

INTERNSHIP PROGRAM

Internship/Co-op Registration Process

STEP
1

Login to the Internship Program Registration Portal (GradLeaders)

1. Login here: <https://candidate.gradleaders.com/NDSU/Candidates/Login.aspx?pid=4304>
2. Sign in using your NDSU login credentials

CENTRAL AUTHENTICATION SERVICE (CAS)

NDSU / CAS

Central Authentication Service (CAS)
About CAS

GradLeaders

Enter your Username and Password

Username:

Password:

I am at a public workstation.

LOGIN

What are your username and passphrase?
Your NDSU Username and passphrase are the same credentials that you use to log into Blackboard and NDSU computer labs. If you forgot your username or passphrase you can recover it at [Accounts](#) or contact the [IT Help Desk](#) by phone or in person for assistance.

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

STEP
2

Setup Your Profile

3. Complete Section 1 & Section 2 on the “Candidate Registration” page

NDSU CAREER AND ADVISING CENTER Students

Go to Dashboard

Candidate Registration

Please take a moment to setup your profile (section 1 & section 2). This will only take a few minutes.

- 1 Enter Contact Information

You must enter contact information about yourself into the system.

1 - 3 minutes
- 2 Please take a moment to complete a few additional profile questions here.

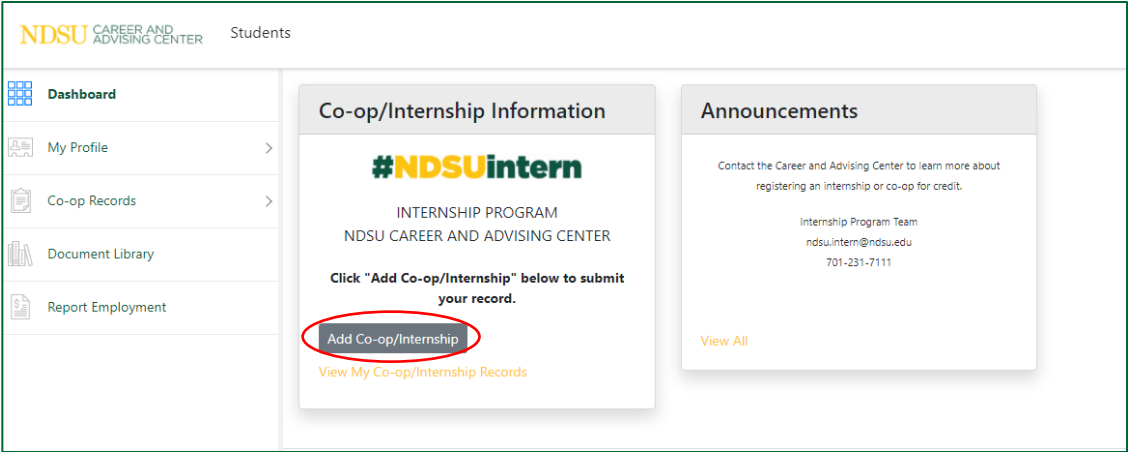
1 - 3 minutes
- 3 *This section is not required*

