



Eligibility to Work as a Research Assistant

To be eligible for Research Assistant employment, the individual must be a currently registered graduate 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 from the Registrar's Office 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 Research Assistant is contingent on what the Registrar's Office has in their records for the student. If the student status changes, 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 Research 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 Research Assistant:

- If a Research Assistant is graduating at the end of Spring Semester, the Research Assistant may only work through the last day of the month of Spring commencement.
- If a Research Assistant is graduating at the end of Fall Semester, the Research Assistant may only work through the last day of the month of Fall commencement.
- If a Research Assistant is graduating at the end of the Summer Session, the Research Assistant may only work through the last day of the month of Summer commencement.
- During the Summer Sessions, Research 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 Research Assistant on a case by case basis. Please contact the Library Personnel Office for further assistance.