

Hold and Registration Blocks

Purpose:

The purpose of this policy is to assure that the obligations to the University of Nebraska and requirements for enrollment are met. The policy covers obligations to UNMC as well as other campuses in the NU system.

Policy:

To assure that obligations to the University of Nebraska Medical Center are met, the Division of Student Success will encumber student records and deny registration privileges to students, previous students, and graduates who have outstanding obligations to UNMC or other campuses in the NU system. Such obligations include delinquencies in tuition and fees; failure to meet student loan repayment schedules; failure to comply with terms of established tuition payment plans; failure to return Medical Center supplies, materials and equipment; non-payment of "bad checks" offered to the University; unresolved parking tickets, fines, and towing charges; unpaid library fines and charges for books not returned; unpaid rent owed for University housing; failure to obtain required immunizations; failure to secure required background check or drug screening for specific clinical placements; missing transcripts from prior institutions, failure to meet UNMC compliance requirements, and other similar obligations to UNMC or other University of Nebraska campus.

The placement and release of an encumbrance (Service Indicator/Hold) on a student, previous student or graduate will be the responsibility of the office/unit to which the obligation is outstanding. Upon placement of a Service Indicator/Hold, the individual will be denied readmission, transcripts, and registration for subsequent terms, diplomas, grade reports, and attendance verification for loans or other requests. He or she may be disenrolled from current courses in the case of failure to pay tuition and fees (See [Delinquent Tuition/Fees Policy](#)).

UNMC will honor Service Indicator/Holds placed by other campuses in the NU system for disciplinary and financial matters. UNMC students will be required to work with the campus placing the Service Indicator/Hold. UNMC staff are not authorized to remove Service Indicators/Holds placed by another campus but may assist with communication to the other campus in order to help students to resolve outstanding issues.

All academic transcripts that are released on a defaulted federal loan will indicate on the transcript that the borrower has defaulted on a federal loan. The borrower is responsible for providing the school with documentation from the lender, holder or department when a default has been satisfactorily resolved, in order to obtain access to services that are being withheld or to have the reference to default removed from the academic transcript.

A "discharge by bankruptcy" does not automatically clear eligibility for transcripts and other university services.

Procedures for Students:

1. Service Indicators/Holds generally will be placed by department incurring the financial obligation. For example, a specific college, Student Health, Library, Compliance Department, Parking, Student Success, or Housing.
2. Service Indicators/Holds will be removed by staff in the department placing the hold.
3. Staff in Student Success can assist with identifying the correct contact at another campus in case of a non-UNMC hold.
4. Students can refer to their MyRecords page to view information related to all Service Indicators/Holds placed on their account.

Procedures for Staff:

1. Academic Departmental staff may request security access to this functionality in MyRecords by contacting their Academic Associate Dean or their designee.
2. Staff in other departments may request security access to this functionality in MyRecords by contacting the Assistant Vice Chancellor Student for Success.
3. The UNMC Registrar has full security access for placement or release of a Service Indicator/Hold in the case of an emergency.

Appeal Process

1. A student who has had a Service Indicator/Hold placed on his or her record must first contact the office placing the Service Indicator/Hold to resolve any perceived discrepancies.
2. Should the perceived discrepancy not be resolved to the satisfaction of the student and/or office involved, the student shall notify the Registrar in writing or via email of his or her statement concerning:
 - a. The nature or reason for the Service Indicator/Hold
 - b. The reason why Service Indicator/Hold should not be retained on his/her record
 - c. The Registrar will request information from the office that place the Service Indicator/Hold.
 - d. The Registrar will render a decision within 10 calendar days of receipt of the appeal and notify both the student and the office placing the Service Indicator/Hold.
 - e. Should the Registrar's action not be acceptable to either party, a further appeal may be directed in writing to the Assistant Vice Chancellor for Student Success within 10 calendar days of the decision rendered by the Registrar.

