



SUBJECT: REGISTRATION HOLDS	Effective Date: 2-15-21	Policy Number: 2.6	
	Supersedes: New	Page 1	Of 2
	Responsible Authority: Provost and Vice President for Academic Affairs		

APPLICABILITY:

This policy applies to all employees who are authorized to apply registration holds within the University’s student information system and course registration platform.

POLICY STATEMENT:

A *registration hold* is a tool intended to prompt students to resolve particular issues before permitting them to enroll in classes for subsequent terms. In general, they are used to prevent unauthorized registration; to require students to meet their financial obligations to the university; to require students to meet with an academic advisor to ensure completion of requirements and timely graduation; and to verify immunizations, among other reasons. As described in the below procedures, the University may establish additional registration holds as necessary.

Departments or units may not place additional registration holds on a student’s record within the three (3) weeks preceding the first day of the advance registration period as noted on the FAU Academic Calendar. The placement of new registration holds may resume after the advanced registration period closes. This restriction will not apply when the registration hold is necessary to comply with FAU Regulations, federal or state laws, or when immediate action is required to protect the safety of a student or the campus community.

PROCEDURES:

Any department or unit seeking to establish a new type of registration hold must send a written request to the University Registrar and include information on the reasons for the hold and outcomes expected. The Provost and Vice President for Academic Affairs will appoint members of the University Holds Committee, and membership will include various divisions including, at a minimum, Academic Affairs, Financial Affairs, and Student Affairs. The University Registrar will send requests to the Committee, which will consider the request and inform the department/unit of its decision within 30 business days.

To minimize disruptions to the academic progress of our students, departments or units with the authority to place holds must inform students in writing at the time when holds are placed on their records. Such notification must include at a minimum:

- (1) Information on the steps the student needs to take to have the registration hold removed;
- (2) The consequences of the registration hold;
- (3) The timeframe for resolving the registration hold; and
- (4) Contact information that directs the student to the appropriate office for resolution of the registration hold.

The Office of the Registrar will inform all active students eleven (11) days prior to the first day of advance registration on the process for determining whether a registration hold is on their accounts and will also encourage students to resolve any registration holds as soon as possible in order to avoid delays in registration. Students who are not otherwise eligible to enroll (e.g. due to academic suspension) will not be notified to prepare for registration. Financial related holds may be placed on student accounts up to one (1) day prior to the day the Registrar sends holds notifications to all students.

INITIATING AUTHORITY: Provost and Vice President for Academic Affairs

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 2.6

Initiating Authority
Signature: _____ Date: _____
Name: Dr. Bret Danilowicz

*Policies and Procedures
Review Committee Chair*
Signature: _____ Date: _____
Name: Elizabeth Rubin

President
Signature: _____ Date: _____
Name: Dr. John Kelly

Executed signature pages are available in the Office of Compliance