL DSO Signature Date *
03/03/2026

Advisor Signature *
I understand that this constitutes my legal signature on this document.

Advisor Signature Date *
03/03/2026

Faculty Signature *
I understand that this constitutes my legal signature on this document.

Faculty Signature Date *
03/04/2026

Dept Chair Signature *
I understand that this constitutes my legal signature on this document.

Dept Chair Signature Date *
03/04/2026

Dean Signature *
I understand that this constitutes my legal signature on this document.

Dean Signature Date *
03/04/2026

Approve

Do you approve this Research Assistantship? *

Yes

Deny

Do you approve this Research Assistantship? *

No

Denial Reason *

This is not an acceptable research assistantship for the major

DON'T FORGET TO CLICK APPROVE OR DECLINE!

⤓ Save   🔒 Unlock | ✕ Decline   ✓ Approve

Registrar, Financial Aid, Athletics - DON'T FORGET TO CLICK REVIEW!!

⤓ Save   🔒 Unlock | ✓ Reviewed

Example screenshots – etrieve email notifications - Advisor

A form is awaiting your e-signature: Research Assistantship On-Campus Registration...

E **Etrieve**
To ✓ Luce, Marjorie

☺ | ↩ Reply | ↩ Reply All | → Forward | 🔲 | •••

Wed 3/4/26 5:00 PM

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

Greetings **No advisor assigned,**

We hope this email finds you well. One of your advisees filled out a form to receive academic credit through CP 355/CP 365: Career Practicum (internship or research assistantship). Would you please review their form and provide your electronic signature to confirm the career practicum is within the student's academic field? Please note that if you have not reviewed the form within 2 days the registration process will proceed without your review.

Research Assistantship On-Campus Registration V1 - Marjorie Luce - 9██████ - MBUSA

To access the form, please go to your **etrieve Central Submissions:**
https://dom.etrieve.cloud/central

If you have any questions about the form or career practicum, please reach out to **Marjorie Luce** - mluce1@dom.edu

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

Example screenshots – etrieve email notifications - International Confirmation for CPT

E Etrieve

☺ ↩ Reply ↩ Reply All → Forward

To ● Luce, Marjorie

Wed 3/4/26 5:49 PM

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

Greetings,

Registration is complete for: Research Assistantship On-Campus Registration V1 - Marjorie Luce - 9█████ MBUSA.

Curricular Practical Training (CPT) Employment Information

Student ID: 9█████
Student Name: Marjorie Luce
Student Email: mluce1@dom.edu
Career Programs Assistant Director Name/Email:
CPT Year: 2024-25
CPT Term: Summer
CPT Session: III = Full semester
Start Work Date: 03/04/2026
End Work Date: 03/04/2026
Hours Per Week: 1
Credit Hours: 1
Wage Type: Stipend
Hourly Pay Rate:
Stipend Amount: 1
Faculty Name: Marjorie Luce
Faculty Email: mluce1@dom.edu
Faculty Work Address: Dominican University, 7900 W Division St, River Forest, IL 60305

Respectfully,