

CalWORKs Newsletter

Highlights This Month

- ❖ **May 14:** Year-End Celebration
- ❖ **May 15 -May 22:** Finals Week
- ❖ **May 22:** Last Day of Spring Semester
- ❖ **May 25:** Memorial Day (Campus Closed)

Homework Club

Stop by the Homework club for free tutoring and homework assistance!

**Mondays - Thursdays
2-4pm**

**Cloud 103 (M/W)
Cloud 102 (Tu/Th)**

Welcome Back from Spring Break!

Welcome back from Spring Break! We hope that your break was relaxing, enjoyable, and you were able to catch up on some much needed ZZZ's. Now that classes are back in session, there are only 6 weeks until finals! Be sure to finish your classes strong and please stop by the CalWORKs office should you need academic assistance.

Program Updates

PRIORITY REGISTRATION

Priority registration dates for the Summer and Fall semesters are this month. Priority registration for the Summer semester is **Tuesday, April 7th**. Priority registration for the Fall semester is **Wednesday, April 22nd**. Please see a CalWORKs Counselor before registering for classes to ensure you are taking the correct classes and following your Educational Plan.

FINANCIAL AID & BOGW

Before registering for classes, ensure that you have a FAFSA on file in the Financial Aid Office and that you are receiving the Board of Governor's Fee Waiver (BOGW). This ensures that your tuition fees are waived and therefore you will not be dropped from classes for not paying tuition.

GRADUATION

Graduation is fast approaching! The commencement ceremony will take place on Friday, May 22nd at 2pm at the Rams Stadium, Ocean Campus. You must register on Web4 to participate in the Commencement Ceremony. The deadline to register is **Friday, April 10th**. Caps & gowns are now available for purchase at the CCSF bookstore. To get reimbursed, please provide your employment specialist with your receipt. For more information about the commencement ceremony, please visit www.ccsf.edu/commencement.

MID-SEMESTER CHECK-IN

All CalWORKs students should see an Academic Counselor for a mid-semester check-in. This check-in is to review your educational plan and ensure you are registering for the appropriate classes for the Summer and Fall semesters. This check-in will also ensure you are successfully progressing in your classes.

MAY 2015						
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/ 31	25	26	27	28	29	30

Work Study Workshops

	Dates	Time	Location
Customer Service Skills Training	May	1-2 pm	Cloud 339
	April 27 th	1-2 pm	Cloud 339

Work Study Update & Changes

NEW POLICIES FOR EXEMPT STUDENTS

Beginning Summer 2015, students who are exempt will not be able to surpass their WTW weekly hours. Thus, if you wish to keep your exemption status, you may have to reduce your work study hours and/or unit enrollment. Your WTW weekly hours are determined by the age of your child(ren) and the number of parents in your household. Please see the chart below to determine the maximum number of hours you may participate in.

Career Information Fair

Hosted by the Career Development Center.

Date: Thu Apr 15th

Time: 9am – 12noon

Location: Student Cafeteria, Ocean Campus

Dress for success and bring your resume!

MAXIMUM NUMBER OF HOURS FOR EXEMPT STUDENTS

Age of Child	Maximum # of Weekly WTW Hours
0 – 23 months	N/A (No cap)
Under 6 yrs old	20 hrs
Over 6 yrs old (1 parent household)	30 hrs
Over 6 yrs old (2 parent household)	35 hrs

Your maximum number of weekly hours is accumulated by the number of units you are taking and the number of study hours you are automatically given. This number defines how many hours you are allowed to work. The number of study hours will automatically equate to the number of units you are taking. For example, if you are taking 9 units, 9 study hours will automatically be added. If you are taking 12 units, 12 study hours will be added. Please see below for examples:

Example 1: Jaime has a child under 6 years old and is registered in 9 units:

- Maximum # of hours allowed = 20 hours
- 9 units + 9 study hours = 18 hours
- 20 max hours – 18 hours = 2 hours left
- If Jaime wishes to keep her exemption status, she may only work 2 hours per week so that she does not surpass the maximum 20 hour limit.

Example 2: Camille has a child over 6 years old, is a single parent, and is registered in 12 units.

- Maximum # of hours allowed = 30 hours
- 12 units + 12 study hours = 24 hours
- 30 max hours – 24 hours = 6 hours left
- If Camille wishes to keep her exemption status, she may only work a maximum of 6 hours per week so that she does not surpass the maximum 30 hour limit.

If you are exempt, it is critical you meet with the CalWORKs Work Study Advisor to understand how this new policy will affect your studies and work study hours.

CALWORKS/FINANCIAL AID/LAB AIDE SPLIT

IF YOU ARE:

- **Out-of-County**
- **Exempt but want to work more hours**
- **Ineligible for Federal Work Study**
- **Only want to be registered in 6 units**



YOU MAY STILL BE ELIGIBLE TO DO WORK STUDY!

You may still be eligible to work up to 15 hours per week. CalWORKs will pay 75% of your salary and the remaining 25% will be paid by Financial Aid or another CCSF department. Please speak with the CalWORKs Work Study Advisor for more information.