QUICK GUIDE TO REGISTRATION HOLDS

**Student registration is prevented / not allowed to register for classes**

A student can view holds for the semester under the “Holds” tab in their Student Services Center. A description (reason) and office to communicate with is included in the “Details” link in this tab.

ADVISOR HOLD - Advisor approval needed before registering. Student must meet with their assigned academic advisor (or follow specific guidance from their academic advisor) for removing this hold.

MMR HOLD – Written verification of the MMR (Measles, Mumps, Rubella) immunizations must be provided by the student. Contact the Health Center (3-2009, Student Health Center) or go to https://health.uni.edu/requirements for additional information including requirements for documentation, exemptions, and options if you student has not received these immunizations.

SF PAST DUE U-BILL - The hold goes on when a student account is past due by more than $400 or if the account is more than 91 days past due. Contact the Office of Business Operations (273-2164, Gilchrist 1-3) for additional information or with questions about account balances. This hold is calculated each month after the due date (20th) and placed on a student registration account.

DEAN OF STUDENTS - VIOLENCE PREVENTION - New first-year and transfer students must complete the online Sexual Assault Prevention program focus on understanding sexual misconduct and interpersonal violence to have the hold removed. Holds are removed automatically on a daily basis. Students can email deanofstudents@uni.edu with questions or concerns about the hold. Detailed information about the program is available on the Dean of Students website https://deanofstudents.uni.edu/sexualassaultpreventionprogram

DEAN OF STUDENTS - This hold relates to a violation of the Student Conduct Code and required actions that need to be taken by the student. The hold may be a result of conduct issues in the Residence Halls, on campus, or off campus. The student must contact the Dean of Students Office (3-2332 / Gilchrist Hall 118) for specific information or with questions about this hold.

AD UGRAD – INCOMPLETE FILE – The student should go to their “To Do” list in Student Center to determine what document(s) / information is missing or should contact the Office of Admissions (3-2281 / Gilchrist 002) for specific information or with questions about this hold. A student who can show proof of item(s) being sent to the University can have the hold temporarily lifted for 1-2 days by the Office of Admissions to register for classes for the next semester.

AD INTERNATIONAL – MEETING / INCOMPLETE / CONV HOD - Documentation or information is needed from the student by the International Services Office (3-6421 / Maucker Union 113) or the Office of Admissions (3-2281 / Gilchrist 002).

REGISTRAR HOLD - Call or visit the Registrar’s Office (3-2241 / Gilchrist 115) to discuss the specific issue(s) related to this hold.

SUSPENSION HOLD - Indicates the student has been placed on academic suspension from the university. Contact the Registrar’s Office (3-2241 / registrar@uni.edu / Gilchrist 115) to discuss the process for readmission to the university from academic suspension.

TERMS & CONDITIONS HOLD - All students are required to read and accept the UNI U-bill Terms and Conditions of Financial Responsibility statement. The Terms and Conditions hold is lifted immediately upon agreement. Call or visit Student Accounts (student.accounts@uni.edu / 3-2164 / Gilchrist 103) or go to https://obo.uni.edu/student-accounts/ubill-terms-conditions for questions about this hold.

Go to https://registrar.uni.edu/students/current-students/registration/account-holds or contact the Registrar’s Office (319-273-2241) for information related to any holds not listed above.

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