

HOLD CODES & THE PERSON WHO CAN REMOVE THEM

Code	Description	Reg Hold	Transcript Hold	Graduate Hold	Grade Hold	Bursar Hold	Contact Person or Department	Action Needed
AB	Athletic Book Return	Yes	Yes			Yes	Athletics @7060	Athletes Return Your Books
AC	Athletic Compliance	Yes	Yes				Athletics @7060	
AD	Academic Drop Not Permitted	Yes					Admissions @7020	
AE	Advisor Evaluation	Yes			Yes		Student	Student go to Banner, Student Records, fill out Online Advisor Evaluation
AH	Advisor/Advising Hold	Yes					Advisor	Student go talk to your Advisor, Only your advisor can take that hold off.
		*Applied after last day to register at the beginning of the term						
AM	Admissions Hold	Yes	Yes				Admissions @7020	
AR	Accts Receivable Hold					Yes	Bursar's Office @ 7810	
AT	Admission Transient	Yes					Admissions @7020	
AV	Address Verification	Yes			Yes		Student/Records @7050	Student to to Banner, Personal Info. Fill out Address Verification.
AZ	2nd Advisor Hold						Content Advisor	(Education Only) Advisor is not your normal advisor. It is your content advisor.
BR	Book Return	Yes	Yes		Yes		Library @7060	
C1	Chicken Pox 1st Round						Student Health@7750	Student turn in your shot records
C2	Chicken Pox 2dn round						Student Health@7750	Student turn in your shot records
CA	Conditional Admissions Advisor Hold	Yes					Tommy McGlown@7722	
CB	Info Needed- Call 881-7054	Yes	Yes	Yes	Yes	Yes	Cheryl Branon@7054	Important/critical information that will affect your graduation. Reply ASAP.
CG	Class Evaluation Required		Yes				Student	Student go to Banner, Student Records, fill out the Online Class Evaluation
CP	Immunization: VCP	Yes	Yes		Yes		Student Health@7750	
DC	Due/Delinquent Charges	Yes	Yes		Yes		Bursar's Office @ 7810	Student Call the Bursar office at 7810 to take care of your due/delinquent charges
DH	Disciplinary Hold	Yes	Yes				Student Conduct @ 7703	
DP	BIS Degree Plan Required	Yes			Yes		BIS Office @7701	

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DR	Draft Registration	Yes					Admissions @7020		
DU	Dual Enrollment Hold	Yes					Lacey Ellis @ 3089		
E1	Entrance Deficiency Reminder						Records @7050	Deficiency Plan is on file and tracking to take and pass deficiency course(s) before student earns 60 credit hours.	
E2	Entrance Deficiency Max Hours Reached	Yes					Records @7050	Deficiency Plan is on file and tracking to complete. Student has over 60 earned credit hours so must register for deficiency course(s) and add all courses by add slip only.	
ED	Entrance Deficiency Plan Needed	Yes					Advisor/ Records@7050	Student go to your advisor and get Deficiency Plan, submit to Sandy Holland, Academic Records	
FA	Financial Aid				Restrict the viewing of Grades		Deanean @7040	Student has an issue between 2 aid years and the money has been distributed. They will need to provide tax documents to financial aid to clear this up.	
FH	Fresh/Soph. Housing	Yes					Housing @7730		
FT	Full-Time Enrollment Required	After the add period						Athletics/Records @7050	Athletes must maintain 12 enrolled hours per term as undergraduate students.
GA	Grad Admission Pending	Yes					Graduate Office @ 7012	Student Contact Jolene Cunningham at 7012	
GH	Graduate Studies Hold	Yes	Yes				Graduate Office @ 7012	Student Contact Jolene Cunningham at 7012	
GO	Graduate Student Orientation	Yes					Graduate Office @ 7012	Student Contact Jolene Cunningham at 7012	
GR	Graduation Hold		Yes	Yes			Records @7050		
GV	Graduation Date Verification	Yes		Yes	Yes		Records @7050	Student go to Banner, Student Records, fill out the Graduation Date Verification	
IE	International English 112 Pass	Yes					Records @7050		
IH	International Programs Hours Hold	Yes					Center for International Education @7344		
IO	International Program Orientation	Yes					Center for International Education @7344		
IP	International Program Hold	Yes					Center for International Education @7344		
L1	Perkins Exit Needed	Yes	Yes				Kris Gallimore @ 7828	Perkins exit interview needs completed, contact Kris @ 7828	
L2	Perkins Delinquent Charges	Yes	Yes				Kris Gallimore @ 7828	Must make payment on Delinquent Perkins Loan, contact Kris @ 7828	
L3	Perkins Bad Address	Yes	Yes				Kris Gallimore @ 7828	Need to verify address on Perkins loan, call Kris @ 7828	
LF	Library Fine	Yes	Yes				Library @7060		
LN	Loan	Yes	Yes				Bursar's Office @ 7810		

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MA	Must Reapply for Readmit	Yes					Admissions @ 7024	Student needs to submit appropriate admissions application to register for classes in the following term (returning UG, new GR, or returning GR).

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M1	MMR 1st Round						Student Health@7750	Student bring in your immunization records to Student Health
M2	MMR 2nd Round						Student Health@7750	Student bring in your immunization records to Student Health
ME	Military Equipment Return	Yes	Yes		Yes		Military Science @7150	
MG	Immunization - MENG						Student Health@7750	
MH	Sodexo Hold	Yes					Dining Services @7744	
MI	Measles Immunization	Yes	Yes		Yes		Student Health@7750	
MP	Mandatory Placement						Student Success	Sent to Tonya Evans 7723
MR	Immunization MMR	Yes	Yes		Yes		Student Health@7750	
PT	ACH Online Payment Hold						Bursar's Office @ 7810	
PW	Probation Warning						Informational only @ 7744	
RC	Race Verification Hold	Yes			Yes		Student	Students go to Banner, Personal Info, Click on Race/Ethnicity verification
RP	Recommended Placement						Student Success	Sent to Tonya Evans 7723
RT	Process that removes that DC (Due/deeliquent) holds from students with a balance less than \$25 that is greater than 10 years old to put on the RT hold to identify those students that meet the excepcion.							
S1	Graduation Application Needed	Yes	Yes		Yes		Records @7050	Student go to Banner, Student Records, fill out the intended Date of Graduation Application
S2	ETS: Post-Comp Test	Yes	Yes		Yes		Testing Services @ 7727	*Student - go to Banner, Student Records, click on Request Email Link to Register for Post-Comp Test, follow steps
S3	Major Field Test Date Needed	Yes					Testing Services @ 7727	Student go to Banner, Student Records, Fill out Major Field Test Application
S4 - S7	Diploma Application Needed	Yes	Yes		Yes		Records @7050	Student go to Banner, Student Records, fill out diploma Application
S9	Notify Records to Track Again	Yes					Records @ 7050	Student did not graduate as scheduled, talk to Tonia/Cheryl
SA	Secondary Conc Advisor	Yes						

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