

**SAN DIEGO COMMUNITY COLLEGE DISTRICT  
SHORT-TERM HOURLY NON-ACADEMIC EMPLOYEE  
STUDENT WAIVER**

I certify that I am currently a full-time student carrying at least 12 semester units, or that I am a part-time student to be employed in the San Diego Community College District Work-Study or Work Experience Program (not to exceed 20 hours per week).

**NOTE:** This waiver applies only to the current semester (quarter) and must be renewed each new semester (quarter).

Mark only one:       FALL      2\_\_\_\_\_

SPRING      2\_\_\_\_\_

SUMMER      2\_\_\_\_\_

\_\_\_\_\_

# of Semester/Quarter Units

\_\_\_\_\_

Institution

PRINT NAME (*Last, First*) \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

SITE/DEPARTMENT \_\_\_\_\_

I understand that I will provide proof of registration by attaching my class schedule to this waiver. I understand that I am responsible for notifying the Business Office of any changes in my class schedule. I certify the information is correct.

Mark one:            I am an Undergraduate Student

     I am a Graduate Student. Graduate students carrying a full load will provide a letter from the Dean, graduate school confirming your schedule as equivalent to a full-time student.

\_\_\_\_\_

Date

\_\_\_\_\_

Student Signature

I certify the information is correct and verified.

\_\_\_\_\_

Date

\_\_\_\_\_

Business Manager/Designee

*TO PROCESS STUDENT WAIVER FORM:*

1. *Student employee attaches class schedule to the waiver form.*
2. *Department forwards original set of documents to Timekeeper, keep copy on site.*
3. *Timekeeper attaches to PASS and forwards to District Office/Human Resources-Payroll.*