

Student Assistance Unit Requirement Policy
Rancho Santiago Community College District
SANTIAGO CANYON COLLEGE
On-Campus Job Placement

Student Employee Definition

A student employee is a part-time hourly employee who is enrolled in at least 6 units during the Fall and Spring semesters at Santiago Canyon College. Student employees are “students” first, with an educational goal of pursuing a degree, certificate, transferring, or career enrichment.

College units may consist of SCC **and or** SAC classes, **as long as SCC is the home campus**.
College units cannot be combined with any other colleges to meet the 6-unit minimum requirement.

College Credit:

- **Fall/Spring Semester:**
 - * Must be actively enrolled in a minimum of 6 units of college credit. (Spring units can be combined with intersession units to meet the minimum unit requirement)
- **Intersession:**
 - * Students may be enrolled in zero units; however, they must complete a minimum of 6 units in previous fall, and be registered in a minimum of 6 units for the coming spring
- **Summer Session:**
 - * Students may be enrolled in 0 units for summer with the intent to enroll in a minimum of 6 units for fall (must sign Enrollment Letter of Intent). Students who will not enroll for the fall semester must enroll in a least 1 unit for summer.

Continuing Education:

- **Fall/Spring Semester:**
 - * Must be actively enrolled in at least one 3 hours per week, APPROVED in-person or hybrid class
 - * Students must choose from a list of APPROVED Continuing Ed courses provided by the Job Placement Office
- **Summer/Intersession:**
 - * Students must be actively enrolled for fall/spring in at least one 3 hours per week, in-person or hybrid class
 - * **or may** be enrolled in zero units for summer with the intent to enroll in a minimum of 6 units for fall (must sign Enrollment Letter of Intent)

Tax Implications:

- **College Credit Students** actively enrolled in less than 6 units or for breaks of 5 weeks longer are not eligible for the FICA exception and will be subject to pay Social Security and Medicare taxes in addition to state and federal income taxes
- **Continuing Education Students** will be subject to pay Social Security and Medicare taxes in addition to state and federal income taxes