

**STUDENT UNIT VERIFICATION FORM
VICTOR VALLEY COMMUNITY COLLEGE DISTRICT**

[For Use with Section A3 (Full-Time Students) and Section A4 (Part-Time Students)
of Checklist for Hiring and Assigning Workers Other Than
Academic and Classified Workers]

STUDENT WORKER'S NAME: _____

TERM: Fall 20____ Spring 20____ Summer 20____ Winter 20____

Is Student Worker a Full Time Student or Part Time Student?:

Full Time Student - CURRENTLY ENROLLED IN _____ UNITS

Fall/Spring – Minimum of **12** units

Summer/Winter Term Student – Minimum of **6** units, unless Student not enrolled in any VVC summer or winter classes, then minimum of 12 units from prior semester

Part Time Student - CURRENTLY ENROLLED IN _____ UNITS

Fall/Spring – Minimum of **6** units

Summer/Winter Session Student – Minimum of **1** unit, unless Student not enrolled in any VVC summer or winter classes, then minimum of 6 units from prior semester

Does Student's Enrollment Satisfy the Unit Requirements? (circle one): Yes No

Attach Evidence of Student's Enrollment Status.

Drop Deadline Date: _____

Payroll or Human Resources Signature: _____

Date Units Verified: _____

(must be no later than 10 working days after drop deadline date for the Fall and Spring terms or no later than 5 working days after the drop deadline date for the Summer or Winter terms)

Date Forwarded to CSEA Representative: _____

(must be within 5 working days of verification by District)

Verification of students (working as tutors) from other colleges must be consistent with this guide.