

**To:** Managers and Supervisors

**From:** Josh Feranil, HR Associate, Talent Acquisition and Employment  
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Office of Human Resources and Strategic Talent Management

**Subject:** **Student Worker Extension and Separation**

**Date:** April 21, 2025

Greetings! As we approach the end of the Spring semester, this is a courtesy reminder to plan for your student workers' extensions and separations for the upcoming Summer session and Fall semester.

Managers and Supervisors are responsible for extending and separating student worker assignments in Workday.

For student workers who are under the following **Student Affairs Access departments: Raptor Central, Student Recruitment, and Records & Registration**, please contact Ms. Nichole Land at: [nichole.land@montgomerycollege.edu](mailto:nichole.land@montgomerycollege.edu) before taking any action with your student workers.

Links to the job aids can be found below:

- [To Extend Employment](#) (job aid): Please ensure that the student worker is registered for 6 credits for the Fall semester (12 credits if an international student). **Enter 12/23/2025 as the end employment date for the extension.**
- [To Separate Employment](#) (job aid): Please note if a manager does not act to extend the student worker prior to the assignment end date, the student worker's employment will be automatically separated on the end date.

If you have any questions or need more information, please contact Josh Feranil at: [joshua.feranil@montgomerycollege.edu](mailto:joshua.feranil@montgomerycollege.edu).