ACADEMIC ADVISING HOLDS

Effective Spring 2010
HOW WILL STUDENTS KNOW THAT THEY HAVE AN ACADEMIC ADVISING HOLD?

- Students will be notified by an email message and the U.S. mail
- Information posted on:
  - Web for Students System
  - Blackboard System
  - Web for Faculty & Advisors System
  - myNSU
  - NSU Main Web Page
  - Schedule of Classes
  - Registrar’s Office Web Page
Academic Advising holds can only be released by the student’s major college or department.
If a student changes his/her major after the academic advising hold is placed on his/her record, the student’s new major academic college or department will have to contact the previous academic college or department to request that the hold be removed.
WHAT IS THE DEADLINE FOR GETTING THE ACADEMIC ADVISING HOLD LIFTED IN A TIMELY FASHION?

- The deadline for getting the hold lifted in a timely fashion is before the Wednesday prior to Internet Registration for a fall or spring semester. Deadlines are as follow:
  - Academic Advising hold deadline for Fall 2010 is March 17, 2010.
  - Academic Advising hold deadline for Spring 2011 is November 3, 2010.
Reg: = Number of holds on registration—(Check this to determine holds blocking registration)
Transcript: = Number of holds on transcript
Admiss: = Number of holds on Admission
Fin Aid: = Number of holds on Financial Aid
Housing: = Number of holds on Housing
Check the number beside “Reg:”
This indicates the number of holds blocking registration.
(This is not necessarily a University Registrar’s Office hold. Do not send every student with “Reg” holds to the University Registrar’s Office. You must check the “reason” number.)
Refer to the “Type” of hold listed in the notes on screen 148.
Types “M” and “R” indicate the holds blocking registration.
M = Combined Registration and Transcript Hold
R = Registration Hold
(Only two notes are entered on each page of screen 148. Press enter to view additional pages/notes.)
Refer to the reason number beside the “M” and/or “R” holds.
EXAMPLES OF “HOW TO READ HOLDS” ON SCREEN 148
148 Reg Holds & Comments    JR  ST BS   135    Student Name
Screen: 148     SID:______    Course:______________    Term:______ Type:___
Holds -    Reg: 0    Transcript: 0    Admiss: 0    Fin Aid: 1    Housing: 0
Privacy    Review    Effective    Waiver    Dept/Entry
Type    Reason    Restrict Status    Date    Term    Term Auth    Oper    Date
F    37    G    051    FAM    05-12-2009
R.A.P. (FA Reasonable Academic Progress)
G    00    G    FAM    07-15-2009
SAAW 092 STANDARD POLICY 0% REFUND

Student #1: Has “0” beside “Reg:” This student does not have a registration hold and can register.

Note: The student has one hold on financial aid; this does not prevent this student from registering.
STUDENT #2

Student #2: Has “1” beside “Reg:” This student has one hold on registration.
Check the notes on screen 148 to find notes with type “M” or “R.”
Refer to the reason number beside the “M” or “R” notes and Dept/Oper to determine where to send the student.

This student has a type “M” hold, Reason #50. Send the student to Business Affairs.

NOTE: This student also has one hold on transcripts and one hold on financial aid. These holds do not prevent the student from registering.
### Student #3

Student #3: Has “2” beside “Reg.” This student has two holds on registration. Check notes on screen 148 to find two notes with type “M” and/or “R.” Refer to the reason number beside the “M” and/or “R” notes and the Dept/Oper to determine where to send the student.

This student has two notes with type “M.”

- One “M” has reason number 53 listed; send the student to Business Affairs.
- The second note “M” has reason number 34; send the student to Campus Police.

<table>
<thead>
<tr>
<th>Type</th>
<th>Reason</th>
<th>Restrict Status</th>
<th>Date</th>
<th>Term</th>
<th>Term Auth</th>
<th>Oper</th>
<th>Dept/</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Account Balance Write Off</td>
<td>G</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BA</td>
<td>06– 27–200</td>
</tr>
<tr>
<td></td>
<td>033 – $675.00 balance with grc as of 8/31/05</td>
<td>$375.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Tickets</td>
<td>G</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>COPS</td>
<td>12– 01–2003</td>
</tr>
</tbody>
</table>

**NOTE:** This student also has two holds on transcripts. This means the student cannot get an official transcript until the holds are removed; this does not prevent registration.
Student #4: Has “1” beside “Reg:” This student has one hold on registration.
Check the notes on screen 148 to find notes with type “M” or “R.”
Refer to the reason number beside the “M” or “R” notes and the Dept/Oper to determine where to send the student.

