# Student Employment Course Credit Requirement Check

## Check to See If Eligible Based on Credit Enrollment Requirement

### Information Needed

Titan ID Number (found on Student Titan Card) or Social Security Number

### Search in Titan Web Student Information System (PeopleSoft SIS)

<table>
<thead>
<tr>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login to Titan Web</td>
<td><a href="http://www.uwosh.edu/registrar/titanweb/">http://www.uwosh.edu/registrar/titanweb/</a></td>
</tr>
<tr>
<td>Click</td>
<td>Records and Enrollment</td>
</tr>
<tr>
<td>Click</td>
<td>Enrollment Summaries</td>
</tr>
<tr>
<td>Click</td>
<td>Enrollment Summary</td>
</tr>
<tr>
<td>Academic Career</td>
<td>= equal to undergraduate or graduate depending on student status</td>
</tr>
<tr>
<td>Term</td>
<td>= equal to term referencing, ex: Fall 2017</td>
</tr>
<tr>
<td>Enter Titan ID or SSN</td>
<td>Titan ID goes in ID box; SSN goes in National ID box</td>
</tr>
<tr>
<td>Click</td>
<td>Search</td>
</tr>
<tr>
<td>Add Up Units (Credits)</td>
<td>to determine if eligible to work as student</td>
</tr>
</tbody>
</table>

### Credit Requirements

#### Fall and Spring Terms

- Must be enrolled at least half-time
- 6.0 credits for undergraduate student
- 4.5 credits for graduate student

#### Summer Session

- Must be enrolled at least half-time
- 3.0 undergraduate; 3.0 graduate student OR
- OR Enrolled at least half-time for upcoming Fall Term

#### If Student is Attending Another Accredited School

- Must meet minimum credit requirements
- AND Provide hard copy of class schedule showing credits enrollment for each term; send to Human Resources
- NOTE: Student will pay FICA (Soc Sec) Tax if not a UW System School

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Check to See Eligible Based on Credit Enrollment Requirement

1 - Click on Records and Enrollment

2-3 - Click on Enrollment Summary

Input Titan Card ID #

Lookup Term Code

Input Social Security Number

4 - 5 – Input Titan Card ID Number or Social Security Number AND Term (use look up to find term code)

6 – Click Search

Click View All if unable to see all courses

7 – Add up units (credits) taking for desired Term

If at least 6 credits undergraduate or 4.5 graduate, then eligible to work as student employee

If less than required credits, then NOT eligible to work as student employee