

**SAN DIEGO COMMUNITY COLLEGE DISTRICT  
NON-ACADEMIC NON-CLASSIFIED EMPLOYEE  
STUDENT WAIVER**

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

Mark only one:              FALL 20\_\_\_\_\_  
  SPRING 20\_\_\_\_\_  
  SUMMER 20\_\_\_\_\_

\_\_\_\_\_  
# of Semester/Quarter Units                      Educational Institution

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

EMPLOYEE ID# \_\_\_\_\_

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 (At least 12 units or 15 hours per week with Continuing Education).  
  I am a part-time student with the San Diego Community College District (At least 6 units or 7.5 hours per week with Continuing Education).  
  I am a student to be employed in the San Diego Community College District Work-Study or Work Experience Program).  
  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                                      Hiring Manager/Supervisor

**TO PROCESS STUDENT WAIVER FORM:**

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