

**POLICY & PROCEDURES MANUAL**

**WAYLAND BAPTIST UNIVERSITY**

**Classification Number: 9.3.2**

**Revised: February 10, 2023**

**SUBJECT: HOLDS ON STUDENT RECORDS**

Holds on student records may be issued by various university offices.

**Financial Holds** - Financial holds can be issued only by the Business Office. Any other administrative office that wishes to use registration billing as a means for collecting funds owed that office must notify the Business Office in writing of that request.

**Registration and Records Holds** - Registration and records holds may be issued by the director of admissions, the university registrar, the executive director of student services, the director of BAS/BCM records, the director of graduate studies, the financial aid director, or the vice president of academic affairs. All holds must be released by the office issuing the hold if the student is to register.

If registration holds are placed after pre-registration has occurred, the office placing the hold is responsible for notifying the affected student. Until the hold is removed the student will not be able to complete registration.

**Approval Process for New Hold Assignments and Inactivation of Existing Holds** The university s and inactivating existing holds in PowerCampus (or