Important Dates – Spring 2016 – Student Employment

December 26th, 2015……………… First day of Spring Semester 2016 student Employment. (Campus is closed until January 4th. No student work prior to 1.4.16 without approval.)

All Students (new and returning) must be registered for six credit hours in spring of 2016 to be eligible for employment.

January 4th – 15th, 2016……… Winter Break – Student employees may work up to 28 hours per week.

January 16th, 2016……………… Student employees must return to schedules of 20 hours per week.

January 19th, 2016……………… Beginning of 15 week spring semester.

February 3rd, 2016……………… Last day to drop 15 week classes and initiate a tuition refund.

- Any student employee dropping below 6 credit hours for the spring semester is no longer eligible for student employment.

March 21th – 25th, 2016……… Spring Break – Student employees may work up to 28 hours per week.

- Note to Supervisors – Check with your ORG code administrator before increasing student workloads.

March 26th and 27th, 2016…… Easter Weekend – Both Campuses Closed.

- No student work on campus without preapproval from the Human Resources office.

March 28th, 2016……………….. Student employees must return to schedules of 20 hours per week.


- Students must be registered for a minimum of 6 credit hours in the summer semester and/or the Fall Semester of 2016 to be eligible for student employment in summer of 2016.
- Student’s registered for classes only in the fall semester (and not the summer semester) will be required to make contributions to a TIAA-CREF individual retirement account.

May 10th, 2016………………….. End of 15 week classes, spring 2016

May 13th, 2016………………….. Last day of Spring Semester 2016 student employment

May 14th – 27th, 2016………… Interim – Student Employees may work up to 28 hours per week.

May 14th, 2016………………….. First day of summer semester student employment.