

**Section:** Academic Administration

**Section Number:** 2.6.1

**Subject:** Registration - Holds

**Date of Present Issue:** 08/06/01

**Date of Previous Issues:**  
09/81, 10/87

**POLICY:**

Holds may be placed on students' transcripts, or for scheduling/registration, when the student is delinquent in meeting various obligations or University Requirements.

**PROCEDURE**

<u>WHO</u>	<u>DOES WHAT</u>
Department	1. Enters the information about the hold in the Student Information System on the appropriate screens. Under type, puts R for Registration hold or T for transcript hold. Enters a code under reason and types an additional description if necessary. Enters an effective term. Notifies student of hold.
Registrar's Office/Scheduler	1. When student tries to register for classes or requests a transcript, notifies student of hold. Does not process scheduling or transcript request.
Student	1. Satisfies obligation.
Department	1. Releases hold.
Student	1. Resubmits course registration or transcript request.
Registrar's Office/Scheduler	1. Sends out transcript or registers student.