

Important Dates – Spring 2016 – Student Employment

December 26 th , 2015.....	First day of Spring Semester 2016 student Employment. (Campus is closed until January 4 th . 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 4 th – 15 th , 2016.....	Winter Break – Student employees may work up to 28 hours per week.
January 16 th , 2016.....	Student employees must return to schedules of 20 hours per week.
January 19 th , 2016.....	Beginning of 15 week spring semester.
February 3 rd , 2016.....	Last day to drop 15 week classes and initiate a tuition refund. <ul style="list-style-type: none">- Any student employee dropping below 6 credit hours for the spring semester is no longer eligible for student employment.
March 21 th – 25 th , 2016.....	Spring Break – Student employees may work up to 28 hours per week. <ul style="list-style-type: none">- Note to Supervisors – Check with your ORG code administrator before increasing student workloads.
March 26 th and 27 th , 2016.....	Easter Weekend – Both Campuses Closed. <ul style="list-style-type: none">- No student work on campus without preapproval from the Human Resources office.
March 28 th , 2016.....	Student employees must return to schedules of 20 hours per week.
April 4 th , 2016.....	Begin hiring/employment renewal process for summer semester 2016. <ul style="list-style-type: none">- 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 10 th , 2016.....	End of 15 week classes, spring 2016
May 13 th , 2016.....	Last day of Spring Semester 2016 student employment
May 14 th – 27 th , 2016.....	Interim – Student Employees may work up to 28 hours per week.
May 14 th , 2016.....	First day of summer semester student employment.