



Eligibility to Work as a Student Assistant

To be eligible for Student Assistant employment, the individual must be a registered student at the University of North Carolina at Chapel Hill.

- In determining whether an individual is a "student" of the University, the Payroll Office will rely on data in the Student Information System (as compiled for the report submitted to the National Student Loan Clearinghouse for student loans) and other relevant facts.
- If student status needs to be determined, the Library Personnel Office will contact the University Registrar's Office for confirmation of an individual's status.
- Eligibility to continue working as a student is contingent on what the Student Information System has in their records for the student. If the student status changes in the Student Information System, this will be reflected in Payroll; at that time, if the student loses his/her student status, they will no longer be eligible for student employment, and will be removed from the Student Assistant Payroll.

Throughout the year, the employee's student status may change. Please use the following general guidelines in determining if an individual is eligible to work as a Student Assistant:

- If a Student Assistant is graduating at the end of Spring Semester, the Student Assistant may only work through the day of Spring commencement.
- If a Student Assistant is graduating at the end of Fall Semester, the Student Assistant may only work through the day of Fall commencement.
- If a Student Assistant is graduating at the end of the Summer Session, the Student Assistant may only work through the day before the Fall Semester begins.
- During the Summer Sessions, Student Assistants may work without enrolling in classes for either Summer Session as long as they are enrolled and pre-registered for classes in the Fall and were an enrolled UNC student in the previous Spring Semester.

The Library Personnel Office will also be able to answer any questions you may have regarding the eligibility of a Student Assistant on a case by case basis. Please contact the Library Personnel Office for further assistance.