



## How to Verify Enrollment for Work-Study Purposes

### Overview:

Prior to working in a Federal Work-Study position, the student must be enrolled a minimum of half time (6 credit hours for undergraduates, 4 credit hours for graduates). Enrollment should be verified upon hire, and at the beginning of each term the student is working. Failure to do so will result in the student being paid from your department's funds if the student is not meeting the enrollment requirement.

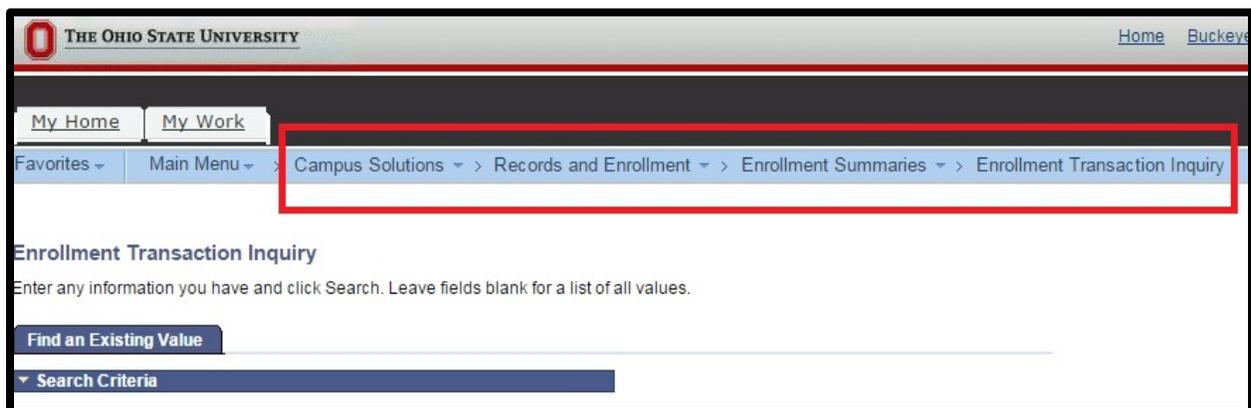
While it's true that a student's statement of account will display credit hours enrolled, the information displayed is captured on the day the statement is downloaded. Because most hiring occurs at the start of a semester, and this is also when students tend to make the most scheduling adjustments, it is best practice (but not mandatory) to verify enrollment within SIS instead of relying on the statement of account.

You will need SIS access in order to use this method to verify a work-study student's enrollment. Access requests should be made to your supervisor within your unit. This research method can also be useful in cases when students have failed the payroll eligibility test due to dropping below half time, and you need to better understand when that occurred.

### Verify Student Enrollment

Login to SIS and navigate to the Enrollment Transaction Inquiry page.

**Path:** *Campus Solutions/Records and Enrollment/Enrollment Summaries/Enrollment Transaction Inquiry*



- Enter the student's **OSU ID** and search.
- Click on the **current term**. In our example, we have chosen summer 2015.

### Search Results

View All

ID	Academic Career	Academic Institution	Term	Short Description	Name
	<a href="#">Undergrad</a>	<a href="#">OSUSI</a>	<a href="#">1156 2015 Autumn</a>		
	<a href="#">Undergrad</a>	<a href="#">OSUSI</a>	<a href="#">1154 2015 Sum</a>		
	<a href="#">Undergrad</a>	<a href="#">OSUSI</a>	<a href="#">1152 2015 Spr</a>		
	<a href="#">Undergrad</a>	<a href="#">OSUSI</a>	<a href="#">1148 2014 Autmn</a>		
	<a href="#">Undergrad</a>	<a href="#">OSUSI</a>	<a href="#">1144 2014 Sum</a>		
	<a href="#">Undergrad</a>	<a href="#">OSUSI</a>	<a href="#">1142 2014 Spr</a>		
	<a href="#">Undergrad</a>	<a href="#">OSUSI</a>	<a href="#">1138 2013 Autmn</a>		

- The first view is of the **Enrollment Transactions** tab, which can be difficult to read. Choose **Enrolled Classes/Grade Changes** tab beside it instead.
- Expand the view by **clicking the icon** beside the Audit Data tab if you would like to be able to view the add/drop history. Expanding the view will display all courses the student has added/dropped, and the effective dates.

THE OHIO STATE UNIVERSITY

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Enrollment Transactions **Enrolled Classes/Grade Changes**

Term: 2015 Sum Career: Undergrad Institution: The Ohio State University

expanded view

Enrollment Data

Status	Class Nbr	Subject	Catalog Nbr	Title	Session	Section	Units	Grading Basis	Official Grade	User ID	User Name	Add Dt	Drop Dt	Last Upd Date	Last Upd Time
1 Enrolled	9329	HDFS	2350	Parenting	7Wk Summer	010	3.00	GRD		200124765		03/06/2015		03/06/2015	11:47:37.000000AM
2 Dropped	9822	HDFS	4370	Fam & Stress	7Wk Summer	010	3.00	GRD		90132263		03/06/2015	04/29/2015	04/29/2015	11:47:07.000000PM
3 Dropped	10483	HDFS	5430	Adult Dev & Aging	May Sessn	0010	3.00	GRD		200124765		04/29/2015	04/29/2015	04/29/2015	11:04:48.000000PM
4 Enrolled	13130	SOCIOL	3463	Social Strat	7Wk Summer	0010	3.00	GRD		200124765		04/30/2015		04/30/2015	11:36:25.000000AM
5 Enrolled	21325	WGSST	2367.04	Blk Women Writers	7Wk Summer	0010	3.00	GRD		200066328		04/16/2015		04/16/2015	11:43:34.000000PM
6 Enrolled	24147	WGSST	4597	Gender/Democracy	May Sessn	0010	3.00	GRD		100155535		03/10/2015		03/10/2015	11:20:31.000000PM
7 Enrolled	24242	SOCIOL	3306	Soc of Poverty	7Wk Summer	200	3.00	GRD		200124765		05/04/2015		05/04/2015	11:21:22.000000PM
8 Dropped	25542	MATH	1075	Precollege Math 2	FullSummer	0010	4.00	GRD		200124765		05/03/2015	05/04/2015	05/04/2015	11:20:26.000000PM

Return to Search Previous in List Next in List Notify

- Here you can see how many credit hours the student is enrolled in, and what sessions they are attending.
  - Any combination of full term and/or sessions that cumulatively meet the half time enrollment requirement are acceptable for work-study purposes. This is particularly relevant during summer term.

Email: [sfa-jobs@osu.edu](mailto:sfa-jobs@osu.edu) | [sfa.osu.edu/jobs/employer-services](http://sfa.osu.edu/jobs/employer-services) | FWS/SFA 03/14/18