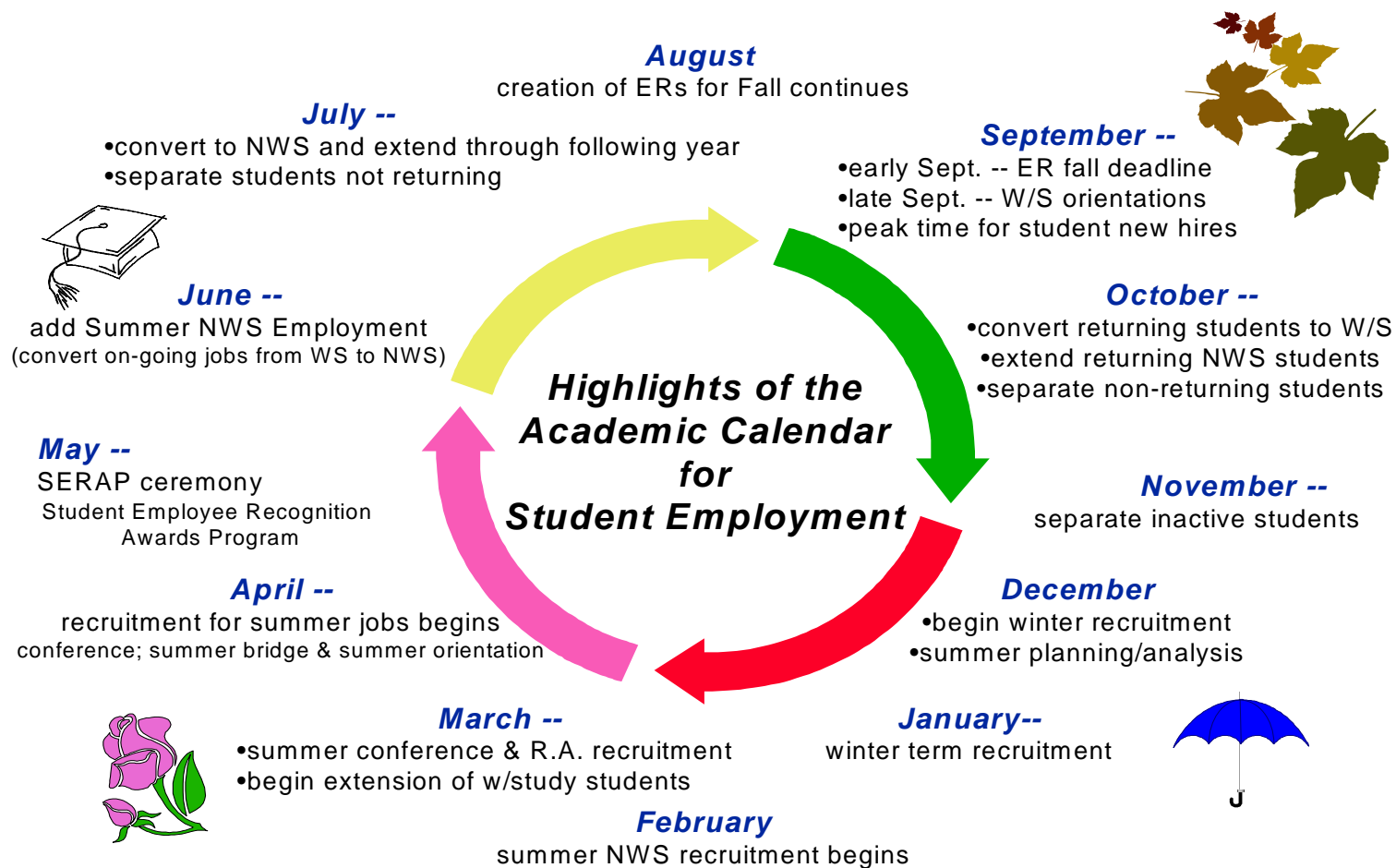


5.1 GENERAL WORKFLOW FOR STUDENT ACTIONS HIGHLIGHTS OF THE ACADEMIC CALENDAR FOR STUDENTS



MAINTAINING, EXTENDING, SEPARATING STUDENTS -- YEAR LONG PROCESS CHART

STUDENT EMPLOYEE ACTIONS

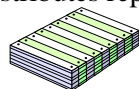
(refer to [Section 5.6, Extension of Employment](#) and [Section 5.7, Separating Student Employees](#) for Policies & Procedures)

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

- Start thinking about extensions & separations of registered students with end dates of: **6/30/XX**
- Career Center distributes report to SCs



(can use as a Data Collection Tool)

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Service centers collect info. from supervisors about students to be **extended or separated**

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



By the End of the June MA Open Period

- Extend students employees working during the summer



By the End of the July MA Open Period

- **Extend** through 6/30 of the following year the students who will probably return in Fall
- **Separate** students who are not returning
- **Leave “as is”** until Fall



or take action in the **Fall**



August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Service Centers communicate with supervisors to determine appropriate action for student employees not previously extended or separated

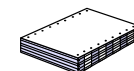
By the End of the October MA Open Period

- **Extend** returning students
- **Add** additional work-study positions
- **Separate** employees who did not return



November

- Career Center distributes **Inactive** Student Employee report to SCs



Should be blank!

- Separate any student whose name is on the report

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

GENERAL WORKFLOW: HIRING PROCESS

