

NUMBER: ACAF 3.09
SECTION: Academic Affairs
SUBJECT: Holds
DATE: February 1, 1995
Policy for: All Campuses
Procedure for: All Campuses
Authorized by: James C. Moeser
Issued by: University Registrar

I. Policy

A. Registration Hold

The registration hold program (REGSHOLD) permits an authorized office to view, place and release registration holds on the student information system (SIS). The hold will prevent a student from registering for any course in the USC System.

1. Every student is expected to discharge all obligations to the University as quickly as possible. Students who fail to meet their obligations to the University will not be permitted to register for classes.
2. By definition, a "hold" occurs when an office stops a student from registering. The offices authorized to stop registration are:

Admissions - Undergraduate
University Registrar
Library
Academic Deans Residency Office
Law School
Medical School
Financial Aid
Student Affairs
Graduate Office
Office of Financial Services
Housing
Student Loan Accounting
International Student Services
Veterans Office
Athletic Office
Regional Campus Deans
Four-Year Campus Vice Chancellors for Academic Affairs

Parking and Vehicle Registration
Telephone Communications
Campus Police
Institutional Planning and Analysis

B. Transcript and Diploma Holds

No student or person duly authorized by the student shall be issued a copy of the student's transcript or receive verification, oral or written, of information contained therein, or be issued a diploma if the student is indebted to the University and/or if a student is in arrears or default on student loans, and/or if a student fails to participate in required assessment activities. However, requests for verification of enrollment will be given in circumstances required for student loans. The agreement for Title IV funds requires reporting by the institution.

II. Procedure

A. Non-Collectible Debts

All indebtedness to the University must first be placed on the accounts receivable system. If debts are ruled non-collectible, the chief accounting officer on the student's home campus can place a hold to stop registration or issuance of transcripts or diplomas. Holds should not be placed for debts less than \$25.00.

Transcripts and diplomas are held for debts of \$50.00 or more. Holds are not placed on grades.

B. Holds are not to be placed on a student record for any indebtedness to a non-University business or organization.

C. A hold may be placed on a student's records if he/she fails to participate in required assessment activity. This hold on the student's records will be removed after the student completes the required assessment activities.

D. It is the University Registrar's responsibility to review all holds. Holds considered not to be in the best interest of the University or to be inappropriate or trivial in nature may be removed by the University Registrar.

E. Placing a Registration Hold

The computer REGSHOLD program is designed to reduce paper flow. Forms are not needed to place or remove a hold. Holds can be entered or removed via the terminal. If the department placing a hold does not have access to the REGSHOLD program, form AS-81A must be completed and forwarded to the University Registrar. A subsequent AS-81A form must be sent to the University Registrar to remove the hold.

- F. Questions or problems with these procedures may be referred to the University Registrar. Any questions concerning a hold must be referred to the office which placed the hold.