

## **Integrating Noncredit Students into Student Employment**

With the district policy update allowing noncredit students to be hired, departments may need to adjust their application and selection processes. Below are key considerations for verifying enrollment and evaluating applicants without a GPA.

### **Enrollment Verification**

Noncredit courses are tracked by hours, not units, and may show as zero units in traditional tools. To confirm enrollment, use tools that list registered courses directly:

- **Student Planning in InSite** (for one student)
- **"Planned and Enrolled Courses" in SQL** (for multiple students)

Verify that the student is enrolled in at least one course, credit or noncredit, for the term of hire.

### **GPA Alternatives**

Noncredit students do not receive a GPA due to pass/fail grading. If your department uses GPA to assess academic engagement or job readiness, consider replacing it with a written response.

#### **Sample questions:**

- What motivated you to enroll in your current course(s)?
- How do you plan to manage your coursework and job responsibilities?
- What strengths or experiences will help you succeed in this role?

These questions provide insight into the student's commitment and readiness without relying on GPA.

If you have any questions, please contact Transfer and Career Services at [LMCTransferandCareer@email.4cd.edu](mailto:LMCTransferandCareer@email.4cd.edu)