

<b>ADMINISTRATIVE DIVISION</b>	Academic Affairs
<b>POLICY NUMBER</b>	ACAF 3.09
<b>POLICY TITLE</b>	Registration Hold
<b>SCOPE OF POLICY</b>	USC System
<b>DATE OF REVISION</b>	February 3, 2025
<b>RESPONSIBLE OFFICER</b>	Executive Vice President for Academic Affairs and Provost
<b>ADMINISTRATIVE OFFICE</b>	Office of the Provost

**PURPOSE**

The registration hold 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.

- A. 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.
- B. By definition, a "hold" occurs when an office stops a student from registering. Offices authorized to stop registration are restricted to those authorized by the University Registrar.

**POLICY STATEMENT**

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.

**PROCEDURES**

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 diplomas. Transcript holds may be placed for students for payment periods in which the student did not receive title IV or HEA funds. Holds should not be placed for debts of less than \$200.00. 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 the 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. Registration holds can be entered or removed via the student information system by an authorized individual. If the department placing a hold does not have access to the program, a request may be submitted to the University Registrar.
  
- 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.

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
February 1, 1995	New policy approval
October 31, 2016	Policy organization, content, and accuracy reviewed in October 2016. No substantive revisions required.
February 3, 2025	Update to standard template and revision to Non-Collectible Debts.