This student has a type “M” effective term 103 hold, Reason #33. Send the student to the College of Business.

NOTE: This student also has one hold on transcripts and one hold on financial aid. These holds do not prevent the student from registering.
### STUDENT # 5

<table>
<thead>
<tr>
<th>Screen: 148</th>
<th>SID: ______</th>
<th>Course: ____________________________</th>
<th>Term: ____</th>
<th>Type: ___</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holds -</td>
<td>Reg: 1</td>
<td>Transcript: Admiss: 0</td>
<td>Fin Aid: 1</td>
<td>Housing: 0</td>
</tr>
<tr>
<td>Privacy</td>
<td>Review</td>
<td>Effective</td>
<td>Waiver</td>
<td>Dept/ Entry</td>
</tr>
<tr>
<td>Type</td>
<td>Reason</td>
<td>Restrict Status</td>
<td>Date</td>
<td>Term</td>
</tr>
<tr>
<td>R</td>
<td>33</td>
<td></td>
<td>103</td>
<td>PSYC</td>
</tr>
</tbody>
</table>

Advisement Hold

Student #5: Has “1” beside “Reg;” This student has one hold on registration.
Check the notes on screen 148 to find notes with type “M” or “R.”
Refer to the reason number beside the “M” or “R” notes and the Dept/Oper to determine where to send the student.

This student has a type “R” effective term 103 hold, Reason #33. Send the student to the Dept. of Psychology.

**NOTE:** This student also has one hold on financial aid. This hold does not prevent the student from registering.
EXAMPLES OF HOW TO CLEAR HOLDS ON SCREEN 148
### STUDENT #4

<table>
<thead>
<tr>
<th>Screen</th>
<th>SID:</th>
<th>Course:</th>
<th>Term:</th>
<th>Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>148</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Holds</th>
<th>Reg:</th>
<th>Transcript:</th>
<th>Admiss:</th>
<th>Fin Aid:</th>
<th>Housing:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Privacy</th>
<th>Review</th>
<th>Effective</th>
<th>Waiver</th>
<th>Dept/</th>
<th>Entry</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type</th>
<th>Reason</th>
<th>Restrict Status</th>
<th>Date</th>
<th>Term</th>
<th>Term Auth</th>
<th>Oper</th>
<th>Dept/</th>
<th>Entry</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>33</td>
<td>C</td>
<td>103</td>
<td>BUS</td>
<td>02-04-2010</td>
<td></td>
<td></td>
<td></td>
<td>Hold Cleared</td>
</tr>
</tbody>
</table>

**Hold cleared based on the advisement of student.**

Student #4: Has “0” beside “Reg:” The student’s hold has been cleared and can now register.

**NOTE:** This student also has one hold on transcripts and one hold on financial aid. These holds do not prevent the student from registering.
### STUDENT #5

<table>
<thead>
<tr>
<th>Screen: 148</th>
<th>SID: ______</th>
<th>Course: __________________</th>
<th>Term: ______</th>
<th>Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holds - Reg: 0</td>
<td>Transcript:</td>
<td>Admiss: 0</td>
<td>Fin Aid: 1</td>
<td>Housing: 0</td>
</tr>
<tr>
<td>Privacy</td>
<td>Review</td>
<td>Effective</td>
<td>Waiver</td>
<td>Dept/ Entry</td>
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</tbody>
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<th>Oper</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>33</td>
<td>C</td>
<td>103</td>
<td>PSYC</td>
<td>02- 02-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Advisement Hold

Hold cleared based on the advisement of student.

Student #5: Has “0” beside “Reg:” The student’s hold has been cleared and can now register.

**NOTE:** This student also has one hold on financial aid. This hold does not prevent the student from registering.
PLEASE NOTE:

- For documentation purposes, do not delete advisement holds on Screen 148. Be sure to clear the advisement holds so that your note will be maintained for proof of advisement.