

Resolving Common Holds During Registration

Holds may be placed on students for various reasons including payment issues, incomplete paperwork, failure to return materials or supplies, or failure to complete a requirement. Holds typically prevent registration, transcript processing as well as receipt of diploma.

Holds can affect various areas including, but not limited to:

Registration: A hold on a student's records may prevent the student from registering for classes that semester.

Transcripts: A hold on a student's records may prevent the processing of student's transcripts, official or unofficial, and may also prevent the student from viewing their GCSU Tranguide.

Graduation: A hold on a student's records may prevent a student from receiving their diploma or conferral of their degree.

Removing a Hold

Holds generally require some action on the students' part to remove. To remove a hold, the student must go to the office responsible for the hold, resolve the issue, and request the hold be removed from their records.

Hold Information

Below is a list of common holds you may encounter during the registration process. The last four digits listed behind the hold is the number to the office you can contact for further questions. Each number is preceded with (478) – 445.

Admissions Office Hold – Contact an Admissions Representative (1283)

Advisor Hold – See your Advisor or Department

Accounts Receivable Hold – See the Business Office, Parks Hall 111: Money for tuition or fees could prevent you from receiving a transcript, registering, or receiving feedback from a graduation application. The Business Office can be reached at (5148).

Financial Aid Hold – Contact a Financial Aid Representative, Parks Hall 103 (5149).

Immunization Hold – Contact the Office of the Registrar, Parks 107: If you are a new student that has been admitted, you must turn in an immunization form. After one term and one month, a hold will be placed on your record for any incomplete immunizations. The Registrar's Office should be contacted for more information on this hold. (6286)

Library Hold – Contact the Library, Library and Instructional Technology Center 319: You may have an outstanding fine at the library. Payment can be made at the Business Office (5254) or the Library (4047).

Transcript Hold: A transcript hold usually occurs as a result of a hold in another office. Any financial obligations will result in a transcript hold. The Registrar's Office should be contacted for more information on a transcript hold (6286).

Parking Hold: You may owe a balance for receiving a parking ticket. You can pay at the Business Office (5254) or contact the Parking and Transportation Services Office. This hold could prevent you from receiving a transcript.

Infirmary Hold: You may have incurred a balance due to services rendered to the infirmary. You can pay your balance at the Business Office, or contact Student Health Services (5288).

Program of Study Hold: If you are a graduate student, you should speak with your advisor about your particular area of study.

Conditional Hold: If you are a graduate student, you may have outstanding documents needed in the Admissions Office.