15-30 minutes

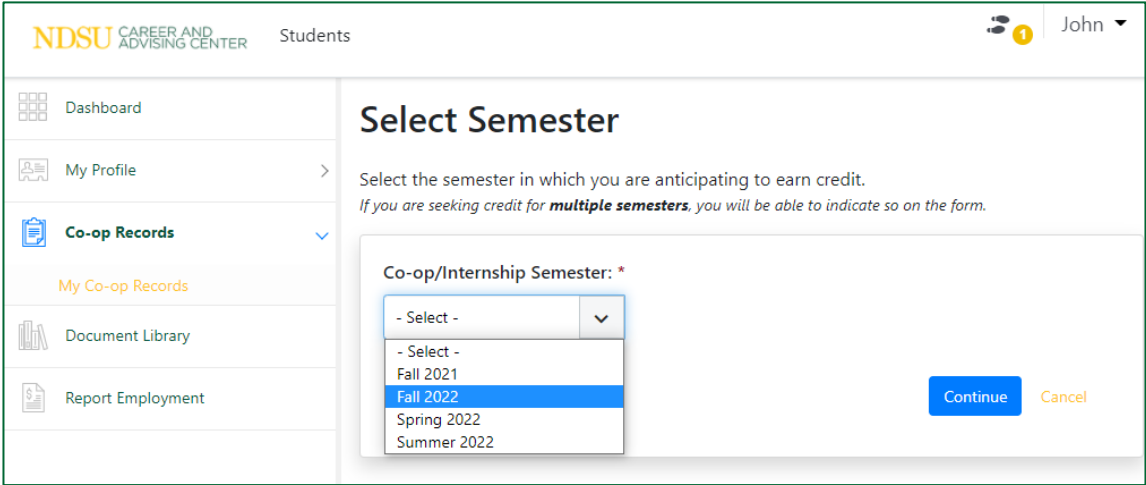
STEP
3

Submit Your Internship Record

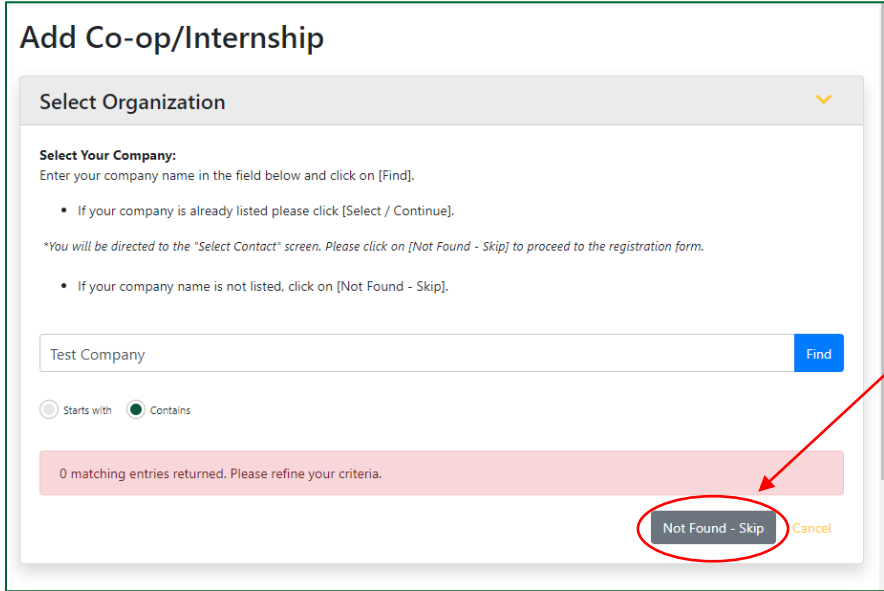
4. Click “Add Co-op/Internship”



5. Select the semester in which you are applying for credit



6. Select your company



If your organization is not yet in the system, click “Not Found – Skip” to move to the next page.

7. Select a Contact or click “Not Found – Skip”

Add Co-op/Internship

Select Organization >

Select Contact

Organization: 1Test_Career and Advising Center Industry: Education & Health - Colleges, Universities, Professional Schools, Trade Schools Website: https://career-advising.ndsu.edu/

Goossens Alli
Title: Professor Location: Ceres 306, Fargo

Select / Continue Not Found - Skip Cancel

If you do not see your specific site supervisor listed, click “Not Found – Skip.” You will provide this information on the form.

8. Complete the form, providing details about your internship/co-op

Co-op/Internship Detail

Student Information

Student ID * Major *
College * Degree Level *
Which semesters will you be working in this internship experience? * Are you taking classes in addition to your co-op/internship? *
Are you an AIS (Accounting or Management Information Systems) student? * Are you a Mechanical Engineering student? *

*Hint: Scan the form first to identify what information is needed. You will not be able to save your progress.

9. Read the Terms and Conditions at the end of the form. Please contact the Career and Advising Center if you have any questions regarding the terms of the program. If not, simply agree to each of the terms and conditions of the program, and click “Save”

I UNDERSTAND THE ABOVE TERMS AND CONDITIONS

TERMS AND CONDITIONS: EARNING COURSE CREDIT *
The Internship Program student understands and agrees to the following:
• Career Center staff will register the student for the correct internship course via Campus Connection.
• Understands that internship credits will not be added to their Campus Connection account until the work supervisor and the internship faculty advisor approve the work experience.
• The Career Center will determine the number of credits a student is eligible for, based on the number of hours worked within the semester.
• If a student decides to drop the course, they must notify the Career Center and complete a Change Request Form to proceed with the drop.

I UNDERSTAND THE ABOVE TERMS AND CONDITIONS

TERMS AND CONDITIONS: TERMS OF PAYMENT *
The Internship Program student understands and agrees to the following:
• Agrees to pay the tuition and fees associated with the internship credits. Tuition and fees are charged on a per-credit basis at the North Dakota resident rate, either at the base tuition rate or the differential tuition rate.
• Internship credits abide by the University's tuition payment calendar. Dropping a course may result in only partial or zero reimbursement according to the date in which the course is dropped.
• Internship credits (through the Career Center) do not fall under the tuition cap. This means that students are responsible for the tuition and fees associated with courses administered through the Career Center's Internship Program, regardless of how many additional credits in which they are enrolled.
• The Career Center does not help facilitate the reimbursement of tuition dollars offered by the employer. All tuition reimbursements must be handled by the student and employer.
• Internship Credits (through the Career Center) are not eligible to be paid by NDSU tuition waivers.

I UNDERSTAND THE ABOVE TERMS AND CONDITIONS

Click 'Save' to commit changes. Save Cancel

What
happens
next?



The Internship Program Team will process your record and reach out to you with any questions/clarification.
(this may take 1 – 3 business days)



We will reach out to your faculty advisor and site supervisor for their review and approval of your internship details.

(this may take 3 – 10 business days)

**To help speed this process along, please let your advisor and site supervisor know our email approval is coming.*



Once we have the approvals back, we will register you for the correct course on Campus Connection

(please make sure all holds are taken care of, so we can enroll you for the course)



You will receive an email confirmation when you have been registered

(please continue to check your NDSU email for additional updates and announcements from the Internship Program)

QUESTIONS?

The Internship Program Team

NDSU Career and Advising Center | 306 Ceres Hall

701-231-7111 | ndsu.intern@ndsu.edu

#NDSUintern

NDSU NORTH DAKOTA
STATE UNIVERSITY