

## **Student Account Holds**

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The following restrictions may be applied to a student's account:

- **Academic Standing:**
  - Students on **academic probation** or **academic continued probation** must work with an advisor to register. This hold will restrict registration by the student in Self-Service.
  - Students on **academic suspension** are required to sit out either the fall or spring term. Once students sit out a fall or spring term are placed on academic probation. This hold will restrict registration.
- **Athlete Hold (ATH):** Student athletes are required to work with their advisor for registration and any changes. This hold is maintained by the Registrar's Office.
- **Balance Due Hold (BL):** Students with an outstanding balance to the college. This hold may prohibit them from registering for classes, or receiving their diploma. This hold is maintained by the Business Office.
- **Consortium Agreement (FACON):** A consortium for a student has been completed. The student must send an official transcript when the course is completed, or the course is withdrawn. This hold is maintained by the Financial Aid Office.
- **Disciplinary Sanctions (JUD):** Students have a judicial or disciplinary sanction that must be resolved by working with the Vice President of Student Affairs Offices or designee. This hold will restrict registration.
- **International Hold (IN):** International students are required to work with their advisor for registration and any changes.
- **Library hold (LB or LF):** Students have an outstanding item with the library. This hold will restrict registration. This hold is maintained by the library.
- **Non-sufficient Hold (NSF):** Students who have issued checks with insufficient funds. This hold prevents students from making future payments by check. This hold is maintained by the Business Office.
- **Registrar hold (REG):** Students typically need to provide documentation regarding a name change, name discrepancy, date of birth discrepancy, social security number discrepancy, etc. This hold will restrict registration. This hold is maintained by the Registrar's Office.
- **Secured Payment Hold (PYMT):** Students with outstanding account balances that have been sent to the collection agency or have filed for bankruptcy. This hold requires students to pay a security deposit in order to register for one or more courses. The deposit amount will be determined on a case-by-case basis by the NWCCD Controller who will consider the student's financial history with NWCCD. The deposit will be applied to the student's last semester registration or any unpaid balance

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on the student account when the student withdraws from courses and/or their academic program and/or quits attending NWCCD. After being applied to the student account balance, any credit balance will be refunded to the student. Payment must be made by cash, money order, certified check, cashier's check, or credit card. This hold is maintained by the Business Office.

- **Transcript Hold (TR):** Students who have an outstanding balance that prevents their transcripts from being released. This hold is only applicable to students who may qualify for this hold as identified by the U.S. Education Department. This hold is maintained by the Business Office.
- **Veteran hold (VET):** Veteran students are required to work with their advisor for registration and any changes. This hold is maintained by the Veteran Services Office.
- Other unusual circumstances at the discretion of the Vice President of Student Affairs.

The Registrar Office maintains a list of registration restriction codes and their functions. All requests for additional restrictions must be submitted to the Registrar. Persons placing and end-dating holds will make the reason for the restriction clear.