**TEXAS A&M UNIVERSITY - COMMERCE**

**STUDENT ACCOUNTS - Registration Hold Procedure**

**PROCEDURE FOR TEMPORARY LIFT OF REGISTRATION HOLDS**

The University uses a threshold of $750 on past due balances to impose a registration hold.

Registration holds for past due balances are denoted in Banner as hold type RF with the origination code FISC. All registration holds have a start date and an end date. The start date references when the hold begins and the end date shows the date the hold was removed. The default end date for all holds is 12/31/2099. Registration holds may be placed anytime during a semester but are updated prior to the opening of any registration period.

## Students may obtain a temporary lift of their registration (RF) hold through the following procedure.

|  |  |  |
| --- | --- | --- |
| **HOW TO ENTER AND REMOVE A HOLD:** | | |
|  | STEP | **ACTION** |
| ***REGISTRATION HOLDS*** | **1**  **2**    **3**    **4**  **5**  **6** | The general procedure requires students to pay at least one half of their past due balance to obtain a temporary lift of their registration hold. The registration hold may be lifted for a maximum of one week once payment has been made for at least one half of the past due balance.  Students who cannot or will not pay at least one half of their past due balance should be referred to the Bursar, Associate Bursar or the Assistant Director for the Money Matters Center for approval of a temporary lift of the registration hold.  Students who have a past due balance of more than $4,000 must be referred to the Bursar, Associate Bursar or the Assistant Director for the Money Matters Center for approval of a temporary lift of the registration hold.  Students who have a past due balance of more than $7,000 must be referred to the Bursar for approval of a temporary lift of the registration hold.  Temporary approval for lifting registration holds for students with past due balances of more than $4,000 must be documented in Banner as to why the hold was lifted.  Registration holds are lifted temporarily in Banner by changing the start date of the hold to a future date. The end date for the registration hold should remain at 12/31/2099. |