

## HOLDS AND WHO TO CONTACT

### Academic Suspension – Registrar

1. **Academic Suspension** holds prevent registration. Only the **Registrar's Office** may remove these holds.
2. The dates show when the hold will end if the student does not submit an academic appeal, or their academic appeal was not approved.

The reason should show the number of academic suspensions, as this affects the timeline for when a student may return to the university. To learn more about Academic Suspensions and related policies, review the Academic Standing portion of our **Catalog**.

### Collections-Past Due Balance – Cashier/Collections

1. **Collections-Past Due Balance** holds are placed by the **Collections office**.
2. The student must pay off past-due balances online or with the **Cashier's** to have this hold removed. If they have questions regarding why the hold was placed, they may contact the **Collections office**.

### Department Hold – Various Departments/Registrar

1. The **Registrar's Office** will place a **Department Hold** at the request of a department member. This may relate to materials that need to be turned in such as a football jersey, or musical instrument.
2. The student should work with the department they believed requested the hold to be placed to clear up any outstanding issues. The department will then contact the Registrar's Office to remove the hold.

### Federal Loan Exit Counseling or Federal Stafford Loan Default – Financial Aid

1. The office of **Financial Aid** will place **Federal Loan Exit Counseling** holds on a student's account if they left the university (i.e. withdrew or graduated), without completing their Federal Loan Exit Counseling. The student will need to complete their exit counseling. The Financial Aid office will receive notification that the counseling has been completed, and will remove the hold.
2. A **Federal Stafford Loan Default** hold will require the student to contact the loan agency to resolve a defaulted or fraudulent loan. The student may also contact the **Financial Aid** office.

### Final HS Transcript or Final College Transcript – Admissions

1. A **Final HS Transcript** or **Final College Transcript** hold can prevent registration.
2. **Final HS Transcript** holds are generally placed to allow admitted students to enroll for one semester. They will not allow registration in any later semester if the **Admissions** office has not received an official final high school transcript, showing a graduation date.
3. **Final College Transcript** holds are generally placed on students who are concurrently enrolled in other academic institutions. They should include such information as "Midland College Summer 2022"

### Immunization-Meningitis – Admissions/Health Services

1. Our **Bacterial Meningitis Vaccination** requirements affect students who are under the age of 22. They are required to receive a quadrivalent meningitis vaccination at least 10 days prior to the start of the semester for which they plan to attend. Students may also choose to submit an exemption.
2. The office of **Admissions** will place the **Immunization-Meningitis** hold if the student has not submitted a qualifying vaccination record (i.e. not expired, correct vaccination). Alternatively, if the vaccination has expired, **Health Services** will place a hold on the student's account.

### No TSI Scores - Admissions

1. If the student has not submitted TSI scores, or other documentation showing they are eligible for a TSI exemption, then a **No TSI Scores** hold will be placed by **Admissions**. This hold will prevent registration.

2. Students must submit their TSI scores, or documentation showing they have a waiver or exemption (i.e. SAT scores, exempt per a previous institution)

### Not College Ready – Admissions/Lobo Den

1. A student may be deemed by their TSI scores to be **Not College Ready**. This means the student will be required to take developmental education courses, and co-requisite college-level courses. To enroll in classes a student must see a **Lobo Den** advisor.
2. Alternatively, they may retest and submit new scores to **Admissions**.

### Number of Drops Remaining

1. This is an informative hold only. This does not prevent registration. All students attending Fall 2007 and later are affected by the [Six Drop Limit Rule](#)
2. The hold will show the number of drops a student has remaining under this rule. This is updated automatically when a drop request is processed by the Registrar's Office.
3. If the student has **0 Drops Remaining** and they request to drop a class, their final grade will result in an **F**

### See the Registrar, Must See Dual Credit Advisor Holds – Registrar

1. **See the Registrar** or **Must See Dual Credit Advisor** holds are most commonly a residual hold from when a student was previously enrolled as a dual credit student in high school.
2. The Registrar's office will confirm that the student has been admitted as a non-early admission type student, and can then remove the holds.