

MANUAL Student Employment Office Office of Career Services	SECTION Record Keeping and Monitoring Requirements	PAGE 1 / 1
SUBJECT <i>Enrollment Requirements</i>		REVISED

- (1) During the Fall and Spring Semesters all student employees working on this campus must remain enrolled for at least six (6) credit hours. The department is responsible for establishing a reasonable mechanism whereby appropriate department personnel can assure themselves that their student employees (Regular and Federal Work-Study) are maintaining the required enrollments. Special emphasis should be placed on verifying student enrollment (i.e. via a student's class schedule. See C below) at the beginning of each term or when a student returns to work after not working for your department for a pay period or more.

If a student drops below the required minimum hours, that student's appointment will be terminated.

It is the Job Center's responsibility to check enrollment when the student is originally hired.

- (2) The policy regarding Summer term is distributed to Student Employment Representatives during the Spring Semester which reflects any recent changes in regulations.
- (3) Of course, no enrollment is necessary during semester breaks but the student must either have been enrolled for at least six hours during the preceding semester or intend to enroll for at least six semester hours during the subsequent semester.