

## Instructions for Internship Intent

**All students planning to do an internship MUST enroll in the Internship Intent Section. This is for the Spring and Fall semesters ONLY.**

To enroll in the Internship Intent Section, visit the VIP Portal through the Cal U website as you normally would do to register for classes. The Internship Intent Section can be found under your department's section and will have an "X0" in the name. MAKE SURE YOU ENROLL IN THIS SECTION!

Steps to enrolling in the Internship Intent Course:

- Log in to the Vulcan Information Portal through the Cal U website.
- Click on "Class Section Search".
- Select the semester in which you want to do your internship; select "Submit".
- Select your major's section (i.e. ENG, BIO, BUS) as you would to look for your major's classes and click "Class Search".
- Scroll through the classes to find your Internship Section (Internship Intent – Section X0), and select to add to your schedule.

**Failure to enroll in this section will prohibit you from being approved for an internship.**

This section will have no credits or billing obligations, and does NOT mean that you are officially registered for internship credits. You will be officially registered for internship credits only once you have secured an internship and completed an internship application at [www.myinterfase.com/cup/student](http://www.myinterfase.com/cup/student) and obtained the required signatures.

If you have any questions concerning the new internship process, please contact Karen Primm at [primm@calu.edu](mailto:primm@calu.edu), at 724-938-1578, or by visiting the Internship Center in Eberly 230.