

QUICK GUIDE TO REGISTRATION HOLDS FOR STUDENTS

****Student registration is prevented / not allowed to register for classes****

View holds for the semester under the "Holds" tab in your Student Services Center.
The office to communicate with and description (reason) is included in the "Details" link in this tab.

ADVISOR HOLD – Academic advisor approval needed before registering. Meet with or follow the specific guidance from your assigned academic advisor for removing this hold.

MMR HOLD – Written verification of the MMR (Measles, Mumps, Rubella) immunizations must be provided. Go to <https://health.uni.edu/requirements> or contact the Health Center (319-273-2009, Student Health Center) for additional information including requirements for documentation, exemptions, and options if you have not received these immunizations.

SF PAST DUE U-BILL - The hold goes on a student account if past due by more than \$400 or if the account is more than 91 days past due. Contact the Office of Business Operations (319-273-2164, Gilchrist 1-3) for additional information or with questions about account balances. *This hold is calculated each month after the due date (20th) and placed on a student registration account.*

DEAN OF STUDENTS - VIOLENCE PREVENTION - New first-year and transfer students must complete the online Sexual Assault Prevention program, focused on understanding sexual misconduct and interpersonal violence, to have the hold removed. Holds are removed automatically on a daily basis. Communication should be made to deanofstudents@uni.edu with questions or concerns about the hold. Detailed information about the program is available on the Dean of Students website <https://deanofstudents.uni.edu/sexualassaultpreventionprogram>.

DEAN OF STUDENTS - This hold relates to a violation of the Student Conduct Code and required actions that need to be taken by the student. The hold may be a result of conduct issues in the Residence Halls, on campus, or off-campus. Contact the Dean of Students Office (319-273-2332 / Gilchrist Hall 118) for specific information or with questions about this hold.

AD UGRAD – INCOMPLETE FILE – Go to your "To Do" list in Student Center in MyUNiverse to determine what document(s) / information is missing or contact the Office of Admissions (319-273-2281 / Gilchrist 002) for specific information or with questions about this hold. A student who can show proof of item(s) being sent to the University can have the hold temporarily lifted for 1-2 days by the Office of Admissions to register for classes for the next semester.

AD INTERNATIONAL – MEETING / INCOMPLETE / CONV HOD - Documentation or information is needed by the International Services Office (319-273-6421 / Maucker Union 113) or the Office of Admissions (319-273-2281 / Gilchrist 002). Contact these offices for more detailed information.

REGISTRAR HOLD - Call or visit the Registrar's Office (319-273-2241 / Gilchrist 115) to discuss the specific issue(s) related to this hold.

SUSPENSION HOLD - Indicates the student has been placed on academic suspension from the university. Contact the Registrar's Office (319-273-2241 / registrar@uni.edu / Gilchrist 115) to discuss the process for readmission to the university from academic suspension.

TERMS & CONDITIONS HOLD - All students are required to read and accept the UNI U-bill Terms and Conditions of Financial Responsibility statement. The Terms and Conditions hold is lifted immediately upon agreement. Call or visit Student Accounts (student.accounts@uni.edu / 319-273-2164 / Gilchrist 103) or go to <https://obo.uni.edu/student-accounts/ubill-terms-conditions> for questions about this hold.

Go to <https://registrar.uni.edu/students/current-students/registration/account-holds>
or contact the Registrar's Office (319-273-2241) for information related to any holds not listed above.