Students can be paid via STEP funds and have work study. STEP fund account will be charged the department 40% part of the work study allocation if student has work study. All jobs will still draw from the work study account, even if it is a STEP funded job.

The STEP Program provides departments and units with monies to offer student employment opportunities that will enhance the educational experience. Students will benefit by earning money while working on unique projects and departments/units will benefit from having student assistants.

STEP monies are approved and funded through the Chancellor’s Office. The Equal Opportunity & Access office manages the program.

Each division/college is allocated a balance of funds that is distributed to departments. Contact your division or college leaders for information on what funds are available for your department.

STEP funding is intended for the academic year only. Sometimes there are special approvals for summer funding through the Chancellor’s Office.

After approval, hire a STEP student by posting a job on Handshake via Career Services.

Specific account numbers are utilized for the STEP program based on your division or college. Below are account numbers specific to these areas. **Do not utilize the account number unless authorized.** Authorization requires approval via the Chancellor’s Office and the division/college.

**Note that there is a survey that must be completed on the student employee in order for the student to be eligible for future STEP funds.**

<table>
<thead>
<tr>
<th>Division/College</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor</td>
<td>102-501021-1</td>
</tr>
<tr>
<td>Academic Affairs/Underserved</td>
<td>102-501022-1</td>
</tr>
<tr>
<td>Letters &amp; Science</td>
<td>102-040178-2</td>
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<td>College of Business</td>
<td>102-076210-2</td>
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<td>COEHS</td>
<td>102-092005-2</td>
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<td>College of Nursing</td>
<td>102-122005-2</td>
</tr>
<tr>
<td>Center for New Learning</td>
<td>102-501023-2</td>
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<tr>
<td>Student Affairs</td>
<td>102-261405-0</td>
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<td>Student Affairs - Advance Titan</td>
<td>102-261410-0</td>
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<tr>
<td>Differential Tuition</td>
<td>102-501025-0</td>
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<td>Administrative Services</td>
<td>102-311005-1</td>
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<tr>
<td>University Advancement</td>
<td>102-501024-1</td>
</tr>
</tbody>
</table>

If you have questions regarding the STEP Program, contact Division Vice Chancellor’s Office connected with your department or the Equal Opportunity & Access department.
Academic Excellence Scholar

Academic Excellence Scholars are students who were so named by their high school as seniors. They are the highest academic achievers and most often the valedictorians in their class.

State Award Process
Academic Excellence Scholars receive a tuition scholarship from the State for tuition to use at ANY institution in Wisconsin. This is renewable for 4 years assuming a full-time credit load and a minimum college GPA of 3.0. *This may change at any time.*

UW Oshkosh Contribution
UW Oshkosh has offered 15 award "add-ons" to Academic Excellence Scholars who enroll at UW Oshkosh. To receive an "add-on," or enhanced scholarship, the student must apply. It is competitive. Ten of the students will receive an additional $2000 in tuition money, 50% off the cost of a double room, 50% off the cost of a 15 meal plan, $400 for books and a $1500 work opportunity. The other 5 receive the same tuition enhancement ($2000) and the work opportunity ($1500). If the student meets the State's guidelines for renewability, UW Oshkosh will renew as well for a total of 4 years.

If the student requests assistance in finding a job on campus, Admissions will work with the student and departments to find a ‘best fit’ scenario for both parties.

Student Job Expectation
Campus jobs are to be of a higher level and comparable to internship level positions. They were not intended to be basic clerical jobs or jobs of low level expectation/responsibility.

Hiring an Academic Excellence Scholar
If a department employs an Academic Excellence Scholar, they do EXACTLY the same as they would do for any other student employee, including hiring guidelines, wage, etc.

Funding of Student Wages
The student's wages are initially paid for via the department's budget account.

At the end of the year, the department may be reimbursed for wages earned *up to* $1500. If the expenditure (the student earnings) is greater than $1500, the department will cover the excess amount.

In order to be reimbursed for the wages spent up to the $1500 the department must complete the Budget Transfer Form ([www.uwosh.edu/admin_serv/budget/budget-and-planning-forms-1](http://www.uwosh.edu/admin_serv/budget/budget-and-planning-forms-1)), attach all WISDM detail for the particular student, and submit the completed form to Administrative Services for processing.

For More Information
Contact the Admissions office at 424-0228.
**Student Assistants**

Student Assistants are students that work for the department and do not have work study funds. 100% of wages are paid by the department.

Wages are shown on line 1771 in the budget account in WISDM. Work Study funds are on line 1781.

**If a student has work study, once the work study award has been depleted 100% of the wages will be student assistant funded.** This will automatically occur when work study funds are exhausted. There is no notification.

**Admissions Titan Gold**

Titan Gold students are those working directly for Admissions. The student is provided a stipend for work performed for Admissions. The monies are paid directly to the student tuition account on campus via Student Accounts.

Students working in the Titan Gold program may work for more than one department; however, all of their wages will go directly to the student’s tuition account. Funds will not be distributed between the student’s tuition account and the student’s own bank account.