

**ACTIVE HOLDS LIST:**

<b>RESPONSIBLE OFFICE</b>	<b>HOLD CODE</b>	<b>HOLD DESCRIPTION</b>	<b>Registration*</b>	<b>Transcript*</b>	<b>Graduation*</b>
Student Accounts Office	BB	Rarely used. Requires payment in cash or certified check. Limited to students with repeated bounced checks.	Y	Y	Y
Student Accounts Office	BC	Student submitted a bad check for \$200 or more.	Y	Y	Y
Student Accounts Office	BD	Student dropped for non-payment. Used each semester and only applied for a 3-week period of time.	Y	N	N
Student Accounts Office	BF	Canceled aid. This is a temporary hold placed when the Financial Aid Office reduces or removes an aid award after a student has been paid. This is monitored weekly and the hold is removed once Financial Aid resolves the issue.	Y	Y	Y
Student Accounts Office	BT	Federal Title IV financial aid (PELL and Loans) are awarded for a specific academic year. If a student owes a balance in a prior year, regulations permit up to \$200.00 of current year federal aid to pay that prior year balance. This hold is used to identify those cases during certain routine processing.	N	Y	N
Student Accounts Office	BP	This hold is placed on a student's account if he owes a balance over \$500 in a prior year. Federal Title IV financial aid (PELL and Loans) are awarded for a specific academic year. If a student owes a balance in a prior year, regulations permit up to \$200.00 of current year federal aid to pay that prior year balance.	Y	Y	Y
Student Accounts Office	BR	Student has a past due balance less than \$500.	N	Y	N
Student Accounts Office	BU	Student has a past due balance over \$500.	Y	Y	Y
Student Accounts Office	BW	Student Accounts write off. Inactive accounts (6yrs. With NO activity) with a balance due are written off by Student Accounts so account shows zero, but the HOLD indicates if future activity the debt can be collected.	Y	Y	Y
Student Accounts Office	CB	Balance due has been sent to collections agency.	Y	Y	Y
MCC Association	CH	Balance due for unpaid child care at Guon.	Y	Y	N
MCC Association	EL	Student owes for emergency loan cash disbursement approved by Financial Aid and advanced by the MCC Association. \$500 - \$900.	Y	Y	N
MCC Association	HB	Student owes less than \$200 for MCC Housing.	N	Y	N
MCC Association	HF	Student owes more than \$200 for MCC Housing.	Y	Y	Y
MCC Association	MP	Balance due for meal plan.	N	Y	N
Student Rights & Responsibilities	DD	Applicant indicated on her admissions application that she has been dismissed from a previous college for disciplinary reasons. The hold is released after the student has provided supporting documents and met with a representative in Student Rights & Responsibilities.	Y	N	N
Student Rights & Responsibilities	SS	This hold is placed on a student's record if they have been summoned by Student Rights & Responsibilities for an appointment and have not responded. The hold is removed after the student has come in for the appointment.	Y	N	N

RESPONSIBLE OFFICE	HOLD CODE	HOLD DESCRIPTION	Registration*	Transcript*	Graduation*
Student Rights & Responsibilities	SU	This hold is placed on a student's record if he have been suspended, summarily suspended, or expelled from the College. The hold is removed after the suspension period is expired and they have had a meeting with Student Rights & Responsibilities. Expelled students' holds are never removed.	Y	N	N
Health Services	HS	The HS hold is applied by Health Services in November and March annually, after the NYS deadline for withdrawal for non-compliance. The hold is placed when the student has <u>only partial complied</u> with NYS immunization requirements. The hold has been applied to <u>prevent</u> student withdrawal for non-compliance. HS staff work together with students to help them achieve compliance, by providing immunizations here at the college, or assisting them to track down immunization histories.	Y	N	N
Global Education and Int'l Services	IS	This hold to ensure new incoming international students meet with Global Education & International Services office. It is rarely used. It is primarily used if a new international student did not attend orientation.	Y	N	N
Public Safety	PG	The Dept. of Public Safety places a <b>registration hold</b> for <b>NON-STUDENTS</b> who commit a violation of the College Code of Conduct (i.e. theft, harassment, domestic incidents, disorderly conduct etc.). Public Safety sends the individual a letter indicating they are not allowed on campus and they must contact Student Services before they are allowed to return to campus. If the individual wishes to return to MCC property to register for classes, or other reasons, she must meet with a representative of Student Services. Public Safety releases the hold with authorization from Student Services.	Y	N	N
Registration & Records	RD	Temporary hold applied after the registration deadline and removed after the drop/add period ends.	Y	N	N
Library Services	LO	We apply the Library-Overdue Materials hold when a student borrows library materials and the items become lost (have been overdue for 4 weeks or more). We remove the hold when a student does one of the following: returns the item(s), or pays to replace the lost item(s).	N	Y	N
Parking Services	PK	When an individual pays a parking violation with a check, a 15 business day transcript hold is place on the student's account until the check clears. The individual has the opportunity to have the 15 day transcript hold removed in advance of the 15 <sup>th</sup> day when he provides a copy of the cancelled check.	N	Y	N
Parking Services	PS	A transcript hold is placed on a student's account after an unpaid parking violation has passed 15 calendar days.	N	Y	N