

MANUAL Student Employment Office Office of Career Services	SECTION Finding Student Employees	PAGE 1 / 2
SUBJECT General Student Eligibility		REVISED

1. In order to be hired, the student must be enrolled (and remain enrolled) for at least half of the full-time course load at an Illinois State-Funded Institution (which is six credit hours at UIC) during the regular semester.

List of all Illinois state-funded Universities:

Chicago State University
 Eastern Illinois University
 Governors State University
 Illinois State University
 Northeastern Illinois University
 Northern Illinois University
 Sangamon State University
 Southern Illinois University
 State Community College of East St. Louis
 University of Illinois at Chicago
 University of Illinois at Springfield
 University of Illinois at Urbana-Champaign
 Western Illinois University

2. If the student is to be hired during the semester break, the student must either have been enrolled and completed at least six credit hours during the proceeding term or intend to enroll for at least six credit hours during the subsequent semester.
3. The enrollment policy regarding the summer session is distributed each year (during spring) to Student Employment Representatives, which reflect any recent changes in regulation.
4. For those bonafide graduate students who do not show official student enrollment on the official student enrollment record master file, the Student Employment Office will need a statement from the Office of Admissions and Records.
5. Students who will be filling Federal Work Study positions must have an accepted work study award.

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6. According to Federal regulations, institutions are no longer required to monitor non-need based earnings. That is Regular Student Employment will not be considered as a resource for purposed of packaging Financial Aid. As a result, any student who has been awarded campus based aid will be allowed to work under Regular Student Employment. Students must, however report the earnings when applying for Financial Aid for the next academic year.
7. Students are normally limited to 8.0 hours per day and 40.0 hours per week. However, departments should review the student's class schedule and together with the student, develop a proper work schedule. Most departments have their students work only 15-20 hours per week.