5.5.2 Enrollment Holds: Implementation

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1. Enrollment Holds

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<table>
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<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
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</thead>
<tbody>
<tr>
<td>1. Assigns appropriate authorities within Authority Manager for Student</td>
<td>Various offices</td>
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<tr>
<td>Data (PeopleSoft Student Administration)</td>
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<tr>
<td>To place a negative service indicator (&quot;enrollment hold&quot;), uses the Service</td>
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<tr>
<td>Indicators panel within “Campus Community,” entering the:</td>
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<tr>
<td>• student ID</td>
<td></td>
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<tr>
<td>• service Indicator Code</td>
<td></td>
</tr>
<tr>
<td>• service Indicator Reason</td>
<td></td>
</tr>
<tr>
<td>• a “Start Term” and, if desired, an “End Term”</td>
<td></td>
</tr>
<tr>
<td>Note: Enter the term during which the service indicator should become valid</td>
<td>Authorized staff</td>
</tr>
<tr>
<td>for the ID, and enter the term during which it should cease to be valid for</td>
<td></td>
</tr>
<tr>
<td>the ID. If the active term is 0000, all terms, past, present, and future,</td>
<td></td>
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<tr>
<td>are affected. However, if an active term is entered, it affects that term and</td>
<td></td>
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<tr>
<td>all future terms. If no End Term value is entered, the service indicator will</td>
<td></td>
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<tr>
<td>be in effect until it is released. If you do not want the indicator to be</td>
<td></td>
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<td>valid during the entire start-to-end term period, specify dates within the</td>
<td></td>
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<tr>
<td>term period to use for starting and ending the service indicator.</td>
<td></td>
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<tr>
<td>All other fields on the Service Indicator panel, including any explanatory</td>
<td></td>
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<tr>
<td>comments, are optional.</td>
<td></td>
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<tr>
<td>2. Takes action to resolves the issue, e.g., pay bills.</td>
<td>Student</td>
</tr>
</tbody>
</table>

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When it is appropriate to do so, uses the Service Indicators panel to remove a negative service indicator.

Note that this action releases the hold on the student's file, but retains the information about the hold. Leaving an enrollment hold in place beyond the study list deadline in a quarter will result in a discontinuance of the student’s program, and may require reinstatement for the student to return.